

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council held at the Village Hall on Monday 20th June 2022 at 7.00pm

PRESENT: Eric Benton, Marc Frost, Chris Purcell, Simon Pickett, Geoff Odell, Nigel Jacobs, Richard Draycott, 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 Parish Councillors Mark Brooks and Mike Clark.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

No public statements made.

4. PARISH COUNCILLOR VACANCY:

There remains a vacancy, which continues to be advertised widely through various platforms. The new Councillor form is to be checked for the qualification criteria clarity.

Action 6.01: Clerk

5. PLANNING AND DEVELOPMENT:

a) Bedford Borough Council Local Plan 2040 consultation – the consultation is now live with a leaflet having been sent to every household within the borough by the local authority setting out more information. The leaflet contains the proposed allocations, which details 2,100 new homes allocated within Wixams which are in fact fully within Wilstead parish. This has been highlighted to residents in various different ways to ensure the village is aware of this, including noticeboards, website, social media and Homewatch article. It is deeply concerning that the consultation documentation throughout references Wixams as the parish to receive the housing allocation. Cllr. Coombes has followed this up with senior Officers at Bedford Borough Council. This is going to be closely monitored.

Action 6.02: GC

This error will be clearly communicated on the front of the next Homewatch.

Action 6.03: EB

EB and MF, alerted Councillors to a potential declaration of interest as Wilstead Endowed Charities Trustees with the site known as Wixams East in the Local Plan abutting the site boundary of the Charity land.

Some residents have fed back their initial concerns over the impact of the allocations in regards to landscape, environment, infrastructure etc.

The Borough Council Planning Policy Team are holding an online workshop for Councillors shortly, SP, EB, NJ and the Clerk are due to attend these.

It is then planned to use the information provided by the local authority at these workshops to enable the Parish Council to ensure that alongside continuing to raise public awareness within the village of the consultation proposals that also

the Parish Council plan for an effective public engagement event for Wilstead residents. It was agreed that this to be held on 10th July from 10am to 1pm. There was a discussion on how to publicise this open event, with it being agreed to ask the Neighbourhood Plan Working Group to assist with the open event and with arranging some publicity banners. EB to coordinate the strategy for this, with a budget allocation of up to £1,000 agreed by Councillors. EB to confirm hall booking, leading planning the event.

Action 6.04: EB

An information booklet to be collated for assisting residents with how best to engage in the consultation process, Clerk to start collating.

Action 6.05: Clerk

There also to be resources available to assist residents by making paper copies of the consultation form available.

Action 6.06: EB

Work is continuing on collating the Parish Council consultation response, with Councillors discussing their concerns and areas they wish to include. Items included the urbanisation of the village, becoming part of Wixams with lack of local gaps to retain the rural nature of the parish. Coalescence remains a worry as Wixams grows, with the HOU 15 Land South of Wixams site given its proximity to the settlement policy area of Wilstead. The Councillors felt it would be better if the housing allocation from HOU15 site were to be allocated within the HOU16 Land East of Wixams site with the 1,800 houses allocated within the document. The Council felt the area marked closest to the A6 within the HOU16 proposed allocation as potential housing is noticeably separate from the other areas, so feedback to include this area to be moved northwards more inline with the remainder of the site.

The Council agreed they are opposed to such large scale development within the parish boundary. Noting that in the HOU 15 Land South of Wixams allocation it incorrectly references Duck End, as well as some other errors that have been noticed.

Other areas of concern are creating separate communities, lack of infrastructure such as healthcare, designated flood plain area, increased traffic, removal of country aspects to the north, local rights of way impact, insufficient local facilities with a Key Service Centre designation. The community governance aspect has not been referenced, as well as making clear this document totally conflicts and contravenes the Neighbourhood Plan which is in breach of local planning policy as there is no local need identified. The East West Rail link is still a long way off with these potential allocations having no immediate access to a railway transport link as well it was noted.

Ensuring clear reference in any planning policy within the Local Plan to safeguard Wilstead needs to be clearer was also agreed must be made clearer. Councillors had received a copy of the Bedford Borough Council Developing in the Forest of Marston Vale SPD. It was felt the trees would be better in situ to add to the infrastructure and attractiveness of the local area where the development has been allocated.

