

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council held at the Village Hall on Monday 7th November 2022 at 7.00pm

PRESENT: Eric Benton (Chair), Marc Frost, Richard Draycott, Mark Brooks, Chris Purcell, Nigel Jacobs, Geoff Odell 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 Simon Pickett with Borough Councillor Coombes expected to be running late from another meeting.

It was noted Mike Clark had resigned from the Parish Council, the Clerk had notified the local authority Monitoring Officer no notice of vacancy is needed given within six months of Parish Council elections.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

No public statements made.

4. PARISH COUNCILLOR VACANCY:

There are now three vacancies, all positions can be co-opted it was noted. The position has been advertised widely through various local platforms. One expression of interest received to MB, who would discuss the role with them.

5. PLANNING AND DEVELOPMENT:

a) To ratify the Parish Council submission to the Bedford Borough Council Draft Design Guide consultation response – the Working Group had collated a response that whilst the Parish Council has no concerns with the actual proposed general design characteristics included in this Guide it does however have great concerns with being included in area 5E, which covers Wixams and Shortstown. (It is noted that Wilstead appears on both the 5D and 5E maps but the PC assumes it is in 5E). Being on these maps seems to be the only mention of Wilstead in this 200 plus page document, whereas Bedford urban area is detailed in 80 pages of the guide. Wilstead is sandwiched between Wixams and Shortstown but shares very few design characteristics with either of them. Wilstead has its own characteristics which are not remotely similar to those of the very different modern Wixams and the early 20th century Shortstown plus its large 21st century additions. Wilstead should not be included with these communities.

Previous Design Guides have coupled Wilstead with the Wooded Greensand Ridge. This is very appropriate as not only is the ridge partly in Wilshamstead Parish but also both the established woodlands of Wilstead Wood and St

Macute's Wood are on the ridge and in the Parish. The Parish Council would want Wilstead to be part of the Wooded Greensand Ridge section 3.6 in the Guide. The ridge is only a field away for very many of Wilstead residents and the wooded escarpment is a backdrop to the village when coming south from Bedford. Coming north along the A6 from Clophill the top of Wilstead Hill is the first view / impression travellers get of Bedford Borough. From here, west of the A6, Wixams presents a large area of development and this should not be replicated on the east of the A6 but should be balanced by the more rural aspects of the Borough presented by the settings of Wilstead and Cotton End, which more accurately reflect the rural nature of much of Bedford Borough.

Wilstead is a village sitting between two larger communities. This is similar to Oakley, a Rural Service Centre, which sits between Bromham and Clapham and so with the continuing expansion of neighbouring Wixams, Wilstead should also now be categorised as a Rural Service Centre.

This designation would then effect the type and size of any development in the village so it fitted in with the current characteristics of a village sitting at the foot of the wooded Greensand Ridge, and didn't compromise these. Wilstead needs to keep its own design characteristics and these need to be reflected in any small future development appropriate to a Rural Service Centre village.

The Parish Council thanked NJ for work on this, it was unanimously agreed to ratify the comments to the consultation, thanking the Group for the work on this.

b) 22/02185/PIP application for permission in principle for residential development for up to 3 single storey dwellings at Land adjacent to 140 Cotton End Road – the Working Group proposed to respond, that the Parish Council objects to this proposed development of 3 dwellings in the countryside outside the Settlement Policy Area of Wilstead. The Parish Council notes that a previous application for 2 dwellings (19/01836/PIP) was refused and the appeal against this refusal (APP/K0235/W/16/3143130) was dismissed by Government Inspectors. The Parish Council also notes that none of the criteria for development in the countryside (Bedford Borough Policy 7S) is met by this planned development of 3 dwellings, i.e. It does not; reuse rural buildings, replace or extend existing dwellings in the countryside, provide affordable housing to meet local needs or specifically provide accommodation for rural workers.

The Planning Statement which is part of this application references the potential of this site for older people and people with disabilities. Having the proposed houses so remote from local facilities will not be suitable for these groups of people who need to be much nearer the centre of communities so that they can easily make use of the facilities, be part of the community and not become isolated. In addition there is no footway on the site side of Cotton End Rd or for a considerable distance towards the village centre. There is no regular public transport anywhere near the site with the exception of 1 bus per week. The proposed site is next to an equestrian / livery business with horse paddocks and their associated noise and smells as well as traffic movements onto and exiting the site. The Parish Council believes the application is misleading in some of the statements it contains.

In the Planning Statement the site is described as being 'close to the junction of Bedford Road, Luton Road and Cotton End Road'. This junction is nearly two kilometres away. The site is described as 'being a short distance from the major urban area of Bedford'. It is miles away from the urban area of Bedford. The application states that 'all existing trees and hedges will be retained'. There are no trees and hedges on the proposed site.

