

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 28th June 2021 at 7.00pm

PRESENT: Eric Benton, Marc Frost, Geoff Odell, Andy Collins, Mark Brooks, Nigel Jacobs, Chris Purcell, Richard Draycott, and Lizzie Barnicoat (Clerk) and five members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Carol Balkham.

2. DECLARATION OF INTEREST FOR THE MEETING:

There was a declarations of interest received for the meeting received from MF as RFO in the financial payments being considered, no other declarations received.

3. OPEN FORUM:

Representation was made regarding planning application by the applicant for 21/00401/COU Change of use of Car Port Store and Staff Accommodation at 146 Cotton End Road to an Unrestricted/Open Market Residential Dwelling house at 146 Cotton End Road. Access clarity was given, copy of legal title to be sent to Council and circulation forwarded by Clerk. **Action 6.01: Clerk**

The Parish Council was asked to re-consider the submitted comments to the local authority. Given this application was not on the agenda, it would require an extraordinary meeting to be called on 5th July from 7pm.

Action 6.02: Clerk

4. FINANCE AND GENERAL PURPOSES WORKING GROUP RECOMMENDATION FOR COUNCILLOR VACANCY CO-OPTION

An informal meeting had been held with Mike Clark, it was proposed by EB that Mike be co-opted to the Parish Council, seconded by MB, unanimously agreed, resolution passed. New Councillor paperwork to be issued.

Action 6.03: Clerk

New Councillor email to be set up.

Action 6.04: MF

5. FINANCE AND GENERAL PURPOSES WORKING GROUP RECOMMENDATION FOR LOCAL GOVERNMENT WARD BOUNDARY REVIEW CONSULTATION RESPONSE TO BE AGREED

The latest draft proposals recommend that Wilstead joins Wixams, Stewartby and part of Elstow in a three elected member Councillor ward. A meeting was arranged by Elstow Parish Council with the other parishes impacted to discuss options. Feedback from the meeting was given by the Clerk. The Councillors discussed and agreed a submission to be made to the consultation with a preference for Wilstead and Wixams to be a two member ward. The Council were supportive of being placed in a ward with the whole of Elstow parish,

having no opinion on whether Wilstead is, or is not, placed with Stewartby as the villages have no links. **Action 6.05: Clerk**

6.

FINANCE MATTERS

a) Quotes for consideration -

Playarea ground works quotation – the tender documents had been forwarded on to further potential contractors. Quotes for consideration were discussed, one received for £6,534 and one for £10,302, both quotations included VAT. Other local contractors had been contacted to provide a quote, however, no further submissions for consideration had been received it was noted. It was unanimously agreed by all Councillors that the quotation of £6,534 from Howard White Construction be accepted, resolution passed. MB to liaise with contractor to align the groundworks with the Eco Surface timeline for their installation form. **Action 6.06: Clerk**

New parish noticeboards -

Action 4.12: F&GP WG *To circulate a tender document for installation of the new noticeboards* **Action 4.12: Complete**

There had been one quotation received for the installation work, it was noted that now there are five new noticeboards to be installed and there is further clarity on the specific fixings and requirements for the concrete spurs to go into the ground, that the contractor, and other potential contractors be issued with a new specification to ensure like to like quotes can be reviewed. CP offered to collate a specification for noticeboard installation. **Action 6.07: CP**

This to then be sent to potential contractors.

Action 6.07: Clerk

b) Invoices to be paid – *MF declared an interest as RFO, taking no part in this vote*

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration May	£895.02
2. E Barnicoat	Office Holder May salary costs	£172.12
3. A R Worboys Ltd	Grass cutting SI1543	£612.00
4. A R Worboys Ltd	Grass cutting SI1559	£612.00
5. A R Worboys Ltd	Grass cutting SI1494	£612.00
6. A R Worboys Ltd	Grass cutting SI1507	£612.00
7. DBWD	Hosting charges	£300.00
8. BATPC	Finance training	£60.00

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 urgent items electronically (with retrospective approval at the next PC meeting). However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made as per direct debit agreements:

Plus Net Telephone and broadband	£28.20 direct debit
Swalec Street lighting energy	£104.96 direct debit
3G CCTV Wifi	£17.00 direct debit
3G CCTV Wifi	£35.00 direct debit

Payment made outside of meeting:

Chris Ashby Reimbursement of NP consultation banners and cable ties £35.04
J&A Display Ltd First part payment for new parish noticeboards £2691.60
Reflections bus shelter cleaning £80.00
Easily village website domain charge £7.50
All Councillors resolved for all the above payments to be made.
It was noted the salary payments need to align with the HMRC submission process.

