

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 11th September 2023 at 7.00pm

PRESENT: Eric Benton, Nigel Jacobs, Russell Adams, Jo Bampton, Marc Frost, Simon Pickett, Mark Brooks, Borough Councillors Graeme Coombes and Lizzie Barnicoat (Clerk) and one members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Richard Draycott and Borough Councillor Andrea Spice. It was noted Marc Frost to arrive late.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting, though noted that MF under payments would have an interest as Responsible Finance Officer as well as MB under the allotment tender consideration.

3. OPEN FORUM:

A resident raised that at the Cowbridge junction there was supposed to be the introduction of an additional lane to aid traffic flow that has not gone in, Clerk outlined the limitations following assessment work done by doing this would impact on the East West Rail associated work so expected to be revisited when the plans are finalised for EWR. The resident also raised the suggestion of clearer signage for Jubilee Way when approaching from Luton Road as it is not clear where the road is, this to be followed up and signage options looked at.

Action 9.01: Clerk

4. PARISH COUNCILLORS ABILITY TO CO-OPT

Action 7.02: MB *To place reminder on social media about the three Councillor vacancies.* **Action 7.02: Complete**

SP outlined that at the end of the meeting would be standing down from the Parish Council, Councilors were very sorry to hear this and noted there would now be four vacancies. A further role description to be placed in next Homewatch to try and attract new Councillors. **Action 9.02: Clerk/EB**

5. PLANNING AND DEVELOPMENT:

a) Local Plan 2040 public hearing sessions Block 2 drafted hearing feedback EB and the Clerk gave feedback from the recent hearings which had focused on the south of Bedford sites including the two proposed sites within Wilstead parish. EB had raised a number of issues with the inspector particularly focusing on cumulative impact to the area and lack of healthcare provision for Wixams. The hearing sessions had also focused on the strong objection from National Highways to the Local Plan due to the lack of infrastructure relating to highways, which was a concern shared and also expressed clearly by Central Bedfordshire Council representatives. There is no allocated funding for any highways projects for a number of years in the Bedford area so significant concerns were raised over deliverability of the Plan.

Action 7.04: GC *To share a letter from the local authority to the Planning Inspectorate seeking legal advice on the Local Plan* **Action 7.04: Ongoing**

b) 23/01616/M73 Variation of Condition Application Following Outline Application 11/01380/M73 Development of Residential with Infrastructure, Cross Local Authority boundary application between Central Bedfordshire & Bedford Borough Reserved Matters approval for 500 Dwellings, Including discharge of conditions 14,15,16, 23, 27, 30, 32, 40 and 41 including variation of approved plan condition 1 attached to 20/02603/MAR, to allow for the approved plans to be amended to accommodate house type substitutions and the removal of 5 dwellings. At Village 2 Wixams – the Parish Council unanimously agreed to have no comment on this application, resolution passed.

c) South of Bedford strategic placemaking meeting invite – between meetings an invite had been received by consultants carrying out a review on behalf of the local authority to inform a new planning policy as part of the Local Plan. The invite to a meeting in August had been shared with Councillors, however, most were away at the time of the meeting, it was noted that only one representative from a parish in the Plan had been able to attend. It had been raised at the hearing sessions that the policy document would shape the development in the south of Bedford area. The Clerk to feedback to the consultants that the Parish Council did wish to engage in the process.

Action 9.03: Clerk

MF arrived at this point of the meeting

d) Bedford Road land transfer update and consideration -

Action 7.13 (22): 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 and more recently. Officer reply received in July and amended plan to exclude the balancing pond has been requested. Communications with the Officer had remained ongoing, with the Councillors considering whether the balancing bond should or should not be included. Currently the Internal Drainage Board manage the balancing pond, it was agreed that a yearly cost to be established and confirmed along with the management plan going forwards. **Action 7.13 (22): Ongoing**

There was also a discussion on Longmeasow Drive with quotes for both sites to be established regarding maintenance and Councillors having the ability to ask the Internal Drainage Board questions about the sites would be helpful to aid Councillor understanding. **Action 9.04: Clerk**

e) London Luton airport consultation – resident communications on this matter had been responded to and shared with all Councillors. The main concern received was the increase in air traffic movements in and around the village by Cotton End Road. A useful website showing the air traffic movements had been circulated with it being noted that legislation changes took place in the pandemic which are now being noticed following flight movements being back up to capacity with the website showing traffic is from a range from destinations in fact very few being from Luton. It was agreed that words to be drafted and shared on the Parish Council website and in the Homewatch.

Action 9.05: Clerk

6. BOROUGH COUNCILLOR REPORT

Action 6.07: GC/MF *To seek prioritisation of the village average speed cameras* A communication with MF, GC, Clerk and EB to collate and revisit this with Allan Burls. A summary was in the process of being collated for this to be followed up then by MF.