The proposal also states that it 'promotes the use of sustainable methods of transport given its proximity to the settlement policy area of Wilstead and also the bus services within it' As noted previously the proposed site will be a great distance from the main facilities in the village including the shops, pubs, school and Village Hall' The bus service outside the proposed site is currently one bus per week. The regular bus services only go along Bedford Road and Luton Road some 2 kilometres away from the proposed development

This proposal looks to fill in an important local gap in the ribbon development outside the Settlement Policy Area. This gap gives views across the Stables paddocks and over to the Greensand Escarpment with its ancient woodlands on the northern slopes of the escarpment, eg St Macutes Wood.

It should be noted that the section 3 of the Planning Statement dealing with previous applications states 'None'. However, an application ref 19/01836/PIP for two dwellings was submitted in 2019 and was refused. Amongst the reasons given was that it was outside the Settlement Policy Area of Wilstead and that the likelihood 'that future occupants would access the village facilities on foot is significantly reduced thereby diminishing their ability to contribute meaningfully to the vitality and viability of the rural community' of Wilstead. As referenced earlier the appeal against this refusal was dismissed.

This document is also misleading / incorrect. It mentions a modern saw mill and a brick kiln as if they still exist. It also mentions an Infant School and Wesleyan Chapel. None of these still exist in the village or nearby.

What is the point of listing things that are not there anymore and haven't been there for decades? There must be many more things that could be listed as not being there anymore including the five pubs in the village which have shut in the past sixty or more years.

Comments at the meeting to be added relating to surface water drainage which is an issue in this area, with previous enforcement issue also at this site, along with limited access on to the site noted.

The Parish Council unanimously agreed to update the comments, and to submit the comments to the application, resolution passed.

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

Action 11.01: PWG

6. BOROUGH COUNCILLOR REPORT

No report received in advance of the meeting.

7. FINANCE MATTERS

a) Quotes for consideration -

It was noted the broadband/telephone contract was out of contract, the price change was a small increase, however, MF had reviewed options and it was proposed the best way forwards was to remain with PlusNet in a contract at a cost of £18 a month for 24 months. It was unanimously agreed to move forwards with this and secure the contract as it was good value and the service to date had been reliable with Plus Net, resolution passed, Clerk to action.

Action 11.02: Clerk

The **Christmas lights switch on** was discussed.

Action 9.03: MF/CP *Liaison to take place to seek local support for the expansion of the lights in the village with the same publicity for those companies and individuals to receive recognition This had taken place.*

Action 9.03: Complete

Action 9.04: Clerk *To proceed with the quotation for the lights to be placed up for this year, feedback to be provided to contractor.*

Action 9.04: Complete

Action 9.05: EB *To follow up with the village group regarding the Christmas tree for this year*

Action 9.05: Complete

It was noted the current fundraising is in the region of £500 raised online, £100 contributed at the Post Office and this covers the cost of the tree. This means there is not much towards the rope lights, it was noted previously there was twenty lights being looked to be installed, however, ten rope lights is looking more realistic given they would be Parish Council funded at a cost of £185 per rope including the connecting and disconnecting it was noted. Councillors unanimously agreed to purchase a further ten rope lights, resolution passed. EB to feedback.

Action 11.03:EB

Quotation received for two new benches, extending paving base to improve facility, as well as removing previous items in situ. The prices were outlined with it being noted that the local authority have funding of £3k remaining for spending towards community improvements to the play area. The location of the nearby drain to be checked, however, in principle the Parish Council agreed to move forwards with the works. £3359.60 project total it was noted. Councillors felt having benches like the two recently installed at Luton Road green which are recycled, MB to follow up with updated quote and warranty information. Councillors unanimously agreed to proceed with the work up to £3359.60.

Action 11.04: MB

Quotations for the play area improvement expansion was discussed, it was unanimously agreed not to proceed with a zip wire as part of the work in light of the potential risk of such equipment. Councillors thanked MB for hard work on this project.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration Sept Oct	£1790.04
2. A R Worboys Ltd	Grass cutting SI889	£708.00
3. A R Worboys Ltd	Grass cutting SI904	£708.00
4. Eric Benton	Reimbursement of cabinet catch	£13.38

5. Mazars	External audit	£360.00
6. Colour Shop	NP final printing	£48.00
7. Royal British Legion	Remembrance donation	£75.00
8. CPM Playgrounds Ltd	Play area inspection	£156.00
9. Safety Signs for Less	No dogs signage	£194.84

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	£33.95 direct debit
Swalec Street lighting energy	£111.35 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

Mark Brooks installation of two new benches £267.25

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

c) External audit report

Report received, circulated and published on the Council website along with conclusion of audit notice. No matters arising which Councillors were pleased to note.

d) Initial budget and precept 2023/24 considerations

A reminder that time of the year when Spokespersons need to start considering budget implications for next financial year ready for the budget discussions at the next meeting.

