

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 6th September 2021 at 7.00pm

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

2. DECLARATION OF INTEREST FOR THE MEETING:

There were declarations of interest received for the meeting, EB and MB under finance payments.

3. OPEN FORUM:

No public statements received.

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

a) 21/02345/FUL Single storey rear flat roof extension at 30 Bedford Road - The Working Group proposed a response that the Parish Council has no objections to this extension but would wish to see access to the rear garden to the north of the house so that there is garden machinery access and waste bins can be stored at the rear of the house and brought to the front for collection. It was unanimously agreed to respond with this, as well as asking the Officer to be mindful of the comments received from the adjacent property at 28 Bedford Road given the proposals proximity to the boundary, resolution passed.

b) 21/01945/FUL Demolition of existing conservatory and detached garage. Erection of single storey side and rear extensions at The Anchorage, 1 Duck End Lane - The Working Group proposed a response that stated the Parish Council has concerns regarding to this extension from, according to the submitted plans, a two bedroom single storey house to a 5 bedroom single storey house. The Parish Council's main concern is that the application states that 'there is no change in car parking spaces' and currently there is a garage and space for two vehicles on the drive in front of the garage and house. There is another potential parking space on the bridge over the roadside ditch but this could be required for visiting / delivery vehicles to turn around because of the narrowness of this dead end lane. Any parking on the lane is likely to cause problems for passing traffic including farm vehicles and large vehicles going to the businesses further down the lane

The alignment of the drive and the new garage also causes concern as it appears to create problems getting vehicles into and out of the garage and

therefore would discourage use and exacerbate any parking problems. The Parish Council would want the drive re-aligned / widened with the new orientation of the garage so access and egress is much easier and use of the garage more likely.

Whilst the large extension to the house wouldn't appear to significantly effect the setting of the front of the next door listed building, Dove Cottage, it would impact the setting from other directions.

The Parish Council would comment that there is a dormer window shown on the 'existing' plans but no stairs shown or a plan of the existing first floor.

During the discussion at the meeting it was also agreed that concern be raised over construction vehicles accessing the site across a bridge not suitable for such vehicles. It was unanimously agreed to respond with this, resolution passed.

c) 21/02188/FUL One and a half storey side and rear extensions at The Chantey, 167 Cotton End Road - The Working Group proposed a response that stated the Parish Council has no objections as long as there is sufficient off road parking for, according to the plans, a four bedroom house. The house is currently a three bedroom house with a longer driveway to a rear garage to accommodate vehicles. There is no indication as to the intentions for the garden in front of the house and whether some of this will be used for off road car parking. It was unanimously agreed to respond with this, resolution passed.

d) 21/02118/TELPN Installation of fifth generation (5G) equipment, comprising, H3G Phase 8 18m high street pole c/w wrap-around cabinet and 3 further additional equipment cabinets at Land fronting The Red Lion -

Action 7.08: GC *To follow to seek clarity on lack of consultation period for application 21/02082/TELLN for a mast having been received and granted on the same day on the local authority portal* The authority had noted it was an error made in processing and the application had not been determined.

Action 7.08: Complete

Action 7.09: PWG/Clerk *To monitor the situation for the proposed structure given it would be totally out of keeping in the centre of the village*

Action 7.09: Complete

Following confirmation that a formal application for a mast had been received and duly processed by the Borough Council. The Working Group proposed a response that stated, the Council strongly object to the location of this very tall (18 metres) Telecommunications Mast and 3 large cabinets in the very heart of the village. The mast would dominate the village centre as it would be twice the height of any building within a 1000 metres of the site and the cabinets would be only slightly smaller than the adjacent bus shelter. The Parish Council, given a demonstrated need, do not object to the improvement of telecommunications within the village but the proposed location of the mast and cabinets would seriously adversely impact the street scene in the very heart of the village. However there is nothing in the application which defines the area which will benefit from the mast at this location nor is there any indication of any reduction of this service if the mast is moved slightly away from the 'preferred location'. The collated response made reference to a number of errors and other comments relating to the installation of the equipment.

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

Also to be noted, the Parish Council had made direct contact with the applicant seeking to meet to discuss the proposed location, given the Council's concerns, to date no response.

The Planning Working Group to submit the above comments.

Action 9.01: PWG

5. VILLAGE IMPROVEMENTS

Action 7.14: Clerk *To consider the bus shelter and floral display options at a future meeting item in light of RD and MF's absence.*

Action 7.14: Complete

Environment Working Group have continued to explore a range of options for the village. Councillors ratified the cost of visual enhancements to include planting of daffodils at Bedford Road 10m x 2m on the verge prior to the village marker sign at a cost of £200 and along Luton Road with 15m x 1 m on the bend as you come in from the A6 at a cost of £150, resolution passed.

