

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 11th October 2021 at 7.00pm

PRESENT: Eric Benton (Chair), Mike Clark, Geoff Odell, Andy Collins, Mark Brooks, Nigel Jacobs, Richard Draycott, Marc Frost, Nigel Jacobs, Richard Draycott and Lizzie Barnicoat (Clerk) and two members of the public as well as PCSO Chloe Dimmock and PCSO Amanda Harvey.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Chris Purcell and Borough Councillor Graeme Coombes.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

Action 9.04: Clerk *To invite local Police representative to a future Parish Council meeting.* **Action 9.04: Complete**

PCSO Chloe Dimmock fed back to the Council giving an overview to the local community Police structure. At the latest Community Priority Setting meeting speeding it was agreed to be the priority. Councillors asked if the crime reporting could define Wixams and Wilstead given they are different parishes.

Action 10.01: Clerk

The increase in social media engagement and new contact details shared, these to be placed in next Homewatch article and shared on local social media.

Action 10.02: Clerk/MB

The Council asked if police patrols could detour through the village when travelling along the A6.

Action 10.03: Clerk

Councillors sought to understand the way the Police focus on a priority and types of activities carried out.

It was agreed to move agenda item 6. to this point of the meeting.

6. PARISH COUNCILLOR VACANCIES

Action 9.06: EB/MB *To arrange an informal discussion with interested individual* **Action 9.06: Complete**

It was proposed by EB that Simon Pickett be co-opted to the Parish Council, seconded by MB, unanimously agreed by all present, resolution passed.

New Councillor email address to be arranged. **Action 10.04: MF**

New Councillor paperwork to be issued and welcome in Homewatch.

Action 10.05: Clerk

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

Councillors felt going forwards it would be helpful to streamline the collation of documents for Councillors to access online in advance of the meeting. It was agreed each application to have a folder containing the consultation letter, the hyperlink to the documents, as well as the proposed Working Group drafted response, which will get replaced by the final formally agreed Parish Council response.

Action 10.06: Clerk

a) 21/02412/FUL Single storey side and rear extension, and replacement of garage roof at 95 Whitworth Way - The Working Group proposed a response that the Parish Council note the garage has been reduced in length. As there are no dimensions on the plan it is difficult to ascertain whether the reduced length garage is still suitable for a vehicle.

As long as there is still sufficient off road parking for a 4 bed house if the garage is deemed to small to count as an off road parking space the Parish Council has no objections. The Parish Council would want sufficient dropped kerbing to allow full use of the designated off road parking spaces without having to go over the grassed verge. The reason the Parish Council is very keen to ensure that there is good off road parking is that Whitworth Way is fairly narrow and on road parking can be a problem. It was unanimously agreed to submit the response, resolution passed.

b) 21/02432/FUL Single storey rear extension, alteration to external materials and single storey extension to attached front garage at 44A Luton Road - The Working Group proposed a response that the Parish Council objects to this application. The proposal is to extend a three bed house into a four bed house by utilising the current garage space for the additional bedroom and adding a new garage in front. This means that the new garage sticks out significantly in front of the existing building line. Also without dimensions it is difficult to ascertain whether there is room off road for the additional parking space required by going from a 3 bed house to a 4 bed house. If permission is granted then there should be sufficient room to move any vehicle without having to shuffle vehicles around. This would encourage off road parking. Also the Parish Council would like to see a turning head so that vehicles don't have to back out onto Luton Road, one of the main roads through the village. It was unanimously agreed to submit the response, resolution passed.

c) 21/02466/FUL Erection of two storey rear extension and single storey attached garage to side. (Revised submission) at 76A Cotton End Road - The Working Group proposed a response that the Parish Council are aware this application is following changes that have been made to the plans from the previous application 21/01364/FUL which was refused. The rear extension has been reduced in width but not in depth. The garage has been reduced in height and the front moved backwards slightly increasing the gap between the garage and No78. The Parish Council notes that No76 is shown as having an extension at the back which it does not. This gives an incorrect distance between the back of No76 and the rear of the proposed extension of 76A. Also it is noted that the moving of the garage rearwards probably makes it slightly more visible from No78. The Parish Council recognises that the

applicant has made changes in order to address the reasons for the previous refusal but the Pariah Council has still some concerns regarding the effect on the immediate neighbours. The Parish Council is aware that the neighbours either side of the application site have objected and would request the Case Officer visits the site to investigate the numerous issues / concerns they have both raised. It was unanimously agreed to submit the response, resolution passed.

