

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 22nd November 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, Simon Pickett, Chris Purcell 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 Borough Councillor Graeme Coombes. It was noted Mark Brooks running late.

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:

Member of public in attendance regarding intention to submit an application for planning one dwelling at land at Duck End Lane, following withdrawal of local authority pre-application advice service, wishing therefore to bring information to the Council. Flood zone clarity given, barn style influenced design, tree report will accompany application. Noted the proposed site is outside the Settlement Policy Area and application expected in next few weeks.

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

a) 21/02857/S106A Part 1 Modify/Discharge Agreement Application for the Modification of S106 Agreement attached to Planning Permission [11/01380/M73] affecting the following: (i) Education (ii) Health Centre (iii) Bus provision (iv) Offsite footways and highway works (v) Sustainability Fund (vi) Landscape Enhancement Area (vii) Village 4 Community Centre (viii) Retail facilities (ix) Northern Expansion Area at Wixams Settlement Land Formerly at Elstow Storage Depot – The Planning Officer has provided a summary document outlining the key proposals, circulated to all Councillors. The future management of the community woodland and transfer of the appropriate funds for the long term maintenance is of paramount priority for the local authority. It was agreed that all Councillors review the information with the Working Group to collate the detailed proposed response for circulation to all, ahead of a review at the next meeting for approval.

Action 11.01: PWG

Clerk to request extension from Planning Officer.

Action 11.02: Clerk

The draft transfer document does not include the new area it was noted, access would be required through this area to the woodland, advice from Natural England would be sought to understand the best management for the land going forwards.

MB arrived at this point of the meeting

b) Land off Bedford Road

CERDA the agent for the developer offering land off Bedford Road in the Local Plan call for sites has requested a meeting with the Parish Council to discuss their proposal and how it might be amended to address the Parish Councils concerns. Councillors discussed the best way forwards regarding this, and whether to engage with the developer in advance or wait until the next stage of the Local Plan comes forward to public consultation. A vote was taken, with it being agreed to not engage with potential site developers until clarity is received regarding any housing allocation that may or may not come forwards through the next Local Plan process. Feedback to be provided to the site developer.

Action 11.02: PWG

It was also agreed though that if any allocation were to be given to the parish then the Neighbourhood Plan Working Group would be involved in any discussions alongside the Planning Working Group to ensure an aligned approach.

c) Land next to 12 Duck End (access directly off Bedford Road)

It was noted the Parish Council has received information on a forthcoming application, agreed to respond when a formal application has been submitted.

d) Publicity for Proposed Telecommunications Development notices

The Council discussed the recent notices displayed in Jubilee Way, Wilstead. It was unanimously agreed that a response be submitted describing the road as an unadopted metalled track with no footway, in the ownership of the Parish Council, which leads to the Parish Council owned Jubilee Centre and Wilstead Bowls Club (Parish Council tenant). It is also noted that 'this work is being conducted under the OpenReach Northampton fibre city program in conjunction with Northampton County Council' and that 'this work is for local residence to benefit from hard wired ultra-fast fibre optic broadband'. The applicant is to be asked to advise the Parish Council why any work proposed in Wilstead, Bedfordshire is being carried out in conjunction with Northampton County Council and how does it fit into the Northampton fibre city program and which residence (dictionary definition home or house) is due to benefit from this proposal? Also what Wayleave contribution the Parish Council can expect with regard to this proposal for overhead wires and poles on our land. Noting the Parish Council currently receive Wayleave monies regarding power lines over and on this land. Planning Working Group to submit feedback.

Action 11.03: PWG

5. VILLAGE IMPROVEMENTS

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

Action 11.04: MF

Action 10.08: RD/All/Clerk *To circulate options to all, each Councillor to respond to me individually selecting their preference.*

Action 10.08: Complete

Bus shelters – following the circulation to all Councillors the feedback was summarised, different style shelters discussed. It was agreed that a wooden shelter be secured, with one in the first instance opposite Briar Bank to be open fronted, whilst RD negotiates a discount price if a second shelter is taken forwards in the near future. It was agreed to also have a sloping flat roof, on the first shelter, with the Luton Road shelter to be replaced. Dual entry points were agreed for the second installation if taken forwards at the Crossroads. The cost of the installation to be £9,300 plus VAT for the replacement Briar Bank shelter was agreed. It was agreed that the second bus shelter cost of

£14,116 plus VAT needs to be negotiated. It was noted there may need to be some ground work necessary, RD to liaise.

