

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council held at the Village Hall on Monday 17th April 2023 at 7.00pm

PRESENT: Eric Benton (Chair), Simon Pickett, Russell Adams, Marc Frost, Mark Brooks, Geoff Odell, Borough Councillor Graeme Coombes, Lizzie Barnicoat (Clerk) and one member of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Chris Purcell, Jo Bampton and Richard Draycott.

2. DECLARATION OF INTEREST FOR THE MEETING:

There was a declaration of interest received for the meeting from MB for quotations to be considered and usual declarations for the finance matters.

3. OPEN FORUM:

No public statements made.

4. PLANNING AND DEVELOPMENT:

a) Local Plan Inspection hearings written statements for submission – the Clerk had submitted request for the Parish Council to be represented at the hearing sessions due to take place from June through to September. Councillors discussed and agreed that challenging Wilstead being a Key Service Centre as well as the large developments proposed within the Local Plan totalling over 2,000 remain the priority. Written statements need to be submitted prior to 11th May relating to matter 5 that focuses on the Key Service Centre element. Councillors discussed and agreed that challenging these two important items must be maintained with the Planning Working Group to draft a written statement response. Councillors unanimously agreed to explore seeking support from Sally Chapman with the drafted response to ensure a robust representation along with exploring representation options at the forthcoming hearing sessions.

Action 4.01: PWG

The recent works to the County Wildlife Site having been rough harrowed were discussed, NJ had written to Lagan Homes who have detailed the land is not connected to them they are just renting some adjacent land for storage during the ongoing construction.

Potential development at land adjacent to allotments discussions outlined with owner, the pre-application advice sought from the local authority.

End of Hampton Close: Councillors wished to pursue moving forwards with making a public right of way application to the local authority on this matter given it has been walked by residents for over thirty years. PWG to follow an application up.

Action 4.02:PWG

Wildlife habitats being reported as a wildlife crime can be followed up with the local Police as well, contact with resident to be made to see if this has been done.

Action 4.03:PWG

5. FINANCE MATTERS

a) Quotes for consideration -

Allotment fence – MB declared an interest in this item so took leave from the meeting for the discussion, also noted that RA has declared an interest as a tenant.

The location of the works was outlined, RA has sought three quotations for the proposed work with questions discussed on the works. In light of the work recently done by the Internal Drainage Board in the village disturbing a number of habitats including hedging and tree work. Councillors felt it is important to ensure the timing of the work is carried out sensitively, with liaison also having been carried out with a resident with wildlife knowledge. Delaying the work to the autumn (outside the nesting season) was agreed, with alternative options also discussed with creating improved hedging to also improve the visual appearance. The specification had been shared it was detailed with the challenges of tender also outlined, it was limited with the number of contractors, a verbal specification was used which has evolved to a written specification following feedback with the amendments having been taken on board.

Water pipe upgrade project quotations shared with Councillors proposing to give separate supply and metering to the Bowls Club and Football Club with Councillors asking what contribution would be provided by the other organisations as well as the potential impact on the water pressure. MB to liaise with Bowls Club and Parish Councillors to review the document ahead of the next meeting.

Action 4.04:MB

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. A R Worboys Ltd	Grass cutting SI1948	£708.00
2. BATPC	Membership renewal	£574.00
3. K J Fun Days	Coronation bouncy hire	£250.00
4. Eric Benton	Reimbursement paper	£38.97
5. Eric Benton	Reimbursement coronation medals	£335.00
6. Kompan	Pine bench	£1209.60
7. Chris Purcell	Reimbursement litter equipment	£528.00
8. Chris Purcell	Reimbursement hi-vis vests	£175.32
9. Phil Woskett	Whitworth Way bench installation	£2150.00
10. The Colour Shop	Banners	£174.00
11. Wicksteed Leisure	Play area screws	£66.76
12. Wilstead Haulage Ltd	Allotment skip hire	£360.00