d) 21/02493/FUL Single storey side extension following demolition of existing garage at 15 Bedford Road - The Working Group proposed a response that the Parish Council does not object to this application. The current off road parking requirement for a 2 bed house is 2 spaces. No extra off road parking is required for a 3 bed house and despite the demolition of the garage there appears to be space in the front of the property to accommodate two vehicles. The Parish Council would like to encourage off road parking at this location beside Jubilee Way, the entrance road to the Bowls Club, Allotments and Playing Field, so there is good visibility for vehicles entering or leaving Jubilee Way. It was unanimously agreed to submit the response, resolution passed.

e) 21/02510/FUL One and two storey rear extension at 32 Luton Road - The Working Group proposed a response that the Parish Council detailed that the previous application (21/01974/FUL) was not permitted due to the 'unneighbourly and overbearing form of development which would detract from the neighbouring bungalow at No 30 Luton Road. The Parish Council recognises that the first floor extension has been reduced from 6 metres to 4.5 metres, whilst the ground floor extension remains at 6 metres, but doesn't see that this reduction would result in that much less 'overbearing' with regard to No30. The Parish Council acknowledges that it didn't object to 21/01974/FUL but as it was difficult to assess any overbearing it did request that any response from No30 regarding this aspect be taken into consideration. It was unanimously agreed to submit the response, resolution passed.

f) 21/02500/FUL Demolition of decommissioned tank building and erection of detached chalet style style bungalow at Land Adjacent To 17 Pollards Close - The Working Group proposed a response that the Parish Council firstly note the application site is opposite rather than adjacent to 17 Pollards Close as stated in the application title. The Parish Council objects to this application. The proposed ridge height is 6.289 metres which is over 1.1 metres higher than properties on either side and which means that the building would dominate the row of bungalows which it would sit within. It also sits on a corner of Pollards Close which would make it stand out even more. The proposed ridge height is even higher than that proposed in 20/01807/FUL which was withdrawn after consultee responses. The Parish Council objected to this application. Highways objected to 20/01807/FUL because the vehicle visibility splay didn't meet the required standard and the Parish Council would want confirmation that this application (21/02500/FUL did meet this standard (2.4m x 43m). The Parish Council consider that the 5.113 ridge height of the permitted application 21/00008/FUL is much more in keeping with the street scene and is very similar to neighbouring properties. It is good to see that the intention to plant 13 new trees as shown in 21/00008/FUL has been repeated in this application though the Parish Council would wish the distribution of trees in 21/00008/FUL i.e. 7

between the road and the house and 6 in the back garden to be replicated in this application design if it was permitted. This would soften the impact on the street scene and the setting of the Grade 1 listed building opposite. It was unanimously agreed to submit the response, resolution passed.

g) 21/02470/REM All Reserved Matters for the erection of one detached dwelling, pursuant to Outline approval 20/00598/OUT at Land To The Rear Of 115 Cotton End Road - The Working Group proposed a response that the Parish Council note this development is considerably larger than its neighbours but these are not in immediate proximity. The overshadowing effect on No1 Chapel Lane is difficult for the Parish Council to assess and would want any response from them on this aspect taken into consideration. The Parish Council welcomes the numerous trees and hedgerows which are shown on the plans as on all sides of the house. Having ridge height trees as shown on the plans would help this large house, on the edge of the Settlement Policy Area for Wilstead, merge more into its surroundings. The Parish Council would wish that conditions to plant trees and hedges, as indicated on the plans, be imposed. The only first floor window overlooking numbers 115 and 117 Cotton End Road is of a bathroom and is presumably opaque. The Parish Council note that the Drainage Board have yet to comment. The Parish Council would especially like their input on the capability of the adjacent IDB ditch to take all the run off from the site once the development was completed. One of the parts of this application states that the site ground fails a permeability test so being able to cope with run off from the site is important. Flooding has been known in this area. It is good to see that there is space beside the house so bins could be stored at the rear of the property and brought to the front on collection day. Any collection storage area needs to be separate from any off road car parking spaces and not impact on the vehicle visibility splays when exiting the site. Ideally there should also be a turning head so vehicles don't have to back out onto the narrow Chapel Lane. There is sufficient off road parking to avoid the need for on road parking as the lane is narrow with no footway. Tree root protection is being planned and also there is cycle storage proposed in a back garden shed. The council's comments on the previous application for this site (20/00598/OUT) are still relevant and are shown below. The Council has reviewed the application and has no objections in principle to a single dwelling within the Settlement Policy Area on this plot. Because of the narrowness of Chapel Lane the Parish Council would want conditions regarding deliveries to site and parking in Chapel Lane. There should only be parking on site during construction and all deliveries must unload on site so that other residents in Chapel Lane can always have access. The verges of Chapel Lane should also be given protection and must be restored if damaged. It was unanimously agreed to submit the response, resolution passed.