Action 6.07: Ongoing

Action 6.08:MF/GC/Clerk *To explore real time information boards for the village with a cost enquiry to be made with the Borough Council.*

Action 6.08:Ongoing

A report had been shared ahead of the meeting with input again welcomed along with questions.

Cllr. Frost gave healthcare meeting feedback with there being a report looking at facilities across the whole of the borough area being carried out.

7. PARISH COUNCIL OPEN EVENT

Action 7.03: Clerk/EB *To arrange a standalone event, with refreshments, to meet the Councillor alongside some local representatives from organisations such as Police, and Borough Council including Mayor, so a date in early October to be looked at including availability* It had been challenging to find a date agreeable for the Police, this continued to be explored with November looking more realistic.

Action 7.03: Ongoing

8. HIGHWAYS SURVEY FEEDBACK - Councillors were looking at having a collated list of regarding proposed safety consideration including the need for double yellow lines at village centre crossroads junction so that the work could be done most effectively. There had been resident concerns raised relating to areas of overgrown vegetation in areas off Whitworth Way which require remedial work. Councillors discussed how best to approve these items given they are causing frustration and relate to the majority of resident communications to the Council. A list of all the highways related items and areas to be collated other areas asked also to be included, were: Cotton End Road overhanging conifers, Luton Road at the end of Longmeadow Drive, next to 58 Cotton End Road as well as the area adjacent to the Post Office were highlighted and to be included. The Clerk to send in a list of areas and copy in the Borough Councillors to try and get some items addressed which will require Borough Officer support and input.

Action 9.07: Clerk

A reminder to be placed in the Homewatch regarding considerate parking in the village.

Action 9.08: Clerk

The Council considered the resident petition for improved highways safety along Cotton End Road which was discussed and the Council fully supported. The Parish Council remained equally frustrated that money is allocated in the Borough Council budget towards the works in the 2021/22 financial year yet the works had not progressed. This to continue as part of the work as per Action 11.07.

9. FINANCE MATTERS

a) Allotment rents 2024/25 update and policy consideration - RA and MB *declared an interest as tenants and took no part in the consideration.*

Action 7.06: Clerk *To arrange rent collection letters to be sent to tenants for 2024/25*

Action 7.06: Complete

Discussion followed on disposal BBQs at the allotments following this being requested by tenants, it was felt it would be helpful for there to be some benchmarking done on what other allotments do with draft wording to come to the next meeting, resolution passed.

It was unanimously agreed to arrange a skip for the allotments on 15th October as it is a budgeted item.

Action 9.09: RA

At

Allotment fence specification circulated and agreed to be taken forwards – *MB declared an interest in the item.*

Action 7.07: RA

Permission sought to extend taps at the allotments to give additional taps at the facility, *RA and MB did not take part in the consideration*, Councillors agreed in principle.

b) Quotes for consideration -

Action 7.08: Clerk *To arrange payment of further pieces of equipment for the expansion of the volunteer group up to £220.00 for the equipment items, and £96.84 for the hi-vis.*

Action 7.08: Complete

Action 7.09: Clerk *To follow up the purchasing of replacement bin at Bedford Road and cross roads but the Luton Road and Duck End bins not to be followed up. To arrange dog fouling signs through Paul Pace Bin item actioned signage ongoing.*

Action 7.09: Ongoing

Action 7.10 *To follow up and instruct CPM Playgrounds to undertake repairs at a parts cost of £34, labour £150 plus VAT*

Action 7.10: Complete

Christmas village decorations – the resident group have been contacted, the Christmas tree to be placed as usual at the cross roads, the Council supported this and it was agreed that the 46 rope lights be installed as had been done in previous years, with Andy Muskett Ltd quote of £2430.00 accepted for 2023, however for next year the Parish Council would review this and test the market.

Action 9.10: Clerk

Follow up was needed with the group to check who is paying for the tree, the Parish Council happy to pay for the tree directly.

Action 9.11: EB

There was also a quote from Albion trees received for £520 to clear up the area by the bin at the Luton Road green space, Councillors understood the need to clear the vegetation but did not wish for the conifers to be included as these are on private land so a revised figure to be sought then the work it was agreed to go ahead to tidy the area up.

Action 9.12: EB

c) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. A R Worboys Ltd	Grass cutting SI2099	£708.00
2. A R Worboys Ltd	Grass cutting SI2139	£708.00
3. A R Worboys Ltd	Hedge cutting SI2113	£210.00
4. A R Worboys Ltd	Hedge cutting SI2114	£210.00
5. Andy Muskett Ltd	Defibulator installation	£180.00
6. Andy Muskett Ltd	Street light repair Ivy Lane	£131.76
7. Gallagher	Insurance renewal	£598.46
8. CPM Playgrounds Ltd	Play area inspectio	£156.00

9. Eric Benton	Reimburse grass marking paint	£13.98
10. Workwear Express	Litter picking hi viz jackets	£96.84
11. Parking Shop Direct	Litter picking items	£237.60

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

Payments made between meetings to be ratified:

Backlight Ltd Administration August £978.84

Parrotts Utilities Ltd Jubilee Way works £3726.45

MF declared an interest as RFO, and EB declared an interest, remaining Councillors unanimously agreed to approve the expenditure above.

d) External audit report – currently awaiting this still.

