

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held remotely on Monday 20st July 2020 at 7.00pm

PRESENT: Nigel Jacobs (Chair), Eric Benton, Marc Frost, Richard Draycott, Bernard Crease, Graeme Dinner, Mark Brooks, Geoff Odell, Borough Councillor Graeme Coombes, Lizzie Barnicoat (Clerk), and no members of the public.

1. **WELCOME AND APOLOGIES FOR ABSENCE:**

The Chair welcomed all attendees, setting the expectations for an online virtual meeting and outlining how to keep the meeting efficient. There were apologies for absence received from James Carroll.

2. **DECLARATION OF INTEREST FOR THE MEETING:**

There were no declarations of interest received for the meeting.

3. **OPEN FORUM:**

No public statements received.

4. **PLANNING WORKING GROUP RECOMMENDATIONS FOR CONSIDERATION:**

a) a) **20/00008/REF appeal for permission in principle for residential development for up to 2 dwellings at Land Adj 140 Cotton End Road Wilstead** – The Parish Council objected to the original application 19/01836/PIP because of unsuitability of site due to flooding and hazardous substances, impact on street scene, loss of rural gap, outside SPA and setting precedent. These comments have been forward to the Planning Inspectorate by the Borough Council.

b) **20/01377/FUL Erection of summerhouse on a concrete slab at 6 Duck End Lane** – The Parish Council have no objection as long as the hedge is retained.
Action 7.01: PWG

c) **20/01267/FUL Single storey front and rear extensions to match existing roof line and dormers to side to utilise loft space at 12A Ivy Lane** – the Parish Council agreed to have no objection to this application, though did note it is unusual to have a window in a walk-in wardrobe.
Action 7.02: PWG

d) **Bedford Borough Council Draft Housing Strategy 2021-2026 consultation** – it was agreed that a response to be submitted to the consultation seeking social housing having those with local connections needing to be looked after. Also the response to refer to Wilstead undertaking a Neighbourhood Plan.
Action 7.03: PWG

e) **Local Plan new development framework strategy consultation** – all Councillors to be aware that the next framework strategy consultation has commenced. It was agreed to submit a response outlining that Wilstead must not be classified as Key Rural Service Centre given its immediate proximity to Wixams and the reducing local facilities.
Action 7.04: PWG

The Clerk to encourage residents through the Homewatch article to respond to the consultation.
Action 7.05: Clerk

At this point of the meeting GC's report was discussed, it was noted GC had sent a response to the Wixams pharmacy appeal, clarity was sort on the current refuse waste collections and GC offered support to Wilstead as there were concerns over planning applications going beyond the statutory determination date.

GC took leave at this point of the meeting

5. ALLOTMENT RENT TO BE AGREED FOR SEPTEMBER 2021:

RD and MB declared an interest in this item and took no part in the item discussion. The Environment Working Group recommended that allotment rents for September 2021 remain at £3.50 per pole. The comparative costs were outlined, it was noted Wilstead rents for 2019/20 do cover the current cost of water used. It was unanimously resolved to set the rent per pole at £3.50 for September 2021. Clerk to send allotment rent due letters.

Action: 7.06: Clerk

6. PLAY AREA INSPECTION AND ASSOCIATED RISK ASSESSMENT TO BE AGREED:

Action 6.04: PAWG *To ensure appropriate assessments are being undertaken ahead of the play area re-opening.* The Play Area Working Group recommend that a full operational inspection be carried out, it was unanimously agreed to accept the quote for £130.00 from CPM Playgrounds Ltd for this. The insurance guidance sought regarding play areas was outlined. The Council unanimously agreed in principle to approve a generic Covid-19 risk assessment including a specific play area document. It was also agreed that dependant on the play area inspection feedback the Parish Council would potentially follow the approach taken by the Borough Council and the latest information available relating to the local high infection rate, when deciding to open the Whitworth Way play area. **Action 6.04: Ongoing**

7. BEDFORD BOROUGH SPECIAL AREA CHARGES RESPONSE TO BE AGREED:

The Finance and General Purposes Working Group recommended that the Group be delegated responsibility to put a response together and list the costs involved and submit these to the Borough Council before the deadline of 31st July. The Council unanimously agreed this approach. **Action 7.07: Clerk**
Clerk to submit special area charges response once collated.

Action 7.08: Clerk

8. FINANCE MATTERS:

a) To review and confirm any quotations received

Action: 5:06: Clerk *To review the supply costs for the parish street lights*

GC declared an interest in this agenda item and took no part in the discussion
A copy of the Council electric usage had been sent to a utility comparison provider who specialise with Parish Councils. A review has been undertaken of different providers, the recommendation it was unanimously agreed to approve and accept the proposal from SWALEC /SSE for a 3 year contract which shows a 15% reduction as follows:

Total Annual Spend E-on

£1,426.11

Total Annual Spend SSE

£1,218.85

Annual Saving

£207.26p.a

Resolution passed, associated documentation to be completed to enable transfer to take place.

