

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 11th April 2022 at 7.00pm

PRESENT: Eric Benton (Chair), Mike Clark, Geoff Odell, Nigel Jacobs, Richard Draycott, Nigel Jacobs, Simon Pickett, Clerk, and no 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 Marc Frost, Mark Brooks and Chris Purcell as well as Borough Councillor Graeme Coombes.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

No public statements received.

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

a) 22/00738/FUL First floor rear and side extensions at 47 Whitworth Way - The Working Group recommended a response stating the Parish Council have no objections to the application, the Council unanimously agreed to submit no objection, however, it was asked for the Officer to take into account any neighbour comments on the proposal, resolution passed.

b) 22/00621/FUL Single storey rear extension at Elms Mere 96 Cotton End Road - The Working Group recommended a response stating the Parish Council have no objection to the application, the Council unanimously agreed to submit no objection, resolution passed.

c) 21/01440/MAR All reserved matters for the erection of 180 dwellings at Parcel 3.5 pursuant to outline planning permission 11/01380/M73 (variation of outline planning permission 99/01645/OUT) at Parcel 3.5 Village 3, Bedford Road, Wixams - The Working Group recommended a response stating the Parish Council feeling as before any additional housing should not preclude access for any Wilstead pupils accessing the secondary provision within Wixams, however, have no further comments to make. The Council unanimously agreed to submit these comments, resolution passed.

d) 22/00532/MAR ALDI distribution Centre application at Wixams - The Working Group recommended a response stating the Parish Council note that this is a very large development which although in an adjacent parish will have an impact on Wilstead residents in that it will greatly increase traffic on the already, at rush hours, crowded A6. The plans show 129 loading bays and 44 HGV parking slots. In addition there are 550 staff parking spaces shown (with an additional 67 overflow spaces). With the only access going past two large care

/ retirement homes (to which Wilstead residents have moved) what restrictions will there be on traffic movements?

It is also noted that there is planned to be a 10 metre high acoustic barrier on the south eastern side of the development. The tree and shrubs shown to be planted need to be such that they will mature to provide a screen to this acoustic barrier. Future Wixams development will be across the road from this development so there needs to be an effective / not obtrusive barrier. Will regular noise monitoring be a condition in order to ensure that any noise nuisance for current and future residents is kept within agreed limits? It was also asked for the Officer to be mindful of what proportion of the vehicle parking will be allocated to electrified vehicles to ensure local air quality is maintained for the local residents. The Council unanimously agreed to submit these comments to the local authority, resolution passed.

The comments of the above applications to be submitted to the local authority.

Action 4.01: PWG

The street licensing application from a trader for the Bedford Road layby, was discussed. Council agreed that rubbish bin should be provided and taken away each time, with access to remain at all times to the recycling facilities at this location. It was noted this was for a part time application for twice a month trading, and if the application was for hot drinks or snacks then the Parish Council would wish to object.

Action 4.02: PWG

5. PARISH COUNCILLOR VACANCY

Action 3.01: Clerk *To feedback on the vacancy notice displayed* Following the vacancy notice displayed there had been no request for an election, therefore the Parish Council were able to co-opt **Action 3.01: Complete**

Circulation of potential supporting documents to assist Councillors with the co-option process. It was unanimously agreed to approve the vacancy form to have one document where potential candidates could complete. Clerk to amend form along with the vacancy notice to go on social media along with the website and noticeboards as well as in the newsletter.

Action 4.03: Clerk/EB

Action 3.02: All *To come forward if interested in the Parish Council representative vacancy on the Village Hall Management Committee*

Action 3.02: Ongoing

6. TO RECEIVE ENVIRONMENT WORKING GROUP RECOMMENDATIONS REGARDING:

a) Security patrols at Jubilee Way – there had been two quotations circulated regarding this service, the cost is £13.33 per visit including warning them off it was noted. It had been reported to the local Police to ask them to patrol, with the suggestion of having an LED light to come on from a sensor reaction. It was unanimously agreed to secure the services of Arena Security Ltd for one visit for a seven day period, resolution passed. **Action 4.04: EWG**

b) Village Improvements update

Community litter pick event confirmation –

Action 4.08: EWG To consider arranging a village litter picking event in the near future CP to provide a date to the Clerk for organising ahead of the Jubilee celebrations. An event is being planned for 14th May