Action 11.05: All

Dog signage for Jubilee Field had been covered during the invoices, the Council agreed to ask the local authority for additional poles to be installed and the local authority signage to be installed as well to detail the public protection order.

Action 11.06: Clerk

8. LOCATION OF AVERAGE SPEED CAMERAS IN COTTON END ROAD:

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

Bedford Borough Officer communications had remained ongoing regarding the camera locations. A request had been sent to see if the camera location could be moved to include Littleworth, however, unfortunately due to challenges with the utilities and supply at this location with there being insufficient capacity in the highways verge it would not be possible to extend the coverage of the cameras. Councillors reviewed the design of the scheme and considered the Officer feedback. It was agreed to encourage the location down the far end of Cotton End Road to have the maximum coverage possible of this area along

with the village centre camera to be located at the Whitworth Way splays. EB to feedback to Officer. **Action 11.07: EB**

The Council also wish to know what else the Borough Council will advise for suitable highways safety measures along the Littleworth area.

Action 11.08: EB

Recent burial request received discussed, Councillors unanimously agreed that on this occasion that no charge be made, Clerk to feedback.

Action 11.09: Clerk

It was suggested that the Burial Ground rules to be updated to consider each application on case by case.

Action 11.10: EB

9. CORRESPONDENCE AND INFORMATION RECEIVED:

CPRE event no one to attend it was agreed.

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

BATPC Finance Training Programme – circulated

Copied into communication with Councillor and Bellway regarding perimeter fence issue at Wooding Way

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

Resident communications regarding Cotton End Road highways safety – responded to

BBC Minutes for Standards Complaints Sub-Committee, Wednesday, 21st September, 2022, 5.30 pm

BBC Agenda for Rural Affairs Committee, Tuesday, 4th October, 2022, 6.30 pm

BBC Odell Neighbourhood Development Plan

Communication regarding bin for dustbins payment issue – resolved now

BBC Officer communication regarding play area funding of £3k

BBC Monitoring Officer Book of Condolences clarity sought

Luton Road green area work improvements to area communications

Defibrillator delivery and installation communications

BBC Ward Fund monies contribution for defibrillator

PCC's Annual Parish Council Conference - Invitation - 04/10/2022
BATPC Update - Model Contract Message from NALC, AGM and Marketplace Reminders and Vacancies
Gallaghers community payment confirmation for insurance renewal
Copied into Councillor communication with Planning Officer at Bedford Borough Council regarding resident query
Communication regarding Upcoming Planning Application for the Erection of up to Three (3x) Single-Storey Dwellings at Land Adjacent No. 140 Cotton End Road – circulated
Wilshampstead Parish Council - audited AGAR 2021-22 – circulated
Resident communication regarding average speed cameras in Cotton End Road – responded to
BBC Officer communication requesting time extension for planning application
Wilshampstead Parish Council - Mazars invoice
BBC Temporary Road Closure Chapel Lane Wilstead 22 –078
BBC *THANK YOU* Parish and Town Council Network Marketplace Event
Request for notices to go on the noticeboard – responded to
Planning Application 2202029TPO communication
BBC Wilshampstead Neighbourhood Development Plan
BBC Decision sheet for Rural Affairs Committee, Tuesday, 4th October, 2022, 6.30 pm
Bench installation communications
BBC HMO consultation outcome
BATPC AGM 20th October 2022
Resident communication regarding silver birch trees in Dines Close – forwarded and responded to
Bedford Borough Draft Design Guide – consultation communications
Village Hall meeting date changes communications
20221012 Upcoming Carriageway Resurfacing Works - Bedford Road, Wilstead – circulated
Invitation to Calor's satisfaction survey 2022
EWR Co Bedford Marston Vale Local Representatives Group – confirmation of date and invitation for the next meeting
Communication regarding grass cutting contract quotation – responded to
You are invited to Bedford & Milton Keynes Waterway Annual Partner Conference – circulated
BATPC Update - AGM reminder, Pay Negotiations and Free Personal & Online Safety Training
Autumn Booster Covid-19 vaccination available on Friday 21st October at Shortstown Village Hall – circulated
BBC Parish and Town Council Network - Digital Experience Slides – circulated
Resident communication regarding land behind Maple Close – responded to
BBC Minutes for Rural Affairs Committee, Tuesday, 4th October, 2022, 6.30 pm
Resident communication passed on expressing concern regarding the Jubilee Field having dogs on
Planning Appeal Consultation letter - circulated
Sir Paul Cosford Bench communication – responded to
Carriage Drive Wilstead issues with users on the access route – responded to, Police informed