Action 6.08: Clerk

7. PLANNING WORKING GROUP LOCAL PLAN CONSULTATION APPROACH AND RESPONSE TO BE AGREED

The local authority information regarding the consultation was discussed, MB and GO to attend the workshops on 12th July and EB and NJ to attend in August.

Action 6.09: Clerk

It was agreed that this would be the main focus of the next meeting to determine a suitable approach in responding to the consultation and engaging residents to also respond.

Action 6.10: Clerk

It was noted the Neighbourhood Plan Group would help support this work as well.

8. PLANNING APPLICATIONS:

The Working Group had made recommendations for the full Council to consider.

a) 21/01213/FUL Demolition of existing bungalow and erection of 2 detached dwellings and associated works at East View 37 Ivy Lane - The Parish Council objects to this application mainly because of the adverse impact it will have on the rural character of this narrow lane and because of the parking arrangements identified in the application. The Parish Council has other concerns which are also listed below.

Visual Impact - The impact on the lane will be threefold.

a. The two houses will almost completely fill the gap between numbers 36 and 38 Ivy Lane, the site's immediate neighbours. There will be just narrow passageways beside the houses. Whilst these houses are described as 1.5 storey houses this could be misleading as the plans show their ridge heights to be the same as the 2 story semi at 34 Ivy Lane.

These proposed houses would be part of an almost continuous wall of development for 65 metres along that side of the lane blocking any views to the west from this stretch of the lane. Currently the small two bed bungalow and its garden gives a sense of space which fits its rural setting.

b. The proposal is that almost the entire front cultivated green garden, which currently stretches across at least three quarters of the plot width, will be pavers and gravel.

c. Even the green ditch which separates the plot from the lane is shown on the plans as a culvert.

All these together would create an urban environment devoid of 'green' in this part of this rural lane in stark contrast to the existing street scene and its rural characteristics.

Parking - The Parish Council accepts that normally any 4 bed house should have as a minimum 3 off road parking spaces so it welcomes that there would be spaces for 8 cars in front of the houses. This is very important as any parking outside the proposed properties or neighbouring properties would cause

problems to traffic flow because of the narrowness of the lane. Therefore any visitor spaces must be on site. However having 8 cars means that the space left for manoeuvring vehicles is small unless you use part of the neighbouring property in order to exit the site forwards.

The Parish Council would want swept path tracking published in order to show that vehicles can exit the site forwards from all parking bays whilst all the other bays are occupied. Vehicles should both enter and leave the site forwards.

It is dangerous to exit the site backwards so sufficient room needs to be available in order to go out forwards from all the 8 designated parking slots.

Therefore it would appear to mean that in order to exit forwards that the area of gravel and pavers in front of the houses must be shared or a right of access across neighbouring property must be a condition, should permission be granted. The Parish Council would want such conditions imposed if this application was granted.

In order to achieve forward exit from the properties there should be no obstruction to this shared manoeuvring area e.g. in future putting a fence between the houses at the front or putting in flower beds in any part of this central area.

The Parish Council are not convinced that, in the absence of sight lines being shown on a plan of the lane, that there is the required visibility when exiting the site, even forwards, because of the hedges / trees on the boundary of the properties. It appears that these hedges and trees belong to the neighbours so no assumption can be made about improving these sight lines.

The application states that there are no 'trees or hedges on land adjacent to the proposed development that could influence the development or might be important as part of the landscape character'. These trees and hedges are important to the characteristics of the lane.

The Parish Council would want to see the visibility that drivers would have when exiting the site shown on a map of the lane.

Waste Bins - The proposal is that the 3 waste bins per house will be stored at the front of the 'site'. Waste bins by the kerbside all the time is not in keeping with the characteristics of the lane. The bins should be stored at the back of the houses near the kitchens / back door. It is noted that the response from Recycling to the PREAPP documentation states that a 'hard surface pathway is required between the bin storage area and the bin collection area'. So as there is gravel at the front of the properties perhaps this is why the bins are proposed to be permanently kept kerbside. If vehicles are in the parking slots this must not prevent the bins from being taken from the storage areas to the collection points. The application states the bin storage area 'has been illustrated' on drawing 21802-05. Neither the bin storage nor bin collection areas seem to be shown.

