

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held remotely online on Monday 23^d November 2020 at 7.00pm

PRESENT: Eric Benton (Vice Chair), Marc Frost, Richard Draycott, Mark Brooks, Geoff Odell, Bernard Crease, James Carroll, Nigel Jacobs (Chair), Borough Councillor Graeme Coombes, Lizzie Barnicoat (Clerk), and one member of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were no apologies for absence received.

2. DECLARATION OF INTEREST FOR THE MEETING:

There was a declaration of interest received for the meeting received for finance matters from EB, and NJ, as well as a declaration from MB regarding item 9. a).

3. OPEN FORUM:

No public statements received.

4. PLANNING WORKING GROUP UPDATES ON APPLICATIONS RECOMMENDATIONS AND DECISIONS:

Detailed plans downloaded from the Bedford Borough website can be accessed in the Planning Documents folder within this meeting's SharePoint folder.

a) 20/02377/FUL Single storey rear extension and two storey side extension at 30 Bedford Road - Following clarification regarding the storage and collection of bins the Planning Working Group proposed no objection to this application. It was unanimously agreed by those present to respond with no objection, resolution passed.

b) 20/02515/FUL Single storey rear extension and external alterations at 7 Brambles – As this represented a reduced application to that which was previously permitted (20/00282/FUL) it was proposed to comment no objection to this application. It was unanimously agreed by those present to respond with no objection, resolution passed.

c) 20/02705/S73 The Stables 146 Cotton End Rd. Proposed Car Port Store and Staff Accommodation in Connection with Riding School and Stables, including removal of condition 2 attached to TP/90/1735 to allow for the occupation of dwelling by persons unconnected with the riding school – this application had recently been received, it was unanimously agreed to submit a response outlining that the Parish Council have no objection in principle to remove the condition on the basis that in the decision there is a condition applied that safeguards the land at this site to remain for equestrian usage only. It was felt important that by removing the condition

does not lead to this land being used for other purposes such as residential usage as the Council would object to such a change of use.

GC joined the meeting at this point

d) 20/02603/MAR Major Reserved Matters Application PROPOSAL: Reserved Matters Following Outline Application 11/01380/M73 Development of Residential with Infrastructure, Cross Local Authority boundary application between Central Bedfordshire & Bedford Borough Reserved Matters approval for 501 Dwellings, Including discharge of conditions 14,15,16,23,27, 30,40 and 41 LOCATION : Village 2 Wixams – This application had only recently been received it was asked that a time extension be requested to enable Councillors to discuss at the next meeting giving more time to review the many supporting documents.

Action 11.01: Clerk

It was noted that Councillors felt it important that there is sufficient infrastructure in place in particular relating to educational facilities to meet the needs of the residents as soon as possible.

Responses to be submitted to the planning applications discussed.

Action 11.02: PWG

5. WARD BOUNDARY CONSULTATION RESPONSE TO BE AGREED:

The Local Government Boundary Commission draft recommendations consultation relating to the new Ward boundaries response was considered. There had been a meeting with representatives from Elstow Parish Council to discuss the proposals and GC detailed the Wixams Parish Council perspective to the proposals.

The Parish Council had previously expressed a preference for the Wilshamstead Ward to continue to cover Wilstead and Wixams rather than be in a new Ward covering Wilstead, Cotton End, Cardington and Couple. Elstow Parish Council would like to be in the same ward as Wilstead rather than in one with Shortstown.

It was unanimously agreed to respond to the consultation setting out Wilshamstead Parish Council's first preference is to remain in a ward with Wixams giving the many shared community facilities. Also to be included is the Council's second choice is to be warded with Elstow which is more in keeping with the Wilstead community that the consultation proposal. A response to be worked on ahead of the submission. **Action 11.03: Clerk**

6. PLAY AREA WORKS UPDATE AND AGREEMENT OF WORKS TO BE UNDERTAKEN

Action 6.04: PAWG *To ensure appropriate assessments are being undertaken ahead of the play area re-opening.* The Working Group recommendation proposed that given the supplier of the timbers has promised multiple surveys but not turned up, it is felt important in order to move forward and make this equipment available, alternative solutions have been explored. A quotation for a safety test which will give definitive information such as indicating the life span of the timbers be proceeded with at a cost of £350. It was unanimously agreed by those present to approve this, resolution passed.

