

## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held at the Village Hall on Monday 7<sup>th</sup> February 2022 at 7.00pm**

**PRESENT:** Eric Benton (Chair), Mike Clark, Geoff Odell, Mark Brooks, Nigel Jacobs, Richard Draycott, Marc Frost, Nigel Jacobs, Richard Draycott, Chris Purcell, Simon Pickett, Clerk, Borough Councillor Graeme Coombes and two members of the public.

#### **1. WELCOME AND APOLOGIES FOR ABSENCE:**

The Chair welcomed all attendees, there were apologies for absence received and accepted from Andy Collins.

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

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

#### **3. OPEN FORUM:**

A resident raised concern over problems with exiting Hooked Lane due to dangerous access into and out of Cotton End Road, outlining the previous petition to request double yellow lines for the junction four years ago. Increase in traffic using Cotton End Road, along with increase in different users accessing the Lane was also outlined by the resident.

A Councillor has commenced a log of vehicles parked within 16 metres to review the issue, out of a number of visits already carried out there has only been a vehicle parked once at this location. Reassurance was given that this log would continue and it was noted that with the speed reduction measures being put in place would also hopefully impact on reducing the issue. To be a future agenda item.

**Action 2.01: RD/Clerk**

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

**a) 22/00102/FUL Demolition of an existing single-family dwelling and the erection of a pair of semi-detached family dwellings at Montpelier 299 Cotton End Road** - The Working Group recommended a response stating the Parish Council has some concerns regarding the replacement of 1 dwelling with 2 dwellings on this site. This squeezing two dwellings onto the site would create problems for neighbouring properties as outlined below. A single detached house set back from the road with good off road parking would be more acceptable. In terms of parking, there is little on road parking available in Littleworth and whilst the existing house could accommodate 4 vehicles off road these are all in tandem i.e. in a line. Having two 3 bed houses instead of 1 is likely to increase the pressure on the available of on road parking to accommodate visitors / deliveries etc. It is important that any on road parking in this area is minimised and that the two off road parking spaces shown on the plans for each house are created. There is also a problem for pedestrians in

this location as there is no footway and the section of the road white lined off for pedestrians is often parked on.

It is good to see that the new houses would be set father back from the road and so be nearer the current building line of the rest of the houses in Littleworth, Wilstead. Whilst setting back the houses will create the necessary required 2 off road parking spaces per 3 bed household it will reduce the light to the side windows of the neighbours especially no 301. It is not easy for the Parish Council to assess the amount of light reduction in the neighbours' downstairs rooms so it would want the Borough to assess this / take account of any neighbour's comments on this particular matter.

In regards to bin storage, it is good to see that bin storage is planned to be in the rear gardens. It wasn't possible to see where these bin storage areas are from the plans submitted and without dimensions it wasn't possible to ensure there was sufficient room at the side of the proposed houses to bring the bins forward to the front of the houses on collection day. The Parish Council would want assurance that there was at least 1.2 metres clearance and that a hard surface would be installed between the storage areas and the collection points. With regards to drainage, the Parish Council also has concerns regarding the drainage proposed for these houses. With an additional house and the front of both houses paved this is likely to put extra pressures on the existing drainage. The Parish Council would want confirmation from the Borough Council/ IDB that the current systems could cope, or if not, then suitable upgrading is undertaken prior to the commencement of building.

**b) 22/00081/FUL Single storey rear/side extension at 30 Bedford Road -** The Working Group recommended a response stating whilst the Parish Council has no objections to this proposed development, it is difficult to ascertain any overshadowing effect the extension might have on 28 Cotton End Rd. It will be nearer the boundary of 28 Cotton End Road, so the Parish Council would want any response from this adjacent property this particular matter given due consideration.

**c) 22/00239/FUL Two storey rear extension at 62 Cotton End Road -** The Working Group recommended a response stating whilst the Parish Council has no objections to this proposed development, it is difficult to ascertain any overshadowing effect the two storey rear extension might have on 60 Cotton End Rd. It will protrude beyond the back of the neighbouring property at 60 Cotton End Road, so the Parish Council would want any response from this adjacent property this particular matter given due consideration.