Action 11.05: RD

3.54 x 1.49 license of apparatus to be checked with the local authority for the new shelter.

Action 11.06: Clerk

Action 10.09: RD/Clerk *To notify the grass contractor of where the bulbs drift planting had been arranged*

Action 10.09: Ongoing

Action 10.10: EB *To meet a local person to look at the area in the front of the shops on site shortly wishing to enhance it* Meeting has taken place and awaiting proposal.

Action 10.10: Ongoing

6. FINANCE AND GENERAL PURPOSES WORKING GROUP RECOMMENDATION FOR THE PARISH COUNCIL TO TAKE RESPONSIBILITY AND ADOPT THE COMMUNITY WOODLAND AREA AND LAND EAST OF A6:

Councillors discussed the management of the transfer of funds to the Forest of Marston Vale, it was noted this would be part of the ongoing negotiations and discussions. It was unanimously agreed to pursue taking responsibility and moving forwards with the adoption of the community woodland area at land east of the A6. It was noted the final document would be circulated to all Councillors ahead of formal adoption being completed.

Action 11.07: F&GP WG

7. FINANCE MATTERS

a) Quotes for consideration -

Hedge maintenance – it was noted the hedge maintenance has been managed through the contractors A R Worboys as part of the contract work. MB has continued ongoing communications on this to ensure there is appropriate work undertaken in all the key areas.

Action 10.17: MB *To follow up with the contractor about the Churchyard path as this could also do with some maintenance* There was a discussion on the management of the hedge by the Vicarage, it was agreed a quote to be sourced for this work.

Action 10.17: Ongoing

Village website upgrade – recommendation from Working Group regarding the requirements for the village website, the costs and relevant dates are: Webmate (platform) period covered 30/4/21 to 29/4/22 cost £82.80 (this may rise yearly), Easily (domain name) period covered 10/6/21 to 10/6/22 cost £7.50 (this may rise yearly) with an upgrade needed to be purchased for the web design tool. Councillors ratified a cost of approximately £50 which was unanimously agreed to approve.

CCTV sims – CP declared an interest in this item and took no part in the discussion or vote. The Working Group had sourced a better value for money deal, currently paying £52, this has now been reduced to £12 including VAT with the same provider, so a saving of £480 a year. This was ratified by Councillors, resolution passed.

CCTV Maintenance renewal – CP declared an interest in this item and took no part in the discussion or vote. The maintenance contract it was proposed to remain with the same contractor as the price remains unchanged for the second year it was noted, unanimously agreed, resolution passed.

CPM Play area inspection report – the document had been circulated, no recommendations received it was noted. The external play inspection report had been circulated to all, it was discussed there has been the pursuit of repairs to the bench, which MB is monitoring.

Action 11.08: MB

Gates into churchyard work - this was discussed, there are some repairs needed to refresh the gates, MB to explore quotes for this with a local contractor.

Action 11.09: MB

Gates to allotment entrance – it was agreed for the gates to be reviewed by MB and to quote for the improvements needed. **Action 11.10: MB**

It was agreed that £30 be authorised for the water pump in the burial ground to be investigated further in regards to it becoming operational with a further quote expected shortly.

Action 10.15: Clerk/MB *To ask the local authority to make a financial contribution given it is local authority land, GC to be asked to assist with seeking a reduction on the quoted price* **Action 10.15: Superseded**

Action 10.16: Clerk/MB *To draft a letter to be given to households ahead of the hedge work to be carried out* MB spoke to the residents in person

Action 10.16: Complete

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration October	£895.02
2. A R Worboys Ltd	Grass cutting SI679	£612.00
3. A R Worboys Ltd	Grass cutting SI697	£612.00
4. Eric Benton	Reimbursement new Office chair	£122.40
5. Bedford Borough Council	Bulb planting	£455.00
6. British legion donation	Remembrance	£100.00
7. Claudia Freeman	Maintenance at Burial Ground	£186.00
8. CPM Playgorunds Ltd	Operational report	£156.00
9. Andy Muskett Ltd	Christmas lighting	£2916.00

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
Anglian Water Wave Business water charges	£103.54 direct debit

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

c) Budget Planning for 2022/23

Councillors were reminded to commence reviewing Working Group budgets looking ahead to next year and the precept collection. All asked to review and submit to MF.

