

## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held remotely online on Monday 8<sup>th</sup> February 2021 at 7.00pm**

**PRESENT:** Eric Benton (Vice Chair), Marc Frost, Mark Brooks, Geoff Odell, Andy Collins, Bernard Crease, Nigel Jacobs (Chair), Lizzie Barnicoat and one member of the public.

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

The Chair welcomed all attendees, there were apologies for absence received and accepted from Richard Draycott, and Borough Councillor Graeme Coombes.

#### **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 UPDATES ON APPLICATIONS RECOMMENDATIONS AND DECISIONS:**

Detailed plans downloaded from the Bedford Borough website had been accessible in this meeting's SharePoint folder for all Councillors to view.

**a) 21/00008/FUL Erection of detached chalet style bungalow at Land Adjacent To 17 Pollards Close** - the Planning Working Group proposed that the Council respond noting that this application for a single storey bungalow addresses some of the concerns the Parish Council had with the previous planning application for this site (20/01807/FUL) in that it is much more in keeping with the neighbouring street scene / build form on this side of Pollards Close.i.e. single storey bungalows. The impact on the setting of the Grade 2 listed Church across the road from the site is also reduced comparing this application with the previous one. Because of its prominent position relative to the church the Parish Council would want some restriction on any future changes to the footprint of the proposed building to the south and west and also its height in order to preserve the setting of the church in the future. It is good that the Supporting Planning Statement says that the two off road tandem parking spaces means that there is 'no requirement for on street parking' as vehicles parked on the bend have caused serious visibility problems for traffic going along Pollards Close. Such parking would also create access / exit visibility problems for vehicles entering / leaving the proposed off road parking for this site. The Parish Council welcome the planting of 13 trees on this site as also stated in the Supporting Planning Statement especially No3 at the front of the house which would replace the two trees roadside of the existing building, which have already been removed. It was unanimously agreed by those present to respond with the above, resolution passed.

**b) 21/00066/FUL Remodelling of existing dwelling including two storey front extension, new pitched roof to existing flat roof area to side, roof extension and front porch at 93 Whitworth Way** - the Planning Working Group proposed that the Council respond detailing that this application is much more in keeping with the street scene and build form of neighbouring properties than the previous application (20/01554/FUL). The Parish Council would want suitable drainage from the proposed pitched roof, replacing the existing flat roof, on the former garage in order to not affect the flat roof of the adjoining porch of 95 Whitworth Way. The proposed front extension will reduce the area currently used to park 4 vehicles off road and will mean these vehicles being parked closer together in order to avoid additional on street parking on this relatively narrow estate road. It was unanimously agreed by those present to respond with the above, resolution passed.

**c) 21/00298/FUL Single storey side and rear extension and part garage conversion at 89 Cotton Ed Road** - the Planning Working Group proposed that the Council respond detailing that there are no objections to this application as long as there is still sufficient off road parking retained for this effectively four bed house, (shown currently as a three bed and an upstairs office), once the front of the existing garage is converted into an office. It was unanimously agreed by those present to respond with the above, resolution passed.

**d) Notification of planning appeal - 20/01377/FUL erection of wooden summer house on concrete base in front garden at 6 Duck End Lane** - the Council had commented on this application during the original consultation, it has now been taken to appeal. The Planning Working Group had no recommendation for additional comments be submitted to the Inspectorate.

**e) Notification of planning appeal - 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 Council had commented on this application during the original consultation, it has now been taken to appeal. The Planning Working Group had no recommendation for additional comments be submitted to the Inspectorate.

The agreed responses to be submitted.

**Action 2.01: PWG**

The planning decisions and appeal notifications are enclosed as part of the Working Group attachments.

**5. TO RECEIVE FINANCE AND GENERAL PURPOSES WORKING GROUP RECOMMENDATION FOR COUNCILLOR VACANCY CO-OPTION:**

The Working Group recommended that Chris Purcell be co-opted to the Parish Council, unanimously agreed, resolution passed.

