

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council held at the Village Hall on Monday 26th September 2022 at 7.00pm

PRESENT: Eric Benton (Chair), Marc Frost, Richard Draycott, Mark Brooks, Mike Clark, Borough Councillor Graeme Coombes and Lizzie Barnicoat (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 Chris Purcell, Nigel Jacobs, Simon Pickett and Geoff Odell. Borough Councilor Graeme Coombes expected but running late.

2. **DECLARATION OF INTEREST FOR THE MEETING:**

MF declared an interest in payment matters as Responsible Financial Officer, as well as MB and EB as payees, there was no further declarations of interest received for the meeting received.

NJ, MF, EB noted interest in the Wilstead Endowed Charities property as Trustees in relation to the Local Plan agenda item.

3. **OPEN FORUM:**

No public statements made.

4. **PARISH COUNCILLOR VACANCY:**

There remains a vacancy, which had been advertised again widely through various local platforms.

Action 7.01: Clerk *To ensure the Google contact details are updated as currently they are out of date* MB has been supporting with this.

Action 7.01: Ongoing

It was noted a representative vacancy has arisen on the Wilstead Endowed Charities Trustee which is nominated by the Parish Council, Councillors asked to consider if they would like to come forward. **Action 9.01: All**

5. **PLANNING AND DEVELOPMENT:**

a) Bedford Borough Council Local Plan 2040 consultation response –

Action 7.02: Clerk *To share some of the subsidiary planning policy documents with Councillors ahead of the deadline for them to review*

Action 7.02: Complete

Action 7.03: Clerk *To share the final document submitted to the consultation on various local platforms*

Action 7.03: Complete

A lot of work had taken place on ensuring the Parish Council response was robust and thorough. Thanks was given to all those who had supported with this important task.

One of the site promoters, had continued to be in contact with the Parish Council looking to engage further in communications regarding the area of land known as Wixams End. Information had been shared to all Councillors provided by the land agent.

b) 22/01933/MAR Major Reserved Matters and 22/01954/MDC3 Major District Council Reg 3 Applications for Construction of two railway platforms, footbridge and pedestrian lifts associated with a new railway station. Construction of facilities ancillary to the station including lighting, drainage, utilities and other services, boundary treatment and other associated works, pursuant to outline planning permission 11/01380/M73 (99/01645/OUT as amended)) at Land For Railway Station, Meadow Road, Wixams – the Planning Working proposed a response which raised

It was unanimously agreed to submit the response to the local authority, resolution passed.

c) 22/02052/FUL Demolition of an existing single-family dwelling and the erection of a five-bedroom detached dwelling and garage with associated parking, access and landscaping at Montpelier 299 Cotton End Road - the Planning Working proposed a response which raised tThe Parish Council has no objections to this application as long as the following comments are addressed. In general this 5 bed 3 storey house replaces a 4 bed two storey house and whilst the ridge is higher than its immediate neighbours it is of a similar height to numbers 303 & 305 Cotton End Rd. The proposed new dwelling will also be set back from the highway and would be more in keeping with the set back of the neighbouring properties. There is an adjoining Public Right of Way, Wilstead Public Footpath No1 goes along the rear of the property so any access gate to this Public Right of Way should open inwards so as not to obstruct the Right of Way or endanger people using the RoW. In regards to parking, it is good that as well as sufficient on site parking and that there is also a turning space so that vehicles can exit the site in forward gear. This turning space is important and should be kept clear at all times as reversing out of the property could be dangerous. It should be noted that there is no dedicated pavement in front of the property so parking there could impede pedestrians. It is good that the bins will be kept in the rear garden and brought to the front of the house for collection. The Council note that the application states that up to 5 cycles could be stored in the proposed garage. The Parish Council would want assurance that the garage will be big enough to accommodate these cycles and a vehicle. It was unanimously agreed to submit the response to the local authority, resolution passed.

d) To ratify comments regarding: 22/01580/FUL Erection of new dwelling to form end-terrace, with associated parking and access at 2 - 8 Longmeadow Drive - the Planning Working Group had collated the following comments for submission objecting to this application to squeeze an additional house onto this site. If built this additional dwelling and its proposed access, associated parking, refuse storage / collection and reduction in green space would adversely impact on existing residents of the site and their surrounding neighbours. There are also numerous areas where what is currently on the ground is not reflected in the application (existing plan) and these are highlighted in detail below. These errors and omissions give the Parish Council little confidence in any future changes proposed in this application ever being implemented if planning permission was granted. Also what was originally granted on previous applications has not been implemented This application is flawed and the applicant should be made to implement the approved plans of the previous applications for this site before any application (current or future) is considered. The applicant should be told to withdraw this application and

submit one that accurately reflects what is currently there so that accurate comparisons can be made and the impact of the application assessed. It was unanimously agreed to ratify the comments, resolution passed.