h) 21/02645/FUL Garage conversion with front/side extension, new pitched roof and external alterations at 10 Luton Road - The Working Group proposed a response that the Parish Council notes that the front of the building would be 2 metres nearer the road and in front of the existing building line. There is also the slight narrowing of the gap to No8. The Parish Council does have some queries regarding the application plans and lack of some dimensions viz a viz. There are no dimensions of the new porch which the Proposed Roof Plan

shows sticking out of the side of the house. Its proximity to No8 is not shown. The applicant has answered No to 'will the proposed development add or remove any parking' yet the garage is to be converted. Presumably whilst the garage door is retained the garage space is inadequate to be counted as an off road parking space (i.e. <22 sq m) and so may be intended as a storage area. Is there 1.2 metres gap along the side of the house after the porch is added? This would allow bin storage at the rear of the house and bins to be brought to the front of the house on bin collection day. It is assumed that there is sufficient room at the front of the house not only for off road parking but also the bin collection area which should not take up any parking spaces. The ridge line of the extension appears to align with the side of the house on the 'Proposed Roof Plan' and be inside the side of the house on the 'Proposed Front Elevation'. There appears to be a window shown on the 'Existing and Proposed Side Elevations' (No 8 Luton Rd side) which is not on the 'Existing and Proposed Ground Floor' plan. Whilst there would appear to be sufficient off road parking remaining at the front of the house the Parish Council would want the dropped kerb extending so access / egress to / from all parking spaces is not over the kerb. Adequate off road parking is important on this site as it is near a bend in Luton Rd, one of the main roads in the village. This lack of dimensions in relation to No8 makes it difficult for the Parish Council to ascertain the effect on No8 so it would want any response from No8 on this aspect to be taken into account. It was unanimously agreed to submit the response, resolution passed.

i) **21/02603/FUL** Partial demolition of existing side extension and erection of a single-storey front/side extension and first-floor side extension at Shenstone 163 Cotton End Road - The Working Group proposed a response that the Parish Council note this application differs from that which was given permission (20/00878/FUL) in that the second storey side extension is now nearer 165 Cotton End Rd. As the distance to 165 Cotton End Rd is not detailed it is therefore difficult to ascertain any overbearing this development might cause and so the Parish Council would want any response from 165 on this aspect to be taken into consideration. It is good to note that no trees are to be removed as a result of this proposed development. This means that the two mature trees in front of the property would remain and soften any impact on the listed building on the opposite corner. The Parish Council would again want any construction traffic not to park in Hooked Lane but on site or on Cotton End Rd. at a safe distance from the corner. This would avoid any access / egress issue for Hooked Lane residents. It was unanimously agreed to submit the response, resolution passed.

To submit Planning Working Group comments.

Action 10.07: PWG

5. VILLAGE IMPROVEMENTS

Action 9.02: Clerk *To seek quotation from local authority given the floral displays at Embankment Officer feedback insufficient capacity to provide this service.*

Action 9.02: Complete

Action 9.03: Clerk *To include this on the meeting agenda so dual purpose bin options along with further floral options, and a formal proposal to be discussed regarding options for new bus shelters.* **Action 9.03: Complete**

Dual purpose bins – no formal proposals for this meeting, remain being investigated.

Bus shelters – different options are being considered, awaiting clarity on some final pricings. Councillors felt it is important to give consideration for all the different options from refurbishment through to the various new style shelters. RD to circulate options to all, each Councillor to respond to me individually selecting their preference. **Action 10.08: RD/All/Clerk**

Floral displays – following different options being explored this has been discounted as it is simply not practical. The drift planting has been arranged, the grass contractor to be notified of where the bulbs have been planted.

Action 10.09: RD/Clerk

A local person has come forward to look at the area in the front of the shops wishing to enhance it, EB is due to meet on site shortly to review this. Councillors were mindful this area is limited due to its size and given the street furniture in situ.