Action 6.04: Ongoing

The recent play area safety inspection to be shared with all Councillors and recommendations will be worked through.

Action 11.04: PAWG

JC took leave at this point of the meeting

7. CONSIDERATION OF FURTHER COMMUNITY SAFETY CAMERAS IN THE PARISH:

It was confirmed the ANPR cameras in the parish are working so the remainder of the payment can be made. There has been Police engagement following reports of anti social behaviour by the Jubilee Centre. The Police have been grateful of the information, following this up with recent patrols.

There was a detailed discussion on additional cameras for the village to include village entrances, quotations were considered. The matter was voted on, with a majority of Councillors agreeing to move forward with the installation of addition community safety cameras in the village. These to be located at Luton Road (£2,450 camera, £1k pole, groundwork), Bedford Road (£2,450 camera, £250 site camera on existing pole if possible) Cotton End Road (£2,450 camera, £250 site camera on existing pole if possible). It was noted that permission from the local authority is needed for the two cameras due to be placed on existing posts, otherwise for a new pole it will be £1k at each location, this was agreed.

Action 11.05: MF

Action: 10.04: MF *To have multiple keys cut for the cabinet and the cost to be reimbursed.*

Action: 10.04: Ongoing

Action: 10.05: MF *To seek quotations for the additional cameras to be located at the village entrances as well as the bottle bank. Information circulated to Councillors*

Action: 10.05: Complete

Action 10.06: Clerk *To ensure the different options regarding additional cameras would be discussed at the next meeting.* **Action 10.06: Complete**

8. PARISH COUNCILLOR VACANCIES:

The Finance and General Purposes Working Group recommend that Andy Collins be co-opted to the Parish Council. This was proposed by NJ, seconded by EB, unanimously agreed by all present, resolution passed.

Andy was welcomed to the meeting and the Clerk to issue with relevant paperwork.

Action 11.06: Clerk

AC to be issued with Council email address

Action 11.07: MF

Clerk to circulate 2021 meeting dates to Councillors. **Action 11.08: Clerk**

9. FINANCE MATTERS:

a) Quotes for consideration:

It was unanimously agreed for the Churchyard trees quotation to be accepted with the cost of the work to be split with the nearby resident, the Council to pay the invoice in full and the resident to pay £210.00 to the Parish Council as a contribution for the work. It was agreed payment could be made between meetings on completion of the work.

Action 11.08: EB

It was unanimously agreed by the full Council that the contribution to be increased from £50 a year for the Wilstead Methodist Church light for the

Village Car Park, to £125 per year based upon a calculation of the electricity used for a 500w lamp. Clerk to feedback. **Action 11.08: Clerk**

MB declared an interest in the following item so took no part in the discussion or vote.

Action 4.03A EWG *To accept the £100 for the digger to undertake repairing the wheel track marks at the allotment* . The pile of road scrapings (from last year's A6 workings) was larger than anticipated. A digger (dumper and roller) were put to good use on the 10th & 11th November. It was agreed that the Parish Council to pay the increased cost for equipment hire, total cost for hire £185 plus VAT. It was also agreed that given there was additional work involved the contractor be reimbursed £300. It was agreed for payment to be made between meetings as the work had been completed to a good standard.

Action 4.03A: Ongoing

b) Invoices to be paid

Payment of accounts:

Payee	Service	Amount
1. Barnicoat Ltd	Clerking service October	£887.37
2. Andy Muskett Ltd	Northwood Lane light repair	£56.88
3. Andy Muskett Ltd	CCTV column	£957.00
4. South East Security	Further CCTV installation	£2667.00
5. Play Inspection Company	Play area inspection	£250.80
6. Nigel Jacobs Reimbursement	P3 expenses	£14.94

NJ declared an interest in item 4 respectively and took no part in the discussion.

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

Payments made out of meeting:

EB declared an interest in item below respectively and took no part in the discussion.

Plus Net Telephone and broadband	£21.60 direct debit
We Are Your It Ltd Service support	£372.24
Eric Benton Reimbursement allotment signage	£39.00

Councillors resolved for all the above payments to be made.

As per the Parish Council's Standing Order, it was agreed that a transfer between the Parish Council savings and current account would be made shortly.