e) 22/02029/TPO T1 to T9 - Lombardy Poplars - Reduce overall crowns close to previous pruning points approx. 3m T10 - Ash - Raise crown to 4m T11 - Beech x 2 - Reduce overall crowns by 2.5m & raise crowns to 4.5m at Hawthorne Drive - – the Planning Working proposed a response which raised the Parish Council has no objections to this application. The Parish Council would want this work to be carried out by a qualified tree surgeon and that this should be stipulated in any permission. This should ensure that the trees remains healthy after the work has been carried out. It was unanimously agreed to submit the response to the local authority, resolution passed.

To submit the above comments to the local authority Planning Department.

Action 9.02: PWG

Councillors noted the Planning Appeal Consultation letter regarding Permission in Principle for the erection of one Passivhaus dwelling PLANNING NO: 21/03277/PIP Planning Permission in Principle at Land Adjacent To The Granary 12 Duck End Lane, no further comments to be made it was agreed.

6. CONSIDERATION OF AMENDMENTS TO WILSHAMSTEAD NEIGHBOURHOOD PLAN PRIOR TO LOCAL REFERENDUM

Following the comments fed back from the appointed Inspector, which the Parish Council and the local authority had both been asked to provide clarity on, in regards to some items raised, the next stage of the process is to confirm final amendments to be made to the Plan prior to the local referendum process. Councillors had received a summary of the amendments, with the Neighbourhood Plan Working Group having also spent some time reviewing in depth. It was unanimously agreed by the full Council that the amendments inserted be agreed, to enable the Plan document to proceed to referendum, resolution passed.

Councillors again expressed their grateful thanks to those who have worked tirelessly on the important document.

GC arrived at this point of the meeting

7. BOROUGH COUNCILLOR REPORT

No report received in advance of the meeting, Cllr. Coombes outlined the Wixams Station application, along with the Wixams End proposal outlined.

8. FINANCE MATTERS

a) Quotes for consideration -

A quotation for **Christmas lights** had been shared with all Councillors ahead of the meeting. It was noted the budget and fundraising from last year have been used. The budget for this year remains in place, to enable the lights to be placed as per the previous years. CP was asked to kindly again seek support for the expansion of the lights in the village, with the same publicity opportunity for those companies and individuals to receive recognition. MF to liaise with CP.

Action 9.03: MF/CP

The Council unanimously agreed to proceed with the quotation for the lights to be placed up for this year, resolution passed, feedback to be provided to contractor.

Action 9.04: Clerk

EB to follow up with the village group regarding the Christmas tree for this year.

Action 9.05: EB

It was agreed that MB to remove old noticeboard at the Crossroads. *To note that MB took no part in the vote of this action*

Action 9.06: MB

Public side of the community noticeboard, catch to be looked into to minimise it opening.

Action 9.07: EB

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration July Aug	£1790.04
2. A R Worboys Ltd	Grass cutting SI853	£672.00
3. A R Worboys Ltd	Grass cutting SI869	£672.00
4. Gallagher	Insurance renewal	£598.46
5. Clear Channel	Bus shelter panel improvements	£2304.00
6. Wicksteed Leisure	Play area seat	£153.00
7. South East Security	Annual maintenance CCTV	£150.00
8. CPM Playgrounds	Quarterly play area inspection	£156.00
9. CPRE	Planning workshop	£30.00
10. British Recycled Plastic	Two new benches	£1462.27
11. Wilstead Village Hall	Wheelie bin storage	£379.99
12. British Heart Foundation	Defibrillator	£1763.99
13. Mark Brooks	Dog bin Hampton Close repair	£48.00
14. R Richards	Refurbishment of bridge	£1206.00
15. Mark Brooks	Reimbursement of Book of Condolence	£69.60

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	£32.54 direct debit
Swalec Street lighting energy	£108.15 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

KallKwik Local Plan printing and banners	£308.50
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Councillors resolved for all the above payments to be made. *MB and MF declared an interest and took no part in this vote.*

There are some items to be added to the Parish Council asset register, benches and defibrillator.

Action 9.08: Clerk

EB to booked to attend the CPRE planning event. **Action 9.09: Clerk**

c) External audit report

Ongoing communications with auditors, having responded to some queries, though now awaiting final report it was noted.