Accompanying invoices filed ahead of this meeting in the Invoices and Quotations folder of Parish Council documents held online within the folder for this meeting in Office 365 SharePoint As minuted in March 2020 the F&GP WG is delegated to approve and pay urgent items electronically (with retrospective approval at the next PC meeting). However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made as per direct debit agreements:

Plus Net Telephone and broadband	£26.09 direct debit
Swalec Street lighting energy	£98.80 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings as per agreed payment schedule were ratified:

Backlight Ltd	Administration March	£895.02
We Are Your IT Ltd	Renewal request	£288.82
We Are Your IT Ltd	Outlook 365 charge	£72.96
Reflections	Bus shelter cleaning	£80.00
Wilstead Village Hall	Rent 2023/24	£1417.45
Webmate	Village website	£94.80
Wilstead Neighbourhood Watch	newsletter contribution	£250.00
Payments made between meetings which had been authorised previously were:		
Barkers Fencing	Allotment fence work	£1766.40
E Barnicoat	Salary	£2258.88

MF, EB, MB declared an interest in the above so did not take part in the vote.
Councillors resolved for all the above payments to be made. .

c) Draft year end accounts 2022/23

Work had taken place on this, documents shared online with Councillors and items ready to be sent to internal auditor Julie Betts, Councillors agreed.

Action 4.05:Clerk

d) Internal and external audit

Documents relating to the external audit had been shared with Councillors, the items would be worked through alongside the internal audit preparation work.

e) Defibrillator for Briar Bank

Recent communications outlined with GC having sought clarity on whether permission has been granted for a defibrillator to be located on site, with if permission granted then the residents encouraged to apply for a Parish Council grant. It was also discussed about it being useful to have information shared in the village on the location of the current active defibrillators.

Action 4.06:EB

GC gave Borough Council update including, Howard Close the area outside a property which has been become rather dangerous it has been confirmed will be repaired by the developer this week will be done, if not carried out then local authority will carry out the works and charge the developer. Bus service update given, as well lorries on Cotton End Road having been reported given the 7.5 tonne weight limit signs in place, feedback given that a Councillor had reported issue to the haulage company direct and no issues since.

IT training session to be run to support all with logging onto SharePoint at the Village Hall in the near future.

Action 4.07:MF

Insurance clarity and information from Borough Council regarding a piece of land on Luton Road relating to inclusion in village grass cutting. Clerk to follow up.

Action 4.08: Clerk

GO announced resignation from the Parish Council, everyone thanked Geoff for his contributions and wished him well.

6. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch newsletter copy
Homewatch article submitted
Online playgrounds promotional information
CPRE update emails
Bank statements
Crime statistics - forwarded
ERTA Voluntary Transport email
Allotment tenant various communications
Burial ground and associated communications
Beds Police crime statistics – circulated
CPRE newsletter
BBC Officer communications regarding Wilshamstead Parish S106 monies for play equipment
EWR Local Representatives Group meeting information –circulated
BBC Parish and Town Council Network - Next Meeting Date
Longmeadow Drive boundary communications with Persimmon and BBC
BBC average speed camera data – circulated
Resident communication regarding coronation celebrations – responded to
BATPC Finance Training Programme - circulated
Bedford Borough Local Plan 2040 Examination information – circulated
Resident communication regarding VAS units – responded to
Wilstead crossroads quotation contractor feedback communications copied into
Bedford Borough opportunity for Parish Council engagement with Officers – responded to
Defibrillator contractor communications update from a Councillor
Asbestos test results communication regarding an allotment item
Play area inspection reports - circulated
Resident communication regarding speed signs and fly tipping – followed up
Draft Regional Water Resources Plan for Eastern England for Public Consultation - ends 20 February 2022 – circulated
Village Hall booking dates communications
Highways Officer communications and parking enforcement communications including visit to village
BBC Neighbourhood Plan workshop at Borough Hall 22nd February – EB and LH attended
Question relating to conservatory and planning permissions – responded to
Parish Council minutes to website
Great British Spring Clean communications
BBC Developing in the Forest of Marston Vale: Design Guidance Supplementary Planning Document - circulated
Gallagher insurance communications regarding coronation celebrations coverage – forwarded to organising group
Resident communication regarding the VAS unit display – responded to
Land at rear of 25 to 39 Howard Close communications from residents – responded to and liaised with Planning Officer
Public Space Protection Order Signs Wilstead communications with Officer
FINAL REMINDER & KEY INFORMATION: Community Network: Cost of Living Summit, 27th February 2023