MB took leave at this point of the meeting to enable discussion on allotment tenders. Clerk outlined the quotations received as part of the sealed closed bid process, two had been returned having asked three potential contractors for information to enable like for like comparisons for the fencing work. On review of the quote from Barkers Fencing taking into account the waste costs it was noted the figure was over £10,000, however, the quotation from Mark Brooks it was noted delivered the same work for under £10,000, so it was unanimously agreed by those present to award the work to Mark Brooks, resolution passed. RA to follow up accordingly. **Action 9.12: RA**

10. 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
Police crime statistics – circulated
Homewatch article submission reminder

Copied into communications regarding water supply contractor communications

Local Representatives Group EWR various communications

Programme Officer Local Plan 2040 public hearing session communications

Bedfordshire Police Alerts

PlusNet changes to business service communications

Police and Crime Commissioners Annual Parish Council Meeting

Meeting with the Mayor communications – responded to

Litter bin communications – agenda item

Healthy Workplace Bulletin: August 2023

EWR Co Bedford Marston Vale Local Representatives Group – Materials for meeting now available

Wilshamstead Parish Council items communication with Mazars – responded to

Wilstead Flower & Produce Show Association Constitution communication – follow up

Borough Councillor report

BBC Officer communications regarding Ward Fund allocation for defibrillator – responded to

BBC Officer S106 communications regarding balancing bonds – agenda item

BBC Planning enforcement investigation communications – copied into

Secret Defibrillators offer for July.

The latest news from Crimewave Ltd - July 2023

Zurich Worried about missing something important when organising insurance for Wilshamstead Parish Council?

Wilstead methodist Church air ambulance clothing bin request – responded to

Resident communication regarding Wooding Way highways matter –responded to and signposted to

BATPC Updated Breakthrough Communications Training Programme

Village litter picking communications of items being purchased

BATPC AGM 2023 - Venue and County Committee Elections

BBC Dates of Parish Meetings/ Local Events

31 Cotton End Road overgrown hedge – reported to Hlghways Helpdesk

Office of the Police and Crime Commissioner for Bedfordshire Newsletter - July 2023 Edition [#137938730]

Playground inspection and quotes from CPM Playgrounds Ltd

Our most sustainable range yet Furnitubes

HMRC VAT claim confirmation

Northwood Lane resident request for assistance with exiting the junction onto

Cotton End Road more safely – followed up

BBC speed van data for Wilstead – circulated

BATPC Parkinsons Finance Training - Autumn/Winter

BBC Monthly elections email update

An introduction and update from the Bedford Borough Liberal Democrat Group

Wilstead Flower & Produce Show Association Constitution follow up – responded to

Bedford Borough Local Plan Examination Matter 8 communications

BBC Officer communication with resident regarding grass cutting of footpath on Cotton End Road
Rural Grant communications with BBC and Village Hall – responded accordingly
Cllr Frost copied into communications regarding removal of disabled parking bay
BBC UPDATE : Register of Interest Link
Resident communication regarding unkept area in Hampton Close – responded to and followed up
Resident communication regarding unkept area in Hampton Close – responded to and followed up
Resident concerns with parking issue in Church Farm Avenue – responded to Village Hall meeting dates communication for remainder of the year
Resident concern about aircraft noise – responded to
Crime statistics 1 to 13 August 2023
BBC Unauthorised Encampments - Various Locations Around the Borough - forwarded
Gallagher renewal reminder insurance – actioned
ICO Decision - IC-246144-C6V4 feedback – circulated
Open evening in Village Hall communications
Lagan Homes communication regarding litter bin copied into
Councillor wish to consider phone box purchase – followed up
New On-Demand E-Learning Training Offer from BATPC – circulated
Christmas lights Wilstead quotation – circulated
Village Hall broadband communications – responded to
Resident petition communications regarding highways safety on Cotton End Road
Residual Damage Dines Close Wilstead from footpath 'improvements' copied into resident communication to the Mayor
GroundTech Introduction
Resident concern over Wisson Court weed concerns – responded to and actioned
South East Security CCTV access communications
Resident request for a dog exercise field in the village
Fencing quotation from contractor received
Fencing quotation from contractor received
2023 County Committee Elections - Opening of Nominations BATPC
Resident request for September Parish Council agenda – responded to
Resident communication copied into regarding flag pole
Resident raising concern over the aircraft noise in the village – responded to
Resident feedback to items to be raised at a public meeting
Resident communication regarding air craft noise – responded to

11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 24th JULY:

All Councillors unanimously agreed approval of the Parish Council 24th July meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

12. CLOSE OF MEETING:

SP outlined resignation to all present, giving some feedback to the Parish Council with some frustrations over how items such as the average speed cameras have become protracted and taken longer to move forwards than would have been liked.