Action 5.06: Ongoing

b) Invoices to be paid

Payment of accounts:

Payee	Service	Amount
Barnicoat Ltd	Clerking service June	£887.37
A R Worboys Ltd	Grass Cutting S11314	£593.28

Accompanying invoices filed in the Finance folder of Parish Council documents held online in Office 365 SharePoint ahead of this meeting. As minuted in March 2020 the F&GP WG is delegated to approve and pay the above items electronically. However, these items yet to be paid, so it is proposed that payment of the above be made.

Payments made out of meeting:

Plus Net Telephone and broadband

£21.60 direct debit

Eon Uk Ltd street lighting charges

£ 123.10 direct debit

Councillors resolved for all the above payments to be made.

c) Year-end accounts update

Action 5.05: NJ/EB *To continue communications with external auditors and a meeting to be discuss this going forwards being arranged.* Given the audit process is underway it is proposed not to meet with the external auditors to discuss last year's audit comments, but changes to be made to how the Council signs off its inputs to this year's audit. The Annual Return to be signed as Secretary. The Council will then await the external auditor's comments on this year accounts and respond to these. The Council unanimously agreed to this approach.

Action 5.05: Complete

9. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch newsletter copy

Homewatch article submitted

Online playgrounds promotional information

CPRE update emails

Bank statements

Crime statistics - forwarded

ERTA Voluntary Transport email

Allotment tenant various communications

Burial ground and associated communications

Wilstead emergency group communications regarding Coronavirus updates from Public Health England

NFP Workshops bid writing information

Continued communications from NALC and BATPC information and updates on the coronavirus situation and how this impacts local councils
BBC Village Car Park work to barrier communications
BATPC Bugle – circulated
Local government boundary review consultation new dates confirmed
Beds Police crime statistics – circulated
Resident concerns regarding Luton Road compound usage ongoing communications with local authority regarding enforcement
BBC communication with Planning Officer regarding 20/00598/OUT
A6 underpass flooding concerns reported by resident – followed up by Councillors
BBC consultation on Houses in Multiple Occupation: Supplementary Planning Document consultation
SLCC Branch meeting information
Beds and MK waterway newsletter
Village Hall communication regarding re-opening of the Hall – circulated
Copied into communications regarding Wilstead Woodland transfer
Copied into communication regarding remote Doctor's appointments
Borough Councillor report – circulated
BATPC information on re-opening of play areas and community facilities – forwarded on
Resident communications regarding Jubile Centre anti social behaviour – responded to
Resident concern over Church Road highways issues with exiting the road – EB responded to
Resident communication regarding litter picking at Jubilee Centre – responded to and thanked them for their efforts
Resident communication regarding Hooked Lane works and concerns relating to this – NJ responded to
Resident enquiry regarding accessing Parish Council meetings – responded to
Bedford Borough Council special expenses information requested – agenda item
Communications with Borough Council and IDB regarding overgrown vegetation by Methodist Church – reported
Parish and Town Network meeting communications – NJ attending
BBC Officer communication regarding litter problems at Jubilee Centre – responded
Resident communication regarding overgrown hedge by Jubilee field – forwarded on to EWG
Recruitment for Police and Crime Panel independent members
Bedford Borough Council Draft Housing Strategy 2021-2026 - Public Consultation
Resident concern with maple tree in Cotton End Road

7. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 22nd JUNE:

Councillors received a copy of the last meeting minutes all Councillors unanimously agreed approval of the Parish Council meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

At this point of the meeting this item was reviewed.

Action 3.02 MF *To receive confirmation from Darryl Hall at Borough regarding electrics for the CCTV installation.* South East are communicating directly with Bedford Borough Council, report when received to be circulated. Meeting had taken place with South East Security and our Street Lighting contractor. It was unanimously agreed to proceed with the CCTV installation work at the previously agreed cost of £5k for the safety cameras, and noting the groundworks cost was confirmed at £1,300. The Borough Council to be updated on the work progressing. **Action 3.02 Ongoing**

8. CLOSE OF MEETING AND TO AGREE FORMAT FOR FUTURE MEETINGS:

Chair closed the meeting at 8.40pm

The following items are a collation of the latest reports from Parish Council Working Groups and, whilst they represent the latest status, they were not discussed at the online, virtual meeting as none required a decision to be made and no further explanation was necessary.