Alternative options continue to be explored regarding floral displays, the Clerk to enquire with the local authority if service available given the work done at the Embankment.

Action 9.02: Clerk

Dual purpose bin options are being explored that are visually more appealing, along with further floral options, which will come to the next meeting. Along with a formal proposal to be discussed regarding options for new bus shelters.

Action 9.03: Clerk

The Clerk to invite local Police representative to a future Parish Council meeting.

Action 9.04: Clerk

Councillors discussed digital speed signs being purchased to pursue improving village highways safety. Supporting information had been circulated in advance, with a preference for a M-SID Plus Smile portrait device. Different supplier options were discussed and quotations to be sought for the purchase of multiple machines.

Action 9.05: Clerk

6. PARISH COUNCILLOR VACANCIES

There had been one expression of interest received, they introduced themselves to everyone present. It was agreed that EB and MB to arrange having an informal discussion with the interested individual.

Action 9.06: EB/MB

7. FINANCE MATTERS

a) Quotes for consideration -

Hedge maintenance across the parish had been an item being raised frequently between meetings.

Action 7.15: EB *To follow up 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: Complete

The Council had decided to explore some areas which residents are raising concerns over regarding hedge and path maintenance. Exploration of ways to improve hedge and other maintenance has been looked at between meetings, options to be considered include whether the Parish Council look to arrange for a contractor to carry out some work to improve the issues or how best to manage these overgrown areas. It should be noted that not all the areas causing concern are the responsibility of the Parish Council. The area by the

Church and at the back of Whitworth Way are two areas to be explored it was agreed. Clerk to link MB with local authority contractor for quotations for this work.

Action 9.07: Clerk/MB

Christmas Tree lighting quotation circulated as part of meeting documents for discussion. Unanimous approval was given to continue with the fundraising to support this taking place again, following the success of last year. Whilst there are some funds leftover, and the Council had increased the budget provision by an additional £600 for enhanced decorations this year to include more rope lights and a topper, if local individuals and businesses were able to step forwards it would enable the funds to go further this year and in future years. It was agreed contributions to be sought by including an item in the Homewatch.

Action 9.10: Clerk

Play area additional funding allocation was considered by the Council, following communications between meetings, as during construction additional groundworks were required. It was unanimously agreed that this cost be ratified by the Parish Council as per the revised amount. Thanks were given to MB and AC for their continued support with progressing this work.

Clerk to reference the new play area surface, recent volunteer litter picking and the recycling of a village bench to all be highlighted to residents and thanked for their support.

Action 9.11: Clerk

Having reviewed the information circulated in advance of the meeting it was unanimously agreed to set up a Standing Order for payments to We are Your IT Ltd for the regular email hosting charges, resolution passed.

Action 9.12: F&GP WG

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration July and August	£1790.40
2. A R Worboys Ltd	Grass cutting SI1627	£612.00
3. Eric Benton	Reimbursement Local Plan drop in session printing plus Office Stationery	£264.03
4. Eric Benton	Reimbursement for Memorial Bench and fixings	£694.95
5. Wilstead Village Hall	Hire of facility for Local Plan session	£164.90
6. Eco Surface Ltd	New play area surface	£16,203.60
7. Whites Construction	Play area surface groundwork	£9,102.00
8. Mark Brooks	Bench installation	£245.08

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
Payments made between meetings:
Came and Company Insurance renewal £508.97 on the July
payment list but got missed off the online transactions done immediately after
the meeting, payment issued to ensure no break in cover
We are Your IT Ltd Email hosting charges £240.89
Eric Benton / Memorial Bench £694.95 agreed in principle at July meeting to be
purchased, needs to be added to Parish Council asset register.

Action 9.13: Clerk

The new safety surface to be added to the asset register. **Action 9.14: Clerk**
To follow up with CPM Playgrounds now the play area work completed that
routine inspections can now commence. The contractor to also be asked to
quote for the repairs to the bin as well as the two benches that are tilting.

Action 9.15: Clerk

Councillors resolved for all the above payments to be made. It was noted MF
on all items (as RFO) as well as MB and EB as payees, took no part in the vote
(on items payable to them).

c) External audit report

Not received.

