

## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council Meeting held remotely online on Monday 11<sup>th</sup> January 2021 at 7.00pm

**PRESENT:** Eric Benton (Vice Chair), Marc Frost, Richard Draycott, Mark Brooks, Geoff Odell, Andy Collins, Bernard Crease, Nigel Jacobs (Chair), Lizzie Barnicoat (Clerk), and no members of the public.

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

The Chair welcomed all attendees, there were apologies for absence received from 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 the Planning Documents folder within this meeting's SharePoint folder for all Councillors to view.

**a) 20/02950/FUL Single storey rear extension to match existing roof line and dormer to side to utilise loft space at 12A Ivy Lane** - the Planning Working Group proposed that the Council respond detailing that the removal of the northern dormer addresses the concerns the Parish Council had regarding the previous application 20/01267/FUL. These were going to impact on the setting of the neighbouring listed building and potential overlooking of its garden. It was unanimously agreed by those present to respond with no objection, resolution passed.

**b) 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 amended drawings** - the Planning Working Group proposed that the amended drawings do not alter the Parish Council's concern with this application, and it was unanimously agreed by those present to respond with the continued objection for this application, resolution passed.

**c) 20/02731/FUL Single storey side and rear extensions and first floor side extension at 24 Luton Road** - the Planning Working Group proposed that there was no objection to this application. In light of the application having been determined the Clerk to follow up why the Parish Council extension request had not been taken account. **Action 1.01: Clerk**

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

**1.02: Clerk**

**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 –**  
**Action 11.01: Clerk** *To ask that a time extension be requested to enable Councillors to discuss at the January meeting giving more time to review the many supporting documents.*

**Action 11.01: Complete**

The Planning Working Group proposed the Parish Council has no objections as long as the Wixams secondary educational infrastructure is in place to accommodate not only Wixams 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. It was unanimously agreed by those present to respond with the comments above, resolution passed.

Responses to be submitted to the planning applications discussed.

**Action 1.03: PWG**

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

## **5. PLAY AREA WORKS**

*MB declared an interest in this agenda item*

**Action 6.04: PAWG** *To ensure appropriate assessments are being undertaken ahead of the play area re-opening.* Following the agreement at the previous meeting for a safety test to be carried out on the wooden log climber unit which would give definitive information such as indicating the life span of the timbers, this work had taken place. The assessment report had been circulated and concluded the equipment to be structurally sound and there would be a benefit to replace two logs where there are splits to improve the condition of the structure.

The discussed in detail way forwards to enable the play equipment to be re-opened. It was unanimously agreed and resolved that:

- CPM Playgrounds Ltd be asked 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: Clerk**

- Groundwork improvements for the wooden log climber were considered given previous bark quotations had been circulated. It was unanimously agreed that up to £1,000 be allocated to enable a bark delivery as soon as possible for this equipment. MB to follow up the supplier options and arrange delivery.

**Action 1.05: Clerk/MB**

Once the above actions are completed it was agreed that the Whitworth Way play area equipment be reopened to the public except for the metal framed

multi play piece of equipment. This to be taped off and to remain closed.

**Action 6.04: Ongoing**

*MB took no part in the vote on the above items*

Groundwork options for the metal framed multi play to be explored again. The two replacement surface options for the metal framed multi play unit to be circulated to MB and the revised quote to include some of the existing paths which are deteriorating.

**Action 1.06: Clerk/MB**

**Action 11.04: PAWG** *To share the recent play area safety inspection with all Councillors and recommendations will be worked through* The full safety inspection had been circulated to all Councillors and actions identified as discussed during Action 6.04.

**Action 11.04: Complete**

**6. FINANCE MATTERS:**

**a) Quotes for consideration:**

The grass cutting contract finishes March 2021, in light of current lockdown restrictions it will be challenging to seek quotations from three contractors. Councillors unanimously agreed given the good service from A R Worboys Ltd that a one year extension to the contract be taken forwards for the 2021 season.