9. 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
CPRE newsletter
BBC Officer communications regarding Wilshamstead Parish S106 monies for play equipment
EWR Local Representatives Group meeting information – NJ attended
Planning consultant communication regarding Wixams End site allocation in the Local Plan – circulated
Finance Training Programme – circulated
Wilshamstead Parish Council insurance renewal reminder – followed up
Morelock VAS speed signs communications regarding accessing speed data
British Heart Foundation communications regarding defibrillator pro forma
BBC Officer communication regarding the dog bin request at Duck End by the community woodland
Copied into communication with Councillor and Bellway regarding perimeter fence issue at Wooding Way
Wilstead Village Hall cancellation of September booking and dates for the year ahead – circulated to Councillors
Parish and Town Council Network - Marketplace Event - 29 September 2022 – circulated
BBC Ward Members Fund Application - Defibrillator for Wilstead Parish : BBC430949979 communications
Bedford Borough Draft Design Guide – consultation
Resident communications regarding Cotton End Road highways safety – responded to
BBC Officer regarding feedback to community woodland bin installation being declined
BBC Press Release - Council Request Bike Donations for Ukrainian Families
BBC Agenda for Standards Complaints Sub-Committee, Thursday, 4th August, 2022, 2.00 pm
Resident communication regarding Local Plan 2040 consultation – responded to
Google verification code communications
BBC Dog Control Order communication – forwarded
A R Worboys communications regarding additional cutting around gas compound at Jubilee Centre
Village Hall floor repairs information
Wilstead Footpaths Group's Response to Local Plan

BBC Minutes for Standards Complaints Sub-Committee, Monday, 25th July, 2022, 6.30 pm
Community Policing Priority Update and Extension – circulated
BBC Press Release - Elstow Solar Farm goes live and begins saving over 900 tonnes of carbon emissions
Morelock order follow up
National Highways - Important roadworks information - A421 Elstow Interchange – forwarded
BATPC Update - Star Council Congratulations and Voting, Training Programmes for Finance and Civility & Respect
Avian Influenza case confirmed in Central Bedfordshire (in proximity to Bedford Borough)
Resident copied comments on Local Plan 2040 to Parish Council – responded
Wilshamstead Neighbourhood Plan - Report for fact checking communications from Inspector
UK Power Networks Our Statement of Services
Loose manhole cover at Whitworth Way field communications
BBC Street Trading (new application), outside of town centre, ALL CONSENT STREETS
Resident communication regarding vehicle activated signs – responded to
Important roadworks information: A421 Salford- survey works – circulated
BBC Minutes for Standards Complaints Sub-Committee, Thursday, 4th August, 2022, 2.00 pm
PCC communications regarding grant monies – responded to
Damaged bridge communications – reported to Highways Helpdesk
BBC Press Release - Deadline approaches to respond to Solar Together Bedfordshire offer
EWR Bedford Marston Vale – Meeting #2 summary notes for review – circulated
CPM operational inspection report
Resident communication regarding collision in Church Road – responded in
Resident communication regarding Cotton End Road average speed cameras – responded to
Hampton Close resident pathway communications
SAAA 2022 Opt-out Communication – circulated
Bedford Borough Council Self-Build & Custom Housebuilding Register Promotion – shared
BATPC Update: BATPC AGM, Points of Light, Star Council Awards Voting and Vacancies
Communication regarding Carriage Drive and Wilstead Woods
Book of Condolences communications
Application Ref. CB/21/00148/OUT Little Thickthorn Farm, Thickthorn Lane, Houghton Conquest, Bedford, MK45 3NQ – circulated
Resident thanks for Local Plan consultation response – responded to
Wilstead Bowls Club meter reading communications
Jubilee Centre meter reading communications
Notification of IDB Watercourse Maintenance 2022/2023 – circulated
PCC's Annual Business Conference 2022 - Tuesday 6th September 2022 – circulated
BBC Press Release - Work underway at Wixams Railway Station
BATPC London Bridge information – shared
Quote from British Recycling Products for two benches – circulated

