

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held remotely online on Monday 19th April 2021 at 7.00pm

PRESENT: Eric Benton (Vice Chair), Marc Frost, Geoff Odell, Andy Collins, Mark Brooks, Nigel Jacobs (Chair), Chris Purcell, Richard Draycott, Borough Councillor Graeme Coombes, and Lizzie Barnicoat (Clerk) and ?? members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

It was confirmed that EB to lead the meeting.

The Chair welcomed all attendees, there were apologies for absence received and accepted from ??

It was noted Bernard Crease had resigned from the Council, appropriate vacancy notices had been displayed.

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:

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) 21/00401/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 - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

b) 21/00491/FUL Erection of timber shed/workshop at The Granary 12 Duck End Lane - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

c) 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 - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

d) 21/00734/OUT Outline application for the demolition of existing storage units and residential development of up to 9 dwellings, all matters reserved except for access at Netherwood Farm, Ivy Lane - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

e) 21/00772/S73A Construction of stable blocks, tack room and hay storage for private use ancillary to the residential dwelling (development already carried out) at The Stocks 8 Northwood Lane - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

f) 21/00893/FUL Two storey rear extension and first floor side extension at 15B Bedford Road - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

g) 21/00911/FUL Demolition of existing pole barn and erection of new agricultural building, installation of rainwater harvesting system and concrete yard renewal at 227 Cotton End Road - the Planning Working Group proposed that the Council respond

It was unanimously agreed by those present to respond with the above, resolution passed.

The Planning Working Group responses to be submitted. **Action 4.01: PWG**

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

Action 3.02: Clerk *To place co-option on April agenda*

Action 3.02: Complete

The Working Group recommended that Carol Balkham and Nikki Williams be co-opted to the Parish Council, unanimously agreed, resolution passed?

Clerk to issue CB and NW with relevant new Councillor paperwork, Declaration of Register of Interest form and Acceptance of Office form.

Action 4.02: Clerk

MF to arrange new Parish Council email address. **Action 4.03: MF**

A proposed new Working Group structure had been collated by the F&GP WG and issued, it was agreed to approve the document?.

6. REVIEW AND AGREEMENT OF APPLICATION TO BE MADE TO BEDFORD BOROUGH COUNCIL FOR AVERAGE SPEED CAMERAS ON COTTON END ROAD:

Corresponding action just for information

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.

Action 3.03 (20)Ongoing

The Council reviewed the information and agreed to

7. REVIEW AND AGREEMENT REGARDING COMMUNITY SAFETY CAMERAS IN THE PARISH:

Action 3.04: F&GP WG *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: Complete

CP declared an interest in this item and took no part in the discussion or vote

The Council agreed to

8. 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.

Information circulated ahead of April meeting, resolution that ?????

Action 10.08: Ongoing

Neighbourhood Plan expenses for 2021 – circulated information on the next Financial Year, it was agreed to

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.

Payee	Service	Amount
1. Barnicoat Ltd	Clerking service March	£887.37
2. Wilstead Neighbourhood Watch Article		£250.00
3. A R Worboys Ltd	Grass cutting S1483	£612.00

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
Wave	Water charges	£ ?????direct debit
Webmate	Village website hosting	£82.80 strict terms

Payment made outside of meeting but previously agreed:

Apex Tree Specialists	Tree work	£504.00
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Councillors resolved for all the above payments to be made.

c) Request for financial assistance to be considered

Footpath 7 –

Action 3.05: F&GP WG *To review the formal application for a donation towards a seat/bench alongside the permissive path.*

It was agreed to

Action 3.05: Complete

d) External Audit follow up actions:

Risk Management of Responsible Financial Officer role

Action 3.09: F&GP WG *To review and appropriately risk assess having a Parish Councillor in the role of the Responsible Financial Officer, as per the auditors recommendation*

This had been circulated and it was agreed to

Action 3.09: Complete

Draft 2020/21 year end accounts – these have been completed and supporting documents circulated. The accounts are ready to be submitted to the internal auditor, are there any questions on them? They will then return to the full Council meeting in May for formal review.

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

BATPC Bugle – circulated

Beds Police crime statistics – circulated

BATPC Councillor Finance Training communications

Wilstead resurfacing works communications with BBC Officer – feedback from RD's meeting

A R Worboys communications and commencement of 2021 season work

Came and Company response to Paris Council enquiry regarding litter picking equipment, residents usage and liability clarity – forwarded to WG

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

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

Communications regarding new parish noticeboards

Resident expression of interest received about joining the Parish Council – responded to

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Wilstead Homewatch article submitted

Resident concern over new road layout at the crossroads – responded to

Wilstead Village Hall communications regarding re-opening – responded to

Bellway Contracts Manager communications – responded to

Resident copying Parish Council into comments regarding planning application – forwarded to WG

Resident thanking Parish Council for their help at March Parish Council meeting – responded to

BBC Officer communication regarding danger from toppling of diseased tree adjacent 82 Whitworth Way – forwarded to WG

NJ notification that taken on responsibility for the defibrillator at Village Hall Communications regarding potential noticeboard contractors – April agenda item

Copied into communication between PWG and planning enforcement

CBC Officer communications regarding Wilstead representatives at a briefing for Parish Councils in respect of Revisions to the Wixams S106 Agreement – NJ and EB attended

Wilstead Neighbourhood Plan response received in writing, also received electronically – acknowledgement response sent

Wilstead Neighbourhood Plan response received in writing

Wilstead Neighbourhood Plan response received electronically L&H Estates – acknowledgement response sent

Came and Company insurance clarity sought regarding litter picking volunteers – forwarded to WG

Ecology Enquiry received to village website – responded to

GC communication regarding request from a Wixams Community Children's Group

Communications regarding drainage ditch responsibility – local authority responsibility