**Action 1.07: F&GPWG**

**b) Invoices to be paid**

**Payment of accounts:**

*EB declared an interest in item 5. and took no part in the discussion for that payment*

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Barnicoat Ltd	Clerking service November	£887.37
2. Barnicoat Ltd	Clerking service December	£887.37
3. A R Worboys Ltd	Hedge maintenance	£2028.00
4. A R Worboys Ltd	Grass cutting SI1447 & SI1449	£1,186.56
5. Jubilee Centre	Annual retainer	£250.00
6. Sally Chapman	NP consultant work	£2415.00
7. BATPC	Cllr training	£60.00
8. Andy Muskett Ltd	Christmas lights down	£426.00
9. Play Inspection Company	Timber survey	£350.00 plus VAT* as per quote to be paid between meetings if received, awaiting invoice.

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 November minutes:

R Maskell	Allotment clearance work	£220.00
Albion Trees	Jubilee Way tree work completed	£450.00
Wilstead Methodist Church	Village car park light energy	£125.00
M J Humphries	Village Christmas tree	£270.00
Andy Muskett Ltd	Christmas decorations	£2405.76

Payments made as per direct debit agreements:

Plus Net Telephone and broadband £21.60 direct debit

Swalec	Street lighting energy	£382.10 direct debit
3G	CCTV Wifi	£19.79 direct debit
Swalec	Street lighting energy	£111.35 direct debit
3G	CCTV Wifi	£35.00 direct debit
Anglian Water	Water charged	£433.39 direct debit
Plus Net	Telephone and broadband	£21.60 direct debit
3G	CCTV Wifi	£17.00 direct debit
Swalec	Street lighting energy	£99.54 direct debit
3G	CCTV Wifi	£35.00 direct debit

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

A R Worboys	Grass cutting SI1407 & SI1425	£1087.68
Wilstead Allotment Society	returned WAS subscription paid	£12.00
South East Security	Jubilee Centre alarm	£96.00
The Wildlife Trust	NP work	£240.00

Councillors resolved for all the above payments to be made.

The Clerk to enquire with Ampthill Town Council who manages their Christmas light displays.

**Action 1.08: Clerk**

**c) External audit**

**Action 11.11: F&GP WG** *To circulate full report from external auditors, F&GP WG meeting to be arranged to review*

**Action 11.11: Complete**

It was noted that the conclusion of audit notice had been displayed.

F & GP WG are working on collation of an action plan and associated risk assessment following the external audit report.

**Action 1.09: F&GP WG**

**d) Review and approval of Parish Council budget for 2021/22**

The Working Group had reviewed the financial position of the Council in depth, including the reserve levels and highlighted that the Council budget exceeded the proposed precept by a significant level. This would be managed by using some of the Council's reserves to fund these items.

Councillors unanimously resolved for the presented budget to be approved for 2021/22. EB was thanked for this support and work on this.

**e) Approval of Parish Council precept for 2021/22**

**Action 11.13: All** *To review expenditure and planned budget for 2021/22 so the work can begin on the precept calculations ahead of the next meeting*

**Action 11.13: Complete**

Councillors unanimously agreed for a precept of £47,000 to be requested from Bedford Borough for 2021/22, resolution passed.

