

## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held remotely online on Monday 15<sup>th</sup> March 2021 at 7.00pm**

**PRESENT:** Eric Benton (Vice Chair), Marc Frost, Geoff Odell, Andy Collins, Bernard Crease, Nigel Jacobs (Chair), Chris Purcell, Richard Draycott, and Lizzie Barnicoat (Clerk) and four members of the public.

There were a number of connectivity issues for several of the attendees during this meeting.

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

The Chair welcomed all attendees, there were apologies for absence received and accepted from Mark Brooks, it was noted Borough Councillor Graeme Coombes was running late to the meeting.

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

There was a declaration of interest received for the meeting from Chris Purcell relating to any discussions on CCTV for the parish, no further declarations received.

#### **3. OPEN FORUM:**

A resident made representation on 20/03025/FUL Extension of existing stable block to form tack room and extra stables at Land Adjacent, 16 Hooked Lane.

#### **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) 21/00298/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.

**b) 21/00485/FUL Pitched roof over existing entrance porch at 66 Dines Close** - the Planning Working Group proposed that the Council respond with no objection to this application, and that clarity is sought on why such a small change requires planning permission and is not covered under permitted development. It was unanimously agreed by those present to respond with the above, resolution passed.

**c) 21/00418/S73A Retrospective Use of car park (permitted under 05/00742/FUL with restriction of use) for the siting of containers, mobile home, caravan and for the erection of stable building, as well as car**

**parking (development already carried out) at The Stables Equestrian Centre, 146 Cotton End Road** - the Planning Working Group proposed that the Council respond with no objection to this application. It was unanimously agreed by those present to respond with the above, resolution passed.

**d) 20/03025/FUL Extension of existing stable block to form tack room and extra stables at Land Adjacent, 16 Hooked Lane** – *AC declared an interest in this application*, the Planning Working Group proposed that the Council respond raising some concerns regarding additional traffic along the gated bridleway at the end of Hooked Lane damaging its surface. As well as concerns regarding damage to the hedge adjacent to the proposed extended stables and tack room, and worry over possible extra parking in Hooked Lane south of the gate. The application states that the extended stables will not become a commercial enterprise and the plans indicate that the hedge along the western side of the bridleway (Wilstead Bridleway 15) will not be affected by the new buildings. If both of these statements are true and there is no parking in Hooked Lane if the bridleway gate is locked then the Parish Council has no objections. The Parish Council assumes that if this site did become a commercial enterprise then another planning application would be required. The Parish Council would suggest that this locked gate at the end of the bridleway is moved to the northern side of the entrance to these stables so there are no traffic / parking problems in Hooked Lane and there is easy access to these stables. They would however want assurance that any manure heap will not be next to neighbouring properties and any damage to the bridleway surface caused by additional traffic is repaired to the current standard. It was unanimously agreed by those present to respond with the above, resolution passed.

The Planning Working Group responses to be submitted. **Action 3.01: PWG**  
It was noted that the planning decisions are enclosed as part of the Working Group attachments. NJ and EB would be attending a local authority meeting where potential for changes to the Section 106 Wixams agreement were due to be discussed. It was unanimously agreed that in light of some communications between meetings where concerns had been expressed over items being built differently to the permission granted, that in order for this to be reviewed promptly by the local authority, these items need to be reported using the online planning enforcement form at the time they are noticed.

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

The Working Group recommended that Carol Balkham and Nikki Williams be co-opted to the Parish Council, unfortunately due to connectivity issues this item could not be discussed fully. Item to be placed on April meeting agenda.

**Action 3.02: Clerk**

**6. COUNCIL TO CONSIDER AND AGREE SCHEDULE OF DATES FOR HOLDING THE ANNUAL PARISH ELECTORS MEETING AND ANNUAL GENERAL PARISH COUNCIL MEETING:**

The statutory time frame for holding the annual parish electors meeting had been circulated, it was unanimously agreed that Wilstead move this from April this year to 21<sup>st</sup> June to hopefully enable a face to face meeting.

**Action 3.03: Clerk**

It was noted not known at present whether the annual general Parish Council meeting scheduled for 17<sup>th</sup> May will be held remotely or face to face.

## **7. FINANCE MATTERS:**

### **a) Quotes for consideration:**

#### **New parish noticeboards -**

**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, the noticeboard at the cross roads work will be done in New Year. Following the commencement of the refurbishment work as previously agreed, on examination the board requires extensive repair. Councillors considered a new board, at a cost of £1500 from Greenbarnes, to include heading and posts. CP detailed local contractor able to source a board for £650, with oak being additional £400. It was decided that more information on the local contractor to be circulated in advance of next meeting, so decision can be taken.

#### **Action 10.08: Ongoing**

#### **Play area groundwork and new surfacing for metal multi unit -**

**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. Prices have been discussed with MB continuing to follow up, groundwork quotations also have been explored. MB not present to update on.