Resident report of bin having been moved – responded and followed up
Borough Councillor report – circulated
BBC request for replacement bin sent to the Highways Helpdesk
Your Anglian Water connection: Jubilee Way, Wilstead, Bedford - Application received
Wixams Academy School Expansion Consultation Letter
BBC Rural Grant Officer communications – responded to
Concern raised regarding parking outside the Bowls Club
CPRE March newsletter
BBC Voter ID information – circulated
Northwood Lane street light out – reported to contractor
Resident concern over scrambler motorbikes using Hooked Lane – forwarded on to Police
BBC Agenda for Standards Committee, Tuesday, 14th March, 2023, 6.30 pm
Resident communication regarding country wildlife site destruction – being followed up
Further Update - Changes to VAT on Sports Facility Fees
Communications relating to Land at Pear Tree Farm and Abbey Fields - EIA screening opinion requests
Insurance renewal information received
Meeting date enquiry – responded to
Minutes for Standards Committee, Tuesday, 14th March, 2023, 6.30 pm
Resident concern over BT pole installation – responded to
BBC Notice of election information – to be displayed
Litter picking equipment communications
Councillor copied into items they reported to Highways Helpdesk
BBC Ward Fund communications – responded to
Speed data summary information shared amongst Councillors
Bench order for Whitworth Way communications copied into

7. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 13th FEBRUARY AND 20th MARCH:

All Councillors unanimously agreed approval of the Parish Council 20th March meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

The February minutes to be carried forward.

8. CLOSE OF MEETING:

Chair closed the meeting at 9.20pm, with the next meeting to be Monday 15th May 2023 at 7pm to be held in the Village Hall.

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:

23/00496/LDP Certificate to confirm that the details submitted do not require planning permission (Loft conversion with front, rear and side rooflights) at 2 Reid Court – certificate approved

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 (22) *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 are 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, Clerk chased for an update January 2023 with Officers.*

Action 2.04: Ongoing

Action 3.06: PWG (22) *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. Clerk chased in November 2022 and January 2023 for update.*

Action 3.06: Ongoing

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

Action 5.09: Ongoing

Action 7.04(22):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 overlooking 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

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 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 11.04: MB *To move forwards the installation of two new benches, extending paving base to improve facility, as well as removing previous items in situ. £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. Quotation received, order placed for benches and installation work, invoice received for payment at the meeting. Awaiting delivery March 2023 has been chased by MB.*

Action 11.04: Complete

Action 1.07: MB *Accept Phil Woskett quotation for paving and two benches at Whitworth Way play area that had been agreed at January 2023 for £2150 for the work to be done at Whitworth Way play area, including VAT it was noted When delivered will be installed.*

Action 1.07: Complete

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 (21): 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 (21): 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 2.09 (22): 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 (22): Ongoing

Action 2.10 (22): 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 Work is planned in and included in budget plan for 2023/24.*

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 (22): 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 (22): Ongoing

Action 6.09: EB *To check the Land Registry ownership for the allotments boundary.*

Action 6.09: Complete

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: Complete

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. Form had had to be resubmitted to a different department at the local authority, this has been done, chased again January.*

Action 7.13: Ongoing

Action 11.06: Clerk *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 January 2023 site meeting had taken place with NJ and BBC Officer with requests made for additional poles and signage*

Action 11.06: Complete

Action 12.10: Clerk/EB *To follow up that it would be useful to have appropriate wording to reflect the collection of a £50 deposit for the allotments, new terms and conditions to be issued for new tenants going forwards.*

Action 12.10: Ongoing

Action 12.11: EB/MB *The allotment gate quotation of approximately £2,500 was agreed by Councillors with Parish Council to buy the gates directly, resolution passed. MB declared an interest in the above item and took no part on the above item. MB to specify and order gates to the correct size and then install*