Clerk to arrange completion of precept request form. **Action 1.10: Clerk**

**7. 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 issue with internet – responded to  
Communication regarding village Christmas Tree donations  
Communications regarding Cotton End Road speed reduction project  
Wilstead Methodist Church light for the Village Car Park communication – feedback given  
BBC Grass Cutting agreement communications – remittance received  
Monitoring Officer communications regarding JC’s resignation  
Local Government Boundary Commission consultation acknowledgement of response  
Local Government Boundary Commission consultation notification of extension  
BATPC Standards Matters 2 consultation  
BATPC Councillor Training – circulated  
BATPC membership information – built into budget  
BATPC The Good Councillor's Guide to Community Business – circulated  
BATPC London Luton Airport – Arrival flightpaths consultation –  
Publication of conclusion of audit notice  
BATPC National Leisure Recovery Fund  
BBC Avian Flu Alert - for information  
BBC Review of the Council’s Polices for the Taxi & Private Hire Trade  
BATPC East West Rail Keeping you connected: Winter 2020  
BBC Request for the Full Electoral Register published 1 December 2020 – responded to  
BBC Council Tax Parish Precept 2021-22 – circulated  
Haynes Neighbourhood Plan consultation – circulated to PWG  
Resident communication regarding recycling sacks – responded to  
Copied into communication with BBC regarding parish policy map  
Copied into communications regarding allotment water usage  
GC communication ward boundary consultation deadline extended  
Resident reporting dumped mattress – forwarded to BBC  
Beds Police November burglary figures – circulated  
Resident concern about footways around Longmeadow Drive – responded to  
Mazars external audit communications  
12A Ivy Lane planning appeal made  
Copied into average speed camera communications with BBC Officers  
Resident communication regarding recycling sacks – responded to

Resident communication regarding community safety cameras – responded to BBC speed camera data April 2020-July 2020 – circulated

Communication regarding Playdale Orbit Spinner repair reimbursement  
Copied into resident communication regarding community safety cameras covering the A6 underpass

Resident communication requesting linage along Cotton End Road – RD had responded to, it was noted that this had been looked at and it was felt if linage was placed at the suggested location around the bust stop, it would result in cars having to travel into the middle of the road by a corner which would cause an issue.

Beds Police new PCSO covering the area – forwarded on  
BBC Public Path Diversion Order for Footpath 7 in Wilstead – forwarded on  
Jubilee alarm panel needing to be moved due to CCTV installation  
Wilstead resurfacing works communications with BBC Officer

A R Worboys invoicing communications

BBC Covid 19 Health Champions communications

Resident communication requesting linage along Hooked Lane/Cotton End Road junction – the area had been reviewed and the vehicles parked causing an issue appear to be connected to a property having work undertaken, so it is hoped this matter will improve once the works have been completed. Clerk to follow up.

**Action 1.11: Clerk**

Resident objection to planning application at Longmeadow Drive – responded to

Greensand Country communication and volunteering

Copied into communication NJ has had with resident seeking litter picking equipment

Copied into communication regarding Persimmon maintenance

Rookery South latest community newsletter – circulated

BATPC Affiliation fees 2021/22

BBC Grass cutting remittance received

BBC communication regarding death registrations

Councillors complimented the Neighbourhood Plan Group on the final draft version circulated recently, feeling it was informative and clear on the village aspirations going forwards. All those involved were thanked for their time spent on producing this quality document. Councillors unanimously agreed to endorse the Neighbourhood Plan document, resolution passed.

## **8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 12<sup>th</sup> OCTOBER AND 23<sup>rd</sup> NOVEMBER:**

**Action 11.14: Clerk** *To make updates to the October meeting minutes*

**Action 11.14: Complete**

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

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

## **9. CLOSE OF MEETING:**

Chair closed the meeting at 8.50pm

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:**

20/02705/S73 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 at The Stables Equestrian Centre, 146 Cotton End Road - Withdrawn

20/02562/AOC 19/01733/S73A - Condition 2 - Drainage (Discharge of condition) at 140 Cotton End Road – Permitted

20/02563/AOC 19/01733/S73A - Condition 3 - Waste Disposal (Discharge of condition) at 140 Cotton End Road – Permitted

20/02377/FUL Single storey rear extension and two storey side extension at 30 Bedford Road - Permitted

20/02080/LBC Replacement of South West window with new doors, repositioning kitchen, replacement utility units and new en-suite bathrooms at Church Farm, 18 Vicarage Lane – Permitted

20/02079/FUL Widened entrance gateway and crossover at Church Farm, 18 Vicarage Lane – Withdrawn

20/01807/FUL Erection of detached chalet style bungalow at Land Opposite 17 Pollards Close – Withdrawn

20/01730/FUL 1.5 storey front infill extension, two storey rear extension and new outbuilding at Struan 61 Luton Road – Permitted

20/01807/FUL. Erection of detached chalet style bungalow at Opposite 17 Pollards Close - Withdrawn.