It was agreed to ensure a news item is available on the Parish Council website.

Action 6.07: Clerk/MF

Action 5.05: Clerk *To raise awareness of the South of Wixams (415 houses), East of Wixams (1800 houses), all or partly in Wilshamstead Parish west and north of the village respectively, as well as College Farm Shortstown (1000 houses) in the next Homewatch.*

Action 5.05: Complete

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 followed up and only recently been given clarity on how to arrange this meeting by the agent. Following the discussion at the Parish Council meeting it was agreed to not engage with the agent as the Parish Council are opposed to this site.*

Action 5.06: Ongoing

Action 5.07: EB/Clerk *To collate an overview of the parish in context of the proposed site allocations in the Local Plan to enable a clear picture of what land is looking to be housing*

Action 5.07: Complete

b) 22/01197/FUL single storey front/side extension incorporating garage conversion and first floor side extension at 10 Luton Road – the Planning Working Group recommended to respond to the application, outlining that the existing and proposed plans are shown with different scales which does not make it easy to make comparisons and judge any impact the changes may have on neighbours and the street scene in general. It would be helpful if the same scale was used for existing and proposed plans and elevations. The plans only show three existing and proposed elevations, it is felt that all four should be illustrated. There still appears to be sufficient room for on site parking for a four bed house even with the garage put to other uses. It would be helpful to have clarity on whether, or not, it is intended to lengthen the drop kerb so that the kerb will not be subject to vehicles driving over it to gain access to the parking area in front of the house. Currently the bins are stored at the side of the house next to the existing garage. This existing garage is to be widened and used for utility, entrance and storage according to the plans. With the old garage being widened it appears unclear if there sufficient room to still store the bins at the side of the house next to the new front door. The Parish Council would prefer that bin storage areas should be at the rear or side of properties and not at the front of properties. They can then be brought forward to the front for bin collection. It would appear that the new entrance will have a step, this would present a problem in bringing the bins forward for collection if they are kept towards the rear of the property. The application states that the plans do not incorporate areas to store and aid the collection of waste and that arrangements have not been made for the separate storage and collection of recyclable waste, this should be addressed with clarity on where the bin storage and collection areas are to be. The application form states that it does not involve the loss of non residential floorspace, however, the storage area (converted garage) seems to be smaller than the existing garage so it would be reasonable there is in fact some loss.

It was unanimously agreed to submit the response to this application, resolution passed.

c) 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, Wilstead - the Planning Working Group recommended to respond to the application. It would be helpful to understand if the reduction of garage space means the garage can no longer count towards on site parking. Though it is noted there is room for on site parking at the front of the house, there is limited access to it especially if there is a car in the drive.

It would appear that access to these other front of house parking spaces requires driving over and along sections of the pavement nearest the house. The Council would like to point out that there are two pavements in front of the house, one next to the road and one between the house and a grassed public area with a tree in it. It also seems unlikely that the driveway could be easily widened together with a wider dropped kerb as there is a streetlight in the verge in this area. Currently the bins appear to be stored at the side of the house and presumably are brought forward for collection. There seems to be nothing in the application which indicates that this will change and the Parish Council would seek assurance that this storage area will continue to be used rather than store the bins at the front of the house. It is unclear from the plans where the bin collection area is or intended to be. The Parish Council would not want it to be part of the on site parking area if this means reducing the availability of these spaces. It would appear that the bike storage area protrudes across the property boundary. It was unanimously agreed to submit the response to this application, with a visual representation to be made in order to highlight the concern with the issue over accessing the off road parking at the front of the property by the front door, resolution passed.

