

## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council held at the Village Hall on Monday 13<sup>th</sup> February 2023 at 7.00pm

**PRESENT:** Eric Benton (Chair), Simon Pickett, Russell Adams, Chris Purcell, Richard Draycott, Geoff Odell, Lizzie Barnicoat (Clerk) 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 Marc Frost, Mark Brooks, and Borough Councillor Graeme Coombes.

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

There was no further declarations of interest received for the meeting received.

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

Resident in attendance to hear about discussions relating to Jubilee Way.

#### **4. PARISH COUNCILLOR VACANCY AND INFORMATION ON LOCAL COUNCIL ELECTIONS:**

Two vacancies remain; The positions had continued to be advertised widely through various local platforms.

CP proposed to nominate Jo Bampton as a Parish Councillor, seconded by EB, unanimously agreed to co-opt Jo to the Parish Council. Clerk to arrange Declaration of Acceptance of Offer and Register of Interest forms to be sent to JB.

**Action 2.01: Clerk**

MF to arrange new Councillor email address. **Action 2.02: MF**

Looking ahead to the elections in May, the Clerk had attended a local authority briefing and was in receipt of the nomination forms and packs for the forthcoming elections. Posters will be displayed from 20<sup>th</sup> March asking for nominations and it was noted that completed nomination papers can be returned from 21<sup>st</sup> March. The nomination papers MUST be delivered by hand to the Returning Officer at Borough Hall, this needs to be done by making an appointment to bring these in by either emailing [nominations2023@bedford.gov.uk](mailto:nominations2023@bedford.gov.uk) or calling 01234 718078.

**Action 1.01: Clerk RA to complete Declaration of Acceptance of Office and Register of Interest forms**

**Action 1.01: Complete**

**Action 1.02: MF New Councillor email address to be arranged.**

**Action 1.02: Complete**

#### **5. PLANNING AND DEVELOPMENT:**

a) [The Electronic Communications Code \(Conditions and restrictions\) \(Amendment\) Regulations 2017 - 1x 9m wooden pole \(This is a notification only to the Local Authority who have no determining powers\)](#) for 23/00252/TELLN at Northwood Lane and 23/00204/TELLN at 1 Castle Close - the Working Group recommendation was to make no comment, it was unanimously agreed not to respond, resolution passed.

b) Application in neighbouring parish: 23/00201/MAR [Reserved Matters for the erection of a new 4FE \(Forms of Entry\) Primary School pursuant to](#)

[Outline Planning Permission 11/01380/M73 \(Variation of 99/01645/OUT\). Submission including details of layout, scale, appearance and landscaping pursuant to Condition 15. Full Discharge of Conditions 38, 41, 45 and 46 and Part Discharge of Condition 39](#) at Wixams Settlement Land Formerly At Elstow Storage Depot, Bedford Road - the Working Group recommendation was to make no comment, it was unanimously agreed to approve not to respond, resolution passed.

c) Land Registry communication regarding land off Jubilee Way right of access – following a Land Registry communication regarding registering a right of access, a number of Councillors had reviewed in depth the supporting documentation including a copy of the historic signed deeds relating to the land in question. The Council had asked the Land Registry for an extension to submit comments, in order to establish more information before submitting a response. Emergency expenditure powers had also been actioned as it was felt appropriate legal advice was needed to fully understand the Council's legal position. A number of different legal firms had been approached, however, they are unable to take the work on and meet the strict tight deadline set by the Land Registry. Site meetings had also taken place to establish a greater understanding of the site in context, as well in relation to the site boundary and the potential consequences from the access point. Councillors discussed the matter, the right to object has been investigated it was detailed, the Parish Council will not be able to object to the right of access.

Establishing a clear boundary line along the site is important with Councillors unanimously agreeing 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.

**Action 2.03: EB**

## **6. BOROUGH COUNCILLOR REPORT**

No report received in advance of the meeting.

## **7. MEETING COUNCILLORS HAVE ATTENDED FEEDBACK:**

**Wixams healthcare** - a number of attendees met to look at the recent decision for there not to be a healthcare centre built in Wixams. Contributions made could enable a facility however the level of capital funds is not necessary covered by all the infrastructure funds, however the ongoing running costs will not be covered by the NHS. Currently work is being done to pursue this working with Wixams Parish Council and the Mayor to try and secure a facility with further meetings planned to move this forward.

**Open space transfer at Longmeadow Drive** - the transfer deed has been received by the Borough Council for the transfer from Persimmon to the Parish Council. Recent meetings have taken place with the legal department at the local authority to understand in more detail a few items which concerned the Parish Council, such as the balancing bond, footpath not included, and an area excluded from the handover. These discussions remain ongoing it was noted.

**Village school** - the school requested a meeting, NJ, MB and LH attended to meet with the Office Manager to look at the neighbourhood plan. With no earmarked development in the parish mindful the impact this will have on the pupil numbers. Local Plan proposals will bring further housing and therefore a need for school places, though it was noted the school is

during a transitional phase in light of the local authority changes across boundary with move from three to two tier system.