Action 12.11: Ongoing

Action 2.04: CP *Village cross roads quotations reviewed by Councillors, three looked at with all given the same specification, it was unanimously agreed to award the work to Phil Woskett noting the Parish Council do not own the land but have the landowners permission.*

Action 2.04: Ongoing

Action 2.05: EB *A new village sign to be made and commissioned for being centrepiece of the work, a design competition to be arranged.*

Action 2.05: Ongoing

Action 2.08: Clerk *To arrange a site meeting to discuss the parked vehicles on the corner or on the pavement by the newly designed cross roads junction there is serious concern over the danger being caused by the numerous parked cars. This had been followed up by the Clerk and EWG, with SP sharing further photographs and a site meeting with highway representatives had recently taken place with Andy Prigmore from the local authority. A number of Parish Councillors attended to look at items to address this area of concern.*

Action 2.08: Ongoing

**TO CONSIDER LATEST FEEDBACK FROM HIGHWAYS OFFICER
RELATING TO LOCATION OF AVERAGE SPEED CAMERAS IN COTTON**

END ROAD

Action 11.07: EB *To follow up the feedback from the last Parish Council meeting with Borough Council Officers 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* Following the site meeting which had taken place on 1st December to look at the exact locations with Councillors and Borough Officer and fed back to the December Council meeting. It was noted a number of locations proposed were an issue due to location of utilities, or overhead cables, or the ownership of the land, or vegetation hindering. Four locations at the crossroad end were preferred and one at Littleworth (all others having been ruled out for technical reasons). There were reported at the December Council meeting with three areas being investigated still at the village centre area still, with the fourth one being ruled out due to being on private land. The one area identified at Littleworth also is on private land so is having to be revisited to find a suitable area. Given the complexities and to ensure the work is not delayed any further it was unanimously agreed to delegate the positioning to MB and EB along with the Borough Council Highways Engineer. Then one of the VAS units from Cotton End Road to be relocated to Littleworth so they receive some coverage as well.

After the December Parish Council meeting EB had continued to be in regular communications with Allan Burls, Highways Officer to ensure the project moves forward and other sites in the Borough do not move ahead of Wilstead's. Also since the last meeting, the VAS speed data collection information had been shared with Councillors.

Councillors went on to discuss the potential scheme options in considerable detail with three scenarios focused on:

1. Have the camera at the western end of Cotton End Road as close to the crossroads as possible and deter people from speeding past the school and Post Office but "catch" fewer people speeding because the number of parked cars slows people down automatically
2. Have that camera east of the entrance to Whitworth Way in order to catch the majority of people who speed along Cotton End Road in both directions. However, the Borough engineer has yet to report on the feasibility of any sites in this area.
3. Locate the cameras along Bedford Road

Further Councillor discussion continued, with comments such as, Cotton End Road is narrower than Bedford Road, with more pedestrian movements, plus traffic movements, more properties, so highways safety a greater risk along Cotton End Road. Councillors therefore agreed unanimously the cameras are to be located in Cotton End Road.

The Council then considered the most suitable location along Cotton End Road, taking on board Officer feedback, resident input and Councillor views. It was agreed unanimously that the location of the camera to be prior to the Whitworth Way entrance outside Harry Newman House and at the end of the long straight to capture the maximum number of offenders given the traffic naturally reduces speed outside the village centre as traffic slows down outside Dines Close. It was also noted that the length of Cotton End Road was walked during the recent site visit with the Highways Officer to find a suitable location with only one location deemed suitable in this area.

Discussion then moved to ensuring maximum coverage to the village to improve highways safety, reducing vehicle speeds in light of the VAS unit speed data. The priority the Council agreed to be new cameras in Cotton End Road and then moving a VAS unit outside Dines Close to act as a visual deterrent was discussed. The unit could be placed around the Dines Close splay, with it being suggested to explore if the redundant bus stop area could be utilised for further parking to reduce the congestion around the Post Office area. The Chapel Lane VAS unit to be moved to Dines Close with rotation of the VAS unit possible also to be taken forwards, then the VAS currently on the Ivy Lane side of the road to go to Littleworth. Councillors agreed this would give maximum coverage to the full length of the road using a number of different strategies.