The Parish Council unanimously agreed to approve the submission of the above comments, to be submitted to the local authority. **Action 2.02: PWG**

## **5. TO RECEIVE, REVIEW AND APPROVE THE DRAFT NEIGHBOURHOOD PLAN:**

After much dedicated volunteer time the draft document has now been prepared and had been circulated in advance of the meeting. Councillors thanked all those who had worked so hard to bring the important local planning document to this point. Councillors raised comments about the definition of the Settlement Policy Area, the location of the Open Spaces as well talked through. It was raised that cycling is mentioned in many different parts of the document and it was felt that making improved access to cycling should be included as an aspiration within the document. **Action 2.03: EB**

It was also agreed that follow up to be made 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. **Action 2.04: Clerk**

The Council unanimously agreed to approve the Neighbourhood Plan, resolution passed.

## **6. FINANCE MATTERS**

### **a) Quotes for consideration -**

**Action 10.10: EB** *To meet a local person to look at the area in the front of the shops on site shortly wishing to enhance it* Meeting has taken place, proposal received and circulated.

#### **Action 10.10: Complete and superseded by Action 10.24**

**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 unanimously agreed to pay £200.00 for the cost of the design work done to date by Claudia Freeman, resolution passed.

It was then agreed that 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.

#### **Action 10.24: Ongoing**

Parked vehicle at Jubilee Centre, signage to be arranged to state that vehicles parked are left entirely at own risk and the parking is for users of the facility was agreed to be laminated.

#### **Action 2.05: EB**

**Average Speed Camera** - £20k in principle for average speed cameras was proposed following the recent communications, to be relocated along Cotton End Road. Feedback on the moving process of cameras was outlined and how to maintain highways safety throughout the parish with the installation of Vehicle Activated Speed signs. The poles remaining in situ had also been fed back as a suggestion to the Officers. It was unanimously agreed to approve £20k in principle to enable the relocation of the average speed cameras to moved forwards. The Clerk to continue following this up with the local authority, including looking at the different possible locations along Cotton End Road.

#### **Action 2.06: Clerk**

The Council unanimously agreed to increase the financial commitment from £7,500 to £9,000 to be combined with the £5,000 Police safety grant, that would therefore enable the purchasing of five Vehicle Activated Signs including a yellow enforcement sign for each location as well.

It was agreed that EB and RD to meet with the Highways Officer to look at the location of further highways improvements by having five Vehicle Activated Signs installed throughout the parish. A list of possible locations to be reviewed at the site meeting with the Officer and fed back to the next Council meeting.

#### **Action 2.07: EB/RD**

## b) Invoices to be paid –

### Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration January	£895.02
2. CPM Playgrounds Ltd	Play area inspection	£156.00
3. Eric Benton	Reimbursement ink cartridges	£54.50
4. Eric Benton	Reimbursement ink cartridges	£38.99
5. Marc Frost	Go Daddy website renewal	£22.94
6. Mark Brooks	Jubilee Way rail repair	£174.60
7. Sally Chapman	Neighbourhood Plan consultant	£1592.50

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	£29.54 direct debit
Swalec Street lighting energy	£117.50 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made as per budget and previous agreement to allocations:

Andy Muskett Christmas lights taken down £1464.00

M J Humphries Christmas tree £528.00

J&A Display Boards new noticeboards £3901.20 to be added to the asset register.

#### **Action 2.08: Clerk**

Councillors resolved for all the above payments to be made. It was noted MF on all items (as RFO) took no part in the vote and EB and MB did not vote on items for which they were to be reimbursed..

Councillors agreed in principle to pay the Good Neighbours Group insurance if they approach the Parish Council for payment, resolution passed.