Cycle Storage - It is good that secure cycle storage will be provided in the rear gardens. There just needs to be sufficient space to wheel the bike (walking beside the bike) down the narrow passageways beside the houses. It is noted the minimum required by the Borough is 1.2 metres. 1 metre and 1.5 metres are mentioned in the application documentation but there is no indication as to where these widths are and if they are consistent for the length of the passageways.

Drainage - The application form states that there is no watercourse within 20 metres of the property / site. The plans show a 'culvert', 'watercourse' between

the houses and the lane and a 'shallow run off channel' along the northern boundary of the site. This seems to be at odds with the statement that there is no watercourse. If the ditch at the front of the property is culverted then water in this run off channel should be able to continue to flow into the ditch / culvert.

Emergency Vehicles Turning - In order to meet the requirement for an 8.5 metre fire engine to turn round at this point in the lane it is essential that this central area the front of the houses is kept clear at all times. This includes vehicles, all of which should be in a parking bay. Also it would appear that from the submitted swept path tracking of the fire engine it would need to go over neighbouring property in order to achieve this turning capability.

Renewables - With south facing roofs it is surprising that solar panels are not shown on the top floor roofs where they would see the most sun. It is good that the application states that water butts will be installed but these are not shown on the application plans.

Great Crested Newts - There is a pond in the front area of the current garden which will disappear if the application is approved. As the site is in the amber zone for Great Crested Newts this needs to be addressed before any decision is made.

Summary - The Parish Council accepts that the plot is large and that it could easily take a large bungalow without seriously affecting the rural characteristics of the lane. Such a build could still provide the larger gaps between it and its neighbours, which is evident along most of the lane, and which gives it its sense of space. However this application proposes tall properties in close proximity to each other, with an artificial front garden / parking area. These houses would also be in close proximity to the buildings on either side. This is in stark contrast to the current rural characteristic of the lane and would create an urban environment along a significant proportion of the lane. Because of the above and lack of detail on the parking arrangements showing that exiting the property forwards can be guaranteed for residents, visitors and emergency vehicles the Parish Council objects to this planning application.

It was unanimously agreed to submit this response to the local authority.

b) 21/01655/TPO Oak - Crown reduction of 3-4 metres from top and partial resuction on both sides at 39 Luton Road – the Parish Council unanimously agreed there are no comments to make on this application other than to ask that the work is carried out by professionals.

c) 21/01364/FUL Erection of two storey rear extension and single storey attached garage to side at 76A Cotton End Road - Both neighbours have objected to this proposed development because of the effect they say it will have on the enjoyment of their rear gardens. The Parish Council has concerns over the effect the proposals may well have on the neighbours and would request that the Case Officer visits the site to assess the impact the house extension and garage replacement would have on the immediate neighbours incl overbearing, shading etc. It would appear from the plans that both neighbours would be faced with a large blank wall adjacent to the rear of their properties. To describe the replacement garage as single storey is very misleading. The ridge height is above the first floor windows of the house. There are also windows in the gable end of the garage with one on the ground floor and one above it, presumably on the first floor, though there are no plans for this new garage which reflect this. Is it intended to have a two storey garage?

The garage to be demolished has a flat roof so the proposed garage being twice the height will be much more dominant. Queries have also been raised regarding the accuracy of the plans so the PC would ask that the Case Officer checks these when visiting the site to assess the previously stated concerns above. If a visit from the Borough is not allowed / possible then the Parish Council would object to this application in order that these concerns are fully addressed. In addition the Parish Council would query the need for a window in the dressing room, albeit it appears small. If needed it should be opaque. This would overcome any overlooking issues from this window.