Action 11.10: F&GP WG

c) External audit

To date there had been some feedback received, however, awaiting full report from external auditors. Once received a F&GP WG meeting to be arranged to review.

Action 11.11: F&GP WG

At this point of the meeting Councillors were notified that the installation of the Christmas tree and decorations are to be put up shortly. The insurers to be notified.

Action 11.12: Clerk

Councillors were encouraged to respond to the Neighbourhood Plan aspirations communication. It was noted a further grant for £4k has been secured by the Group.

All Spokespersons for Working Groups were asked to review they expenditure and planned budget for 2021/22 so the work can begin on the precept calculations ahead of the next meeting.

Action 11.13: All

10. 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

BATPC Bugle – circulated

Beds Police crime statistics – circulated

Village Hall communication regarding Hall during lockdown

Village Hall booking communications regarding next meeting dates

Copied into communications regarding 20/01367/FULL Haynes Park

Copied into communications regarding hedge removal at Crossroads

Resident communication regarding Whitworth Way play area – responded to

BBC Parish & Town Council Network 2nd November next meeting – circulated

Resident concern regarding speeding in Cotton End Road – responded to

Communication regarding village Christmas Tree donations

Resident communication with concern regarding overhanging branches on footway between Longmeadow Drive and the Church – responded to and reported

Various communications on Remembrance service during current restrictions

Resident concern over the vehicle activated sign on Bedford Road not working (reported to Highways Helpdesk) and questioned whether the sign could be relocated to Cotton End Road – responded to

Resident communication regarding dog mess by Whitworth Way play area and surrounding paths – responded to

Resident communication regarding Parish Council data protection documents – responded to and provided information
BBC letter from Chief Executive – circulated
Resident concern regarding speeding on Cotton End Road – responded to
Communications with Elstow Parish Council regarding ward boundary consultation – feedback to meeting
BBC Officer communications regarding Cotton End Road speed cameras copied into
Copied into communications regarding additional Christmas decorations
How to respond to planning applications useful document shared by EB
Communications regarding Cotton End Road speed reduction project
Churchyard trees cutting quotations and correspondence – agenda item
New Business Support Grants During National Lockdown information – shared with village facilities
Resident communication regarding Corona virus cases in Wilstead – responded to
Resident concern with road surface condition along Luton Road – responded to
Resident communication regarding Borough Ward Boundary Review – responded to
Wilstead Methodist Church light for the Village Car Park communication – responded to and agenda item
BBC Grass Cutting agreement communications – responded to
Borough Council speed enforcement vehicle data requested – response received
BBC Budget consultation – circulated
Monitoring Officer communications regarding JM's resignation
Conservative communication regarding dates for the Borough Councillor diary – responded to
Reminder future Parish Council dates are: 23rd Nov, 4th Jan, 8th Feb, 15th Mar, 19th Apr, 17th May, 21st June, 26th July

11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 7th SEPTEMBER AND 12th OCTOBER:

Action 10.10: Clerk *To amend the last meeting minute regarding the CCTV discussion item.*

Action 10.10: Complete

All Councillors unanimously agreed approval of the Parish Council September meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

Councillors received a copy of the October meeting minutes, there were some updates to be made to BC being in attendance and adjustment regarding the internal audit date item.

Action 11.14: Clerk

12. CLOSE OF MEETING:

Chair closed the meeting at 9.25pm

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 meeting as none required a decision to be made and no further explanation was necessary.

PLANNING

DECISIONS TO BE NOTED:

20/01666/MAO Outline planning application with all matters reserved (except for access), for the demolition of existing buildings on site and residential development of up to 69 dwellings with public open space, access from Luton Road (not internal roads), and landscaping works (revised scheme) at Land East Of Luton Road - Refused

20/01656/FUL Single storey side extension at Garth 175A Cotton End Road - Permitted

20/00204/AOC 18/01592/LBC- Condition 4 - Flues (discharge of condition) at Duck End Barn 9 Duck End Lane - Permitted

20/00206/AOC 18/01592/LBC- Condition 6 - Door Details (discharge of condition) at Duck End Barn 9 Duck End Lane - Permitted

20/00207/AOC 18/01592/LBC- Condition 8 - Window Shutter (discharge of condition) at Duck End Barn 9 Duck End Lane - Permitted

ANY OTHER PLANNING MATTERS:

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.* The PC commented via Bedford Borough on the possible use of the Carriage Drive and that if used it should be for emergency vehicles only.