## **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

Member of the public request to join Parish Council meeting – responded to

The Play Inspection Company invoice payment reminder – responded to

A R Worboys communication regarding credit note

Wilstead Bowls Club communication notification that security light by CCTV out of order – responded to, repair carried out  
Open Reach telegraph pole communications regarding various village locations  
Resident communication regarding concern over Open Reach telegraph pole location expressing concern – responded to  
Community woodland communications copied into  
Parish and Town Council Network Meeting information - circulated  
CPRE January newsletter  
Sergeant Killick feedback from Priority Setting Meeting held in January 2022 – circulated  
BBC Council Tax Parish Precept 2022-23 confirmation of submission - circulated  
Councillor bus shelter order communications and Borough Officer license of apparatus communications  
Average speed camera data for December – circulated  
HM Land Registry communication of changes to fees from 31<sup>st</sup> January  
Good Neighbours Scheme communication – shared with all Councillors  
Christmas Tree invoice electronic ratification  
Noticeboard invoice electronic ratification  
Christmas lights removal invoice electronic ratification  
BBC Agenda for Rural Affairs Committee, Tuesday, 25th January, 2022, 6.30 pm  
Aldi's Reserved Matters Application for a new Regional Distribution Centre (RDC) on Land South of Zander Way, Wixams, Bedford information – shared with PWG  
Review of Planning at Bedford Borough Council reminder to submit comments - completed  
PCC roads fund part 2 update from the Police  
January letter from Wilstead Hall  
Street Trading (new application), outside of town centre, ALL CONSENT STREETS  
Minutes for Standards Committee, Thursday, 16th December, 2021, 5.30 pm  
Confirm your email address - Government Gateway communications  
Harrold Neighbourhood Development Plan Made  
Confirmation PAT testing of Parish Office equipment all passed  
Wilstead Hall improvements communication  
Communications regarding Land West of 1 Hampton Close, Wilstead - 21/00354 enforcement case opened  
BBC Officer communications regarding Wilstead - Average Speed Cameras  
Join your EWR Local Representatives Group - circulated  
Bedford Borough Local Development Scheme – circulated  
BATPC Office - Enquiry re Any Available Office Space  
Communication regarding Safer Maulden- Say Yes to Road Safety in Maulden -circulated  
Odell Neighbourhood Plan  
Resident communication regarding Wooding Way signage request – responded to and Highways Helpdesk report  
Wilstead Hall from January 27<sup>th</sup> update

Advertising the New Anne Robson Trust Pre-bereavement Helpline – circulated  
Decision sheet for Rural Affairs Committee, Tuesday, 25th January, 2022, 6.30 pm  
BATPC 2022-23 Affiliation Fees information – circulated to F&GP WG  
Parked vehicle at Jubilee Centre communications  
BBC Cotton End Road: Footway Improvement Works information - circulated  
New Community Policing Priority information – circulated  
Copied into resident report of dangerous lamp post along Luton Road  
Wilstead Preschool communication regarding padlock at field and access – responded to  
Resident concern regarding bonfire at allotments – followed up  
Follow up on Community Police Priority Councillor feedback, sent to Officer – circulated  
HMRC PAYE activation code  
HMRC VAT claim confirmation  
Village improvements communications copied into  
NALC policy Consultation Briefing - OFCOM Postal Regulation Consultation  
Extra Powers for Council to Enforce On Our Roads - Have Your Say on Moving Traffic Offences – future agenda item  
Great Barford Neighbourhood Development Plan Made  
Welcome back to the Gallagher Communities Newsletter  
Resident communication suggesting the Methodist Church is adapted to becoming a medical centre  
Resident communication regarding 111 Whitworth Way and overgrown tree – reported  
PCC grant application feedback received

## **8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 10<sup>th</sup> JANUARY**

All Councillors unanimously agreed approval of the Parish Council 10<sup>th</sup> January 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:**

22/00034/TELLN In accordance with Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) Regulations, The proposed works will involve an equipment upgrade of an existing ground-based telecommunications site (upgrade of equipment attached to tower) and associated works (This is a notification only to the Local Authority who has no

determining powers) a Communication Station At Duck End Lane - Response Sent

21/03300/AGR Erection of agricultural building at 227 Cotton End Road – Refused

21/02757/AOC 19/00628/FUL - Condition 8 - Parking (Discharge of condition) at Elms Mere 96 Cotton End Road – Permitted