PLANNING

DECISIONS TO BE NOTED:

20/00844/FUL Demolition of existing extension and car port, and erection of single storey side extension at 12 Pollards Close - permitted

20/00776/FUL Erection of three dwellings, two with detached garages and new access at 169 Bedford Road – refused

ANY OTHER PLANNING MATTERS:

Action 6.01: PWG *To submit response to Houses in Multiple Occupation: Supplementary Planning Document consultation.* The response submitted was broadly supportive but proposed that guidance should be included regarding the size of parking, bin storage and collection areas, and outdoor amenity space, similar to that included in the draft Supplementary Planning Document on bedroom size.

Action 6.01: Complete

Action: 6.02: PWG *To submit comments to Central Bedfordshire Council expressing concern over the possible use of the Carriage Drive to access RSSB at Haynes Park and get feedback.* Central Bedfordshire Council were contacted to see whether they would have to give any additional permissions to allow the use of the rear entrance to Haynes Park off Cotton End Road, Wilstead. Awaiting reply currently.

Action: 6.02: Ongoing

BOROUGH COUNCILLOR

Action 2.05 (19): GC *To clarify with the local authority the chain of communications during such an incident and who tells Cadent there is an emergency plan in place in the parish.*

Action 2.05 (19): Ongoing

Action 11.05: GC *To pursue Cotton End Road width of footway concern reported to local authority, widening the path as part of their capital improvement works.*

Action 11.05: Ongoing

PLAY AREA

Action 6.11 (19): PAWG *To proceed with a site visit by prospective contractors EcoSurface and Abacus Playgrounds in order to prepare more detailed quotations for the new safety surface. Also to ensure appropriate fall height / area by the Wicksteed metal climber, and check compliance with appropriate legislation. Quotes reviewed. Clarification on above points will be sought from Contractors.*

Action 6.11 (19): Ongoing

ENVIRONMENT

Action 10.24: EB *To seek quotations to improve the area in front of the Crossroads shops. Quotations to include the hedge removal.. The removal of hedging is the only action at this stage .*

Action 10.24: Ongoing

Action 1.12: EB/RD *To continue liaison with the Borough Council on A6 completion and remedial action on Luton and Bedford Roads following completion. Action now moves on with the Borough Council planning to undertake remedial work to Luton Road which has been budgeted in this Financial Year. Recent on-site meeting with Andrew Tipple, Bedford Project Engineer, to discuss remedial action required including installation of a mini roundabout at the crossroads and reshaping of the Luton Road at the pedestrian crossing to provide a safer crossing by residents. Explanation of details requested.*

Action 1.12: Ongoing

Action 1.15: EB/RD *To ensure the local authority put up the appropriate signage on the A6 to alert motorists to crossing pedestrians. Installation agreed by Highways. Bedford Borough confirm that structural posts are being installed week commencing 22nd July .*

Action 1.15: Ongoing

Action 2.10 EWG *Item re-opened To seek a quote for the Allotment Society request for an additional water tap as some allotments are a long way from the taps. MB declared an interest in this item and took no part in discussion At the May meeting the Council decided not to proceed with an additional tap at the western side of the allotments. The Allotment Society have written requesting a reconsideration and offering £250 in financial support towards the £490 total cost. The Parish Council agreed at June's meeting to fund the remaining balance of £240 for the facility.*

Action 2.10 Ongoing

Action 3.03 EB /RD *To seek clarity from Borough Officer if any assistance available with cost of average speed cameras*

Action 3.03 Ongoing

Action 3.05 EB *To arrange fitment of additional meter at allotments An additional meter has been fitted at the Bowls Club to measure the amount of water used for watering the green. This will allow a calculation of the correct proportion of water usage not returned to the sewer. A cheque has recently been received from the Bowls Club for £2,290 to cover water usage as calculated since February 2018. The Jubilee Centre will be invoiced for their part of the usage totalling £381. A revised rate will be requested from Anglian Water when the amount used for irrigation is understood.*

Action 3.05 Ongoing

Action 3.07 F&GP WG *The group offering to contribute to the installation of the village Christmas tree have agreed to purchase, deliver and erect the tree at the crossroads. Andy Muskett has agreed to provide a secure, capped hole to accommodate the tree and connect to electric supply. It was agreed that Andy Muskett and Chris Persell coordinate a streamlined approach for the CCTV and tree work electric supply. The Councillors agreed to authorise a maximum spend of up to £1,500 on the associated works with the tree installation including the cost of setting up an electric socket.*

Action 3.07 Ongoing

Action 4.03A EWG *To accept the £100 for the digger to undertake repairing the wheel track marks at the allotment*

Action 4.03A: Ongoing

Action 6.03: BC *To report broken posts by the Methodist Church ditch, pictures to be sent to the Clerk then forwarded to the Borough Council or Internal Drainage board.*

Action 6.03: Complete

Action 6.05: RD/EB *To ensure the work is taking place to resolve cutting of school playing field hedge with the grass cutting contractor.*