Use of the Planning Public Access System - A Guide for Councillors and Parish Councils – circulated
Change of Community Sgt – shared
Mill View development proposals - public exhibition invite – circulated
BBC Live longer Better - Bedford September programme
EWR Co Bedford Marston Vale Local Representatives Group – register and fill in the meeting poll #3
HMRC PAYE communications
Average speed camera data July – circulated
BBC Press Release - Regeneration Project for Midland Road starts to take shape – Residents and business event
Luton Rising - keeping you updated
Christmas lights quotation – circulated
Wilstead Endowed Charity vacancy communication
Resident communication regarding parking at Cotton End Road – followed up with local Police
Wicksteed Leisure toddler seat replacement communications
PCC's Annual Parish Council Conference - Invitation - 04/10/2022
BBC communication regarding 36A Luton Road – followed up
BBC invite to Proclamation Ceremony – circulated
External auditor communications
BBC Agenda for Standards Committee, Wednesday, 21st September, 2022, 6.30 pm
BBC Agenda for Standards Complaints Sub-Committee, Wednesday, 21st September, 2022, 5.30 pm
Communications copied into regarding Wooding Way fence issue
BATPC National Moment of Reflection 18th September - Suggested Script for Local Ceremonies
BBC Little Barford Conservation Area Designation: Pre-draft Consultation Event
Wilstead Village Hall closure for hall floor works
Road Victims Trust Remembrance Service, Sunday 20 November 2022
EWR Co Bedford Marston Vale Local Representatives Group – confirmation of date and invitation for the next meeting
Clarity sought regarding Montrose Filling Station, Wilstead – actioned
Village Hall communication regarding waste storage
Bedford Borough Draft Design Guide – consultation

The Book of Condolence needs to be collated, Clerk to investigate.

Action 9.10: Clerk

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 25th JULY:

All Councillors unanimously agreed approval of the Parish Council 25th July meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

11. CLOSE OF MEETING:

Chair closed the meeting at 8.00pm, with the next meeting to be Monday 31st October at 7pm, MF sent apologies for the meeting.

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:

22/01882/HPN Prior notification for single storey rear extension(s) between 3 and 6 metres depth at 3 Ivy Lane – Permitted

22/01611/NMA 21/03124/MAR - Non-Material Minor Amendment to add to the approved list of drawings and to replace a 1.8m timber fence with a 1.8m brick wall on plots 7, 27 and 30 at Land Rear Of 25 To 39 Howard Close – Permitted

22/01463/NMA 20/00878/FUL - Non-Material Minor Amendment to reduce width of windows in front elevation and add rooflights at Shenstone 163 Cotton End Road – Permitted

22/01410/HPN Prior notification for single storey rear extension(s) between 3 and 6 metres depth 32 Luton Road – Permitted

22/01197/FUL Single storey front/side extension incorporating garage conversion and first floor side extension at 10 Luton Road – Permitted

22/00993/FUL Single storey front/side extensions and two storey rear extension at 76 Cotton End Road – Permitted

22/00738/FUL First floor rear and side extensions at 47 Whitworth Way – Refused

22/00403/LBC Restoration of existing C20th Storage Barn and erection of a new canopy between existing buildings at Duck End Barn 9 Duck End Lane - Permitted

22/00402/FUL Restoration of existing C20th Storage Barn and erection of a new canopy between existing buildings at Duck End Barn 9 Duck End Lane - 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 (21): 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. This document is expected to be ready in the autumn time.*

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 Clerk had followed up with Planning Officer in June for an update, feed back was the applicant for the Elstow South planning applications was issued with a formal request for further information in April. The Officer has received updated information for this application.*

Action 3.06: Ongoing

Action 5.09: PWG *To moved forwards with the transfer of the community woodland area*

Action 5.09: Ongoing

Action 7.04: PWG *To add comments to the Planning Appeal Consultation regarding property at Pollards Close Councillors had confirmed they wish to*

reiterate the original comments, along with concerns with the over looking on the neighbouring property as stated in the local authority refusal to the application. The Parish Council also to reference the advertising on site in the submission to the Inspector.

Action 7.04: Ongoing

BOROUGH COUNCILLOR

No outstanding items and report covered during meeting.

PLAY AREA

Action 7.17 (21): 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 (21): Ongoing

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

Action 11.08: Ongoing

Action 5.12: MB *To arrange payment for the manhole cover invoice for £120.00, payee RW Builders, along with the quarterly inspection invoice from CPM Playgrounds, if received between meetings. MB investigation work for the bearing if it takes significant time when dismantling the item, that the time to be billed for CPM Playgrounds Ltd invoice included on the payment list for this meeting.*

Action 5.12: Complete

Action 7.05: PAWG *To explore options with funding opportunities, and it was agreed to consult the village at a later stage when there is more information available for residents to understand the proposals* MB had made contact with the local authority and school to discuss the proposed location of the play area improvements which it is intended will have limited encroachment on the area the school use. A further site meeting with a potential contractor has been arranged. Funding opportunities information had been shared with MB.