Clerk to issue CP with relevant new Councillor paperwork, Declaration of Register of Interest form and Acceptance of Office form. **Action 2.02: Clerk**  
MF to arrange new Parish Council email address. **Action 2.03: MF**

**6. TO RECEIVE FINANCE AND GENERAL PURPOSES WORKING GROUP RECOMMENDATION FOR WORKING GROUP STRUCTURE**

The Group recommended a new structure as discussed previously and circulated to all, it was unanimously agreed, resolution passed. CP to be added to Working Group structure. This would be an interim structure as there will be changes going forwards it was noted. **Action 2.04: F&GP WG**

## 7. FINANCE MATTERS:

### a) Quotes for consideration:

**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. Superseded by Action 1.06*

**Action 6.11 (19): Superseded**

**Action 1.06: Clerk/MB** *To move forwards groundwork options for the metal framed multi play* The two replacement surface options for the metal framed multi play unit had been circulated to MB. MB had pursued the preferred contractor Eco Surfaces and the revised quote to include some of the existing paths which are deteriorating. Prices are being discussed and MB continues to follow up and will include groundwork quotations as well being explored.

**Action 1.06: Ongoing**

### b) Invoices to be paid

#### Payment of accounts:

*EB and MF declared an interest to this item and took no part in the discussion*

Payee	Service	Amount
1. Barnicoat Ltd	Clerking service January	£887.37
2. Reflections	Bus shelter cleaning	£80.00
3. Mazars	External audit fee	£720.00
4. The Play Inspection Company	Timber testing	£420.00
5. CPM Playgrounds Ltd	Play area maintenance	£252.00
6. Marc Frost	Go Daddy renewal	£19.14
7. Information Commissioners Office	Data protection fee renewal	£40.00
8. BATPC	Cllr Finance training	£60.00
9. E Benton (The Sign Shed)	Sign for fly tipping and CCTV	£13.74

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 as agreed within January minutes:

Brian West & Son Ltd	Play bark	£1,164.24
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Payments made as per direct debit agreements:

Plus Net Telephone and broadband	£25.64 direct debit
Swalec Street lighting energy	£117.50 direct debit
3G CCTV Wifi	£17.00 direct debit
3G CCTV Wifi	£35.00 direct debit
We Are Your It Ltd Email hosting	£284.40 direct debit

Payments made out of meeting within budget allocations and Financial Regulations (January):

A R Worboys Grass cutting SI1389 £593.28

Councillors resolved for all the above payments to be made.

BC and CP to be booked to attend the next Councillor induction training course that BATPC run.

**Action 2.05: Clerk**

MF and EB expressed interest to attend the BATPC Finance training, Clerk to arrange.

**Action 2.06: Clerk**

### **c) External audit risk assessment review and approval**

**Action 1.09: F&GP WG** *To collate an action plan and associated risk assessment following the external audit report* Detailed review done, updated risk assessment with items marked in yellow to show the items being worked through shown in Meetings folder under "Clerk Status". The document will be under regular review. The Working Group had undertaken a detailed review, a number of actions had been taken forwards, it was unanimously agreed by the full Council to resolve to accept the document recommended for approval.

**Action 1.09: Complete**

### **d) Contract for services review and recommendation from Finance and General purposes Working Group**

**Administration** – the Working Group recommended that Barnicoat Ltd is engaged until March 2022, contract within Meetings folder, it was unanimously agreed by the full Council to resolve to accept the document recommended for approval. It was also agreed that within Council correspondence the reference to a service provider to be clearer. Contract to be signed.

**Action 2.07: F & GP WG**

**Grass cutting –**

**Action 1.07: F&GPWG** *To liaise with A R Worboys regarding potential contract extension given exceptional circumstances* This had been followed up, potential extension options were discussed, it was unanimously agreed for a 3-year contract to be selected, all information within Meetings folder, resolution passed. Contract to be confirmed.

**Action 2.08: F & GP WG**

**e) Finance and General Purposes Working Group recommendation for rent review for Wilstead Bowls Club** - It was recommended by the Working Group that the rent to be set at £1500 with the rationale detailed, it was also proposed that the rent review period be every 3 years. It was unanimously agreed and resolved to set the rent at £1500, with a three year period, memorandum document to be updated.

**Action 2.09: F & GP WG**

It was noted the Parish Council had a Land Registry account that had been created to enable access to land ownership information as part of the Neighbourhood Plan process.

