

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 26th July 2021 at 7.00pm

PRESENT: Eric Benton (Chair), Mike Clark, Geoff Odell, Andy Collins, Mark Brooks, Nigel Jacobs, Chris Purcell, Borough Councillor Graeme Coombes, and Lizzie Barnicoat (Clerk) 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 Parish Councillors Richard Draycott and Marc Frost.

It was noted Carol Balkham had sadly had to resign, Clerk to notify Monitoring Officer. **Action 7.01: Clerk**

MF to remove Councillor email address. **Action 7.02: MF**

2. DECLARATION OF INTEREST FOR THE MEETING:

There was no declaration of interest received for the meeting.

3. OPEN FORUM:

No public statements received.

4. BEDFORD BOROUGH COUNCIL LOCAL PLAN 2040 CONSULTATION RESPONSE TO BE AGREED

Borough Council workshop held for Parish Councils, GO and NJ attended, presentation circulated to all.

EB drafted Homewatch article discussed, agreed to be included to help raise awareness with residents. **Action 7.03: EB**

Councillors discussed the consultation options and agreed:

- Council respond to include feedback on all strategic growth options 1 through to 6 raising uneven split of proposed housing all being in the south and not in the north of the Borough
- Council preference is for development at Wyboston to be taken forwards with the urban area contributing to new houses over the rural area
- EWR route selection has not been factored in, would be more logical for growth to be centred around the new route as part of the transport corridor and rail based growth
- Highlighting the allocation of new houses in the parish at land off Whitworth Way and Howard Close
- Reiterating the village is not a Key Service Centre given the geographical location of others in such close proximity
- Neighbourhood Plan protection of open spaces and shaping the future of the parish to be highlighted
- If option 2 is selected as the preferred option, new houses to be shared equally by parishes identified in the transport corridor, so 1500 across 12 parishes

- Highlight need to retain clear definition and segregation of settlements between Wilstead and Wixams

It was agreed a village drop in session to be held towards the end of August avoiding the bank holiday, Councillors agreed to fund the cost of Village Hall hire for such an event, as it was felt important to raise awareness of the consultation.

Action 7.04: EB

It was agreed that in order to submit a robust response that encourages Wilstead to be removed as a Key Rural Service Centre the Council to allocate up to £2k towards engaging professional services to support the Council with this. It is important that a strong approach is taken to this point which continues to impact the parish in terms of future housing provision. Therefore a clear robust argument must be taken forwards throughout this consultation.

Action 7.05: EB/Clerk?

Clerk to commence preparing and to focus on drafting the Council's response to all important elements of the Local Plan consultation. **Action 7.06: Clerk**

5. PLANNING WORKING GROUP RESPONSES RECOMMENDED FOR THE FOLLOWING APPLICATIONS:

a) 21/01797/FUL single storey front extension and garage conversion at 23 Whitworth Way - The Working Group proposed a response that stated, the Council has reviewed the application and has no objections though it would want the drop kerb to be lengthened to avoid any crossing of the grass verge. It was unanimously agreed to respond with this, resolution passed.

b) 21/01961/TPO T1 yew tree - crown lift and no more than 20% crown reduction to maintain balance. at 229 Cotton End Road - The Working Group proposed a response that stated, the Council has reviewed the application. The tree is not adjacent to any houses though it would appear that the tree might be restricting access to the adjacent field. It is stated in the application that it is a 'nuisance to neighbouring property' though there is no explanation regarding this. It is noted that no neighbours have been consulted. The Parish Council has had its Tree Warden look at this proposal and if it is necessary then the Parish Council would have no objections. It does however request that the Borough arboriculturist reviews the scheme and confirms that the proposed work to the tree will remove the 'nuisance' and not be detrimental to the tree. The Parish Council would also want any work done on the tree to be carried out by a qualified tree surgeon.

It was unanimously agreed to respond with this, resolution passed.

c) 21/01974/FUL one and two storey rear extension at 32 Luton Road - The Working Group proposed a response that stated, the Council has reviewed the application. It is difficult to ascertain the shadowing effect this extension might have on the rear garden of 30 Luton Rd and so the Parish Council would ask this is taken into consideration, especially if there is a response from No30 regarding this aspect. Otherwise the Parish Council has no objections.