#### **Action 1.06: Ongoing**

**Quotations for additional poles for safety cameras-** *CP declared an interest in this item and took no part in the vote* Following the local authority not giving permission for any of the safety cameras being placed on existing posts quotes for these have been sought. Verge positioning of the three poles required was talked through and the cost quoted was £3,000. It was agreed following the discussion that Councillors wished to have a clear summary of decisions taken to date on the safety cameras, the tender process, expenditure committed, and the exact final costs to enable a decision at the April meeting.

#### **Action 3.04: F&GP WG**

**Quotation for consultancy to complete the Neighbourhood Plan** in the next Financial Year it was noted Sally Chapman quote totals £3,237.50. It was confirmed the current grant monies can not be used for work in the future, any unused funds must be returned as of 31<sup>st</sup> March and then a further application made.

### **b) Invoices to be paid**

#### **Payment of accounts:**

*EB (item 3) and MF (items 4 & 5) declared an interest in these specific items and took no part in the decision to pay them.*

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Barnicoat Ltd	Clerking service February	£887.37
2. Claudia Freeman	Churchyard maintenance work	£120.00
3. Eric Benton	Reimbursement NP postage	£12.75
4. Marc Frost	Reimbursement playground tape	£17.98
5. Marc Frost	Reimbursement of old domain	£22.97

6. Bodsey Ecology NP Habitat Regulations Assessment £324.00
7. Sally Chapman NP Consultancy £1,015.00

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	£192.92 direct debit
3G CCTV Wifi	£17.00 direct debit
3G CCTV Wifi	£35.00 direct debit
Land Registry Neighbourhood Plan searches	£69.00 direct debit
Wave Water charges	£639.16 direct debit

Councillors resolved for all the above payments to be made and it was noted £20k transfer between accounts had taken place to ensure adequate funds are available.

**c) Request for financial assistance to be considered**

**Footpath 7** – F&GP WG outlined the diversion had been agreed, £4.5k landowner expenditure detailed, suggestion of £500 donation towards the cost of a seat/bench alongside the permissive path. Councillors requested a formal application to be made on the Parish Council grant application form to fully understand the donation sought, for inclusion on the April meeting agenda.

**Action 3.05: F&GP WG**

**Village litter picking** - F&GP WG had received communications from residents volunteering to carry out litter picks. It was agreed that while in principle the Council supported reimbursement or purchasing of up to £50 for litter picking equipment, there needs to be clarity on possible liability so the Parish Council insurers to be contacted for guidance on this.

**Action 3.06: Clerk**

**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
- BATPC Bugle – circulated

Beds Police crime statistics – circulated  
BATPC Councillor Finance Training communications  
Wilstead resurfacing works communications with BBC Officer  
A R Worboys communications and extension of contract for 2021  
BBC Officer responses to how to access litter picking equipment following resident requests  
BBC C11092, C11093, C11094 A6 Roundabout Resurfacing further information as works were delayed – circulated  
BBC Lighting column replacement communications  
BBC Planning Officer communications regarding extension for Parish Council comments submission – PWG notified  
Playdale payment of fencing hire costs followed up seeking payment back communications  
CPM Playgrounds maintenance communications  
Parish & Town Council Network - Thursday 11th February, 7.00pm presentation - circulated  
Resident communication regarding trees at the rear of Longmeadow Drive – responded to and notified Councillors  
Copied into communications with Borough Council precept payment details changed  
Resident concern over use of Jubilee Field – responded to and circulated to WG  
Confirmation of ICO renewal  
Annual CCTV maintenance quotation for consideration – WG consideration  
Footpath 7 financial assistance request communications – agenda item  
Communications regarding new parish noticeboards  
Resident expression of interest received about joining the Parish Council – responded to  
Resident expression of interest received about joining the Parish Council – responded to  
Bedford Borough Council Confirmation of a Public Path Diversion Order in Wilstead  
Resident requesting meeting minutes on Parish Council website – responded to and followed up  
Request to join March Parish Council meeting – meeting invite sent  
Confirmation metal frame unit taped off  
GC communications regarding average speed cameras in the parish  
Wilstead Homewatch article submitted  
Resident communication regarding February Parish Council meeting quotation for works – Councillor responded to  
Bedford Borough Local Development Scheme communication – circulated  
Resident requested access to CCTV – responded to, liaison with local Police  
Litter pick support for local residents volunteering in the parish  
Resident thanking for footway vegetation being cut back in Longmeadow Drive – responded to  
Resident communication with concern over storing of item on Luton Road footway during the highways works – responded to  
Sharnbrook Neighbourhood Plan consultation – forwarded to WG