Action 4.08: Complete

Action 3.11: MF/CP/Clerk To publicise 14th May through the various local platforms once the local authority have agreed a date this will then be publicised. CP to follow up with support from GC, MF to arrange a new email account for people to register interest. Local authority have confirmed availability on 14th May with thirty sets of equipment accessible. Publicity has taken place, and new email address account set up **Action 3.11: Complete**

Action 3.15: To follow up with the Highways Officer the agreed locations of the Vehicle Activated Signs RD has chased the Highways Officer about the Vehicle Activated Sign locations to be confirmed in writing as well as what the timescale for the work being programmed in is. **Action 3.15: Ongoing**

Action 3.16: Clerk To place Morelock order for five new solar powered units, along with warning signage Liaison has resulted in a 5% discount, there are two options of the units to be delivered, and two options regarding signage which have been shared with Councillors. Councillors to consider under the finance quotations. **Action 3.16: Ongoing**

There have been two out of the three plots who have given feedback to the proposed Crossroads improvements. EB to follow up with outstanding landowner, along with seeking quotations for the proposed landscaping work The bus shelter latest communications were outlined by RD, power wash and paint per shelter is £110 plus VAT, with replacement panels costed at £130 plus VAT, so £240 plus VAT per shelter. This to be included in the considerations taken to residents.

Tree Warden communication, Mr Quenby has resigned, with Parish Council unanimously agreed to appoint Frances Maynard as the Tree Warden. Councillors thanked Mr Quenby for his many years service.

Action 4.05: Clerk

7. FINANCE MATTERS

a) Quotes for consideration -

Vehicle Activated Signs pro forma invoice to be ratified, payment of £17,345.10 was agreed to be paid by Councillors. With the VAS signs to have the all yellow trim, wording to include Wilshamstead Parish Council, along with reference to the scheme being supported by Bedfordshire Police. This to be followed up as part of Action 3.16 above.

A R Worboys communication regarding contract surcharge, it was formally agreed to accept this given it is to be a temporary solution.

Action 4.06: Clerk

It was noted the highways poles for the existing speed cameras have been asked to remain in situ if the camera location changes in the parish.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration March	£895.02
2. A R Worboys Ltd	Grass cutting SI726	£672.00
3. BATPC	Membership renewal	£567.00

- | | | |
|-------------------------------------|------------------------------|--|
| 4. Enerco Doors | Jubilee Centre | £2,461.00 |
| 5. Mark Brooks | New manhole covers allotment | £345.30 |
| 6. Wilstead Neighbourhood Watch | Parish new insert | £250.00 |
| 7. Information Commissioners Office | Data Protection fee | £40.00 to become a direct debit it was confirmed |

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	£29.74 direct debit
Swalec Street lighting energy	£117.50 direct debit
3G CCTV Wifi	£12.00 direct debit
Land Registry Searches	£15.00 direct debit

Payments made between meetings to be ratified:

Reflections Bus shelter cleaning	£80.00
Richard Draycott Reimbursement of rotavator	£75.00
Paul Riches Skips Ltd Allotment clearance	£330.00
Webmate Village website hosting	£82.80

Councillors resolved for all the above payments to be made. It was noted RD took no part in the vote.

c) Draft Year End Accounts – drafted year end information had been shared with the Councillors, questions welcomed, no comments received.

d) Internal and External Audit – the external audit information had been shared with the Councillors ahead of the meeting. The Council unanimously agreed to approve continuing with the services of Julie Betts for the internal audit for 2021/22. The accounts to be shared with the internal auditor it was agreed.