In summary the Parish Council has concerns over the impact the rear extension and large (2 storey?) garage will have on the immediate neighbours and would want the Case Officer to assess these on site. It was unanimously agreed to submit these comments.

d) 21/01374/FUL Two storey rear extension, single storey side annexe and single storey side garage extension at 11 Hooked Lane - This application looks to change a 4 bed house into a 5 bed house albeit that 1 bedroom will be in an annexe which is only accessible through the house i.e. no external door to the front of the annexe. The application also looks to move the single garage from the south to the north of the house. Currently there is plenty of room to access the rear garden down either side of the house. It would appear that access to the rear garden will not be possible alongside the new garage and with no dimensions it is not easy to see if access is possible to the rear garden between the new extension (annexe) to the south of the house and No9 Hooked Lane. The Parish Council would want there to be suitable external access (>1.2 metres) to the rear garden so that waste bins can be stored there and brought to the front of the plot on collection days. This side access would also provide the opportunity for secure cycle storage in the rear garden as the garage would appear small to get cycles out with a car in situ. A minor comment is that there seems to be only one door to the garage.

The Council unanimously agreed to submit these comments.

e) 21/01475/FUL 39 Luton Rd, Wilstead - The Parish Council has reviewed this application for a single storey rear extension which appears from the submitted plans to not be close to neighbouring properties though adjacent to the drive to 39A Luton Rd. There are 8 existing ground floor windows facing 37 Luton Rd and two of these are proposed to be blocked up. There will be 4 new roof lights facing 37 but as it is a single storey extension there should be no overlooking issues from these windows and loss of privacy. In summary the Parish Council has no objections but are aware a neighbour has objected and would ask that the points they have raised are looked at. It was unanimously agreed to submit these comments.

f) 21/01437/FUL 305 Cotton End Rd, Wilstead The Parish Council's objects to this application because of lack of information / detail which makes it difficult to assess its impact. The Parish Council's main concern is parking. It is difficult to ascertain from the submitted plans as to whether this application will make this a 3,4 or 5 bed house. This matters because of the number of off road parking spaces that should be available is dependent on the number of bedrooms. It is noted that both the existing and proposed plans show a 'garage' even though it is proposed to remove the garage doors and the new front to just have a couple of windows. What is this new room (old garage) to be used for? Bedroom? The plans indicate that there will be room for three cars off road

which will take up all the front garden. It is difficult to assess whether this is practical as there are no dimensions for this area. Currently there is room for a vehicle to be parked on the road west of the current drive. Any vehicle parking here once the development is complete would be parking across some of the proposed parking spaces in the front garden. There were also concerns that the extension might impact on the immediate neighbour with regard to overbearing & shading but from the Borough Planning website it appears that the neighbour's objections have been withdrawn. It was unanimously agreed to submit these comments.

g) 21/01440/MAR Village 3 Wixams - The Parish Council unanimously agreed that they have no objections as long as the Wixams secondary educational infrastructure is in place in time to accommodate not only pupils from this development but also Wilstead pupils. Wilstead should be in the catchment area of the secondary schools planned for Wixams. It makes no sense for Wilstead pupils to go past Wixams into Bedford for secondary education. It should be noted that there are direct public transport links between the two communities (Bus 44 & 81) so school buses shouldn't be needed. There is also an underpass under the A6 and safe cycle routes so walking and cycling is an option for Wilstead pupils.

All the above responses to be submitted.

Action 6.11: PWG

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

NFP Workshops bid writing information

Beds Police crime statistics – circulated

BATPC Councillor Finance Training communications

Various BBC Planning Officer communications regarding extension for Parish Council comments submission – PWG notified

Communications regarding new parish noticeboards

Wilstead Homewatch article submitted

Wilstead Village Hall communications regarding hire for meeting and date of June meeting – responded to

Further Wilstead Neighbourhood Plan response received electronically – responded to and logged

Came and Company insurance renewal confirmation and policy documents received

Resident request to attend Parish Council meeting – responded to

Resident request for an item to be added to the Parish Council agenda – responded to

Further reminder regarding Bedford electoral review consultation – future agenda item

Further Information Commissioner Officer communications regarding renewal

HMRC PAYE communications

Play area contractor tender communications

Further communications regarding meet the new Police Crime Commissioner information – circulated

Resident communication regarding Ivy Lane planning application – responded to

Resident enquiry regarding restarting of The Sunshine Club – responded to

Copied into communication of parked van at Cotton End Road reported to BBC

Information Commissioner Office renewal notification received

Damage to grass verges in Cotton End Road, Wilstead followed up with BBC

Communications regarding village improvements

Wilstead WI request for a tree in the Burial Ground – responded to

Resident communication regarding planning application at 76a Cotton End Road – responded to

Resident communication regarding The Stables, Cotton End Road planning application – responded to

