

## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council Annual General Meeting held at the Village Hall on Monday 17<sup>th</sup> May 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 ?? members of the public.

#### **1. ELECTION OF CHAIR, WELCOME AND APOLOGIES FOR ABSENCE:**

It was proposed by , seconded by , that be Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. To sign the Declaration of Acceptance of Office form.

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Carol Balkham, Borough Councillor Graeme Coombes?

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

There was a declaration of interest received for the meeting ? no further declarations received.

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

#### **4. ELECTION OF VICE CHAIR, TO CONFIRM PARISH COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS, APPROVAL OF WORKING GROUP STRUCTURE 2021/22:**

It was proposed by , seconded by , that be Vice Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. To sign the Declaration of Acceptance of Office form.

Proposed Working Group structure circulated in advance of the meeting, including appointments to outside organisations, unanimously agreed, resolution passed.

RFO

#### **5. EAST WEST RAIL CONSULTATION RESPONSE TO BE AGREED:**

Reminder had been placed in latest Homewatch article, Parish Council resolved to

#### **6. FINANCE MATTERS**

**a) Quotes for consideration -  
New parish noticeboards -**

**Action 4.12: F&GP WG** - 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. During discussion, it was agreed that looking at a solution to having information boards in multiple village locations would be of benefit to the residents. Such as the Village Hall, Jubilee Hall, Crossroads and Hooked Lane. It was unanimously agreed that the design of the new board at the Village Hall to be confirmed via electronic communications and authorisation to ensure the matter moves forward.

**Action 4.12: Ongoing**

**Action 4.13: F&GP WG/ Clerk** *To have consideration of the three further village information boards coming to the next meeting* **Action 4.13: Complete**

**Playarea ground works quotation – tenders out.**

**b) Invoices to be paid -  
Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Backlight Ltd	Administration April	£895.02
2. E Barnicoat	Office Holder salary costs	£172.12
3. Bedford Borough Council	Village Car Park lines and stops	£2407.00
4. Julie Betts	Internal audit fee	£140.00
5. Came and Company	Insurance renewal	£458.97
6. CPRE	Membership renewal	£39.00

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	£108.15 direct debit
3G CCTV Wifi	£17.00 direct debit
3G CCTV Wifi	£35.00 direct debit

Payment made outside of meeting and DD to be set up:

Information Commissioners Office GDPR license	£40.00
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All Councillors (except ?? as RFO who declared an interest in the vote), resolved for all the above payments to be made.

**c) Internal audit feedback –**

**Action 4.20: Clerk** *To arrange for draft year end accounts 2020/21 to be internally audited and presented to May meeting for formal review*

**Action 4.20: Complete**

Audit report circulated, no issues raised.

**d) Review and approve Annual Governance Accounts Return Section 1 and 2 for 2020/21 -**

**7. PLANNING APPLICATIONS:**

Extension of time for Parish Council comments has been agreed in regards to 21/01213/FUL Demolition of existing bungalow and erection of 2 detached dwellings and associated works at East View 37 Ivy Lane, to be an item for June meeting.

**Action 5.??: 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  
Beds Police crime statistics – circulated  
BATPC Councillor Finance Training communications  
A R Worboys communications regarding 2021 season work  
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 re-opening – responded to  
Several Wilstead Neighbourhood Plan response received electronically – responded to and all logged  
Came and Company insurance information for renewal  
Ecology Enquiry received to village website – responded to  
Internal auditor communications  
Latest information on the Bedford electoral review – future agenda item  
BBC communications regarding payment of Village Car park marked bays invoice and Officer liaison regarding additional work required – circulated to Councillors, work completed  
Resident request to attend May Parish Council meeting – responded to

**9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 26<sup>th</sup> APRIL**

All Councillors unanimously agreed approval of the Parish Council April March 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 ??:??pm

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:**

21/00976/NMA 20/00302/FUL - Non-Material Minor Amendment to render remaining brickwork to match extension, amendments to roof of extension to pitched roof with roof lights, change to roof tiles and addition of cloak closet to hallway at 10 Luton Road - Refused

21/00624/NMA 18/02881/FUL -Non Material Amendment to amend windows on side elevation from velux to dormer in roof, to continue roof line to cover balcony area, and to relocate main front entrance door at Watermead, 4 Chapel Lane – Permitted

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

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#### **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 4.01: PWG** *Responses to be submitted to the planning applications discussed*

**Action 4.01: Complete**

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

**Action 4.02: ???**

**Action 4.14: EB** *To ensure following approval of Neighbourhood Plan expenses for 2021 gets taken to completion*

**Action 4.14: ??**

### 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.

**Action 1.06: Ongoing**

**Action 4.15: PWG** *To collate a ground works tender separate for the play area work at the metal multi unit so three quotations can be sought for this*

**Action 4.15: 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.*

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.

**Action 3.03 (20)Ongoing**

**Action 3.05 (20) 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. Confirmation received that reduction will be applied to next bill including a rebate.

**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: 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 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*

**Action 4.16: ??**

### **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 (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.*

**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*

**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 to be done at May meeting.*

**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 is being done as part of the work as items are prepared for the audit*

**Action 3.11: Ongoing**

**Action 4.03: Clerk** *To issue CB with relevant new Councillor paperwork, Declaration of Register of Interest form and Acceptance of Office form, and access to SharePoint.*

**Action 4.03: Complete**

**Action 4.04: MF** *To arrange new Parish Council email address*

**Action 4.04: Complete**

**Action 4.05: Clerk** *To ensure the Working Group structure is revisited as part of the AGM*

**Action 4.05: Complete**

**Action 4.06: Clerk** *To confirm and notify Village Hall Management Committee appointment of AC as Parish Council representative*

**Action 4.06: Complete**

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

**Action 4.07: ??**

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

**Action 4.08: Ongoing**

**Action 4.09: Clerk** *To link CP as the new Parish Council Police representative with the local Police contact*

**Action 4.09: Complete**

**Action 4.10: Clerk** *To share the CCTV policy document with CP*

**Action 4.10: Complete**

**Action 4.17: F&GP WG** *To request supportive evidence for the agreed donation up to £500 as agreed by the Parish Council*

**Action 4.17: ??**

**Action 4.18: F&GP WG** *To arrange donation payment for the tree work identified as needing to be done, £150 to be made to Methodist Church*

**Action 4.18: ??**

**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: ??**

**Action 4.20: Clerk** *To submit contractor insurance details to Bedford Borough regarding Grass Cutting Contribution*

**Action 4.20: Complete?**

**Action 4.21: Clerk** *To place East West Rail consultation response and insurance renewal as a future agenda item for May*

**Action 4.21: Complete**

Latest information on the Bedford electoral review – future agenda item