21/02753/AOC 19/00628/FUL - Condition 4 - Archaeology (Discharge of condition) at Elms Mere 96 Cotton End Road – Permitted

21/02754/AOC 19/00628/FUL - Condition 5 - Energy Audit (Discharge of condition) at Elms Mere 96 Cotton End Road - Permitted

#### **ANY OTHER PLANNING MATTERS:**

**Action 10.12 (20): Clerk** *To follow up communications with Bellway Developments to be taken forwards with the Parish Council to challenge the wording regarding open space management.* Have made contact with Bellway to locate the correct individual to follow this up with, chased in February and March to get Contracts Manager contact details, now have contact details for the Manager. It was agreed to delete this item as the management company is in place.

**Action 10.12 (20): To be Deleted**

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

**Action 4.02: PWG**

**Action 1.01: Clerk** *To submit additional comments regarding application 21/03277/PIP Planning Permission in Principle Application for Permission in Principle for the erection of one Passivhaus dwelling at Land Adjacent To The Granary, 12 Duck End Lane*

**Action 1.01: Complete**

**Action 1.02: PWG** *To submit the agreed planning comments to the local authority.*

**Action 1.02: Complete**

**Action 1.03: PWG** *To submit response to local authority review of Planning at Bedford Borough Council*

**Action 1.03: Complete**

Information from applicant shared with Planning Working Group regarding Aldi's Reserved Matters Application for a new Regional Distribution Centre (RDC) on Land South of Zander Way, Wixams, Bedford.

Enforcement case opened update regarding Land West of 1 Hampton Close.

Join your EWR Local Representatives Group, NJ registered as attending meeting on 16<sup>th</sup> February.

Bedford Borough Local Development Scheme updated received and circulated.

#### **BOROUGH COUNCILLOR**

**Action 11.05 (19): GC** *To pursue Cotton End Road width of footway concern reported to local authority, widening the path as part of their capital improvement works* Notification received that these works are to start shortly.

**Action 11.05 (19): Complete**

#### **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 1<sup>st</sup> 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 1.12: Clerk** *To send grant opportunities information to MB regarding potential play area awards.*

**Action 1.12: Complete**

Contractor had received copies of the latest external inspections. The most recent equipment review by CPM Playgrounds was carried out in January, report shared with Councillors.

## **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.

**Action 3.03 (20)Ongoing**

**Action 4.11: EWG** *To follow up the suggestion of a 20mph zone in the centre of the village with local authority Highways Officers, understanding the cost implication and potentially changing some speed limits along village roads to ensure best value in terms of statutory notices and consultation if these items were to be taken forwards.* Councillors felt with all the highways safety cameras being installed shortly, that for now this item to be deleted.

**Action 4.11: To be Deleted**

**Action 4.08: EWG** *To consider arranging a village litter picking event in the near future CP to provide a date to the Clerk for organising ahead of the Jubilee celebrations.*

**Action 4.08: 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 10.09: RD/Clerk** *To notify the grass contractor of where the bulbs drift planting had been arranged*

**Action 10.09: Complete**

**Action 10.11: Clerk/RD** *To seek guidance from Highways Officers on the impact this proposal may have on the visibility splay following a local business outlining they are looking to place a fence around a site central in the village, during informal discussions with EB they have indicated they will fence the site with a hedge along Church Road side. Request for assistance sent. Clerk has chased multiple times.*

**Action 10.11: Ongoing**

**Action 10.14: Clerk** *To initiate highways site meeting for four new highways poles, one at Bedford Road, one for Luton Road, and two for Cotton End Road to include Littleworth Three communications sent requesting this site meeting, on hold till outcome of Police funding bid is known as may impact on number of sites.*

**Action 10.14: Ongoing**

**Action 10.18: Clerk** *To place information in Homewatch reminding residents to cut back hedges that overgrow paths in the village.*

**Action 10.18: Complete**

Overgrown hedges to be discussed 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: RD/EB**

**Action 10.17: MB** *To follow up with the contractor about the Churchyard path as this could also do with some maintenance There was a discussion on the management of the hedge by the Vicarage, it was agreed a quote to be sourced for this work.*