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
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 wifi
communications – responded to
HMRC PAYE communications
Play area contractor tender communications
Communications regarding village improvements
CPM Playgrounds communications regarding repair at play area
Resident expression of interest to join the Council – responded to
Resident Adverse possession query - 39 Luton Rd Wilstead MK453ER –
responded to

BBC Kurb cleaning rota received – forwarded
CPRE August newsletter
BBC Design Guide Scoping consultation – circulated
Public Works Loan updated guidance
East West Rail company newsletter
BBC Mayor's Climate Change fund information
BATPC Introducing our new County Officer
BBC Local Plan consultation clarification items raised with Cllr Coombes – to be built into PC response
CPRE Bedfordshire briefing document: housing targets in Bedford Borough-circulated
Borough Council Ward Fund Officer communications – responded to
Mazars external audit communication clarification – responded to
PCC 100-Day Report Launch
BATPC News Round-Up and AGM Date – circulated
Resident communication regarding telecommunications mast – responded to
Copied into communications regarding litter pick volunteering
Resident follow up letter regarding Luton Road pavements
Resident communication regarding telecommunications mast – responded to
Communications regarding planning open day for the parish to review the Local Plan 2040
Footpath Group information on Wilstead Woods work
Copied into communications regarding Christmas tree for 2021
Parish Office signage liaison with Bromham Parish Clerk
Police July Crime Statistics – forwarded
BBC Commercial Services contact regarding potential for bulky waste services paid for by the Parish Council
CPM Playground confirmation of play area inspections to commence – copied MB into, will commence after groundworks/new safety surface laid
Copied into communications with A R Worboys regarding hedge cut request
Village Hall change of code and entry log information
Village Hall wi-fi issue discussions on how to resolve – resolved now
BBC Officer information provided regarding allotment rotavator and noticeboard application
Resident expressing wish for land at Bedford Road to be used for a skate park facility following Olympics to encourage youth into sport
Came and Company renewal payment – dealt with between meetings
Street Trading (new application), outside of town centre, ALL CONSENT STREETS
Resident request for orange recycling bags – responded to
Contractor communications regarding Christmas tree lighting
Member of the public seeking Wilstead Church Warden contacts – followed up and responded to
Copied into communication to arrange a meeting with applicant of BED17788-Planning pre-consultation enquiry for proposed new telecommunications mast on Red Lion, Bedford Road, Wilshamstead, Wilstead, Bedford, MK45 3HN
BBC Conservative Group research meeting date information – responded to
Digital speed sign information shared with EB and RD – agenda item

Resident concern over excessive noise in Longmeadow Drive amenity area – responded to, advised of Police and local authority to report issue to Councillor communications regarding planting of daffodils
BBC Planning Policy Officer clarity on Local Plan points raised
Bedford Borough Council offers grants to local groups to increase vaccine take up information
Local Plan drop in session payment for expenses incurred
Bowls Club water meter reading communications
Councillor shared resident communication regarding telecommunications mast – Councillor responded to
Councillor shared resident communication regarding telecommunications mast – Councillor responded to
Copied into NPWG communication regarding doctors surgery in parish
Resident expression of interest in joining the Parish Council – responded to
New village news page email – responding to
CPRE Bedfordshire Full Response – Bedford Local Plan 2040 Consultation
Resident concern over sewer near Wixams underpass – responded to and forwarded to Borough Council
Copied into communications arranging Thickthorn Farm development plans
Resident concern over overgrown shrubbery – responded to, ongoing

Councillors wished for a response to be sent to local authority letter seeking view of local Councils on Borough Council services. It was agreed that feedback to include reference to planning issues as well as lack of response in terms of average speed camera communications and the recent roundabout installation which again feedback has not been forthcoming.

Action 9.16: Clerk

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 26th JULY

All Councillors unanimously agreed approval of the Parish Council 26th July meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

Work to be done to ensure back dated minutes are printed, signed and available for inspection.

Action 9.17: Clerk

The Council unanimously agreed to dispose of some out dated electronic equipment from the Parish Office, as well remove from asset register.

Action 9.18: MB/Clerk

10. CLOSE OF MEETING:

Chair closed the meeting at 8.25pm

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:

21/02082/TELLN Proposed slim line phase 8 monopole c/w wraparound cabinet at base, 3no additional ancillary equipment cabinets and associated ancillary works. (This is a notification only to the Local Authority who has no determining power) at Land At Bedford Road - Disposed of

21/01974/FUL One and two storey rear extension at 32 Luton Road - Refused

21/01475/FUL Single storey rear extension at 39 Luton Road – Permitted

21/01374/FUL Two storey rear extension, single storey side annexe and single storey side garage extension at 11 Hooked Lane – Permitted

21/01364/FUL Erection of two storey rear extension and single storey attached garage to side at 76A Cotton End Road – Refused

21/00401/COU Change of use of Car Port Store and Staff Accommodation at 146 Cotton End Road to a Residential Dwelling house at 146 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 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 7.03: EB *To include EB drafted Homewatch article in next edition to help raise awareness with residents.*

Action 7.03: Complete

Action 7.04: EB *To arrange a village drop in session to be held, 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.* The drop in event was held with a number of residents volunteering to support the event.