Action 10.10: EB

A local business is looking to place a fence around a site central in the village, during informal discussions with EB they have indicated they will fence the site with a hedge along Church Road side. Councillors felt it would be useful to seek guidance from Highways Officers on the impact this proposal may have on the visibility splay.

Action 10.11: Clerk/RD

Action 9.05: Clerk *To collate further quotations for multiple M-SID Plus Smile portrait devices .*

Action 9.05: Complete

The Vehicle Activated Sign in Cotton End Road by Chapel Lane is not working to be reported to Highways Helpdesk.

Action 10.12: Clerk

On review of the quotation options circulated, Councillors discussed, SP to follow up some items of clarity on the quotations.

Action 10.13: SP

Clerk to initiate highways site meeting for four new highways poles, one at Bedford Road, one for Luton Road, and two for Cotton End Road to include Littleworth.

Action 10.14: Clerk

7. FINANCE MATTERS

a) Quotes for consideration -

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

Action 9.07: Clerk/MB *To arrange a review of the area by the Church and at the back of Whitworth Way* Clerk had linked MB with local authority contractor for quotations for this work.

Action 9.07: Complete

MB outlined the areas reviewed, two different options had been looked at, with the more significant approach felt to be the best way forwards. Councillors discussed the matter, requested that local authority are made aware it is local authority land, GC to be asked to assist with seeking a reduction on the quoted price. It was unanimously agreed to make a financial contribution towards the quoted price of £2,516.22 plus VAT.

Action 10.15: Clerk/MB

Letter to be drafted and given to households ahead of the hedge work to be carried out.

Action 10.16: Clerk/MB

The Churchyard path could also do with some maintenance so MB to follow this up with contractor.

Action 10.17: MB

Information to be placed in Homewatch reminding residents to cut back hedges that overgrown paths in the village.

Action 10.18: Clerk

Noticeboard installation revised price, it was discussed that the revised cost of noticeboard installation is now to be £1505 excluding VAT, this had been agreed electronically by Councillors, full Council ratification agreed. Installation expected shortly it was noted.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration September	£895.02
2. A R Worboys Ltd	Grass cutting SI1657	£612.00
3. A R Worboys Ltd	Grass cutting SI1679	£612.00
4. Mazars	External Audit fee	£480.00
5. Eric Benton	Reimbursement printer cartridges	£26.99
6. Marc Frost	Reimbursement router	£29.99

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:

Reflections Bus shelter cleaning	£80.00
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Councillors resolved for all the above payments to be made. It was noted MF on all items (as RFO) as well as MF and EB as payees, took no part in the vote (on items payable to them).

A schedule list of payments over the year to be collated for formal approval by the Council.

Action 10.19: Clerk

c) External audit report

Documentation shared with Councillors, conclusion of audit notice displayed.

Defibrillator at Village Hall cost ratified by Councillors it was noted following the battery being replaced which is expected to be no more than £200. It was noted the Jubilee Centre is due to have one installed shortly.

The Parish Council bond maturity information had been circulated. It was unanimously agreed to arrange a renewal for a one year fixed rate bond at 1.20%.

Action 10.20: EB

New chair for the Parish Office it was agreed to purchase for approximate £102, resolution passed.

Action 10.21: EB

The white lines do not align in the car park with the stoppers, was due to be revisited, to be followed up.

Action 10.22: EB

Electrical charging rapid point suggestion, to be raised with Village Hall Management Committee through AC.

Action 10.23: AC

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

BBC Officer communications regarding village improvements

CPM Playgrounds communications regarding play area inspections

Borough Council Ward Fund Officer communications – responded to

Mazars external audit report received – circulated

Resident communication regarding telecommunications mast – responded to

Resident communication regarding telecommunications mast – responded to

Copied into communications regarding Christmas tree for 2021

BBC Officer information provided regarding allotment rotavator and noticeboard application

Resident expressing wish for land at Bedford Road to not be used for a skate park facility via Parish Council website

Contractor communications regarding Christmas tree lighting

Bowls Club water meter reading communications

Copied into communications arranging Thickthorn Farm development meeting

Local Government Boundary Commission consultation final recommendations – circulated and placed in Homewatch article

BBC notification of second half of precept received

Public Rights of Way report - Sept 2021 - Environment Scrutiny Committee – shared with NJ