d) 22/01335/FUL demolition of existing dwelling, garage, workshops and other outbuildings. Erection of new 1.5 storey detached five bedroom replacement dwelling with garage and associated external works at East View 37 Ivy Lane – it was noted that a resident has contacted the Parish Council with concerns regarding this application, these had been shared with the Working Group. The Planning Working Group recommended to respond to the application that the Parish Council objects to this application mainly because of the adverse impact it will have on the rural character of this narrow lane and because of the parking arrangements identified in the application. The Parish Council also has other concerns which are also listed below. In regards to visual impact, the impact on the lane will be threefold: a) The two houses will almost completely fill the gap between numbers 36 and 38 Ivy Lane, the site's immediate neighbours. There will be just narrow passageways beside the houses. Whilst these houses are described as 1.5 storey houses this could be misleading as the plans show their ridge heights to be the same as the 2 storey semi at 34 Ivy Lane. These proposed houses would be part of an almost continuous wall of development for a number of metres along that side of the lane blocking any views to the west from this stretch of the lane. Currently the small two bed bungalow and its garden gives a sense of space which fits its rural setting. b) The proposal is that almost the entire front cultivated garden, which currently stretches across at least three quarters of the plot width, will all be pavers and gravel. c) Even the green ditch which separates the plot from the lane is shown on the plans as a culvert. All these together would create an urban environment devoid of 'green' in this part of this rural lane in stark contrast to the existing street scene and its rural characteristics.

In regards to parking, the Parish Council accepts that normally any 4 bed house should have as a minimum 3 off road parking spaces so it welcomes that there would be spaces for 8 cars in front of the houses. This is very important that there is no parking outside the proposed properties or neighbouring properties which would cause problems to traffic flow because of the narrowness of the lane. Therefore, any visitor spaces must be on site. However, having 8 cars

means that the space left for manoeuvring vehicles is small unless you use part of the neighbouring property in order to exit the site forwards. The Parish Council would want swept path tracking published in order to show that vehicles can exit the site forwards from all parking bays whilst all the other bays are occupied. Vehicles should both enter and leave the site forwards. It is dangerous to exit the site backwards so sufficient room needs to be available in order to go out forwards from all the 8 designated parking slots. Therefore, it would appear to mean that in order to exit forwards that the area of gravel and pavers in front of the houses must be shared or a right of access across neighbouring property must be a condition, should permission be granted. be granted to each house. The Parish Council would want such conditions imposed if this application was granted. In order to achieve forward exit from the properties there should be no obstruction to this shared manoeuvring area e.g. in future putting a fence between the houses at the front or putting in flower beds in any part of this central area. The Parish Council are not convinced that, in the absence of sight lines being shown on a plan of the lane, that there is the required visibility when exiting the site, even forwards, because of the hedges / trees on the boundary of the properties. It appears that these hedges and trees belong to the neighbours so no assumption can be made about improving these sight lines. The application states that there are no 'trees or hedges on land adjacent to the proposed development that could influence the development or might be important as part of the landscape character'. These trees and hedges are important to the characteristics of the lane. The Parish Council would want to see the visibility that drivers would have when exiting the site shown on a map of the lane.

The proposal is that the 3 waste bins per house will be stored at the front of the 'site'. Waste bins by the kerbside all the time is not in keeping with the characteristics of the lane. The bins should be stored at the back of the houses near the kitchens / back door. It is noted that the response from Recycling to the PREAPP documentation states that a 'hard surface pathway is required between the bin storage area and the bin collection area'. So as there is gravel at the front of the properties perhaps this is why the bins are to be kept kerbside. If vehicles are in the parking slots this must not prevent the bins from being taken from the storage areas to the collection points. The application states the bin storage area 'has been illustrated' on drawing 21802-05. Neither the bin storage or bin collection area seem to be shown.

Regarding cycle storage it is good that secure cycle storage will be provided in the rear gardens. There just needs to be sufficient space to wheel the bike (walking beside the bike) down the narrow passageways beside the houses. It is noted the minimum required by the Borough is 1.2 metres. 1 metre and 1.5 metres are mentioned in the application documentation but there is no indication as to where these widths are and if they are consistent for the length of the passageways.

The application form states that there is no watercourse within 20 metres of the property / site. The plans show a 'culvert', 'watercourse' between the houses and the lane and a 'shallow run off channel' along the northern boundary of the site. This seems to be at odds with the statement that there is no watercourse. If

the ditch at the front of the property is culverted then water in this run off channel should be able to continue to flow into the ditch / culvert.