## **8. 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  
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  
Monitoring Officer communications regarding no call for election following JC's resignation  
Local Government Boundary Commission consultation further acknowledgement of response now consultation has closed  
BATPC Councillor Finance Training – circulated  
Wilstead resurfacing works communications with BBC Officer  
A R Worboys invoicing communications and extension of contract for 2021  
BBC Officer response to how to access litter picking equipment following resident request  
Communications regarding play bark delivery for Whitworth Way equipment  
BBC Officer communications regarding Public Path Diversion Order for Footpath 7 in Wilstead – circulated to F&GP WG, response sent  
BBC Bedford Borough Local Plan - Call for sites and Issues and options information – circulated  
Copied into Councillor communication with Tree Officer regarding tree in Longmeadow Drive  
BBC C11092, C11093, C11094 A6 Roundabout Resurfacing – circulated  
BBC Lighting column replacements  
Communications with BBC regarding part reimbursement of external audit fee  
BATPC London Luton Airport – Arrival flightpaths consultation – Two weeks to go  
BBC Planning Officer communications regarding extension for Parish Council comments submission – PWG notified  
BATPC HM Land Registry communication – circulated to F&GP WG  
Playdale payment of fencing hire costs being claimed back communications  
Information on community led housing – circulated  
Amphill Town Council clarity on Christmas decoration contractor – response circulated  
Resident concern regarding rats at The Crossroads – fed back to RD where to report  
CPM Playgrounds maintenance communications  
Parish & Town Council Network - Thursday 11th February, 7.00pm - circulated  
Changes to the flight path at Luton airport CPRE Bedfordshire briefing

Resident communication regarding trees at the rear of Longmeadow Drive – responded to and notified Councillors

Copied into Councillor communications with BBC Planning over consultations

Land Registry confirmation of new account created

BBC Parish Clerks - Changes to contact details

BBC Temporary Road Closure Bedford Road, Wixams 2595

New ultra marathon comes to Greensand Country information

BATPC update on LGA 1972 s 137, 2021-22 – circulated to F&GP WG

Copied into resident concern over Crossroads evening closure during surface works – Councillor responded

BBC Monitoring Officer communications following casual vacancy

Press Release - Milton Keynes Community Boat has been named

New Parish Council email account step up communications – to be noted

Resident reporting faulty street light and copying Parish Council in

Resident concern over Bellway signage still in situ – followed up and responded to

Copied into Councillor communication that Wilstead bottle bank is full

Letter from BATPC Chairman

BATPC information on Annual Council Meeting (May 2021) & Annual Parish Meeting (1st March-1st June 2021)

Resident communication over footpath being worn near Bellway development – responded to

Land Registry "Business e-services" registration documents received.

RD altered Councillors that an on site meeting has been arrange with Borough Council representatives to discuss the Parish Council concerns over the new road layout in the village. **Action 2.010: RD**

## **9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 11<sup>th</sup> JANUARY**

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

## **10. CLOSE OF MEETING:**

Chair closed the meeting at 9.00pm

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:**

20/02923/NMA TP/90/1735 - Non-Material Minor Amendment to amend the "Proposed Car Port Store and Staff Accommodation in Connection with Riding School and Stables" to "Proposed Car Port Store and Staff Accommodation" at 146 Cotton End Road - Permitted

20/02731/FUL Single storey side and rear extensions and first floor side extension at 24 Luton Road – Permitted

20/02515/FUL Single storey rear extension and external alterations at 7 Brambles - Permitted

20/02376/LDP Certificate to confirm that the details submitted do not require planning permission (Single storey side extension) at 66 Dines Close - Decided Certificate Issued

20/01981/REM All reserved matters for the erection of a detached dwelling, pursuant to Outline permission 17/02975/OUT (Approved under Appeal Ref: APP/K0235/W/18/3200211) and discharge of condition 6 (relating to energy audit) pursuant to Outline Permission 17/02975/OUT (Approved under Appeal Ref: APP/K0235/W/18/3200211) at Land West Of 1 Hampton Close – Permitted

20/01377/FUL Erection of wooden summer house on concrete base in front garden at 6 Duck End Lane - Appeal lodged