BBC FOR INFORMATION Local Plan 2040 representations published – circulated
Copied into Tea Party communications booked for March
Contractor communication regarding Christmas lights installation
Important roadworks information - A421 Marston Moretaine to Lower Shelton - noise barrier renewal
Resident communication regarding overflowing bin copied into Mayor
Greensand Trust charity appeal
Could YOU be the voice of the Luton DART?
BBC Officer communications regarding Land off Bedford Rd Wilstead – followed up
Poppy Wreath communications
Bowls Club question to impending road closure Bedford Road Wilstead – followed up with BBC Officer
BBC Warm Spaces information – circulated
Resident communications regarding grass on corner of Howard Close – Councillors responded
CPM Playground inspection operational - circulated
Request from the Produce Show Committee – responded to
Persimmon communications regarding footpath repairs
Community Priority Update and "Have Your Say" - circulated
Update: 2022-23 Pay Award Agreed – circulated
Play Inspection Overdue Inspection communication
Request for Rent, lease or ownership details for the Village Hall – responded to
Councillor resignation – responded to
Grant request from scout group – responded to
Dogs on Jubilee Field reported new signage requested – responded to
BBC Parish elections May 2023 information

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 26th SEPTEMBER:

All Councillors unanimously agreed approval of the Parish Council 26th September meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

Note to contact Police about anti social behaviour in the underpass area with vandalism being carried out. **Action 11.11: Clerk**

Request from the Produce Show Committee to be a future agenda item.

Action 11.12: Clerk

Progression of project ideas for village improvements to be placed on a future publication to get resident input on ideas. **Action 11.13: Clerk**

11. CLOSE OF MEETING:

Chair closed the meeting at 8.45pm, with the next meeting to be Monday 5th December 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:

22/02029/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 crowns by 0.5 metres in height and width and crown lift to 4.5 metres from ground level at Hawthorne Drive - Permitted

22/01929/AOC 19/01019/MAO - Condition 8 - Construction Management Plan (Discharge of Condition) at Land Rear Of 25 To 39 Howard Close - Permitted

22/01928/AOC 19/01019/MAO - Condition 7 - Ecological Enhancements (Discharge of Condition) at Land Rear Of 25 To 39 Howard Close – Permitted

22/01930/AOC 19/01019/MAO - Condition 9 - Archaeology (Discharge of Condition) at Land Rear Of 25 To 39 Howard Close – Permitted

22/01917/AOC 19/01019/MAO - Condition 6 - Arboricultural Impact Report (Discharge of Condition) at Land Rear Of 25 To 39 Howard Close - Permitted

22/00793/AOC 20/00598/OUT - Condition 8 - Energy Audit (Discharge of Condition) at Land Adjacent 115 Cotton End Road – Permitted

22/00792/AOC 20/00598/OUT - Condition 7 - Water Efficiency (Discharge of Condition) at Land Adjacent 115 Cotton End Road – Permitted

22/00791/AOC 20/00598/OUT - Condition 6 - Drainage (Discharge of Condition) at Land Adjacent 115 Cotton End Road - Permitted

19/00369/NMA 16/02595/MAR - Non-material amendment for reduction in visitor parking spaces to spine road. At Village 4 Bedford Road Wixams - Disposed of

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(21) : 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**

It was noted a Planning Appeal letter had been received regarding a first floor rear and side extensions PLANNING NO: 22/00738/FUL INSPECTORATE NO: APP/K0235/D/22/3307886 for 47 Whitworth Way.

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 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. Chased October and November.

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 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 7.07: 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 7.11: EWG To obtain a "Private Road" sign for Jubilee Way to deter contractors and others

Action 7.11: Ongoing

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 SP had completed community asset transfer form, progress of this has been chased in October and November.

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 9.06: MB To remove old noticeboard at the Crossroads

Action 9.06: ??

Action 9.07: EB To arrange a suitable catch for the public side of the community noticeboard, to minimise it opening

Action 9.07: ??

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 to be deleted as superseded by Action 7.13.*

Action 10.06 (20): Superseded

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. To be deleted as action superseded by Action 5.09.*

Action 11.07: Superseded

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 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, confirmation given that Ward Fund monies now in the Council account. **Action 5.03: 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

Action 7.16: Clerk *To issue allotment rent letters*

Action 7.16: Complete

VAT reclaim submitted for just over £9k it was noted.

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

Action 9.01: All *All Councillors to consider 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: Ongoing

Action 9.08: Clerk *To add to the Parish Council asset register, benches and defibrillator.*

Action 9.08: Ongoing

Action 9.08: Clerk *EB to booked to attend the CPRE planning event.*

Action 9.09: Complete

Action 9.10: Clerk *To investigate the Book of Condolence needs to be collated* Information received from the Monitoring Officer and shared with MB.

Action 9.10: Ongoing