

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council held at the Village Hall on Monday 25th July 2022 at 7.00pm

PRESENT: Eric Benton, Marc Frost, Chris Purcell, Simon Pickett, Geoff Odell, Nigel Jacobs, 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 no apologies for absence received.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

NJ, MR, 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 received.

4. PARISH COUNCILLOR VACANCY:

Action 6.01: Clerk *To check the qualification criteria on the new Councillor form* This had been done and shared with Councillors.

Action 6.01: Complete

There remains a vacancy, which had been advertised widely through various local platforms. An individual had expressed an interest in the vacancy, with an informal meeting held recently with two Parish Councillors. Awaiting completed Councillor expression of interest form it was noted.

Clerk to ensure the Google contact details are updated as currently they are out of date.

Action 7.01: Clerk

5. PLANNING AND DEVELOPMENT:

a) Bedford Borough Council Local Plan 2040 consultation –

Action 6.02: GC *To raise awareness that the consultation documentation throughout references Wixams as the parish to receive the housing allocation with senior Officers at Bedford Borough Council* Response had been received from Jon Shortland, who outlined that the site names had been chosen with location context in mind rather than the parish name.

Action 6.02: Complete

Action 6.03: EB *To clearly communicate on the front of the next Homewatch the housing allocation being in Wilstead parish and not Wixams*

Action 6.03: Complete

The Borough Council Planning Policy Team had held online workshops for Councillors SP, EB, NJ and the Clerk had attended these, the presentation had shared with Councillors.

Action 6.04: EB *To arrange the 10th July village drop in event for the Local Plan* There had been an effective public engagement event for Wilstead residents held on 10th July where 125 residents had attended. All who came along and helped with the event were thanked for their support with making this event a success. Publicity banners had been arranged which unfortunately appeared to be vandalised shortly before the drop in event. As this appeared to be a deliberate act this incident was reported to the Police.

Action 6.04: Complete

Action 6.05: Clerk *To collate an information booklet for assisting residents with how best to engage in the consultation process* EB had kindly completed this which was shared with residents on 10th July **Action 6.05: Complete**

Action 6.06: EB *To make sure resources available to assist residents by making paper copies of the consultation form available at the drop in event*

Action 6.06: Complete

Action 6.07: Clerk/MF *To ensure a news item is available on the Parish Council website regarding the Local Plan* **Action 6.07: Complete**

Following the success of the Wilstead drop in event, Wixams asked for an event to be held highlighting to residents the proposals and encouraging engagement in the consultation. GC thanked SP and EB for their efforts with supporting and leading this event.

Work has continued on collating the Parish Council consultation response, with an initial draft having been circulated, which has then continued to be worked on ahead of the final submission to be made before the deadline on 29th. EB led Councillors the comprehensive document collated with the key issues being highlighted to enable Councillors to input further into the response. Community governance to be enhanced further in the response along with the Community Infrastructure Levy aspect and the inclusion of the Policy EMP5 employment site at Elstow will also have a detrimental knock on effect on Wilstead. The main consultation document Page 83 Map 12 illustrated conflicts with the Settlement Hierarchy with Addendum subsidiary policy document dated April 2022 Page 13 lists Wixams as a rural service. Look to further enhance information within the response with sustainability aspects to be detailed more, with reference to the CPRE Local Plan response to be added in. The labelling of the Page 83 map is misleading with how Wilstead is marked when compared to Wixams which is classed as a Key Service Centre with strategic housing commitment Key Service Centre. The growth of Central Bedfordshire to be included as the cumulative impact not being recognised within this document is a concern for Councillors as well as there appearing to be no easy way to understand as to the cumulative impact on transport across the neighbouring authorities. The three listed buildings along Duck End Lane need to be referenced individually within the planning policy. There to be an expansion on the sustainable and environmental impact within the Parish Council response. Feedback from residents attending the drop in focused concerns on landscape impact as well as recreational walks and amenities. Councillors unanimously supported objecting to the proposals within Wilstead parish with a more robust, direct tone to be taken in the response.

Councillors offered support with looking at some of the subsidiary planning policy documents ahead of the deadline, Clerk to share information on this.

Action 7.02: Clerk

The final document to be submitted and shared on various local platforms.

Action 7.03: Clerk

b) 22/01455/MAR Reserved Matters for 20 dwellings with associated parking, landscaping and access within Parcel R9 at Village 2, Wixams, pursuant to 11/01380/M73 (Partial re-plan of 20/02603/MAR) at Village 2, Wixams - the Planning Working Group recommended no response is be sent to this application.

Planning Appeal Consultation letter regarding property Pollards Close, with Councillors confirming 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: PWG**

6. VILLAGE IMPROVEMENTS UPDATE

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* Work had taken place on village improvements with a Working Group meeting held on 18th July to review in depth. **Action 1.13: Complete**

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* Following the recent Working Group meeting it was felt a good range of items were able to be taken forwards to improve a range of village facilities, so there was no longer a need for a village meeting as so many improvements would be able to be taken forwards.