#### **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.* **Action 10.12: Ongoing**

**Action 1.01: Clerk** *To follow up why the Parish Council extension request had not been taken account for 20/02731/FUL Single storey side and rear extensions and first floor side extension at 24 Luton Road The Officer apologised for not replying to the email request.* **Action 1.01: Complete**

**Action 1.02: Clerk** *To ensure that the response extension request for application 21/00008/FUL at 17 Pollards Close is re-confirmed.*

**Action 1.02: Complete**

**Action 1.03: PWG** *Responses to be submitted to the planning applications discussed*

**Action 1.03: 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 6.04: PAWG** *To ensure appropriate assessments are being undertaken ahead of the play area re-opening. Now associated actions have been completed the Whitworth Way play area equipment has been reopened to the public except for the metal framed multi play piece of equipment. This has been taped off, signage is displayed and notices placed on social media and in Homewatch.*

**Action 6.04: Complete**

**Action 9.07: Clerk** *To claim back the cost of hiring the fence from Playdale They have confirmed the money has been processed, awaiting confirmation receipt of funds in Parish Council account.*

**Action 9.07: Ongoing**

**Action 1.04: Clerk** *To get CPM Playgrounds Ltd to review all the play equipment, except the metal framed multi play, and to carry out general minor maintenance such as bolt tightening, as required, with the swing chain replacement to be carried out as previously advised.* **Action 1.04: Complete**

**Action 1.05: Clerk/MB** *To follow up supplier options and arrange bark delivery for the wooden log climber as soon as possible for this equipment. Councillors thanked for their time spreading bark.* **Action 1.05: Complete**

## **ENVIRONMENT**

**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, the subsequent response was circulated, a Non-Return to sewer allowance for customer awaiting to be applied to the Parish Council bill. Awaiting confirmation this has been done.

**Action 3.05 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. Review further improvements to the area to be reviewed.

**Action 10.24: Ongoing**

**Action 11.05: MF** *To seek permission from the local authority for two of the additional safety cameras to be placed on existing posts* Continues to be chased, Clerk contacted Andy Prigmore.

**Action 11.05: Ongoing**

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

**Action: 10.04: Ongoing**

**Action 1.11: Clerk** *To respond to resident communication requesting lineage along Hooked Lane/Cotton End Road junction* Feedback as agreed at January meeting sent to resident.

**Action 1.11: Complete**

Borough Council street lighting column replacement work taking place in parish. After last meeting Clerk did chase Andy Prigmore over ASC recent data and how to get the parish up the list for ASC in Cotton End Road and asked about CCTV cameras on existing posts. Reply received to confirm ASC data will be available soon, the other items were chased but Officer was on annual leave.

## **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 1.22: (20) F&GP WG** *To make a recommendation on Parish Council reserves and associated policy for consideration. List of Reserves agreed during 2021 budget discussion at January 21. Financial Regulations to be reviewed and amended as necessary.*

**Action 1.22 (20): Complete**

**Action 2.15 F&GP WG** *To create an annual payments schedule and incorporate into the Financial Regulations to reflect the Council's practice. Will be addressed / agreed online. Finances are documented clearly in each month's minutes including a confirmation of payments between meetings.*

**Action 2.15 Complete**

**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. Following telephone conversation Barclays to review and propose new account – but has not happened. To be followed up.*

**Action 3.08 Ongoing**

**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 on the Council website and within Homewatch article January 2021.*

**Action 4.08: 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 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 10.08: 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**

**Action 11.08: EB** *To arrange payment on completion of tree works. Work scheduled for March 1<sup>st</sup> when payment will be made, awaiting resident payment.*

**Action 11.08: Ongoing**

**Action 1.12: F&GP WG** *To arrange meeting with interested individual who had expressing wish to join Parish Council*

**Action 1.12: Complete**

**Action 1.08: Clerk** *To inquire with Ampthill Town Council who manages their Christmas light displays Feedback circulated*

**Action 1.08: Complete**

**Action 1.10: Clerk** *To arrange completion of precept request form EB and NJ have submitted form*

**Action 1.10: Complete**

Communications with Bedford Borough Council regarding part reimbursement of external audit fee, they have confirmed they will

reimburse, need to raise invoice.

**Action 2.11:Clerk**