BBC Consultation on Statement of Gambling Licensing Principles

BBC Officer communication regarding floral displays

Turvey Neighbourhood Development Plan

Defibrillator communication for device at Village Hall
Came and Company communication New name - same people, same service
Wixams gas leak communications
BBC Officer communications regarding maintenance items
BBC Meeting cancelled - 14/10/2021, 18:30, Standards Committee
Resident communication regarding hedge cutting – responded to
Councillor communication regarding old fountain in the churchyard
BBC Agenda for Rural Affairs Committee, Tuesday, 5th October, 2021, 6.30 pm
Morelock communications regarding vehicle activated speed sign quotation – agenda item
Potential supplier communications for vehicle activated signs – agenda item
Communication regarding Upcoming application for a new dwelling at Land Adjacent to No.12 Duck End Lane – circulated to PWG
Police Community Priority Setting meeting information – circulated
BATPC AGM Date and Update – circulated
Resident seeking Persimmon contact details – responded to
Cardington Neighbourhood Area change
BBC Rural Grant funding release – ongoing
Police communications regarding attendance at October Parish Council meeting
BBC Street Trading Application - multiple locations throughout Bedford Borough, All Consent Streets
Resident communication regarding Planning Application 21/02466/FUL - 76a Cotton End Road – responded to
Parish and Town Council Network - 4 November 2021 – circulated
Your bond is due to mature soon - Wilshamstead Parish Council communication
Clapham Neighbourhood Development Plan
BBC Officer Wilstead grass cutting schedule enquiry – WG looking at
Annual inspection and accompanied visit of Wilstead play area – 14th October, circulated
Resident request to attend Parish Council meeting – responded to
Resident objection to planning application 21/02500 – responded to

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 6th SEPTEMBER

All Councillors unanimously agreed approval of the Parish Council 6th September 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 9.30pm

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:

21/02345/FUL Single storey rear flat roof extension at 30 Bedford Road – Permitted

21/02118/TELPN Installation of Fifth Generation (5G) equipment, comprising H3G Phase 8 18m high street pole c/w wrap-around cabinet and; and 3 further additional equipment cabinets. At Land Fronting The Red Lion - Refused

21/01961/TPO T1 Yew tree - Crown lift and no more than 20% crown reduction to maintain balance. At 229 Cotton End Road – Permitted

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 – Refused

21/01797/FUL Single storey front extension and garage conversion at 23 Whitworth Way – Permitted

21/01655/TPO T1 English Oak Reduce tree in height by 1 to 1.5 metres cutting back to viable growth points Reduce tree in width by 1.5 to 2 metres cutting back to viable growth points at 39 Luton 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 7.11: PWG *To collate feedback and respond to Haynes Neighbourhood Plan*

Action 7.11: Ongoing

Action 7.19: NJ *To arrange date to meet with developer regarding Thickthorn Farm NJ and EB attend*

Action 7.19: Complete

Action 9.01: PWG *To submit Planning Working Group comments*

Action 9.01: 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 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

Action 9.15: 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: 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. 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 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 7.13: 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 9.10: EWG To pursue highways items 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 followed up. 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

Action 9.10: Ongoing

Action 9.10: Clerk To place information in the Homewatch outlining how local business' and residents can financially contribute to the Christmas Tree lighting this year

Action 9.10: Complete

Action 9.11: 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 in next Homewatch.

Action 9.11: Complete

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

Action 6.08: Ongoing

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: Complete

Action 7.17: Clerk To complete VAT reclaim

Action 7.17: Ongoing

Action 9.12: F&GP WG To set up a Standing Order for payments to We are Your IT Ltd for the regular email hosting charges.

Action 9.12: Complete

Action 9.13: Clerk To place Eric Benton / Memorial Bench £694.95 agreed in principle at July meeting to be added to Parish Council asset register.

Action 9.13: Ongoing

Action 9.14: Clerk To add the new safety surface to the asset register.

Action 9.14: Ongoing

Action 9.16: Clerk To respond to local authority letter seeking view of local Councils on Borough Council services giving feedback

Action 9.16: Complete

Action 9.17: Clerk To ensure back dated minutes are printed, signed and available for inspection.

Action 9.17: Ongoing

Action 9.18: MB/Clerk To arrange the disposal of some out dated electronic equipment from the Parish Office, as well remove from asset register Assets disposed of, update to be made to asset register.

Action 9.18: Ongoing