

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 14th March 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, and two member of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Borough Councillor Graeme Coombes. It was noted that Andy Collins had recently resigned from the Council, grateful thanks had been passed on. AC's details had been removed from Parish and Borough Council website. Monitoring Officer had been notified, vacancy notice displayed with outcome to be reported to next meeting. **Action 3.01: Clerk**

Parish Council representative vacancy on Village Hall Management Committee it was noted, Councillors encouraged to come forwards if interested.

Action 3.02: All

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

Resident presented photographic evidence to the Council for consideration of double yellow lines at the entrance to Hooked Lane onto Cotton End Road. It was highlighted it is a multi-user route as there is a bridleway along the Lane. Resubmission of resident petition from 2015 by the inhabitants of Hooked Lane.

At this point of the meeting, RD as Spokesperson of the Environment Working Group fed back from the one hundred observations taken of the site since the last meeting. A 20m radius was taken into the calculations when the site was viewed. During the one hundred observations towards Cotton End Road going east there were two vans parked connected to building works in the vicinity and one delivery van for a period of thirty seconds. Coming from the west of the Lane, there were nine vehicles attributed to the area where there is building work and five cars. However, none of them were in the area being checked, they were 20m plus from the Lane splay.

The Council are pursuing Vehicle Activated Signs along Cotton End Road which will be installed shortly to highlight the need to travel considerately. Councillors shared their experience of reviewing the site as well as different periods but have focused on the rush hour time periods. The data was shared with the resident.

It was asked that the Clerk include something in the next Homewatch and website to encourage residents not to park on the corner, asking them to be considerate and mindful of highways rules and keep the road network safe. Also Lorry Watch information to be placed in the article. **Action 3.03: Clerk**

It was suggested that the Police be asked to drive through the village and observe the inconsiderate parking in the village. **Action 3.04: Clerk**

Clerk to ask if the local authority have parking signs to remind motorists to be careful in the village. **Action 3.05: Clerk**

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

a) 22/00402 FUL and 22/00403/LBC restoration of existing C20th storage barn and erection of a new canopy between existing buildings at 9 Duck End Lane - The Working Group recommended a response stating the Parish Council there is no objection to these applications. The Council unanimously agreed to submit no objection, resolution passed.

b) 22/00146/FUL loft conversion with rear dormer at 15F Bedford Road - The Working Group recommended a response stating the Parish Council has no objection to this application but asking the Officer to be mindful of the impact the extensions could have on overlooking of the neighbours. The Council unanimously agreed to submit no objection, resolution passed.

c) Planning Appeal relating to One and two storey rear extension 21/02510/FUL INSPECTORATE NO: APP/K0235/D/22/3293080 at 32 Luton Road – the Planning Working Group do not wish to recommend to the full Council the submission of any additional comments relating to this appeal.

d) 21/03307/ROMWM Details for infilling and restoration pursuant to condition b (8) & 10 of planning permission 4/1980 for New brickworks at Stewartby to replace existing Stewartby Works and the excavation of clay for the new and existing brickworks and landscaping works at Elstow Pit South Wilstead Road Elstow Bedfordshire

21/03308/ROMWM Details for infilling and restoration pursuant to condition b of planning permission 1913/9/1 to develop for excavation of minerals at Elstow Pit South Wilstead Road Elstow Bedfordshire – The Clerk had kept the Working Group up to date with the recent communications from neighbouring parishes Wixams and Elstow, with a copy of their recent submissions shared with Councillors. The Working Group recommended a response stating the Parish Council continue to object to the proposal to drain and then Landfill Elstow South pit. The Parish Council objected to the previous proposal and stated this objection in the Public Enquiry. The Parish Council was involved in the enquiry as the site was immediately adjacent to the parish at that time. Subsequently, Wixams Parish was created and this included all that part of Wilshamstead Parish west of the realigned A6. Also since the previous proposals Wixams has been established and development has been undertaken which brings residences and employment sites right up to the Elstow South boundary. In fact the nearest residences are now care and retirement homes.

Having 300 HGV movements a day plus the noise associated with landfill activities will have a detrimental effect on those who live and work in close proximity to the site. It will also have a serious impact on the current congestion of the A6, especially during rush hours.

If the landfill was allowed then the Parish Council would want restricted working hours and delivery times during week days (i.e. avoiding rush hours) and no working and / or deliveries at the weekends. This would give residents in

Wixams, Wilstead and Elstow some peace from the constant noise of landfilling and traffic movements

Given all the changes that have happened in the proximity of the site in the last 40 years, including the Covanta incinerator, it is illogical to dispose of the conditions that were set so many years ago. There are now better ways of disposing of rubbish. As the incinerator now exists using it rather than landfill would reduce the need for the incinerator to look further afield for rubbish and reduce vehicle movement into the Borough / Central Beds.