Emergency Vehicles Turning is an important aspect to consider, in order to meet the requirement for an 8.5 metre fire engine to turn round at this point in the lane it is essential that this central area the front of the houses is kept clear at all times. This includes vehicles, all of which should be in a parking bay. Also, it would appear that from the submitted swept path tracking of the fire engine it would need to go over neighbouring property in order to achieve this turning capability.

In relation to renewables, with south facing roofs it is surprising that solar panels are not shown on the top floor roofs where they would see the most sun. It is good that the application states that water butts will be installed but these are not shown on the application plans.

The Council would like to point out that there is a pond in the front area of the current garden which will disappear if the application is approved. As the site is believed to be in the red / amber zone for Great Crested Newts this needs to be addressed before any decision is made.

The Parish Council accepts that the plot is large and that it could easily take a large bungalow without seriously affecting the rural characteristics of the lane. Such a build could still provide the larger gaps between it and its neighbours, which is evident along most of the lane, and which gives it its sense of space

It was unanimously agreed to submit the response to this application, resolution passed.

To submit the agreed planning comments to the local authority.

Action 6.08: PWG

Planning Application 22/01279/TELLN Land at Luton Road, Openreach REF WD8PK62R– the Planning Working had followed up a recent notice, with Councillors ratifying the response submitted below. The Parish Council recognises that this application is a notification and not a consultation. However, the Parish Council feels that some important points need to be made in response to this application. A copy of the letter below will be sent to Openreach by post as no email address or phone number has been provided. It is noted that both the Project Manager and the Openreach address on the application are in mid Wales and Coryton Cardiff respectively so this may account for a lack of local knowledge regarding this application. The application is in error stating that the new poles are in Luton Road when in fact they are in the verge of the A6 (National Highway). One 10m pole is shown only 2-3 feet away from the carriageway, it is felt it would be more suitable for this to be further away from the A6, the other is on the northern side of the bend of the junction of Luton Road by the A6, (a corner often taken at speed by traffic from Luton to cross the traffic coming from Bedford). Both are dangerous locations. The Council would also like to raise some further comments, observations and queries. It should be noted that the land has been offered as a Country Park in the 2040 Bedford Local Plan. The current farm buildings would be removed

leaving the tall new mast in the middle of a new Country Park (a bit of an eyesore!). There does not seem to be the Public Right of Way (Wilstead Footpath 4) shown on any of the maps included in this application. It would seem that the farmyard fencing currently prevents the correct line of the footpath being followed and walkers have to deviate from the correct line. In fact this Right of Way should pass immediately next to the new mast. The Parish Council suggests that this is an opportunity to realign the footpath and move it further away from the mast / replacement mast. Is there a recommended safe distance from a mast to a Public Right of Way especially for those walkers with implanted electronic devices, e.g. pacemakers?

Presumably poles CP1 and CP2 are the 2 x 10m new wooden poles which carry the wire across the A6 as shown in the application map, if this is not the case, please advise the Parish Council.

There seems to be no mention of why this work is required, who will benefit (locally or nationally) or what alternative sites have been looked at. Why can't Openreach be proactive and contact the appropriate Parish Council when an application is being prepared so that any issues can be resolved / fully understood and so that the Parish Council can then communicate this to residents?

There is no phone number or email address of Openreach in the application so the phrase 'should you require further information with regard to the above works, please do contact me' (Jaya Kumar S, Ethernet Planning Team) is a rather empty gesture and does not make the applicant very open for individuals / authorities to reach and seek this offered further information.

Action 5.08: PWG *To respond to this application prior to the deadline for 22/00993/FUL Single storey front/side extensions and two storey rear extension at 76 Cotton End Road* - The comments submitted which were ratified by the Parish Council were: The conversion of the garage to a workshop will presumably result in a reduction of off road parking spaces. There needs to be sufficient off road parking for a three bedroom house with an upstairs study and this can not be ascertained from the application plans. It is also noted that the application also states that the applicant is not the sole owner. Presumably the other owner(s) don't have to be identified. As long as the above are addressed to the satisfaction of the Borough Planning dept then the Parish Council has no objections.