Action 4.07: Clerk

8. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails
 Age Partnership email promoting services
 BBC Planning weekly list email
 Homewatch newsletter copy
 Homewatch article submitted
 Online playgrounds promotional information
 CPRE update emails
 Bank statements
 Crime statistics - forwarded
 ERTA Voluntary Transport email
 Allotment tenant various communications
 Burial ground and associated communications
 Beds Police crime statistics – circulated
 Parish and Town Council Network Meeting information - circulated
 CPRE April newsletter

Street Trading (new application), outside of town centre, ALL CONSENT
STREETS – one relating to Wilstead shared
Village improvements communications copied into
Various community litter pick communications arranging event
April Homewatch article submission reminder
Allotment clearance skip communications
BBC Cycling Officer communications follow up
BBC Officer VAS highways meeting communications to confirm locations
Morelock Signs communications regarding purchasing of VAS units
BBC communication Wootton Neighbourhood Development Plan Made
(adopted)
BBC communication Willington Neighbourhood Development Plan Made
(adopted)
Bedford Borough Council's Local Flood Risk Management Strategy 2022
Agenda for Standards Committee, Tuesday, 15th March, 2022, 6.30 pm
BATPC Ukraine Briefing and CVS Funding Fair
Wixams Parish Council - Emergency Planning communication –
responded to
Minutes for Wixams Joint Development Control Committee, Wednesday,
9th March, 2022, 6.30 pm – circulated to PWG
BBC Grass cutting agreement
BATPC Finance Training Programme – Updated
BBC litter pick liaison
Wilstead Hall closed 21st - 25th
Resident communication which was forwarded to BBC for verge repair at
Hampton Close – resident updated
A R Worboys communication regarding contract
Tree Warden communication
BBC Officer communications regarding Wilshamstead Parish S106
monies for play equipment
Read our community matters newsletter Gallagher
BBC Election Officer communications regarding vacancy
Information regarding Aldi's Reserved Matters Application for a new
Regional Distribution Centre (RDC) on Land South of Zander Way, Wixams,
Bedford.
The Board of the Inland Waterway Association visit Bedford
Copied into BBC Officer communications regarding Wilshamstead
Neighbourhood Plan
Wilshamstead Parish Council - AGAR 2021/22 - circulated
New team members and temporary passwords - Government Gateway
HMRC PAYE communications
Countryside Alliance emails
BBC Officer communication regarding parking signage
Football pitch hire interest – forwarded to Jubilee Centre
Quotations for the refurbishment of the bus shelters
Successful Receipt of Online Submission for Reference 475/EE30605
Wilshamstead proposal for improvement at The Crossroads communications
Wixams Town Centre - Public Engagement Event, 4th May 2022 Lakeview
Village Hall – forwarded to PWG
East West Railway Company appoints Beth West as Chief Executive Officer
- forwarded

Crime Statistics March 2022 – forwarded
Resident communication regarding Wooding Way – responded and forwarded to PWG
Police communication regarding inconsiderate parking checks
Confirmation response successfully submitted to Supplementary Planning Guidance consultation

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 14th MARCH:

All Councillors unanimously agreed approval of the Parish Council 14th March 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 8.15pm

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:

22/00239/FUL Two storey rear extension at 62 Cotton End Road - Permitted
20/02117/MAF Meeting Hall (Class D1) incorporating ancillary facilities including toilets, medical rooms and circulation. Demolition of the pool structure and landscaping including reinstatement of historic landscape features, hard and soft standing and a wilderness garden (Cross Local Authority boundary application between Central Bedfordshire Council and Bedford Borough Council) at Land At Haynes Park Off Cotton End Road Wilstead Bedfordshire - Permitted

ANY OTHER PLANNING MATTERS:

Action 4.02: PWG (21) *To action contacting planning enforcement regarding 166 Cotton End Road The fencing remains in situ, to be reported.*

Action 4.02: PWG

Action 2.04: Clerk *To follow up with the Borough Council Officer to investigate what could be done to improve cycling facilities in the village as well as the link along the A6 to be safer for users. Yo Highton and Melanie MacLoed at the Officers who will give an update on this, all that is known is that the local authority are just about to start work on the preparation of a Local Cycling and Walking Improvement Plan for the Borough.*

Action 2.04: Ongoing

Action 3.06: PWG *To follow up the 'call in' for the Elstow South application as it is an application of significant concern to the Council* **Action 3.06: PWG**

Action 3.07: PWG *To submit the agreed planning comments to the local authority.*

Action 3.07: Complete

Action 3.08: Clerk *To respond to the Forest of Marston Vale Development Design Guidance scope communication from the local authority*

Action 3.08: Complete

Action 3.09: Clerk *To include reference in the newsletter to how residents can report any concerns they have regarding potential breaches of planning as well as information on the changes to permitted development to enable residents to comment appropriately*

Action 3.09: Complete

BOROUGH COUNCILLOR

No items to be reported.