Action 6.05: RD/EB : Ongoing

Action 6.06: RD *To follow up and ensure there is a resolution to flooding in A6 underpass, which has been reported to Highways and Bedford Council Customer Services.*

Action 6.06: Complete

Action 6.07: RD *To support resolution for the recent concerns expressed by residents around anti-social behaviour at playing fields on Jubilee Way and the potential threat to Bowls Club, Jubilee Centre and Parish allotments These have been reported to the Borough Council and community police. The police have agreed to supply and fit warning posters that the area is being surveilled and perform regular patrol visits. This will complement the installation of CCTV cameras in Jubilee Way and the Bowls Club.*

Action 6.07: Ongoing

FINANCE AND GENERAL PURPOSES

Action 4.10 (18): F & GP WG *To update and sign the Jubilee Centre lease given the length of time that has now passed and the lack of response from the solicitors and to be registered with the Land Registry. No progress. The Council should decide whether to treat the Jubilee Centre like the Village Hall and have written agreement but not register the lease with the Land Registry. Following the grant from the Football Association any agreement needs to ensure that the field and Jubilee Centre is available for football for 25 years*

Action 4.10 (18): Ongoing

Action 10.09 (18): F & GP WG *To sign the woodland transfer document.*

There has been a detailed response from The Forest of Marston Vale on the proposed woodland land transfer document which includes the option to remove some of the planted woodland should road access be needed to land east of the A6. They would recommend the PC does not accept the transfer document as it currently stands as it gives L&Q a right to put a road through the north of the planted woodland if it was required. The PC will need to go back to Bedford Borough and L&Q to discuss this further. It is proposed to delete action 10.09 (18) and place an action to hold these discussions which will then hopefully lead to being able to sign the transfer document.

Action 10.09 (18): Deleted

Action 11.06: F&GP WG *To arrange meeting with Beds CCG IT to discuss video link doctors' appointments, as some surgeries already do this. Beds CCG have responded to the Parish Council's queries on remote doctors' appointments by saying all surgeries are set up to do this. Their response didn't describe how they do this or if they all use the same method. They offered a meeting with the Parish Council. Such a meeting should help clarify if it should be left to individuals to sort out such appointments or whether the Parish Council can help residents by setting up a facility in the village for those who couldn't do it themselves.*

Action 11.06: Ongoing

Action 10.11: F&GP WG *To continue to pursue possible adoption of land off Bedford Road with communications with the Borough Officer to include clarity on the length of the lease, and the associated management and costs of potential traveller encampments to be considered by the Working Group. The Borough Council have been contacted in order to clarify the cost of removing unauthorised occupations of this land and to seek advice as to how the risk of occupation could be reduced. The Borough have acknowledged the email and promised to get back to the Parish Council.*

Action 10.11: Ongoing

Action 1.22: F&GP WG *To make a recommendation on Parish Council reserves and associated policy for consideration. Was an Agenda item for March meeting but will now be addressed online and Financial Regulations amended as necessary.*

Action 1.22: Ongoing

Action 2.15 F&GP WG *To create an annual payments schedule and incorporate into the Financial Regulations to reflect the Council's practice. Was an Agenda item for March meeting. Now will be addressed / agreed online.*

Action 2.15 Ongoing

Action 2.16 BC,GO,JM *To notify the Clerk of any training needs All training courses postponed until further notice*

Action 2.16 Ongoing

Action 3.08 F&GPWG *To Change Barclays Business Account to allow signatories to be the same as on Community (ie Current) Account. Ongoing correspondence with Barclays on-line has not resolved this yet, letter to be sent confirming request.*

Action 3.08

Ongoing

Action 3.10 F&GPWG *To arrange a meeting with residents who had expressed an interest in being a Parish Councillor. Both residents have been told that a meeting will be arranged once face to face meetings are permitted. The aim is to hold these meetings before the September Parish Council meeting and report back with recommendations to that meeting.*

Action 3.10 Ongoing

Action 4.03: F&GPWG *To respond to the local government boundary review consultation.*

Action 4.03: Complete

Action 4.08: Clerk *To include information on financial assistance to be made widely available through the Homewatch once the revised form is created. Thorough list of funding opportunities has been collated by Clerk and circulated to Working Group.*

Action 4.08: Ongoing

Action 4.10: NJ *To sign a copy of the March minutes, with minor amendment, as a true and accurate record. Minutes signed and will be put in the Parish Office.*

Action 4.10: Complete

Action: 5:07: Clerk *To make Community Chest application for Village Car Park works* Awaiting for works to be complete, have followed up with the Borough Officer when the works are due to be finished, awaiting response.

Action: 5:07: Ongoing

Action 6.08: Clerk *To issue letter to Bowls Club for rent due.*

Action 6.08: Complete