Looking to have new cameras on Cotton End Road would then also allow the existing camera scheme to remain in situ in Bedford Road and Luton Road. With forward planning that a scheme for Bedford Road to be followed up in the next financial year to move the Luton Road camera to closer to the roundabout.

Being mindful a new average camera scheme costs with new cameras costs £83k with £20k committed by the Parish Council, Councillors agreed that there to be liaison with the Officer to establish the shortfall of funds remaining funds of £63k and how this can be reduced. With Councillors unanimously in agreement that some additional Parish Council funds be allocated to the scheme to enable a new set on Cotton End Road. **Action 11.07:EB Ongoing**
Action 11.08: EB *To follow up with Council to know what else they would advise for suitable highways safety measures along the Littleworth area* This had been done at the recent site meeting, it was noted Clerk to request highways pole installation at Littleworth with interim measure proposed that the VAS is placed on existing street furniture if local authority highways agree. With Councillors agreeing the expenditure for the VAS unit to be moved by Andy Muskett along with the yellow warning plate.

Action 11.08:Ongoing

Action 1.05: EWG *To monitor the VAS unit displaying kmph not mph being updated* MF confirmed and the VAS located by Ivy Lane has again been reported to the manufacturer for reviewing, March latest manufacturer has been asked to replace faulty unit.

Action 1.05: Ongoing

Action 1.08: EB *To arrange the branch removal that have been dumped by the side of the Churchyard quoted by £75, after agreeing to approve the Albion Tree quote.*

Action 1.08: 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 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 outdated 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 10.23: AC To raise with Village Hall Management Committee through AC electrical charging rapid point suggestion

Action 10.23: Ongoing

Agreed 11.12: F&GP WG To arrange for the Clerk to have read only access to view the accounts online Clerk to be added to the mandate to save the cost of proceeding with online access as it is £50 a month service.

Agreed 11.12: Ongoing

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

Action 1.15: Ongoing

Action 2.08: Clerk To add J&A Display Boards new noticeboards £3901.20 to the asset register.

Action 2.08: Ongoing

Action 3.02: All To come forward if interested in the Parish Council representative vacancy on the Village Hall Management Committee All in attendance encouraged to consider the role.

Action 3.02: Ongoing

Action 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 is outdated.

Action 6.11: Ongoing

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

Action 9.08: Ongoing

Action 11.12: Clerk To place the Produce Show Committee as a future agenda item To be a May item

Action 11.12: Ongoing

Action 12.05: Clerk To find out details on the youth work funding that may be available BRCC had been contacted and the funding for youth work was linked to the railway so no known funding pot for Wilstead to access unfortunately.

Action 12.05: Complete

Action 12.07: MB/EB To receive feedback from MB and EB who will look in more detail at the potential options including phasing.

Action 12.07: MB/EB

Action 12.08: Clerk To make a Ward Fund application for a village project Clerk had followed up and the Parish Council had secured £1,500 towards play area improvements, this had been actioned between meetings, awaiting confirmation funds have been released.

Action 12.08: Ongoing

Action 2.01: Clerk To arrange Declaration of Acceptance of Offer and Register of Interest forms to be sent to JB

Action 2.01: Complete

Action 2.02: MF *To arrange new Councillor email address*

Action 2.02: Complete

Action 2.06: Clerk *To feedback Parish Council endorsement to the Rural Grant application for funding for the Village Hall.*

Action 2.06: Complete

Action 2.03: EB *To establish a clear boundary line along the site is important to engage with a land surveyor to establish the clear line. The private road sign to be implemented as well it was agreed for Jubilee Way* It was detailed that

Action 2.03: Ongoing

Action 2.07: Clerk *To commence VAT reclaim shortly* This had been commenced.

Action 2.07: Ongoing