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* Contractor had been asked to undertake review of locomotive, site meeting arranged on 1st February to look at the spinner with Playdale representative.

Action 7.17: Ongoing

Action 11.08: MB *To pursue and monitor the repairs to the bench*

Action 11.08: Ongoing

Action 3.12: EB/MB *To review in depth to bring forward for the village meeting ideas to enable residents to select their preference for possible new equipment as part of the village improvements*

Action 3.12: Ongoing

Action 3.13: MB/Clerk *To review the warranty for the spinner to challenge where does it state the equipment required maintenance with the installation contractor. The bearing to be pursued by MB once the warranty has been checked.*

Action 3.13: Ongoing

Action 3.14: MB/Clerk *To ask CPM Playgrounds to grease the bearing on the spinner as part of the quarterly review of the play area.*

Action 3.14: Ongoing

Action 3.21: Clerk *To seek clarification with Borough Council Officer regarding Section 106 contribution monies that are available to the parish* Clerk received no feedback to end of March communications, so followed up again between meetings on 5th April seeking clarification

Action 3.21: Ongoing

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.

Following January 2022 meeting communication to Borough Officers outlining the Parish Council commitment of £20k of funds to a new standalone scheme in Cotton End Road. Taken to Highways Portfolio meeting, where the Borough Council fed back due to short fall, the £20k could be used to relocate the existing Bedford Road and Luton Road cameras to Cotton End Road location. Clerk has asked for confirmation of the shortfall amount and is chasing Officer for the figure. This had been done but no response received. Borough has been asked whether existing poles could stay in Bedford/Luton Roads meaning new poles in Cotton End Road. Awaiting response.

Action 3.03 (20): Ongoing

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. Still awaiting feedback on this, to be followed up again. **Action 9.10: Ongoing**

Action 10.24: EB *To seek quotations to improve the area in front of the Crossroads shops.*

Following work looking at the improvements that could be made and are being proposed to the area by The Crossroads, in order to proceed with getting a quote for the associated work, a design had been produced to enable this to be progressed with. Councillors had paid for the cost of the design work done to date. Three quotes to be obtained for the proposed work, along with permission to be sought from the corresponding land owner(s) of the area. Permission to be sought from the land owners was also agreed to be vital to this project to ensure the tarmac parking area at the front of the shop to be confirmed first. The dimensions for the parking bays and associated turning to be checked along with a disabled parking bay potentially as well as cycle provision at this location. Letter has been sent to land owners regarding the work. Agreement from 2 out of 3 received. Obtain quotes for landscaping.

Action 10.24: Ongoing

Action 11.05: RD *To order a wooden shelter for Luton Road with sloping flat roof at a cost of £9,300 plus VAT and negotiate a price for the second bus shelter at The Crossroads to have a sloping flat roof with dual entry points £14,116 plus VAT* Currently on hold pending consultation with villagers subject to Action 1.13

Action 11.05: Ongoing

Action 11.06: Clerk *To follow up regarding license of apparatus with Borough Council Officers noting the shelter dimensions are 3.54 x 1.49* Request sent, followed up, Officer has asked clarity on shelter size before issuing license, RD to respond.

Action 11.06: Ongoing

Action 11.09: MB *Some repairs are needed to the gates into churchyard to refresh the gates* MB to explore quotes for this with a local contractor.

Action 11.09: Ongoing

Action 11.10: MB *To review the gates to allotment entrance to quote for the improvements needed* GO has undertaken to develop specification and is obtaining quotes and the entire length of fence is being looked at as well. MB to assist with this.