Action 3.12: Superseded

At this point of the meeting the feedback and recommendations from the Working Group (CP, GO, MF, MB, SP, EB) was given.

Play Equipment

Having reviewed the different options, Councillors felt having targeted improvements for toddler equipment, such as swings, trampoline, sand pit, musical devices, picnic tables, extended surface area and bike rack. Investigations to start options, supplier and experience from other Parish Councils and Bedford Borough. Improvements for the older children (up to 14), such as possibly an Explorer Dome, zip wire, with similar enquiries to be made with other Parish Councils and Bedford Borough.

MF had shared pictures of other installations

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. In addition the proposed area would need to be agreed with the school, who could also be approached for input on the equipment suggested and the local authority as the landowner would also need to be contacted.

It was resolved by the full Council 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.

Action 7.05: PAWG

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 and again awaiting clarification this is agreeable.

Action 3.21: Ongoing

Bus Shelters

It was recommended by the Working Group that refurbishment of the existing four bus shelters, rather than replacement, should be pursued. The previous quotations for a power clean and paint per shelter was £110 plus VAT, and the replace poly panel cost per panel £130 plus VAT as a guide. RD to follow up to determine preferred contractor with the configuration to include removal of existing paint, recoat in hard wearing black paint, replace side panels with clear unbreakable "glass" and ensure thorough clean of any remaining glass panels. It was resolved by the full Council to proceed with a quotation for this refurbishment work.

Action 7.06: EWG

Crossroads Grassed Area

The Working Group recommendation was that this should go ahead with the budget of £5,500. 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: EB/CP

Allotment Gates

The Working Group recommendation was 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 locking these gates, except for continued pedestrian access, would guard against any contractor entering the area without permission. It was resolved by the full Council to proceed with seeking a quotation for this work from MB. *It was noted that MB declared an interest in this item going forwards.*

Action 7.08: MB

Water Supply to Bowls Club, Jubilee Centre and Allotments

The Working Group recommendation was for MB to contact Anglian Water for quotation to provide three separate feeds. As all are Parish Council facilities the cost may be down to the Parish Council, although it may be possible to obtain contributions from the other facilities. It was resolved by the full Council to proceed with seeking a quotation for this work.

Action 7.09: MB

Average Speed Cameras

It was noted that this is already proceeding with the Parish Council commitment of £20k towards installation of cameras in Cotton End Road, although this will mean loss of cameras at the entrances to the village in Luton and Bedford Roads. It was updated that the latest local authority communication was looking at installation in September/October. It was noted that it still remains unclear whether the existing posts will be lost, the Parish Council continue to still request these remaining in place. This continues to be monitored with follow up to be made to ensure the camera locations are more focused on the main Cotton End Road straight rather than being positioned by Dines Close

where traffic is naturally slowing down around the shop area.

Action 7.10: EB

Other village improvements:

Obtain a "Private Road" sign for Jubilee Way to deter contractors and others.

It was resolved by the full Council to proceed with this. **Action 7.11: EWG**

Fix a dog bin near Whitworth Way, it was resolved by the full Council to proceed with seeking a quotation for this work from MB. *It was noted that MB declared an interest in this item going forwards.*

Action 7.12: MB

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: EB/SP

Tidy up green space between Pollards Close and Luton Road, attend to the central bridge and seating area. It was suggested that repairs are made and wood treatment carried out on the bridge, with two new benches to be installed at this area. In the first instance the area to be cleared by the IDB or grass cutting contractor to enable this, with a quote to be sought from A R Worboys for the clearance work as it is required to be extensive with 3 metres either side of the ditch. As well as the cleaning up the brick paving, with a local village contractor to be used if possible. It was resolved by the full Council to proceed with this work and that two new benches are purchased at an expected total cost of £1200 for the two benches. The work would be carried out by different contractors it was noted, so requote to be made without the bench repairs by village contractors. The requote will be shared with Councillors between meetings, for the bridge repairs, as well as the clearance work for an electronic agreement to ensure this work can proceed, with a single quote on this occasion, it was agreed. There will be a separate quote obtained for the work for the installation of the benches.

Action 7.14: RD

Following the discussions and resolutions on the above items, it was noted this resulted in some Actions being superseded.

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. Superseded by Action 7.07. **Action 10.24: Superseded**

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: To Be Deleted

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 responded, this item on hold until after the village meeting.

Action 11.06: To Be Deleted

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. Superseded by Action 7.08 **Action 11.10: Superseded**

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. Superseded by Action 7.10.