## 8. FINANCE MATTERS

### a) Quotes for consideration -

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: CP**

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

**Action 2.05: EB**

Tarmac, drainage and lineage it was agreed to seek quotations for this area as well in front of the shops to come to the next meeting.

### b) Invoices to be paid –

#### Payment of accounts:

Payee	Service	Amount
1. Marc Frost	Reimburse Go Daddy domain name renewal	£19.99
2. Sally Chapman	NP consultant	£560.00

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	£23.06 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 to be ratified:

Backlight Ltd	Administration January	£895.02
Reflections	Bus shelter cleaning	£
Andy Muskett Ltd	Christmas lights removal	£1919.94
Albion Trees	Churchyard work	£
Allotment gates	£	
HM Land Registry	Land searches	£15.00
We Are Your IT Ltd	Renewal request	£

Councillors resolved for all the above payments to be made. .

**c) Grant application for funding Village Hall** - information had been circulated regarding monies required for the Village Hall floor repairs. The Management Committee were in the process of making a Rural Grant application to the Borough Council for 50% of the net figure. The three quotes had been shared and Councillors unanimously agreed to award a donation of £2,025 to the project, with the Management Committee match funding this figure and then a grant application to be made for £4,050. The Parish Council endorsed the application as well. **Action 2.06:Clerk**

**d) Village Tea Party donation** – EB declared an interest in this item as Trustees of the group organising this event, the Council unanimously agreed to award a donation of £50 to the annual village tea party, resolution passed.

**e) Financial monitoring review** - as usual Councillors had received a copy of the financial spreadsheet to review the transactions, all items are within budget expectations for this point of the year it was noted. Clerk to arrange for a VAT reclaim shortly.

**Action 2.07: Clerk**

**9. 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  
Resident communication regarding speeding on Cotton End Road – responded to  
BBC Parish and Town Council Network - Next Meeting Date  
Wilstead Scouts grant application communications  
Longmeadow Drive boundary communications with Persimmon and BBC  
BBC average speed camera data – circulated  
Resident request for Parish Council meeting minutes – responded to  
Wilstead School communications following meeting – responded to  
Bedford Borough Council Contacts Update – responded to  
Resident communication Highways speed data volunteering - – responded to  
Cambridge and County building society Welcome to your new fixed rate bond  
BBC Great Denham Neighbourhood Development Plan  
MF Register of Interest form sent on to Monitoring Officer  
RA Register of Interest form sent on to Monitoring Officer  
Wilstead school meeting arranged communications  
Wilstead Neighbourhood Watch bulk waste service question – responded to  
Resident communication regarding VAS units – responded to  
Resident communication Highways speed data volunteering - – responded to  
Resident communication regarding VAS units – responded to  
Bedfordshire OPCC newsletter for January 2023 and a reminder to have your say on the police budget  
Highways England Important roadworks information - A421 junction with Salford Road  
SSE billing query communication  
BBC Grass Contribution 2023/2024 uplift – responded to  
Resident communication regarding dropped kurb applications – responded to

BBC Agenda for Rural Affairs Committee, Tuesday, 24th January, 2023, 6.30 pm

Andy Muskett Ltd repair communication

BBC Wilshamstead Neighbourhood Development Plan – forwarded

Resident communication regarding coronation celebrations – responded to

BBC Officer communications regarding site meeting to discuss public protection order signage

Wilstead Bowls Club rent communications – invoice sent

Village Hall management committee meeting details

BBC Parish and Town Council Network Agenda - 26 January 2023 – circulated

BBC Neighbourhood Planning workshops – circulated

Quotation for cross roads work

BBC Parish Clerk briefing session for local elections

BBC Independent Remuneration Panel

Resident communication regarding coronation celebrations – responded to

BBC Officer communications regarding flooding of footpath behind Morgans

Close after resident concerns – managed promptly by Highways Helpdesk

Annual Inspection & Accompanied Visit for the play equipment review

Member of the public query regarding Wilstead history – responded to

Wixams Health Centre Funding - meeting with the Mayor

Ref: HL/FR2/VP Our Ref: BD311456/D/199/VP Land Registry communications

2023-24 Section 137 Expenditure Limit Confirmed

BBC HMO designation

Agenda for Planning Committee, Monday, 20th February, 2023, 6.30 pm information relating to Wixams station

BBC Minutes for Rural Affairs Committee, Tuesday, 24th January, 2023, 6.30 pm

Resident communication regarding coronation celebrations – responded to

Meeting re bus routes - new MK service communications

BATPC Finance Training Programme - Updated

Bedford Borough Local Plan 2040 Examination information – circulated

Resident communication regarding VAS units – responded to

BRCC communications regarding youth funding

Allotment gate communications with contractor copied into

Highways England Important roadworks update: A421 noise barrier replacement

BATPC Update - Changes to VAT on Sports Facility Fees and to Procurement Thresholds; BATPC News Round-Up

BBC Bedford Borough Council annual Overview and Scrutiny Work Programme Consultation 2023/24

Resident communication regarding VAS units and fly tipping – responded to

It was raised that 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 to be followed up by the Clerk and EWG, with SP to share further photographs so site meeting with highway representatives to be arranged. **Action 2.08: Clerk**