Action 11.10: Ongoing

Action 1.05: GC/EB *To arrange for the replacement double doors at the Jubilee Centre for the outside storage with expenditure of £1876 + VAT for the set of doors and £175 + VAT for a new bottom rail to support the front door shutter to be a Ward Fund application* Work is now complete

Action 1.05: Complete

Action 1.10; EWG *To secure a dual purposed waste bin costing £550 to be by Duck End Lane community woodland* Borough have indicated that they would not support a bin in this area

Action 1.10: Complete

Action 1.13: EB *To arrange a Working Group with EB, MC, RD, MB, MF, CP, GO, AC to look at potential village improvement items that to be taken to a resident meeting*

Action 1.13: Ongoing

Action 2.09: RD/EB *To discuss overgrown hedges on the forthcoming highways site meeting looking at VAS locations, Councillors to establish with the Officer the severity of the hedges and possible action the local authority can take on this issue.* Borough representative undertook to have a notice issued to the landowner. The hedge has been cut back from the path but its height has not been changed. No further action at this stage.

Action 2.09: Complete

Action 2.10: MB *To look at the area by the Pollards Close ditch where it has been cut back as it was felt this could be improved.*

Action taken and hedge cut back

Action 2.10: Complete

Action 3.03: Clerk *To place something in the next Homewatch and website to encourage residents not to park on the corner, asking them to be considerate and mindful of highways rules and keep the road network safe. Also Lorry Watch information to be placed in the article.* No feedback received to date on this.

Action 3.03: Complete

Action 3.04: Clerk *To request that the Police be asked to drive through the village and observe the inconsiderate parking in the village* Sergeant John Killick had confirmed Officers had been asked to undertake a visit as part of the anti social vehicle current police priority.

Action 3.04: Complete

Action 3.05: Clerk *To ask if the local authority have parking signs to remind motorists to be careful in the village with parking* This had been done, Borough Council Officers have advised no such signage exists, only signage available is if formal parking restrictions are in place.

Action 3.05: Complete

Action 3.10: Clerk *To submit Parish Council comments to Extra Powers for Council to Enforce On Our Roads – Have Your Say on Moving Traffic Offences consultation*

Action 3.10: Complete

Action 1.07: CP *To arrange for the potential purchase of an additional defibrillator, with buying of a device for the Crossroads, with expenditure of up to £1k authorised to be located at The Crossroads as there is power at this*

location. Unit to be purchased from reliable source. Initial information obtained from reliable suppliers, shared with CP. **Action 1.07: Ongoing**

Action 1.08: Clerk To ask Andy Muskett to be the contractor to manage the installation of the defibrillator with expenditure of up to £100 agreed.

Action 1.08: Ongoing

Action 3.17: CP To proceed with the defibrillator unit costing £1254.50 as agreed at the previous meeting by the Council **Action 3.17: Ongoing**

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. License to operate the building on behalf of the Parish Council to be followed up, MF to follow up with an annual renewal.

Action 4.10 (18): 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 3.10: 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 6.08: Clerk To ensure the salary payments align with the HMRC submission process. Government gateway confirmation received

Action 6.08: 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: Ongoing

Action 9.18: 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: Ongoing

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

Action 10.23: Ongoing

Action 11.07: F&GP WG To pursue adoption, as well as management of the woodland area at land east of the A6, with the transfer of funds to the Forest of

Marston Vale Awaiting final document to be circulated to all Councillors ahead of formal adoption being completed. **Action 11.07: Ongoing**

Agreed 11.12: F&GP WG To arrange for the Clerk to have read only access to view the accounts online Clerk to be added to the mandate to save the cost of proceeding with online access as it is £50 a month service.

Agreed 11.12: Ongoing

Action 1.15: Clerk To arrange production of accounting information relating to Wilstead CIL funds separately

Action 1.15: Ongoing

Action 2.08: Clerk To add J&A Display Boards new noticeboards £3901.20 to the asset register.

Action 2.08: Ongoing

Action 3.18: F&GP WG To arrange the purchase of a book of condolences Council agreed to purchase a book costing up to £100

Action 3.18: Ongoing

Action 3.19: F&GPWG To make payment of the cost of the skip required for the planned allotment clearance, following expenditure ratified with payment to be made between meetings **Action 3.19: Complete**

Action 3.20: RD/F&GP WG To reimburse RD £75 for the additional cost incurred for the recently purchased rotavator. **Action 3.20: Complete**

BBC Grass cutting agreement received and to be confirmed.

Action 4.08: Clerk