Action 5.08: Complete

It was agreed to check the Land Registry ownership for the allotments boundary.

Action 6.09: EB

The section of grass by the front of the Old Red Lion the former village green to be checked as to whether it is in the contract specification to ensure it is being cut correctly or not.

Action 6.10: RD

6. FINANCE MATTERS

a) Quotes for consideration -

Action 5.03: Clerk *To move forwards with the £1k contribution from the Borough Council Ward Fund, and to arrange the purchase* Quotations had been shared with Councillors, it was unanimously agreed to proceed with the purchase at a cost of up to £1,832.80. Ward Fund awaiting clarity on if this application has been successful. Clerk to share the options for Councillors to decide on the final item to be ordered.

Action 5.03: Ongoing

Councillors ratified the installation of the VAS units at a cost of £60 per unit, therefore, £300.00 plus VAT by Andy Muskett Ltd, resolution passed.

The play area quotation latest was given, one contractor had not tendered, with Kompan and Wicksteed providing information which had been shared with Councillors. Work will be done by the Working Group who will now follow this matter up, to review in depth as per Action 3.12.

**b) Invoices to be paid –
Payment of accounts:**

Payee	Service	Amount
1. Backlight Ltd	Administration May	£895.02
2. A R Worboys Ltd	Grass cutting SI786	£672.00
3. CPRE	Membership renewal	£36.00
4. Easily	Wilstead village renewal	£7.50

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	£32.75 direct debit
Swalec Street lighting energy	£111.35 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

Wave Business water charges	£482.50
RW Builders allotment inspection cover work	£120.00

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

7. 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

Ongoing BBC Officer VAS highways meeting communications regarding installation

Resident communication regarding a tree question – followed up with Tree Warden, response sent

BBC Officer communications regarding Wilshamstead Parish S106 monies for play equipment - chased
Pension Regulator acknowledgement of submission
EWR Local Representatives Group meeting information
Copied into Community woodland communications
UK Community Renewal communication regarding three year agreement information for insurance for 2022/23 – shared
Planning consultant communication regarding Wixams End site allocation in the Local Plan – responded to
Finance Training Programme – Updated – circulated
BBC Press Release: Embankment Tulip Bulb Giveaway to Community Groups – circulated
BBC Decision sheet for Rural Affairs Committee, Tuesday, 17th May, 2022, 6.30 pm
Copied into communication regarding overflowing Bottle bank - layby, Bedford Road, Wilstead
Contractor communication quotation for installation of VAS units
Resident communication with concerns relating to Longmeadow Drive – forwarded items to Persimmon, Highways Helpdesk and responded to resident
EWR Bedford Marston Vale Group – Register and fill in the date poll for meeting #2
BBC Parish and Town Council Network Agenda Pack - 26 May 2022 at 7pm
Wilshamstead Neighbourhood Plan - Examiner Questions
Easily - It's time to renew wilsteadvillage.org.uk communication
BBC Grass cutting Agreement – responded to
PCC Multifaith Networking Event 2022
An update on our services from HM Land Registry
Copied into BBC Highways Officer Wilstead - Average Speed Cameras communications
INVITE: Community Network event - 6 July 2022 – circulated
BBC Application 21/01213/FUL - 37 Ivy Lane withdrawn
Parish Councillor Vacancy expression of interest – EB followed up
Automatic enrolment duties: Acknowledgement of declaration
Wilshamstead Neighbourhood Plan - HRA letter
Wilstead - Rural Bulky Waste Collection Service 2022
Letter about Decision of Planning Application 21/03124/MAR – circulated
BBC Register of Interests link to the Borough Council's website – circulated, responded to
BATPC New Councillor Induction Training - 30th June 2022
Resident communication regarding 2040 Local Plan – responded to
Resident concern about pedestrian access to footways due to parked vehicles – responded to, shared with Police
Minutes for Rural Affairs Committee, Tuesday, 17th May, 2022, 6.30 pm
BBC BACS notification for grass cutting contribution
Bedford Borough Local Plan 2040 Plan for Submission consultation – circulated
BBC Developing in the Forest of Marston Vale SPD - circulated
Resident communication regarding 22/01335/FUL / 37 Ivy Lane – responded to
PCC's Annual Business Conference 2022 - Tuesday 6th September 2022

Communication regarding an event in the parish for family of artists from Ukraine – responded to
Resident communication regarding Overgrown tree on Luton Road – responded to
Resident communication regarding fly tipping at garages in Morgans Close – responded to and reported to the local authority
Resident Comments on Borough Council Local Plan 2040 – responded to

SP to follow up with the Borough Council Licensing Team to understand the process better around the recent licensing application relating to the Dessert Boss application.