It was unanimously agreed to respond with this, resolution passed.

The Planning Working Group to submit the above comments.

Action 7.07: PWG

d) UPDATE ON LATEST REGARDING TELECOMMUNICATIONS MAST WITHIN THE VILLAGE

Following circulation of a pre-application document on social media this had been followed up with Senior Planning Officers how had confirmed a formal application had not been made. During the meeting, the local authority planning portal appeared to show an application 21/02082/TELLN for a mast having been received and granted on the same day. It was agreed that GC to follow this up immediately, to seek clarity on the lack of consultation notice period.

Action 7.08: GC

The Council unanimously agreed that a strong objection be placed given that such a large proposed structure would be totally out of keeping in the centre of the village. The situation to be closely monitored.

Action 7.09: PWG/Clerk

6. Neighbourhood Plan Working Group recommended response to be agreed to Haynes Neighbourhood Plan - Submission Consultation (Regulation 16)

It was agreed that this to be circulated to all Councillors. **Action 7.10: Clerk**
Once feedback received, the WG to collate a response. **Action 7.11: PWG**

7. FINANCE MATTERS

a) Quotes for consideration -

Noticeboard installation quotes –

Action 6.07 CP *To collate a specification for noticeboard installation.*

Action 6.07: Complete

Action 6.07 Clerk *To send specification on to potential contractors.*

Action 6.07: Complete

Revised specification circulated to two contractors, one received for consideration. *MB declared an interest in this item, noting not wishing to quote for the work as too busy*

The quotation from Whites Construction was reviewed, it was unanimously agreed to award the work at the quoted price of £740.00 plus VAT, resolution passed. Clerk to feedback.

Action 7.12: Clerk

CP offered to assist with coordinating the delivery of the noticeboards to the village and ensuring the contractor was able to install promptly.

Action 7.13: CP

It was noted the new noticeboard for the allotment was being funded by the Ward Fund.

Bus shelter quotes circulated for information only at this stage, no formal recommendation from Environment Working Group, so not action required at present.

Floral display quotes quotes circulated for information only at this stage, no formal recommendation from Environment Working Group, so not action required at present.

It was unanimously agreed to carry forward consideration of the bus shelter and floral display options to a future meeting item in light of RD and MF's absence.

Action 7.14: Clerk

It was noted at this point of the meeting that the play area sign at Whitworth Way is obscured and the hedge maintenance has not been carried out as expected, to be raised with contractor.

Action 7.15: EB

Clerk to follow up and ensure CPM Playgrounds regular inspections have commenced.

Action 7.16: Clerk

The Play Area Working Group report has noted a mixing bolt that needs replacing on the Playdale spinner, noting it is not impacting on usage. The locomotive needs taking apart and reviewing more closely, CPM Playgrounds to review and advise next steps accordingly.

Action 7.17: Clerk

Following a fallen tree in the Churchyard the headstones nearby are to be reviewed, quotation being arranged.

Action 7.18: EB/Clerk

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration June	£895.02
2. E Barnicoat	Office Holder June salary costs	£172.12
3. A R Worboys Ltd	Grass cutting SI1522	£612.00
4. A R Worboys Ltd	Grass cutting SI1580	£612.00
5. A R Worboys Ltd	Grass cutting SI1606	£612.00
6. BATPC	Membership renewal	£556.00
7. Apex Tree	Graveyard tree work	£912.00
8. CPM Playgrounds Ltd	Play area repairs	£576.00

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	£104.96 direct debit
3G CCTV Wifi	£17.00 direct debit
3G CCTV Wifi	£35.00 direct debit

All Councillors resolved for all the above payments to be made.

c) Recommendation to be received and agreement of allotment rents for September 2022/23

MB declared an interest in this item as a tenant

Councillors reviewed the current prices and it was unanimously agreed to set the allotment rent for 2022/23 at a cost of £3.75 per pole, resolution passed. Rent letters to be sent and bonfire guidelines to be included with the circulation.