Chair closed the meeting at 9.00pm.

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:

23/01812/LDP Certificate to confirm that the details submitted do not require planning permission (single storey rear extension) at The Anchorage 1 Duck End Lane - Certificate Issued

23/01728/TELLN The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - 9m light wooden pole. (This is a notification only to the Local Authority who have no determining powers) at S/O 21 Bedford Road - Response Sent

23/01569/COU Change of use from C3 to C2 (Children Home) at 18 Bedford Road - Permitted

23/01487/NMA 20/02117/MAF - Non-Material Minor Amendments to scheme, including relocation of 12 no. entrances, reduced number of roof skylights from 10 to 6, revision of building slab by reducing dig by 1 metre, alteration to landscape arrival concourse to align with relocation of entrances, DDA parking access road revised and amendments to roof perimeter edge. At Land At Haynes Park Off 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 at the Officers who will give an update on this, all that is known is that the local authority are just about to start work on the preparation of a Local Cycling and Walking Improvement Plan for the Borough. This document is expected to be ready in the autumn time.*

Action 2.04 (22): 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*

Action 3.06 (22): PWG

Action 4.02:PWG *To follow up at end of Hampton Close 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.*

Action 4.02:Ongoing

Action 4.03:PWG *To follow up if the 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:Ongoing

Action 6.02: Clerk *To write to dwelling around parking safety as well as a request to be made for H bars to be added to safeguard resident driveways Planning enforcement feedback received, the issue had improved, though noted that awaiting H bar feedback so follow up can be actioned accordingly.*

Action 6.02: Clerk

Action 6.03: GC/MF *To follow up the change of use application process and impact assessment carried out at the time of the application.*

Action 6.03: Ongoing

Action 6.04: NJ *To follow up why such change of use applications are not formally consulted on by the local authority.*

Action 6.04: Ongoing

Action 7.01:PWG *To submit Parish Council comments to applications*

Action 7.01: Complete

BOROUGH COUNCILLOR

Items 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

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 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* Installed, awaiting invoice.

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

Action 7.11: Ongoing

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 splay* 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 2.04: CP *To consider the 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, this is on hold.*

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 5.03: EB *To liaise with the neighbouring landowner regarding getting the boundary professional marked*

Action 5.03: Ongoing

Action 6.10: EB *To arrange for a quotation for the Jubilee MUGA shelter*

Action 6.10: Ongoing

Action 6.11: RA *To arrange a working party to help clear the site initial, it was agreed to allocate up to £2,000 for the maintenance work.*

Action 6.11: Ongoing

Action 7.01: JB *To liaise with resident on the suggestion of having an H bar fitted in Church Road to assist with the parking issue* It was noted the planning enforcement feedback had determined that no planning breach had occurred

Action 7.01: Ongoing

Action 7.05: Clerk *To collate a full list of items in the parish that require highways consultation to ensure the expected cost of £4k for lineage*

Action 7.05: Ongoing

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 7.01: Clerk To ensure the Google contact details are updated as currently they are out of date MB has been supporting with this.

Action 7.01: Ongoing

Action 9.01: All All Councillors to consider vacancy has arisen on the Wilstead Endowed Charities Trustee which is nominated by the Parish Council, Councillors asked to consider if they would like to come forward.

Action 9.01 (22): Ongoing

Action 9.08: Clerk To add to the Parish Council asset register, benches and defibrillator. **Action 9.08: 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 2.07: Clerk To commence VAT reclaim shortly This had been submitted and payment received. **Action 2.07: Complete**

Action 6.01: Clerk/EB To arrange for a second key to be cut for the village noticeboard. **Action 6.01: Ongoing**

Action 6.09:EB To check the registration of the defibrillator at the Village Hall to ensure it is on the Circuit and who is receiving any associated notifications for the device. **Action 6.09:Ongoing**

Action 6.13: F&GPWG To follow up Telephone and broadband contract to move from PlusNet to Zen This was due to transfer over shortly.

Action 6.13: Ongoing

Action 6.14:EB To seek legal advice on the right of access off Jubilee Way in light of potential future development coming forwards **Action 6.13:Ongoing**

Action 6.16: EB To reimburse £50 to EB following book voucher purchases in light of the recent entries to the village sign competitions

Action 6.16: Ongoing

Action 7.11: Clerk To feedback the Parish Council resolution from the last meeting regarding accepting the item 7. in the constitution in principle.

Action 7.11: Complete