8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 11th MAY:

All Councillors unanimously agreed approval of the Parish Council 16th May meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

9. CLOSE OF MEETING:

Chair closed the meeting at 9.15pm

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:

22/01279/TELLN The Electronic Communications Code (Conditions and restrictions)(Amendment) Regulations 2017 - BT intends to install fixed line broadband electronic communications apparatus - New pole CP1, New pole CP2 and New 2X 10M Light Wooden Pole. (This is a notification only to the Local Authority who have no determining powers) at Land At Luton Road - Response Sent

22/00767/LDP Certificate to confirm that the details submitted do not require planning permission (Single storey rear extension) at 9 Hooked Lane - Certificate Issued

22/00763/AOC 21/02466/FUL - Condition 5 - Surface Water Drainage (Discharge of condition) at 76A Cotton End Road – Permitted

22/00621/FUL Single storey rear extension at Elms Mere 96 Cotton End Road – Permitted

21/03124/MAR Application for Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) for the erection of 30 dwellings (including affordable, self-build and build for rent), pursuant to Outline Planning Permission 19/01019/MAO (allowed under appeal ref APP/K0235/W/19/3237824) at Land Rear Of 25 To 39 Howard Close – Permitted

21/02758/AOC 19/00628/FUL - Condition 9 - Boundary Treatment (Discharge of condition) at Elms Mere 96 Cotton End Road – Permitted

21/02756/AOC 19/00628/FUL - Condition 7 - Road Junction (Discharge of condition) at Elms Mere 96 Cotton End Road – Permitted

21/01213/FUL Demolition of existing bungalow and erection of 2 detached dwellings and associated works at East View 37 Ivy Lane - Withdrawn

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* **Action 3.06: PWG**

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

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 3.21: 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 in April, May and again in June.*

Action 3.21: 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 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.

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

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 1.10; 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 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.*

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 1.07: 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. Superseded by Action 5.03.

Action 1.07: To Be Deleted

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* Superseded by Action 5.03

Action 3.17: To be Deleted

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 3.15: *To follow up with the Highways Officer the agreed locations of the Vehicle Activated Signs* The signs have been installed

Action 3.15: Complete

Action 5.16: EB *To place a thank you to all those who attended the community litter pick event in next Homewatch article*

Action 5.16: 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: Ongoing

Action 4.08: Clerk *To arrange submission of Borough Council grass cutting agreement*

Action 4.08: Complete

Action 5.01: Clerk *To ensure EB signs the Declaration of Acceptance of Office form.*

Action 5.02: Complete

Action 5.02: Clerk *To ensure MB signs the Declaration of Acceptance of Office form.*

Action 5.02: Complete

Action 5.04: EB *To direct individuals volunteering for future community litter pick work in the parish to the Borough Council, this to be shared and promoted via the Homewatch as well.*

Action 5.04: Complete

Action 5.10: MF *To kindly donate a projector to the Parish Council*

Action 5.10: Complete

Action 5.11: Clerk *To accept a three year insurance agreement for the renewal*

Action 5.11: Complete

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

Action 5.13: Ongoing

Action 5.14: MF/Clerk *To liaise regarding pension scheme The pension return had been submitted*

Action 5.14: Complete

Action 5.15: Clerk *To submit external audit documents*

Action 5.15: Ongoing

Wilstead - Rural Bulky Waste Collection Service 2022 information received and shared across various platforms.

BBC Register of Interests link to the Borough Council's website, updates are needed to be made to the list available on the Borough Council website.

Action 6.11: Clerk