Action 11.11: Spokesperson

It was unanimously agreed to arrange for the Clerk to have read only access to view the accounts online, resolution passed. **Agreed 11.12: F&GP WG**

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
CPM Playgrounds communications regarding play area inspections
Borough Council Ward Fund Officer communications – responded to
Copied into communications regarding Christmas tree for 2021
BBC Officer information provided regarding allotment rotavator and noticeboard application for Ward Fund
Contractor communications regarding Christmas tree lighting
Copied into communications arranging Thickthorn Farm development meeting
BBC Officer communications regarding maintenance items
Morelock communications regarding vehicle activated speed sign quotation
Communication regarding Upcoming application for a new dwelling at Land Adjacent to No.12 Duck End Lane – circulated to PWG
Bond maturity confirmed renewal Wilshamstead Parish Council
BBC Agenda for Standards Committee
BBC Rural Bulky Collection service update – circulated
Bedfordshire & Luton Biodiversity Recording & Monitoring Centre Annual Report 2020-21
BATPC AGM 27th October 2021
Parish and Town Council Network - Agenda - 4 November 2021
BBC Parish and Town Council Network - Presentation Slides – circulated
Bedford Borough Online Flood Forum, Tuesday 23 November 2021 at 7pm – circulated
CPRE grants information
Update from the PCC for local printed updates
Marie Curie Media Release
RE Launch Of Countywide Hardship Fund
Bedford Borough Local Plan 2040 - Call for sites information
BBC Officer communications regarding VAS highways poles and site meeting to agree locations
New meeting 15/11/2021, 18:30, Standards Committee

BATPC email regarding Updated Policy Consultation Briefing - Environmental Permitting Regulations - circulated
OPCC November 2021 Newsletter
Communications regarding tree work in the village due after discussion at October Parish Council meeting
Councillor communications regarding bus shelter proposals
Felmersham and Radwell Neighbourhood Development Plan
Minutes for Rural Affairs Committee, Tuesday, 5th October, 2021, 6.30 pm
Annual inspection and accompanied visit of Wilstead (Wilshamstead) Parish Council sites – report circulated
Felmersham and Radwell Neighbourhood Development Plan
Clapham Neighbourhood Development Plan
Communications regarding upgrade village website package
CCTV Sims communications
Resident communications copied into regarding memorial plaque
Communications regarding remembrance wreath
Resident communication regarding the nets at the football field remaining up – actioned
North Beds Rural Community - NEW PRIORITY – Police communication – responded to
BBC Officer contact for Longmeadow Drive in Wilstead transfer
Copied into CCTV Maintenance renewal communications
Allotment resident request for permission – circulated
Community woodland communications copied into – agenda item
Bedfordshire CCG Public consultation on Policy Alignment - circulated
BBC Rural Grant communications
Parkinson Finance Training: Internal Controls 27/10/21 communications
Bedford Borough Strategy to Address & Reduce Domestic Abuse 2021-26 Consultation is now Live
Communications regarding vegetation in ditches
CPM Play area inspection report
Communications regarding SharePoint usage
Various communications with donations for Christmas lighting
Communications regarding notice placed on telegraph poles off Jubilee Way – agenda item
Communications regarding Land adjacent to 12 Duck End Wilstead
Wixams PC contact regarding Wilstead emergency plan coming together with Wixams
Ditch to front of Methodist Church communications
Queens Green Canopy
BBC Officer communications regarding Whitworth Way car park
Communications regarding Wilstead Parish Council - Bulb Planting
BBC Winter 2021 Avian Flu Alert - for your information as Parish Council
Communication from Bowls Club regarding football parking – responded
Gates into churchyard communications
BBC officer enquiry regarding Wilstead Grass Cutting schedule – responded to
BBC Officer communications regarding Wixams S106 Variation Details – circulated
Bin in the centre of the village reported to Highways Helpdesk
BBC Request for Electoral Register 1 December 2021