Action: 6.02: Complete

Action 10.01: PWG *To submit comments in response to the October planning applications.*

Action 10.01: Complete

Action 10.02: Clerk *To place the Local Government Boundary Commission consultation relating to the new Ward boundaries on a future agenda*

Action 10.02: Complete

Action 10.11: Clerk *To circulate NP Group letters to identified properties for the heritage list.*

Action 10.11: Complete

Action 10.12: Clerk *To follow up communications with Bellway Developments to be taken forwards with the Parish Council to challenge the wording regarding open space management.*

Action 10.12: Clerk

BOROUGH COUNCILLOR

Action 11.05 (19): 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, liaison remains ongoing.

Action 6.11 (19): Ongoing

Action 9.07: Clerk *To claim back the cost of hiring the fence from Playdale*

Action 9.07: Ongoing

Action 10.03: PAWG *To arrange a survey of the timber framed climber at agreed cost £150. MB to meet with surveyor.*

Action 10.03: Ongoing

ENVIRONMENT

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 with the updated information from the Borough indicating completion February / January. Paragraph to be added to Newsletter so that residents are not surprised by the works happening in the New Year.*

Action 1.12: Ongoing

Action 3.03 EB /RD *To seek clarity from Borough Officer if any assistance available with cost of average speed cameras. Has been followed up twice since the last meeting with little response other than to acknowledge receipt. Borough have said moving the AS camera from either of the locations in Luton or Bedford roads would require an additional column at the crossroads. This has been strongly challenged. GC has been asked to intervene in an attempt to speed up a decision and reduce projected cost.*

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 revised rate has been requested from Anglian Water based upon the amount used for irrigation. Response has been to request more information over a longer period of time. Anglian have responded that six months' history would be sufficient. This has been submitted. No further response to date.*

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 Pursell 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. Donations from village residents have been just over £2000. This has allowed further spend on streetlight decorations in the crossroads area which have been installed. A "virtual" switch-on is proposed for 29th November.*

Action 3.07 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 surveyed and perform regular patrol visits. This will complement the installation of CCTV cameras in Jubilee Way and the Bowls Club. Now that the CCTV equipment is in place it is possible to report activity to the police. Activity has been recorded on all but two evenings/nights from 11th to 21st November. The police were informed and visited on one of the nights when no activity took place. Continues to be monitored/followed up

Action 6.07: Complete

Action 10.09: MF *To take forwards the quotation from Andy Musckett Ltd for the associated work relating to the village Christmas tree and the Bowls Club light*

Action 10.09: Complete

Action 10.24: EB *To seek quotations to improve the area in front of the Crossroads shops. Quotations to include the hedge removal* Local company has removed hedge and tree stump at a cost of £350.00 which has been paid. Review further improvements to the area when the work to install the Christmas Tree is complete.

Action 10.24: Ongoing

Resident expressed concern regarding dog mess on the village paths, action taken by additional signage being secured from the Borough Council and placed up in various areas throughout the village.

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 to date.

Action 4.10 (18): Ongoing

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.* Following queries on this topic with Beds CCG they offered a meeting to discuss this which has yet to be taken up.

Action 11.06: 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. Finances are documented clearly in each month's minutes including a confirmation of payments between meetings.

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 To be Deleted

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 invited to “virtual” meetings instead. One meeting has taken place and a recommendation is to be put to the November meeting.

Action 3.10 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: 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 9.11 F&GP *To respond to a Government consultation on vergeway parking*

Action 9.11 To be Deleted

Action 10.13: MF/MB *To de-activate JM’s email account*

Action 10.13: Complete

Action 10.06: F&GP WG *To start negotiations to explore the transfer of the land off Bedford Road, from the Borough Council.* Suggest a Zoom meeting with Claire Pick and some other Officers to start these discussions going forwards

Action 10.06: Ongoing

Action 10.07: Clerk *To notify the Monitoring Officer JM had resigned from the Parish Council*

Action 10.07: Complete

Action 10.08: Clerk *To notify the contractor quotation for the noticeboard repairs, at a cost of £70 and the Council’s preference being wood* Communication made and they will review the noticeboard at the cross roads and offer advice and feedback. Work will be done in New Year.

Action 10.08: Ongoing