The Parish Council would want the lake to be retained. It is a green oasis which could be enhanced to create a great public amenity immediately adjacent to the emerging town of Wixams instead of subjecting the local population to many years of noise, smells and a great many additional traffic movements every day. The attractiveness of moving to Wixams will be greatly reduced if the draining of the lakes and then land filling them is allowed.

This reduced demand is also likely to slow down the build rate in Wixams and affect the targets set for new builds in the Borough.

To summarise, this landfilling will bring no benefits to the neighbouring or wider community. It will only benefit FCC who will make money removing a valued lake and surrounds, with great potential for making it a greater amenity for the neighbouring Wixams, and replacing it with landfill, thus imposing ten years of misery on its neighbours.

Councillors understood there may not be an ability to 'call in' the application given its planning designation, however, the Parish Council unanimously agreed to object strongly to the application and ask that it be called in as it is an application of significant concern to the Council. **Action 3.06: PWG**

The Parish Council unanimously agreed to approve the submission of the above comments, to be submitted to the local authority. **Action 3.07 PWG**

e) Forest of Marston Vale Development Design Guidance scope input into document – the local authority would be looking at reviewing this document shortly, and they were seeking input on items to be considered as part of this review. The Working Group recommended that it is important that Neighbourhood Plans are taken into account, in particular the Wilshamstead document which sets out clearly the vision for the parish. This needs to be taken into consideration by the Policy Officers to ensure an alignment with this important document which represents the views of the Wilstead community.

Action 3.08: Clerk

Clerk to include reference in the newsletter to how residents can report any concerns they have regarding potential breaches of planning as well as information on the changes to permitted development to enable residents to comment appropriately. **Action 3.09: Clerk**

5. TO RECEIVE ENVIRONMENT WORKING GROUP RECOMMENDATIONS REGARDING:

a) Hooked Lane junction with Cotton End Road parking survey feedback – It was reported that there has been regular monitoring of the junction at various

different times of day. The Working Group feedback had been covered during the Open Forum. Councillors unanimously agreed not to proceed with yellow lineage at the junction of Hooked Lane and Cotton End Road as it would set a precedent and there is no supporting evidence from the recent survey to suggest there is a regular issue in this area. It was also noted that the installation of Average Speed Cameras in Cotton End Road along with the Vehicle Activated Signs will reduce traffic speed as well.

b) Extra Powers for Council to Enforce On Our Roads – Have Your Say on Moving Traffic Offences consultation – the local authority consultation looks to give powers to the local authority to enable enforcement on moving vehicles which currently is only a power the police have. The Working Group recommendation to support the introduction of measures that look to improve highways safety in the parish and borough wide was agreed.

Action 3.10: Clerk

c) Community litter pick event confirmation –

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. An event is being planned for 14th May

Action 4.08: Complete

This date to be shared through the various local platforms once the local authority have agreed a date this will then be publicised. CP to follow up with support from GC, MF to arrange a new email account for people to register interest. Clerk to support chasing up.

Action 3.11: MF/CP/Clerk

The local authority will provide the litter picking equipment for the date and collect the rubbish as usual it is hoped. CP has researched sourcing the equipment and has the pricing information available.

d) Village Improvements update

MB shared information on the items received to date including quotation for a range of new equipment possibilities at the play area. Councillors welcomed the helpful breakdown of the items, though it was noted, surfacing, including some of the removal and groundworks still need to be calculated.

The Working Group will review this in depth to bring forward the village meeting idea to enable residents to select their preference for ways to improve the village in a number of ways.

Action 3.12: EB

At this point of the meeting, MB updated all on the spinner which is grinding audibly. An engineer has visited the site and reviewed the item more closely. Councillors wished to challenge where does it state the equipment required maintenance with the installation contractor. The bearing to be pursued by MB once the warranty has been checked.

Action 3.13: MB/Clerk

CPM Playgrounds to be asked to grease the bearing on the spinner as part of the quarterly review of the play area.

Action 3.14: MB/Clerk

Vehicle Activated Signs poles site meeting feedback – RD and EB met with the local Highways Officer to look at the potential locations for give VAS units in the parish. Councillors received feedback on the five locations, layby by Pollards Close on Luton Road as you come into the village on the left, by the layby on Bedford Road by the bottle bank. On Cotton End Road, one by Chapel Lane, 130 Cotton End Road and one by the corner of Ivy Lane. Councillors discussed the locations to enable meaningful data as well it was noted.