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 11th OCTOBER

All Councillors unanimously agreed approval of the Parish Council 11th October 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:

21/02603/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 – Permitted

21/02493/FUL Single storey side extension following demolition of existing garage at 15 Bedford Road – Permitted

21/02432/FUL Single storey rear extension, alteration to external materials and single storey extension to attached front garage at 44A Luton Road – Permitted

21/02380/FUL Conversion of integral garage, erection of single storey rear extension with covered porch forming principle entrance, partial infill of existing covered porch, demolition of existing sheds and erection of replacement detached workshop. Insertion of two rooflights to front roof slope at The Stables 11 Duck End Lane – Permitted

21/02188/FUL One and a half storey side and rear extensions at The Chantey 167 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

21/00772/S73A Construction of stable blocks, tack room and hay storage for private use ancillary to the residential dwelling (development already carried out) at The Stocks 8 Northwood Lane – 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 10.06: Clerk *To streamline the collation of documents for Councilors to access online 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: Complete

Action 10.07: PWG *To submit Planning Working Group comments.*

Action 10.07: Complete

Number of Planning Working Group items had been covered during the meeting including meeting with L&Q Estates regarding the woodland and east of A6. 21/02857/S106A document Wixams S106A Supporting Statement November 21 shows amended lists including the money allocated to the Landscape Enhancement Area (incl woodland) as one of the funds to be 'adopted' to bridge the Education shortfall. L&Q stated they did not wish to take any of the remaining money allocated to the Woodland to help fill the education shortfall. The remaining woodland allocation amounts to £200k plus index linking. NJ requested confirmation in writing before the Parish Council meeting on 22nd November. The Borough Council in email to Wixams Community say that this money 'remains unchanged'. The principle of diverting Public Rights of Way away from the proposed development site in order to avoid going through built up areas and preserve as much as possible of the paths rural character was discussed. L&Q requested details from the Parish Council, with proposals discussed by Councillors.

The latest regarding Thickthorn Farm Development following the meeting that took place with the developers and some Parish Councillors, noted that this is a rent only development in Wixams which includes a Country Park between it and Houghton Conquest. The Councillors made a request to divert the Public Rights of Way between Wilstead and Houghton Conquest away from the proposed development areas and along the southern side of and through the Country Park. This was to try and preserve some the rural character of these paths. Other proposals were to link up this site with one of the Wixams Greenways (off road cycle / walking routes). The developer has said that they will set up a date with the Parish Council where these proposals can be detailed.

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

Annual inspection and accompanied visit of Wilstead (Wilshamstead) Parish Council sites, report received, and report circulated.

ENVIRONMENT

Action 3.03 (20) EB /RD *To seek clarity from Borough Officer if any assistance available with cost of average speed cameras.* Meeting with Borough Officers in May 2021 determined that no funding would be available in the current Budget Year despite the Police supporting the need for average speed cameras along Cotton End Road. Previously the level of funding for additional and better positioning of cameras had been agreed by the Parish Council at a provisional allocation of £10k as the Council's contribution. (There is a budget allocation of up to £25k for highway improvements regarding average speed cameras.) Following further communications with local authority Officers on the potential configurations of cameras in the village to get the maximum benefit, a quotation has finally been received together with proposed layout / drawing. Despite a strong challenge the Borough insist that moving the AS camera from either of the locations in Luton or Bedford roads would require an additional column at the crossroads.

The costs advised amount to £20k for moving either the Luton Road or Bedford Road camera to the crossroads and £80k for the installation of new cameras in Cotton End Road. In addition the Borough process for determining the priority on allocating new cameras has been received and a submission will be prepared.