Action 3.03 (20): Superseded

7. FINANCE MATTERS

a) Quotes for consideration -

Litter picking - The Council had received a request for someone to pick up litter for payment, Councillors felt as a minor this would not be suitable.

Action 7.15: Clerk

Allotment rents – MB, RD declared an interest in this item so did not take part in the vote. The current rate from September 2022 is £3.75 per pole, up from £3.50. Council agreed to set the rents for the 2023/24 season at a rate of £3.75 per pole, resolution passed. Clerk to arrange tenant letters to be sent.

Action 7.16: Clerk

Jubilee Centre -

Contact received requesting that an area is added to the grass contractor specification for the area around the gas compound at the site, this this unanimously agreed to added on.

Action 7.17: Clerk

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration June	£895.02
2. A R Worboys Ltd	Grass cutting SI813	£672.00
3. Wilstead Village Hall	Hire for 2021/22	£1,396.50
4. Eric Benton	Reimbursement of boards	£30.00
5. Eric Benton	Reimbursement of pins	£5.00
6. Reflections	Bus shelter cleaning	£80.00

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	£32.54 direct debit
Swalec Street lighting energy	£104.96 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

Jackie Lloyd reimbursement for Easily payment regarding village website
£7.50

Andy Muskett Ltd VAS unit installation £360.00

Councillors resolved for all the above payments to be made. EB and MF declared an interest and took no part in this vote.

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

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 – responded to

Finance Training Programme – Updated – circulated
Parish Councillor Vacancy expression of interest communications copied into
Wilshamstead Parish Council insurance renewal confirmation information
received – shared
BBC Agenda for Standards Committee, Wednesday, 29th June, 2022, 6.30 pm
BBC PSPO Dog Control Order Extension – circulated
BBC Press Release - Plans on Track for Wixams Station- Have Your Say On
Plans
BBC Press Release - Sea Themed Play Area Coming to Jubilee Park
BBC Press Release - Bedford Borough Council Issues Nearly 500 Tickets for
Illegal Parking Outside Schools
Resident communication regarding overgrown tree on Luton Road, Wilstead –
reported to Highways Helpdesk who have inspected, resident kept up to date
Wixams Planning Community Meeting - 11th July information
Morelock VAS speed signs communications regarding accessing speed data
and faulty sign now repaired
British Heart Foundation communications regarding defibrillator quotations and
pro forma
BBC Officer communication regarding the dog bin request at Duck End by the
community woodland
Copied into PWG communication with BBC regarding 22/00059/UNDEV 76A
Cotton End Rd Wilstead
Copied into PWG communication with BBC regarding 19/00628/FUL
Elstow South applications Officer clarification sought – circulated
Resident communication with Councillor regarding land at Howard Close –
responded to
Councillor communication copied into regarding grass to the front of the Red
Lion with contractor
Copied into communication with Councillor and Bellway regarding perimeter
fence issue at Wooding Way
AGAR 2021-22 - approaching deadline - 30 June 2022 reminder
BBC communication regarding Ravensden Neighbourhood Development Plan
BATPC update regarding National Civility and Respect Project
Resident communication regarding Cotton End Road – responded to
Resident communication regarding DofE log for volunteer work (Silver)
BBC Press Release - Morris Dancing at The Higgins Bedford
Resident communication regarding commenting on Local Plan 2040
BBC Minutes for Standards Committee, Wednesday, 29th June, 2022, 6.30 pm
Cambridge Bank - We've updated the Terms & Conditions of your Savings
Account and have also updated our Tariff of Charges
Resident communication regarding the grass cutting by the A6 underpass –
followed up, resident thanks received
Wilstead Village Hall cancellation of bookings
BBC Press release: Redwood Grove – Information Centre to open at Harpur
Suite
BBC Reminder - Consultation for the new council vision for physical activity -
Movement to change
Resident communication regarding broken bridge from Whitworth Way open
space
Communication regarding gate at allotments being left open – followed up
BBC Councillor communication regarding House Fire - Green Lane Wixams
(Incident 135/17)

Press Release - Have Your Say on Review of Polling Districts and Polling Place AGAR 2021-22 – confirmation acknowledgement that form submitted had been received

Wixams PC communication regarding Speed signs in Wilstead – responded to Resident copy of objection to Bedford Local Plan 2040 – responded to

Parish Councillor Vacancy communication

Wilshamstead Neighbourhood Plan Inspector comments

BBC Press Release - Bedford Borough Council Launch Fair Cost of Care Consultation

Communication regarding land adjacent to the allotments

Police report made regarding vandalism of the Local Plan banners for village drop in event

BBC Agenda for Standards Complaints Sub-Committee, Monday, 25th July, 2022, 6.30 pm

Agenda and Action tracker, Meeting Tuesday 19 July – EWR Local Representatives Group for Bedford Marston Vale – NJ attended

Parish and Town Council Network - Marketplace Event - 29 September 2022 – circulated