It was noted that the Council agreed once all proposals are finalised total cost will need to be developed and means of funding pursued. It was felt that the £60k in the Reserves budget plus £25k from outstanding CIL payment would be inadequate, the above costs do not include major earthworks or surfacing.

Action 7.05: 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, followed up again between meetings in April, May and June. Officer responded stating more information is required, this was promptly fed back. Had now been informed the information provided was sufficient and monies (£21,008.00) could be transferred to the Parish Council. Awaiting confirmation monies received by the Parish Council.

Action 3.21: Ongoing

ENVIRONMENT

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 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 1.10: EWG *To secure a dual purposed waste bin costing £550 to be by Duck End Lane community woodland Bin ordered through local authority, local authority have declined to put bin in as per Officer feedback.*

Action 1.10: Complete

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.*

Action 2.09: Ongoing

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 2.10: 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 4.04: EWG *To follow up Security patrols at Jubilee Way to take place one visit for a seven day period at a cost of £13.33 per visit including warning them* The services of Arena Security Ltd for one visit for a seven day period had been followed up.

Action 4.04: Ongoing

Action 6.09: EB *To check the Land Registry ownership for the allotments boundary.*

Action 6.09: EB

Action 7.06: EWG *To follow up with the full quotation for the improvements to the bus shelter* This had taken place, the full quote had been shared with Councillors between meetings, having provided information at the July meeting, the quote was inline. Councillors had authorized payment for the work, the shelters look much improved.

Action 7.06: Complete

Action 7.07: EB/CP *EB to forward design and specification to CP who would obtain quotations from local contractors.* Proposal would include an additional litter bin and agreement from the Borough Council to move existing bin. It was resolved by the full Council to continue to pursue the options of quotations for the work.

Action 7.07: Ongoing

Action 7.08: MB *To arrange a quote for replacement lockable gates as existing gates are at the end of their life and potentially dangerous. The fence on the east boundary not to be replaced, however, in need of repair*

It was noted that MB declared an interest in this item going forwards.

Action 7.08: Ongoing

Action 7.09: MB *To contact Anglian Water for a quotation to provide three separate feeds for the water supply to Bowls Club, Jubilee Centre and Allotment*

Action 7.09: Ongoing

Action 7.10: EB *To follow up seeking clarity on the locations of the camera locations for the installation of cameras in Cotton End Road with installation in September/October*

Action 7.10: Ongoing

Action 7.11: EWG *To obtain a "Private Road" sign for Jubilee Way to deter contractors and others*

Action 7.11: Ongoing

Action 7.12: MB To fix a dog bin near Whitworth Way quotation was shared between meetings, given low value, it was actioned. **Action 7.12: Complete**

Action 7.13: EB/SP To pursue acquisition of land off Bedford Road, EB to forward contact and Land Registry details to SP who volunteered to contact the local authority urgently. **Action 7.13: Ongoing**

Action 7.14: RD To tidy up green space between Pollards Close and Luton Road, attend to the central bridge and seating area. The area had been cleared with quotations for two new benches shared with Councillors. **Action 7.14: RD**

Action 7.15: Clerk To respond to the request for someone to pick up litter for payment Councillors felt as a minor this would not be suitable. **Action 7.15: Ongoing**

Action 7.17: Clerk To ensure the area at the Jubilee Centre is added to the grass contractor specification for the area around the gas compound at the site **Action 7.17: 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. 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 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 3.02: All *To come forward if interested in the Parish Council representative vacancy on the Village Hall Management Committee* All in attendance encouraged to consider the role. **Action 3.02: 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: To Be Deleted

Action 5.03: Clerk *To move forwards with the £1k contribution from the Borough Council Ward Fund, and to arrange the purchase* It was unanimously agreed at the June meeting to proceed with the purchase at a cost of up to £1,832.80. The pro forma invoice was included for this meeting. Ward Fund clarity had been received that this application was being processed, Clerk had provided all the quotation options to the local authority, awaiting receipt of the Ward Fund monies in the Council account.

Action 5.03: Ongoing

Action 6.11: Clerk *To follow up with Bedford Borough Council regarding the Register of Interests on their website,* Updates are needed to be made to the list available on the Borough Council website as it outdated.

Action 6.11: Ongoing

Action 7.16: Clerk *To issue allotment rent letters*

Action 7.16: Complete

MF as RFO and the Clerk had been liaising regarding a recent HMRC communication relating to PAYE filing, follow up action taken and the settings have been updated so that filing is now expected by HMRC to be done annually and not more frequently.

Second half of parish precept received, as well as Bedfordshire Police Crime and Commissioner funding of £5,000 secured for the vehicle activated signs received in the bank.