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 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: Complete**

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 was made, information requested from Borough Officer, Clerk responded to, grant payment received. **Action 5.06: 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.* Installation complete. Final payment required. **Action 7.13: Ongoing**

Action 7.18: EB/Clerk *To arrange a review of the headstones following the nearby fallen tree recently reviewed.* Review completed and no further action considered necessary. **Action 7.18: Complete**

Action 9.10: EWG *To follow up 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.* RD has been following up on all actions and these are complete with the exception of a definitive answer from the Borough regarding the re-installation of a pedestrian safety island at the entrance to Cotton End Road. **Action 9.10: Ongoing**

Action 9.10: Clerk To raise awareness to local individuals and businesses if they would like to come forward to contribute to the Christmas lighting in the village with article in Homewatch. CP was successful in obtaining donations for 23 additional sets of lights for fitment to streetlamps. **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 **Action 9.11: Complete**

Action 10.11: Clerk/RD To seek guidance from Highways Officers on the impact this proposal may have on the visibility splay following a local business outlining they are 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. Request for assistance sent.

Action 10.11: Ongoing

Action 10.12: Clerk To report the Vehicle Activated Sign in Cotton End Road by Chapel Lane is not working to be reported to Highways Helpdesk.

Action 10.12: Complete

Action 10.13: SP To follow up and seek clarity on the Vehicle Activated Sign quotations circulated

Action 10.13: Complete

Action 10.14: 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 Two communications sent requesting this site meeting.

Action 10.14: Ongoing

Action 10.18: Clerk To place information in Homewatch reminding residents to cut back hedges that overgrow paths in the village. **Action 10.18: Clerk**

BATPC email regarding Updated Policy Consultation Briefing - Environmental Permitting Regulations, this was circulated. It concerns proposals to change the regulations regarding burial grounds and the installation of ground source heat pumps. The proposal on burial grounds would impact significantly on the current arrangements so EB provided detailed feedback objecting to the proposals. A subsequent summary response form NALC showed that a large number of councils had responded in similar vein. **Action 11.13: Complete**

Request received regarding allotment fence. Quotation awaited regarding repair. **Action : GO**

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. Relocation of tyre stops to match position of marked bays, has recently been undertaken. **Action: 5:07 (20): Complete**

Action 10.06 (20): 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 communications sent recently on this with Officer who has

confirmed latest financial contribution level, MC supporting with this as well.

Action 10.06 (20): 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. Council to decide whether action is required after the long delay in resolving this issue.*

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 7.17: Clerk *To complete VAT reclaim Document prepared for submission, access to gateway being progressed.*

Action 7.17: Ongoing

Action 9.12: F&GP WG *To arrange 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 add Memorial Bench £694.95 purchased 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: Clerk

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

Action 9.16: Clerk *To submit response to local authority letter seeking view of local Councils on Borough Council services feeding back 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: 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 dispose of some out dated electronic equipment from the Parish Office, as well remove from asset register Equipment disposed of, asset register update to be made*

Action 9.18: MB/Clerk

Action 10.01: Clerk *To see if that the crime reporting could define Wixams and Wilstead given they are different parishes. The information can be separated although it is also combined under Wilshamstead Ward.*

Action 10.01: Complete

Action 10.02: Clerk/MB *To share on local social media and in the Homewatch the new contact details for the local police team*

Action 10.02: Complete

Action 10.03: Clerk *To follow up the request to the local police if police patrols could detour through the village when travelling along the A6.*

Action 10.03: Complete

Action 10.04: MF *To issue SP with new Councillor email address to be arranged.*

Action 10.04: Complete

Action 10.05: Clerk *To issue with new Councillor paperwork to be issued and welcome in Homewatch*

Action 10.05: Complete

Action 10.19: Clerk *To arrange a schedule list of payments over the year to be collated for formal approval by the Council*

Action 10.19: Ongoing

Action 10.20: EB *To arrange the bond maturity renewal for a one year fixed rate bond at 1.20%.*

Action 10.20: Complete

Action 10.21: EB *To purchase a New chair for the Parish Office for approximate £102*

Action 10.21: Complete

Action 10.22: EB *To follow up that the white lines do not align in the car park with the stoppers.*

Action 10.22: Complete (see Action: 5:07 (20) above)

Action 10.23: AC *To raise with Village Hall Management Committee through AC electrical charging rapid point suggestion*

Action 10.23: AC

BBC Rural Grant communications monies received from grant awarded in 2019.

MF and EB attended internal controls finance training session through BATPC.

Working Group structure has been updated and filed on SharePoint.

Action 11.14: Complete