**10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 9<sup>th</sup> JANUARY:**

All Councillors unanimously agreed approval of the Parish Council 9<sup>th</sup> January meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

#### **11. CLOSE OF MEETING:**

Chair closed the meeting at 8.30pm, with the next meeting to be Monday 13<sup>th</sup> March 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:**

23/00252/TELLN The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - 1x 9m wooden pole (This is a notification only to the Local Authority who have no determining powers) at Northwood Lane - Response Sent

23/00204/TELLN The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - 1 x 9m light wooden pole (This is a notification only to the Local Authority who have no determining powers) at O/S 1 Castle Close - Response Sent

23/00056/NMA 21/00008/FUL - Non-Material Minor Amendment to change the wall material from 'sand, buff bricks' to Weinerberger Multi brick at Land Adjacent To 17 Pollards Close - Permitted

22/02052/FUL Demolition of an existing single-family dwelling and the erection of a five-bedroom detached dwelling and garage with associated parking, access and landscaping at Montpelier 299 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 (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**

**Action 1.03: PWG** To review the amended plans for 22/02052/FUL Demolition of an existing single-family dwelling and the erection of a five-bedroom detached dwelling and garage with associated parking, access and landscaping at Montpelier 299 Cotton End Road amendments to documents.

I note that the response period is officially over with these amendments to the application dated 20th December and responses due by 3rd January. As there were three Bank Holidays and four week end days in this period when most organisations are also closed the Parish Council would ask that these comments are included in the documentation on the Planning website associated with this application.

The Parish Council's response to this amended application are below and they address / update those submitted previously.

Parking. The Swept Path Analysis indicates that there is sufficient room (just) for vehicles on the drive at side of the house to be able to turn and exit in forward gear even with the two parking spaces in front of the house occupied. The movement of the Bin Collection Point westwards adjacent to the Visitor Parking Space seems to make this manoeuvre easier and is welcomed.

Cycle Storage. It is good to see that a separate building is now to be provided for the 5 cycle spaces required rather than them having to share the single garage with a vehicle. This should make parking in the garage easier and encourage its use.

Public Right of Way. The Parish Council would reiterate its previous response that any gate accessing the Public Footpath (Wilstead FP1) from the property should open inwards thus avoiding opening across the Footpath.

In addition as the footway in front of the property is on the same level as Cotton End Rd the Parish Council would ask that there should be a condition placed stating that vehicles should not park on this footway and should leave sufficient space for pedestrians from neighbouring properties in Littleworth to walk along and not be forced to walk on the road around parked vehicles.

If the issues identified above are addressed then the Parish Council would again register No Objection to this application.

**Action 1.03: Complete**

### **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 1<sup>st</sup> February to look at the spinner with Playdale representative.

**Action 7.17 (21): Ongoing**

**Action 11.08 (21): MB** *To pursue and monitor the repairs to the bench* New bench being installed.

**Action 11.08(21): To Be Deleted**

**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.

**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.*

**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**

**Are these two below duplicated?**

**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: EWG** To follow up Security patrols at Jubilee Way to take place one visit for a seven day period at a cost of £13.33 per visit including warning them The services of Arena Security Ltd for one visit for a seven day period had been followed up.

**Action 4.04: Ongoing**

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

**Action 6.09: EB**

**Action 7.07: EB/CP** EB to forward design and specification to CP who would obtain quotations from local contractors. Proposal would include an additional litter bin and agreement from the Borough Council to move existing bin. It was resolved by the full Council to continue to pursue the options of quotations for the work.

**Action 7.07: Ongoing**

**Action 7.09: 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: Ongoing**

**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**

**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 1<sup>st</sup> 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 1.04: Clerk** *To share the three individuals details linking with MF on who had expressed an initial interest in helping the Council with accessing the speed data being collated from the VAS devices.* **Action 1.04: Complete**

**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. **Action 1.05: Ongoing**

**Action 1.06: Clerk** *To seek clarity from local authority on public consultation regarding average speed cameras and whether this would or would not be happening* Local authority Officer had fed back been received on this.

**Action 1.06: Complete**

**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: EB**

**Action 1.09: EB/Clerk** *To monitor Pollards Close work awaiting contribution of £300 from nearby resident*

**Action 1.09: 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 10.19: Clerk** To arrange a schedule list of payments over the year to be collated for formal approval by the Council

**Action 10.19: Complete**

**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.

**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: Ongoing**

**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 1.10: Clerk** To check the street lighting contract following recent letter received from SSE Confirmation from SSE sent in error.

**Action 1.10: Complete**

**Action 1.11: F&GP WG** *To ratify the bond renewal for a further period to improve income for the Parish Council* New bond has been secured.

**Action 1.11: Complete**

**Action 1.12: Clerk** *To collect the precept for 2023/24 of £52,500 be collected from the local authority*

**Action 1.12: Complete**

**Action 1.13: EB** *To move the reserve allocation, items under £5k to go into the main budget it was agreed.*

**Action 1.13: Ongoing**

**Action 1.14: F&GP WG** *To use the approved payment list agreed at the January meeting*

**Action 1.14: Complete**