Communications regarding Land Registry direct debits  
BATPC EPC1-21 - Right to Regenerate – circulated to WG and response submitted  
Resident concern over speeding in Bedford Road – responded to  
Wilstead Bowls Club rent communications  
Resident concern over roundabout at the crossroads – responded to  
BATPC England's Economic Heartland Publication of Transport Strategy  
Wilstead Village Hall communication regarding re-opening  
Footpath 7 bench request to Marston Vale  
Came and Company Parish Council insurance renewal information – future agenda item  
BBC Library Plus consultations  
Wilstead Buildings of Historical interest communication – responded to  
Resident enquiry regarding land ownership and potential for housing development – responded to  
Wilstead village car park communications  
Resident communication concerned with flooding – responded to  
BBC Agenda for Standards Committee, Tuesday, 16th March, 2021, 5.30 pm  
Bellway Contracts Manager communications – forwarded to WG

#### **9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 8<sup>th</sup> FEBRUARY**

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

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

For the next meeting formal recommendations to be included regarding the Jubilee Centre lease and a proposal for progressing with average speed cameras along Cotton End Road. The two prospective Councillors to be invited to the April meeting.

**Action 3.07: Clerk**

Chair closed the meeting at 9.45pm

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:**

**21/00129/AOC** 18/02075/FUL - Condition 3 - Boundary Treatments (Discharge of condition) at 166 Cotton End Road - Permitted

**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 - Permitted

**20/02950/FUL** Single storey rear extension to match existing roof line and dormer to side to utilise loft space at 12A Ivy 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.* 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 2.01: Clerk** *To request extension for comments regarding 21/00298/FUL Single storey side and rear extension and part garage conversion at 89 Cotton Ed Road*

**Action**

**2.01: Complete**

**Action 2.01: PWG** *Responses to be submitted to the planning applications discussed*

**Action 2.02: 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 9.07: Clerk** *To claim back the cost of hiring the fence from Playdale The funds have been received in the Parish Council account.*

**Action 9.07: Complete**

## **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. No further news for this meeting.

**Action 3.03 (20) Ongoing**

**Action 3.05 (20) EB** *To arrange fitting 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 (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 11.05: MF** *To seek permission from the local authority for two of the additional safety cameras to be placed on existing posts* Local authority would not agree to safety cameras being placed on existing posts.

**Action 11.05: Complete**

**Action: 10.04: MF** *To have multiple keys cut for the cabinet and the cost to be reimbursed* These are barrel keys, unable to find local supplier for keys to be copied, is ongoing.

**Action: 10.04: Ongoing**

**Action 2.10: RD** *To attend site meeting with Borough Council representatives to discuss the Parish Council concerns over the new road layout in the village.* This has been arranged for 16<sup>th</sup> March

**Action 2.09: Ongoing**

### **FINANCE AND GENERAL PURPOSES**

**Action 4.10 (18): F & GP WG** *To update and sign the Jubilee Centre lease given the length of time that has now passed and the lack of response from the solicitors and to be registered with the Land Registry.* No progress 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 3.08 (20) 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. Followed up by letter to Barclays dated 2<sup>nd</sup> March 2021. This letter included a request to delete JC from the authorised signatories list and to transfer £20k from the Business Account to provide a larger balance in the Community Account for payment of invoices.

**Action 3.08 (20) 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. March invoice has been received from local authority, have followed up that works have not been carried out fully.

**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 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 1.07: F&GPWG** *To liaise with A R Worboys regarding potential contract extension given exceptional circumstances* This was agreed to be a 3-year contract contract had been confirmed.

**Action 1.07: Complete**

**Action 2.02: Clerk** *To issue CP with relevant new Councillor paperwork* Paperwork sent, awaiting completion

**Action 2.03: Ongoing**

**Action 2.03: MF** *To arrange new Parish Council email address*

**Action 2.04: Complete**



**Action 2.04: F&GP WG** *To ensure CP is added to Working Group structure.*

**Action 2.05: Complete**

**Action 2.05: Clerk** *To book BC and CP to attend the next Councillor induction training course that BATPC run* Have made enquiries as to when the next induction courses will be, there will be more in the summer.

**Action 2.06: Ongoing**

**Action 2.06: Clerk** *To book MF and EB to attend the BATPC Finance training, Clerk to arrange* Been establishing the most suitable course, MF to attend year end accounts and audit course for Officers, EB to attend internal controls, awaiting confirmation of availability on those courses.

**Action 2.07: Ongoing**

**Action 2.07: F & GP WG** *To arrange signing of Barnicoat Ltd contract*

**Action 2.08: Ongoing**

**Action 2.09: F & GP WG** *To arrange notify Bowls Club of rent set at £1500 and rent review every 3 years* This has been actioned, new memorandum of agreement prepared, signed by both parties.

**Action 2.09: Complete**

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

**Action 2.10:Ongoing**