The local authority has confirmed in writing they will install the five poles free of charge.

RD will confirm with the Highways Officer the locations are agreeable for the five poles and to ask what the timescale for the work being programmed in.

Action 3.15: EB/RD

Morelock order to be placed for five new solar powered units, along with warning signage.

Action 3.16: Clerk

The defibrillator quotations circulated were within the budget agreed at the last meeting. It was agreed to proceed with a unit costing £1254.50 all in to be located as agreed at the last meeting.

Action 3.17: CP

The proximity of the current units in situ were discussed by Councillors. Residents from Briar Bank have expressed a wish for a defibrillator, with feedback given to them on collating all the information then coming to the Council if they wish to seek funding.

6. FINANCE MATTERS

a) Quotes for consideration -

Defibrillator

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

Operation London Bridge document being prepared, proposed to purchase a book of condolences, Council agreed to purchase a book costing up to £100.

Action 3.18: F&GP WG

The cost of the skip required for the planned allotment clearance, expenditure was ratified with payment to be made between meetings, Councillors confirmed as it is noted within budget.

Action 3.19: F&GPWG

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration February	£895.02
2. E Barnicoat	Salary	£2065.44
3. Eric Benton	Reimbursement of hall keys cut reimbursement	£16.00
4. Eric Benton	NP planning printing	£130.00
5. Albion Trees	Churchyard/Pollards Close work	£700.00
6. D K Roofing and Construction Ltd	Village Hall roof repairs	£550.01
7. Eric Benton	Reimbursement document shredding	£22.50
8. Eric Benton	Postage costs	£10.20
9. Sally Chapman	Neighbourhood Plan consultant	£927.50

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	£29.74 direct debit
Swalec Street lighting energy	£117.50 direct debit
3G CCTV Wifi	£12.00 direct debit
Land Registry Searches	£15.00 direct debit

Payments made between meetings to be ratified:

None to be noted

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 along with EB.

Councillors agreed to reimburse RD £75 for the additional cost incurred for the recently purchased rotavator.

Action 3.20: RD/F&GP WG

c) Community Shopping Club monies - recent communication had been shared with Councillors who unanimously agreed to support the transfer of around £100 to the Good Neighbours Group.

d) Bowls Club rent – the Finance and General Purposes Working Group recommended for ratification a rent charge of £1500.00 for a period of three years, 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

Community woodland communications copied into

Parish and Town Council Network Meeting information - circulated

CPRE March newsletter - circulated

Average speed camera data – circulated

Good Neighbours Scheme communication – shared with all Councillors, agenda item

Communications with Wilstead Village Hall regarding set up for Parish Council meetings

Village Hall information on forthcoming new projects and seeking financial assistance

Street Trading (new application), outside of town centre, ALL CONSENT STREETS

Further residents communications regarding Land West of 1 Hampton Close, Wilstead - 21/00354 enforcement case opened

Village improvements communications copied into

Hooked Lane survey communications, feedback shared to all Councillors – agenda item
BATPC Update and a Small Request re Meeting Days
Allotment fence repair communications
Water main at Jubilee Way communications
Pollards Close hedge cutting communications
Various community litter pick communications arranging event – agenda item
Communications regarding clearing of Parish Council records and tidying of Office
New PCSO information received from Bedfordshire Police – shared
BBC Officer communications regarding average speed cameras
BBC confirmation Whitworth Way Wilstead - Footway Resurfacing – circulated
March Homewatch article submission reminder
Supporting residents to know how to access healthcare services
Allotment fence specification information shared
Submission and subsequent consultation regarding Wilstead Neighbourhood Plan
Whitworth Way play area improvements communications
New rates of hire at Wilstead Hall
Tenancy at will for Jubilee Centre com UK Power Networks: Our preparation for Storms Dudley and Eunice information
Bedford Borough Local Plan 2040 – circulated
BBC emptying waste bins during storms update from Cllr Coombes
Country Days funding request
Bowls Club rent communications
Community Shopping Club information suggesting donation – circulated
Communication from Elstow Manor wishing to engage in local events – shared
Operation London Bridge communications
Queens Green canopy tree planting
Elstow Parish Council communications regarding Elstow South landfill applications
Notification of application going to Planning Inspectorate at 32 Luton Road - circulated
Councillor resignation – follow up action taken
Archdeacon of Bedford communication regarding Churchyard at Wilstead – responded to
Bowls Club communication regarding rubbish in Jubilee playing field – responded to
BBC Review of Planning at Bedford Borough Council information – shared with Working Group
BATPC Update from NALC - Important news on 21/22 pay settlement and Ukraine Statement of Support Signed
Resident concern with unauthorised development at Cotton End Road – responded to
PlusNet Important information about your prices and terms – forwarded to Working Group
Agenda for Wixams Joint Development Control Committee, Wednesday, 9th March, 2022, 6.30 pm
BBC Elections communications regarding Councillor vacancy – notice displayed
BATPC Pay Agreement Reached - NALC Briefing, including updated list of pay scales for 21-22