Planning Officer communication regarding The Stables, Cotton End Road planning application – Councillors updated

PCC Meets Town and Parish Councils information

Surge testing in the local area communications

Benefits of the Greensand Ridge promotional information

Groundworks quotation received from Whites Construction

Noticeboard installation quotation received from Whites Construction

Parish and Town Council Network Meeting information

BBC Agenda for Standards Committee

CPM Playgrounds communications regarding repair at play area

EWR consultation response acknowledgement

Resident reporting damaged lamp post on Longmeadow Drive – responded to and sent to Highways Helpdesk

Resident communication with concerns regarding boundary fence between Whitworth way and Bellway development the Pastures – responded to, sent to PWG

AGAR submission - gentle reminder

Overgrown footpath between Longmeadow Drive and Vicarge Lane resident concerns – responded to

EB and MF booked on BATPC Finance Training

Resident expression of interest to join the Council – responded to

BBC Officer update regarding work at The Crossroads

BBC Local Plan parish workshops – circulated to PWG

Resident Adverse possession query - 39 Luton Rd Wilstead MK453ER – responded to

BBC Seasonal vegetation cut query copied into
BATPC HM The Queen's Platinum Jubilee information – circulated
BBC Wilstead grass cutting contribution received £2435.14
BBC Definitive map and Statement 2020 information
Resident concern regarding damage to fencing caused by contractor machinery – responded to

RD has been sourcing quotations for some improvements to the village such as bus shelters, which will continue to be looked at by the Environment Working Group before coming to a full Council meeting for formal consideration.

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 17th MAY

All Councillors unanimously agreed approval of the Parish Council 17th May meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

10. CLOSE OF MEETING:

CP sent apologies for the next meeting.
Chair closed the meeting at 9.20pm

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:

21/01082/NMA 20/01730/FUL - Non-Material Minor amendment to add Photovoltaic panels to roof of outbuilding and amendment to first floor bathroom window at Struan 61 Luton Road – Permitted

21/00893/FUL Two storey rear extension and first floor side extension at 15B Bedford Road - Refused

21/00679/FUL Single storey front extension with flat roof incorporating existing flat roof. Ground floor flat roof height to be raised to incorporate insulation at 4 Armstrong Close - Permitted

21/00491/FUL Erection of timber shed/workshop at The Granary, 12 Duck End Lane - Permitted

20/03025/FUL Extension of existing stable block to form tack room and extra stables at Land Adjacent 16 Hooked Lane - Withdrawn

20/02264/FUL **Erection of 2 two bedroom dwellings on each side of existing terrace, with associated parking, new access and modification of the existing car parking arrangements at 2 - 8 Longmeadow Drive - Withdrawn**

ANY OTHER PLANNING MATTERS:

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.* Have made contact with Bellway to locate the correct individual to follow this up with, chased in February and March to get Contracts Manager contact details, now have contact details for the Manager.

Action 10.12: Ongoing

Action 4.02: PWG *To action contacting planning enforcement regarding 166 Cotton End Road.*

Action 4.02: PWG

Action 5.09: Clerk *To ensure June agenda item for 21/01213/FUL Demolition of existing bungalow and erection of 2 detached dwellings and associated works at East View 37 Ivy Lane*

Action 5.09: Complete

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 (19): Ongoing

PLAY AREA

Action 1.06: Clerk/MB *To move forwards groundwork options for the metal framed multi play MB had pursued the preferred contractor Eco Surfaces and the revised quote to include some of the existing paths which are deteriorating. Groundwork tender collated, sent to three potential contractors, awaiting quotations back. Part of full Council considerations June meeting.*

Action 1.06: Complete

Once ground work tender agreed then progress with a suitable safety surface for the metal framed multi play area surface can be progressed.

Action 5.07: MB *To arrange repair for the rope to be removed immediately from a piece of equipment, and to follow up with CPM Playgrounds regarding the repair identified and to investigate possible fencing hire costs*

Action 5.07: Ongoing

ENVIRONMENT

Action 3.03 (20) 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.

The Council reviewed the latest information, it was noted that the Police are now supporting the need for average speed cameras along Cotton End Road. There has been further more recent communications with local authority Officers on the potential configurations of cameras in the village to get the maximum benefit. The level of funding for additional and better positioning of cameras was discussed by the Parish Council. It was agreed that a provisional allocation of £10k be put forwards as the Council's contribution during the onsite meeting with Borough Council Officers being arranged shortly. It was noted

that there is a budget allocation of up to £25k for highway improvements regarding average speed cameras. The meeting with Borough Officers took place on 10th May and various options were discussed for which the Borough will provide costs.