BATPC Crisis Management - free Breakthrough Communications webinar

BBC Minutes for Standards Committee, Tuesday, 16th March, 2021, 5.30 pm

Councillor, resident and GC communications regarding application 21/00734/OUT

Opportunity to feature in the Greensand Country Celebration Film

Resident enquiry regarding planning near Dines Close – responded to

Resignation from Bernard Crease – action followed up

BBC Officer communication confirming agreement of time extension for planning application 21/00679/FUL

BBC Officer communication confirming agreement of time extension for planning application 21/00491/FUL

BBC Officer communication confirming agreement of time extension for planning application 21/00772/S73A

BBC Officer communication confirming agreement of time extension for planning application 21/00401/COU

BBC Officer communication confirming agreement of time extension for planning application 21/00734/OUT

Wilshamstead Parish Council - AGAR 2020/21 – circulated to WG

Resident concern over parked vehicles on Cotton End Road causing an obstruction – responded to and RD has written to BBC

BBC communications regarding Important Green Spaces – forwarded to NP

Resident communication regarding footpath from the top of Howards Close across the fields to Dragons Wood – NJ responded

Wilstead Neighbourhood Plan response received electronically – acknowledgement response sent

Resident communication regarding Bedford Road, Wilstead copied into email sent to BBC - Bottle Bank Area – responded to

Resident communication regarding Bedford Road Wilstead to Wixams underpass contamination copied into email sent to BBC – responded to

Communication regarding Wilstead Neighbourhood Plan - Proposed Important Green Spaces – responded to and forwarded to NP

Councillor communication regarding Stable extension App No 21/00772/S73A – responded to

BBC Grass Cutting Contribution – responded to

Councillor communication regarding asset register – circulated

Wilstead Neighbourhood Plan communication received electronically – forwarded to WG

Resident communication regarding noticeboard – responded to

Wilstead Neighbourhood Plan response received electronically – acknowledgement response sent

PlusNet bill changes communication - The price of your broadband will increase by 60p a month, the price of your line rental will increase by 50p a month

BATPC Practitioner's Guide, Virtual Meetings, and goodbye

BRCC Community Led Housing Support

AGAR 2020/21 - revised guidance document - intermediate

Resident concern regarding burning of waste at allotments – responded to and sent to WG

EWR Central Section consultation opens - circulated

Latest information on the Bedford electoral review

Resident reporting vandalism at MUGA – responded to and reported to Persimmon as Longmeadow Drive

Read the latest insights from Came & Company Local Council Insurance

Copied into resident communication reporting Surplus road works and diversion signs – sent to BBC

Wilstead Neighbourhood Plan response received electronically – acknowledgement response sent

Bedfordshire Police Road Safety Fund 2021/22 – forwarded to all

BBC communications regarding payment of Village Car park marked bays invoice – circulated to Councillors

Wilstead Neighbourhood Plan response received electronically – acknowledgement response sent

BBC Officer tree removal at Northwood Lane – forwarded

Resident concern regarding burning of waste at allotments – responded to and sent to WG

Wilstead Neighbourhood Plan response received electronically – acknowledgement response sent

Resident request to join April Parish Council meeting – responded to

Resident request to join April Parish Council meeting – responded to

CPRE Bedfordshire Briefing Document: EWR consultation – circulated

HRH The Duke of Edinburgh: Bedfordshire Book of Condolence

Resident concern over upkeep of planted area by footpath in Whitworth Way – responded to

BBC Reminder - Bedford Borough Local Plan Consultation - forwarded

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 15th and 29th MARCH

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.

11. CLOSE OF MEETING:

Chair closed the meeting at 7.30pm

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:

21/00918/S106A 90/00590/OUT - Deed of variation to S106 Agreement at The Spinney 31 Luton Road - Permitted

21/00917/S106A 99/00980/FUL - Deed of variation to S106 Agreement at Land At Luton Road - Permitted

21/00485/FUL Pitched roof over existing entrance porch at 66 Dines Close – Permitted

21/00298/FUL Single storey side and rear extension and part garage conversion at 89 Cotton End Road- 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 how contact details for the Manager.

Action 10.12: Ongoing

Action 3.01: PWG *Responses to be submitted to the planning applications discussed*

Action 3.01: 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.*

Prices have been discussed with MB continuing to follow up, groundwork quotations also have been explored. **Action 1.06: Ongoing**

ENVIRONMENT

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 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.* Meeting took place on 16th March, feedback circulated by RD. **Action 2.09: Complete**

Anything to mention here on Resident concern over parked vehicles on Cotton End Road causing an obstruction – responded to and RD has written to BBC

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 2nd 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.*

Action 11.08: Complete

Action 2.02: Clerk *To issue CP with relevant new Councillor paperwork*

Action 2.03: 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. Will arrange when dates issued.*

Action 2.06: Complete

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, booking arranged.*

Action 2.07: Complete

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

Action 2.08: To be Deleted

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

Action 2.10:Ongoing

Action 3.03: Clerk *To ensure the annual parish electors meeting is moved to 21st June Village Hall have confirmed in main hall.*

Action 3.03: Complete

Action 3.06: Clerk *To seek clarity on possible liability if the Parish Council fund litter picking equipment for volunteer residents Feedback circulated from insurers to WG.*

Action 3.06: Complete

Will this be a formal recommendation for May meeting?

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 3.08: MF *To register the Council as an employer*

Action 3.08: Complete

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

BBC Grass Cutting Contribution – submitted, awaiting contractor insurance details

Anything to include from the Section 106 meeting regarding Wixams?
East West Rail consultation PC response will be a future agenda item for May.
Insurance renewal will be a future agenda item for May