Action 7.16: Clerk

VAT reclaim to be completed.

Action 7.17: 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
Various 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 hire for meeting and date
of September meeting – responded to
Further Wilstead Neighbourhood Plan response received electronically –
responded to and logged
Came and Company insurance renewal confirmation and policy
documents received
Resident request to attend Parish Council meeting – responded to
Resident request for an item to be added to the Parish Council agenda –
responded to
Further reminder regarding Bedford electoral review consultation –
future agenda item
Further Information Commissioner Officer communications regarding
renewal
HMRC PAYE communications
Play area contractor tender communications
Further communications regarding meet the new Police Crime
Commissioner information – circulated
Resident communication regarding Ivy Lane planning application –
responded to
Resident enquiry regarding restarting of The Sunshine Club – responded
to
Copied into communication of parked van at Cotton End Road reported to
BBC
Information Commissioner Office renewal notification received
Damage to grass verges in Cotton End Road, Wilstead followed up with
BBC
Communications regarding village improvements
Wilstead WI request for a tree in the Burial Ground – responded to
Resident communication regarding planning application at 76a Cotton End
Road – responded to
Resident communication regarding The Stables, Cotton End Road
planning application – responded to

Planning Officer communication regarding The Stables, Cotton End Road planning application – Councillors updated
PCC Meets Town and Parish Councils information
Surge testing in the local area communications
Benefits of the Greensand Ridge promotional information
Groundworks quotation received from Whites Construction
Noticeboard installation quotation received from Whites Construction
Parish and Town Council Network Meeting information
BBC Agenda for Standards Committee
CPM Playgrounds communications regarding repair at play area
EWR consultation response acknowledgement
Resident reporting damaged lamp post on Longmeadow Drive – responded to and sent to Highways Helpdesk
Resident communication with concerns regarding boundary fence between Whitworth way and Bellway development the Pastures – responded to, sent to PWG
AGAR submission - gentle reminder
Overgrown footpath between Longmeadow Drive and Vicarage Lane resident concerns – responded to
EB and MF booked on BATPC Finance Training
Resident expression of interest to join the Council – responded to
BBC Officer update regarding work at The Crossroads
BBC Local Plan parish workshops – circulated to PWG
Resident Adverse possession query - 39 Luton Rd Wilstead MK453ER – responded to
BBC Seasonal vegetation cut query copied into
BATPC HM The Queen's Platinum Jubilee information – circulated
BBC Wilstead grass cutting contribution received £2435.14
BBC Definitive map and Statement 2020 information
Resident concern regarding damage to fencing caused by contractor machinery – responded to

The Parish Office to reopen shortly, Clerk to ensure appropriate signage in situ.

Action 7.18: Clerk

Invite received from developer regarding Thickthorn Farm, it was agreed meeting to take place, NJ and EG to attend.

Action 7.19: NJ

Response to be sent to resident of Briar Bank raising concerns relating to highways.

Action 7.20: Clerk

Resident request for litter picking permission, it was unanimously agreed that parent support is needed for the community service volunteer concept and letter would be sent confirming gratefulness of endeavor to support the village.

Action 7.21: EB

It was asked that as part of the village tidy up, that costs for Bulky Waste service be established.

Action 7.22: Clerk

MC agreed to take the noticeboard maintenance on.

AC raised that the Village Hall Management Committee need a Chair, it was suggested placing this in the Homewatch article to encourage someone to come forwards.

Action 7.23: Clerk

Village Hall WiFi to be checked.