Allotment clearance skip communications
BBC Cycling Officer communications follow up
Defibrillator Pad BFR2013 communication follow up
Agenda for Standards Committee, Tuesday, 15th March, 2022, 6.30 pm
Communications relating to accessing defibrillator grants
Communications regarding Luton Road bus stop
PC6587 Bond email regarding new role
Resident communications to Councillors regarding Briar Bank request for defibrillator
Communications with BBC Officer regarding street lamps in the parish
Resident concern regarding a down pipe – responded to
BBC Officer VAS highways meeting discussions
Copied into resident report of street lamp repair needed on Luton Road
BBC Officer query from a land agent regarding Wilshamstead Neighbourhood Plan - Policies Map – NPWG responded to
BBC Officer information on available Section 106 monies for the village – responded to
BATPC Queen’s Platinum Jubilee – Events, Tree Planting Register and Beacon Lighting
Reduced Rate Play Area Inspections in May for Wilshamstead Parish Council
New estimate EST0157 from D K Roofing and Construction Ltd Village Hall repairs

8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 7th FEBRUARY

All Councillors unanimously agreed approval of the Parish Council 7th February 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 9.10pm

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:

22/00081/FUL Single storey rear/side extension at 30 Bedford Road – Permitted

21/03273/PIP Permission in Principle for the demolition of existing single storey vacant commercial building and erection of up to 4 dwellings at 1 Church Road – Permitted

21/02500/FUL Demolition of decommissioned tank building and erection of detached chalet style bungalow at Land Adjacent To 17 Pollards Close – Refused

21/02470/REM All Reserved Matters for the erection of one detached dwelling, pursuant to Outline approval 20/00598/OUT at Land To The Rear Of 115 Cotton End Road - Permitted

ANY OTHER PLANNING MATTERS:

Action 4.02: PWG (21) *To action contacting planning enforcement regarding 166 Cotton End Road* The fencing remains in situ, to be reported.

Action 4.02: PWG

Action 2.02: PWG *To submit the agreed planning comments to the local authority.*

Action 2.02: Complete

Action 2.03: EB *To incorporate the making improved access to cycling included in the document as an aspiration* The Neighbourhood Plan document had been updated to include this. The document had been submitted and the next stage of consultation was being undertaken and would run until 14th April.

Action 2.03: Complete

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.

Action 2.04: Ongoing

Ongoing communications regarding enforcement case relating to Land West of 1 Hampton Close.

Communications also received regarding local concerns and therefore a report made to planning enforcement regarding works taking place at 76 Cotton End Road.

EWR Local Representatives Group, NJ had attended meeting on 16th February, feedback included with Working Group report.

Committee letter for Planning Application 21/02857/S106A and meeting of Wixams Joint Development Committee, feedback within Working Group report.

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

Borough Council Officer communications regarding Section 106 contribution monies that are available to the parish, Clerk is seeking clarification.

Action 3.21 Clerk

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 10.11: 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 shared Officer response: Providing the fence / hedge is not on highway land, then the Highways Department have no powers to prevent it from being installed. The Planning Department may have a view if consent is required.

Action 10.11: Complete

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 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 1.05: 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 1.13: 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 2.05: EB *To arrange for a sign to state that parked vehicle at Jubilee Centre are left entirely at own risk and the parking is for users of the facility*

Action 2.05: Complete

Action 2.06: Clerk Average Speed Camera - £20k in principle for average speed cameras was confirmed as the Council contribution for the cameras 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. The Clerk and EB had continue following this up with the local authority, including looking at the different possible locations along Cotton End Road.

Action 2.06: Superseded by actions shown under 3.03 (20) To be Deleted

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* Numerous communications sent requesting this site meeting, following the outcome of Police funding bid now being known, with it being noted fives sites are needed.

Superseded so Action to be Deleted

Action 2.07: EB/RD To be deleted, duplication of 10.14

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 2.11: Clerk To place 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: Complete

Action 2.12: Complete To include Information on this consultation in next Homewatch

Action 2.12: 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 6.08: Clerk To ensure the salary payments align with the HMRC submission process. Meeting arranged 19th January to review this, progress is being made.

Action 6.08: 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: 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 1.15: 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**

Defibrillator Pad BFR2013 communication follow up, after NJ recent check, missing pad.