Resident communication regarding Local Plan 2040 village event – circulated

BBC Ward Members Fund Application - Defibrillator for Wilstead Parish : BBC430949979 communications

Planning Appeal Consultation letter regarding Pollards Close

Communications regarding Wilstead supporting with Wixams drop in event

Resident communication seeking support with how to engage with an appeal to the Planning Inspectorate – copied into response

Greensand Country website local facilities information request

National Highways - Important roadworks information - A421 Lower Shelton to Marston Moretaine

Jubilee Centre Compound thanks

Refurbishment of Luton Road Green bridge area

Change in Community Inspector – Bedfordshire Police

BBC Clapham and Felmersham and Radwell Neighbourhood Development Plans

Wixams Station Consultation deadline reminder

BATPC Finance Training Programme – circulated

CPRE Local Plan response – circulated

Follow Up From The Hedgehog Highway Project Enquiry

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 20th JUNE:

All Councillors unanimously agreed approval of the Parish Council 20th June y 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 10.05pm, with the next meeting to be Monday 12th September at 7pm.

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:

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

22/01204/FUL Single storey rear extension, two storey front infill extension and external alterations including cladding to front, new juliet balcony to rear and roof lanterns at 61 Whitworth Way - Permitted

22/00789/AOC 20/00598/OUT - Condition 5 - Construction Management Plan (Discharge of Condition) at Land To The Rear Of 115 Cotton End Road - Permitted

22/00194/AOC 21/01374/FUL - Condition 6 - Surface Water Drainage (Discharge of condition) at 11 Hooked Lane – Permitted

21/00418/S73A Use of car park (permitted under 05/00742/FUL with restriction of use) for the siting of containers, mobile home, caravan and for the erection of stable building, as well as car parking (development already carried out) at The Stables Equestrian Centre 146 Cotton End Road - 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 remains waiting for this information to be submitted. Once submitted, there will be a limited round of re-consultation. It is only after this period that determination of the applications can take place.*

Action 3.06: Ongoing

Action 5.06: Clerk *The Clerk to arrange as offered by the agent of land owner with site allocated as Wixams End (415 houses) to meet with Parish Council representatives including Elstow and Wixams Parish Councils Clerk had fed back to the agent, following the discussion at the last Parish Council meeting it was agreed to not engage with the agent as the Parish Council are opposed to this site.*

Action 5.06: Complete

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

Action 5.09: Ongoing

Action 6.08: PWG *To submit the agreed planning comments to the local authority.*

Action 6.08: Complete

At the June meeting, SP outlined that would follow up with the Borough Council Licensing Team to understand the process better around the recent licensing

application relating to the Dessert Boss application. There was no update on this.

Wixams Station consultation event recently held, NJ had attended and submitted comments outlining that the station will be an asset to the residents of Wilstead as it will be their nearest station. However if there is no waiting area where people can park in order to pick up passengers then people will travel from other stations eg Bedford, Flitwick where there are these waiting areas. You can't always rely on trains running to time and so there needs to be a waiting area at Wixams. With regards to the station bus stop shown on the presentation is there any agreement with the developers and bus companies as to which bus routes are planned to go to the station. Obviously it would be good from a Wilstead perspective for the 81 and / or 44 to call at the station rather than the Ampthill bus though ideally all three would call there. The station needs to be user friendly and easy to access & that includes use of public transport and being able to be picked up from the station.

BOROUGH COUNCILLOR

No items to be reported.

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: 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* Awaiting CPM Playgrounds Ltd invoice.

Action 5.12: 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

Action 1.10: 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.*

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

6.10: RD *To check the section of grass by the front of the Old Red Lion, the former village green, as to whether it is in the contract specification to ensure it is being cut correctly or not This has been followed up and the area is now being cut by the contractors.*

Action 6.10: Complete

It was noted the local authority had confirmed the extension of the Dog Control Orders in place in the parish, so they remain in effect for a further three years.

BBC Officer feedback on Luton Road/Church Farm Avenue matter noted - *With reference to trees next to 1 Church Farm Avenue, the resident contacted us a couple of years ago and our Highways Asset Officer says we only own the land on Luton Road up to the centre of the ditch. We are unable to find out land ownership for him. Land ownership can be found from Land Registry which charge £3 for each search. The resident has the common law right to prune trees back to his boundary, but we advise that they seek professional advice from a qualified agriculturist or tree surgeon before carrying out any works.*

Resident communication regarding the grass cutting by the A6 underpass was followed up and contractor has actioned, it is within the contract specification it was noted.

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: Ongoing

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 now has to provide all the quotation options to the local authority.*

Action 5.03: Ongoing

Action 5.13: MF/Clerk *To share the items for uploading to the website for the internal audit*

Action 5.13: Complete

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

It was noted the external audit submission was made.