Action 7.04: Complete

Action 7.05: EB/Clerk *To engage support with the Council's response to the Local Plan consultation in order to submit a robust response that encourages Wilstead to be removed as a Key Rural Service Centre* The Council agreed to allocate up to £2k towards engaging professional services to support with this. This had been actioned and a clear robust argument had been included in the consultation response.

Action 7.05: Complete

Action 7.06: 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: Complete

Action 7.07: PWG *To submit Planning Working Group comments*

Action 7.07: Complete

Action 7.10: Clerk *To circulate Haynes Neighbourhood Plan to all Councillors*

Action 7.10: Complete

Action 7.11: PWG *To collate feedback and respond to Haynes Neighbourhood Plan*

Action 7.11: PWG

Action 7.19: NJ To arrange date to meet with developer regarding Thickthorn Farm NJ and EB to attend, dates being confirmed

Action 7.19: Ongoing

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 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 Repair carried out.

Action 5.07: Complete

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

Action 6.06: Complete

Action 7.16: Clerk To follow up and ensure CPM Playgrounds regular inspections have commenced. Confirmation communication sent

Action 7.16: Complete

Action 7.17: Clerk To follow up with CPM Playgrounds to review and advise next steps accordingly, regarding the mixing bolt that needs replacing on the Playdale spinner, and the locomotive needs taking apart and reviewing more closely Update to be included

Action 7.17: 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: Complete

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, information requested from Borough Officer, Clerk responded to, awaiting outcome.*

Action 5.06: Ongoing

Action 7.12: Clerk *To confirm and award the work to Whites Construction as per the quoted price of £740.00 plus VAT Feedback given*

Action 7.12: Complete

Action 7.13: CP *To assist with coordinating the delivery of the noticeboards to the village and ensuring the contractor was able to install promptly. Regular updates being sent through*

Action 7.13: Ongoing

Action 7.18: EB/Clerk *To arrange a review of the headstones following the nearby fallen tree recently reviewed Quotation being arranged.*

Action 7.18: Ongoing

Action 7.20: Clerk *To arrange response to be sent to resident of Briar Bank raising concerns relating to highways.*

Action 7.20: Complete

Action 7.21: EB *To respond to resident request for litter picking permission, 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: Complete

Action 7.22: Clerk *To explore that as part of the village tidy up, that costs for Bulky Waste service be established Borough Council contacted, service not being provided even if parish paid for the service.*

Action 7.22: Complete

Other highways items being pursued are at Crossroads; extensions to yellow line parking restrictions, marking of pedestrian crossing access and cutting back of undergrowth on south side of Cotton End Road approach. There has been no positive response from the Borough Council on these items. In regards to Whitworth Way, the request for inclusion of the renovation of walkways in conjunction with resurfacing, as well as the request for consideration of mini roundabout on Cotton End Road and Whitworth Way, there has been no

response from Borough Council. Other highways follow up have also included request for improvements to Luton Road walkway, and request to Hanson for planings from Whitworth Way to be acquired, both of these are awaiting response.

Action 9.10: EWG

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: Complete

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

Action 6.08: Ongoing

Action 7.01: Clerk *To notify Monitoring Officer that Carol Balkham had sadly had to resign.*

Action 7.01: Complete

Action 7.02: MF *To remove CB Councillor email address.*

Action 7.02: Completed

Action 7.16: Clerk *To arrange the issuing of allotment rent due letters for September 2022/23 at a cost of £3.75 per pole and bonfire guidelines to be included with the circulation.*

Action 7.16: Ongoing

Action 7.17: Clerk *To complete VAT reclaim*

Action 7.17: Ongoing

Action 7.18: Clerk *To ensure there is appropriate signage in situ for the Parish Office to reopen shortly Liaison with Bromham Parish Council and office opening from 6th September*

Action 7.18: Complete

Complete

Action 7.23: Clerk *To place information regarding volunteers for the Village Hall Management Committee needed in the Homewatch article to encourage someone to come forwards.*

Action 7.23: Complete

Action 7.24: Clerk *To check the Village Hall WiFi is working*

Action 7.24: Complete