Action 3.03 (20)Ongoing

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. Further improvements to the area to be reviewed. **Action 10.24: Ongoing**

Action 4.11: EWG *To follow up the suggestion of a 20mph zone in the centre of the village gain with local authority Highways Officers, understanding the cost implication and potentially changing some speed limits along village roads to ensure best value in terms of statutory notices and consultation if these items were to be taken forwards* **Action 4.11: Ongoing**

Action 4.08: EWG *To consider arranging a village litter picking event in the near future* **Action 4.08: Ongoing**

Action 4.16: EB *To arrange for the Churchyard tree work to go ahead following the acceptance of quote at April meeting* Date set for this work to take place on 8th July. **Action 4.16: Ongoing**

Action 5.04: RD *To finalise the location of the new noticeboard for the Crossroads* **Action 5.04: Ongoing**

Action 5.06: Clerk *To seek a Ward Fund contribution for the new noticeboards in light of the project costs now being in the region of £3,500* A request for £1.5k with GC had been made, no response received. **Action 5.06: Ongoing**

Action 5.05: CP *To arrange a quotation price for the cost of potentially two further smaller boards 800 x 800 at the Burial Ground and Allotments* £1008.00 and £947.00 agreed electronically **Action 5.05: Complete**

There has been a request from Wilstead WI for a tree in the Burial Ground which is being looked into.

Village improvements updates included:

Bus Shelters - options explored in timber, heritage steel and steel / alloy and glass. A recommendation will be made depending on the choice and budget available, looking to replace between one and three shelters. Flower displays - a recommendation from the Borough Council on a supplier had been explored for lamp post and free standing displays, the costs are higher than expected. Additionally there is an opportunity for mass bulb planting, on the entrance verges which are also being pursued. Area tidy up – work has begun on untidy areas generally in the Whitworth Way, Hampton Close, Phipps Close areas. These could do with some work to stop the deterioration, there is an issue with the ownership of these areas which may need to be overcome. In the meantime work is being done on finding a contractor to give an indication of costs.

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 (19): 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 (19): Ongoing

Action: 5:07 (20): Clerk *To make Community Chest application for Village Car Park works Follow up was made, local authority have undertaken lining works at no extra cost. Awaiting relocation of tyre stops to match position of marked bays.*

Action: 5:07 (20): Ongoing

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. Email communication sent June to start this, no reply.*

Action 10.06: Ongoing

Action 2.10:Clerk *To issue Bedford Borough Council with an invoice for part reimbursement of external audit fee*

Action 2.10:Ongoing

Action 3.07: Clerk *To place on the next meeting agenda the Jubilee Centre lease and a proposal for progressing with average speed cameras along Cotton End Road, and the two prospective Councillors to be invited to the April meeting. Councillors invited, average speed camera item included, Jubilee Centre lease on hold.*

Action 3.07: Ongoing

Action 3.10: F&GP WG *To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes.*

Action 3.10: Ongoing

Action 3.11: F&GP WG *To take on board Mazaars advice to consider changing the Parish Council's response on the Annual Governance Annual Return form for 2020/21 in the appropriate sections to ensure they are reflective of the steps being taken. This was done as part of the May meeting consideration.*

Action 3.11: Complete

Action 4.07: NJ/MF *To upload the planning table to the website*

Action 4.07: NJ/MF

Action 4.19: F&GP WG *To arrange a one off payment to a couple who have been undertaking a number of village litter picks in the parish recently, to recognise their support in keeping Wilstead tidy*

Action 4.19: F&GP WG

Action 5.01: Clerk *To ensure EB completes Declaration of Acceptance of Office form.*

Action 5.01: Ongoing

Action 5.01: Clerk *To ensure MB completes Declaration of Acceptance of Office form.*

Action 5.02: Ongoing

Action 5.03: Clerk *To ensure submission of Council's response to East West Rail consultation*

Action 5.03: Complete

Action 5.08: Clerk *To ensure submission of Council's Annual Governance Accounts Return to external audit submission.*

Action 5.08: Ongoing