20/01659/LBC Conversion of Grade II Listed Threshing Barn and the Former Dairy Barn to residential dwelling and proposed link extension (revised scheme to include relocated staircase (already carried out) and 3 new rooflights to north pitch of Dairy Barn) at Duck End Barn 9 Duck End Lane - Permitted

20/01981/REM All reserved matters for the erection of a detached dwelling, pursuant to Outline permission (17/02975/OUT Approved under appeal.) Land by 1 Hampton Close - Permitted

20/00878/FUL Partial demolition of existing side extension and erection of a single storey front/side and rear extension and first floor rear extension at Shenstone 163 Cotton End Road – Permitted

20/00198/AOC 18/01592/LBC - Condition 3 - Internal Barn Works (discharge of condition) at Duck End Barn 9 Duck End Lane - Permitted

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

**Action 11.02: PWG** *To submit responses to the planning applications discussed.*      **Action 11.02: Complete**

**Action 11.03: Clerk** *To work on a response and submit to the local government boundary review*      **Action 11.03: Complete**

All temporary fencing around the Public Open Spaces off Longmeadow Drive has been taken down though some still need to be taken away. Persimmon say they will contact their contractor regarding the removal of the fencing and the planting of a specimen tree in middle of circular seat. Persimmon also happy to have a site meeting to discuss possible adoption once current restrictions allow.

Enquiries have been made regarding the Henderson-Taylor compound at the Luton Rd / A6 junction which was used during the A6 bypass work. The compound is surrounded by palisade fencing which doesn't enhance this entrance to the village. The Clerk had previously been told enforcement action was underway. The Case Officer is off sick and the Borough have responded to the Council's enquiry as to the current status by saying a formal complaint by the Parish Council is needed. Henderson Taylor themselves have not replied to any emails from the Parish Council.

## **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 6.11 (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*  
Have chased twice more recently      **Action 9.07: Ongoing**

**Action 10.03: PAWG** *To arrange a survey of the timber framed climber at agreed cost £150.* Superseded, timber structural test carried out

**Action 10.03: Superseded**

## **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.* Residents alerted to work in December Homewatch, works have started.      **Action 1.12: Complete**



**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 4.03A EWG** *To accept the £100 for the digger to undertake repairing the wheel track marks at the allotment* . The increased cost for equipment hire, total cost for hire £185 plus VAT and for the additional work involved the contractor be reimbursed £300. Payment made between meetings as the work had been completed to a good standard.

**Action 4.03A: 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**

**Action 11.05: MF** *To seek permission from the local authority for two of the additional safety cameras to be placed on existing posts*

**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**

Very positive feedback from the community on the village Christmas tree and decorations, everyone involved congratulated.

**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.* Was an Agenda item for March meeting but will now be addressed online and Financial Regulations amended as necessary.

**Action 1.22 (20): 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 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 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 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 11.06: Clerk** *To issue with relevant new Councillor paperwork.*

**Action 11.06: Complete**

**Action 11.07: MF** *To be issued with Council email address*

**Action 11.07: Complete**

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

**Action 11.08: Complete**

**Action 11.08: EB** *To arrange payment on completion of tree works Payment of work has been made, awaiting resident payment.*

**Action 11.08: Ongoing**

**Action 11.08: Clerk** *To notify the Wilstead Methodist Church that the contribution to be increased from £50 a year for the light for the Village Car Park, to £125 per year based upon a calculation of the electricity used for a 500w lamp.*

**Action 11.08: Complete**

**Action 11.10: F&GP WG** *To transfer between the Parish Council savings and current account*

**Action 11.10: Complete**

**Action 11.12: Clerk** *To notify the insurers that the installation of the Christmas tree and decorations are to be put up shortly*

**Action 11.12: Complete**

Monitoring Officer has been notified of JC's resignation, notice of vacancy has been displayed on website.

Interested individual has contacted the Parish Council expressing wish to join, linked up with F&GP WG.

**Action 1.12: F&GP WG**