**Action 10.17: Complete**

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

**Action 11.05: Ongoing**

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

**Action 11.06: Ongoing**

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

**Action 11.09: Ongoing**

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

**Action 11.10: Ongoing**

**Action 1.04: MB** *To arrange for the work as per the approved quotation for works relating to a tree nearby 19 Pollards Close and the Churchyard with there to be remedial works rather than felling of the tree Liaison between contractor and resident has taken place, work to take place on 1<sup>st</sup> February.*

**Action 1.04: Complete**

The area by the Pollards Close ditch where it has been cut back it was felt could be improved, this to be looked.

**Action 2.10: MB**

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

**Action 1.05: 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 1.11: Clerk** *To check with Worboys the extra grass cutting item within the most recent invoice. This was done and feedback circulated, it related to additional areas that EB had asked to be cut*

**Action 1.11: Complete**

**Action 1.13: EB** *To arrange a Woking 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**

Between meetings Open Reach telegraph pole communications regarding various village locations, feedback had been provided, site meetings to look at resolving to ensure more suitable locations with minimal impact on residents.

Extra Powers for Council to Enforce On Our Roads - Have Your Say on Moving Traffic Offences this to be a future agenda item.

**Action 2.11: Clerk**

Information on this consultation to be included in next Homewatch

**Action 2.12: Clerk**

**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 11.06 (19): F&GP WG** *To arrange meeting with Beds CCG IT to discuss video link doctors' appointments, as some surgeries already do this. Following queries on this topic with Beds CCG they offered a meeting to discuss this which has yet to be taken up. In light of times moving forwards following the pandemic it was agreed to delete the item.*

**Action 11.06 (19): To be Deleted**

**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**

**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 4.07: NJ/MF** To upload the planning table to the website This is available on SharePoint.

**Action 4.07: Complete**

**Action 4.19: F&GP WG** To arrange a one off payment to a couple who have been undertaking a number of village litter picks in the parish recently, to recognise their support in keeping Wilstead tidy. No contact made for expenses reimbursement so item to be deleted.

**Action 4.19: To be Deleted**

**Action 6.08: Clerk** To ensure the salary payments align with the HMRC submission process. Meeting arranged 19<sup>th</sup> January to review this, progress is being made.

**Action 6.08: Ongoing**

**Action 7.17: Clerk** To complete VAT reclaim Document prepared for submission, access to gateway secured and submission made for claim in the region of £15k and payment received.

**Action 7.17: Complete**

**Action 9.13: Clerk** To add Memorial Bench £694.95 purchased to be added to Parish Council asset register

**Action 9.13: Ongoing**

**Action 9.14: Clerk** To add the new safety surface to the asset register

**Action 9.14: Ongoing**

**Action 9.17: Clerk** To ensure back dated minutes are printed, signed and available for inspection This have all been printed, collated, just to be signed

**Action 9.17: Complete**

**Action 9.18: MB/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: MB/Clerk**

**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 1.06: NJ** To arrange the purchase of the of new pads for the defibrillator as agreed at the last meeting

**Action 1.06 Complete**

**Action 1.07: CP** *To arrange for the potential purchase of an additional defibrillator, with buying of a device for the Crossroads, with expenditure of up to £1k authorised to be located at The Crossroads as there is power at this location. Unit to be purchased from reliable source.* Initial information obtained from reliable suppliers, shared with CP. **Action 1.07: Ongoing**

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

**Action 1.08: Ongoing**

**Action 1.09: Clerk** *To secure savings bond renewal with a one year deal*

**Action 1.09: Complete**

**Action 1.14: Clerk** *To submit the precept request of £50,000 for 2022/23 to the local authority*

**Action 1.14: Completed**

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

**Action 1.15: Ongoing**

WI have requested to plant a commemorative tree for the Jubilee celebrations, this to be a replacement tree in the Burial Ground.

Light at Jubilee Way by the CCTV the responsibility has been taken over by the Wilstead Bowls Club it was noted.