Action 7.24: Clerk

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 28th JUNE AND 5th July

All Councillors unanimously agreed approval of the Parish Council 28th June and 5th July 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 9.35pm

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:

21/02059/TELLN The replacement of 3no. antennas at 17.06m and the installation of 3no. remote radio units RRU's with associated ancillary equipment on the tower (This is a notification only to the Local Authority who has no determining powers) at Luton Road - Response Sent

21/01437/FUL Single storey front extension at 305 Cotton End Road - Permitted

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 - Withdrawn

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

Action 4.02: PWG

Action 6.01: Clerk *To circulate copy of legal title regarding access at 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*

Action 6.01: Complete

Action 6.02: Clerk *To arrange for an extraordinary Parish Council meeting to be called on 5th July from 7pm regarding application 21/00401/COU.*

Action 6.02: Complete

Action 6.09: Clerk *To arrange attendees to the local authority information workshop regarding the Local Plan consultation*

Action 6.09: Complete

Action 6.10: Clerk *To ensure the Local Plan consultation is the main focus of the next meeting to determine a suitable approach in responding to the consultation and engaging residents to also respond.* **Action 6.10: Complete**
Action 6.11: PWG *To submit the planning responses* **Action 6.11: 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

Once ground work tender agreed then progress with a suitable safety surface for the metal framed multi play area surface can be progressed.

Action 5.07: MB *To arrange repair for the rope to be removed immediately from a piece of equipment, and to follow up with CPM Playgrounds regarding the repair identified and to investigate possible fencing hire costs*

Action 5.07: Ongoing

Action 6.06: MB *To liaise with Whites Construction to align the groundworks with the Eco Surface timeline for their installation form.*

Action 6.06: Ongoing

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. The meeting with Borough Officers took place on 10th May and various options were discussed for which the Borough will provide costs.

Action 3.03 (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 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 Date set for this work to take place on 8th July.*

Action 4.16: Ongoing

Action 5.04: RD *To finalise the location of the new noticeboard for the Crossroads*

Action 5.04: Ongoing

Action 5.06: Clerk *To seek a Ward Fund contribution for the new notice boards in light of the project costs now being in the region of £3,500 A request for £1.5k with GC had been made, no response received.*

Action 5.06: Ongoing

Action 5.05: CP *To arrange a quotation price for the cost of potentially two further smaller boards 800 x 800 at the Burial Ground and Allotments £1008.00 and £947.00 agreed electronically*

Action 5.05: Complete

Village improvements updates included area tidy up – work has begun on untidy areas generally in the Whitworth Way, Hampton Close, Phipps Close areas. These could do with some work to stop the deterioration, there is an issue with the ownership of these areas which may need to be overcome. In the meantime work is being done on finding a contractor to give an indication of costs. Detailed information on outstanding issues had been shared:

Crossroads

- Extensions to yellow line parking restrictions
 - Marking of pedestrian crossing access
 - Cutting back of undergrowth on south side of CER approach
- No positive response from the Borough

Whitworth Way

- Request for inclusion of the renovation of walkways in conjunction with resurfacing.
 - Request for consideration of mini roundabout on CER / WW
- No response from Borough

Highways follow up

- Request for improvements to Luton Road walkway.
Awaiting response
- Request to Hanson for planings from Whitworth Way to be acquired.
Awaiting response.

Village Improvements

- Finalisation of commitment by Christmas Tree group to source suitable tree.
Additional Christmas decorations - awaiting quotation.

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: 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. Awaiting relocation of tyre stops to match position of marked bays.*

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. Email communication sent June to start this, no reply.*

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 on hold.*

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

Action 4.07: NJ/MF

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: F&GP WG

Action 5.01: Clerk *To ensure EB completes Declaration of Acceptance of Office form.*

Action 5.01: Ongoing

Action 5.01: Clerk *To ensure MB completes Declaration of Acceptance of Office form.*

Action 5.02: Ongoing

Action 5.08: Clerk *To ensure submission of Council's Annual Governance Accounts Return to external audit submission.*

Action 5.08: Ongoing

Action 6.03: Clerk *To ensure new Councillor paperwork to be issued to MC.*

Action 6.03: Complete

Action 6.04: MF *To ensure new Councillor email set up.*

Action 6.04: Complete

Action 6.05: Clerk *To ensure submission of Council response to Ward Boundary review*

Action 6.05: Complete

Action 6.08: Clerk *To ensure the salary payments align with the HMRC submission process.*

Action 6.08: Ongoing