

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 24th July 2023 at 7.00pm

PRESENT: Eric Benton, Rusell Adams, Jo Bampton, Marc Frost, Simon Pickett, Mark Brooks, Borough Councillors Graeme Coombes and 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 Parish Councillors Nigel Jacobs, Richard Draycott and Borough Councillor Andrea Spice.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting.

3. OPEN FORUM:

Update on Church Road parking matter, Borough Council Officer recommendation that planning enforcement matter is logged with them by the Council or resident. Adult services response also shared with those present. Resident agreed to submit enforcement form. Resident expressed that H bars would not be helpful, it was felt it would be useful to have some resident feedback on whether this would or would not be welcomed by residents. JB to liaise with residents and feedback on the H bar matter. **Action 7.01: JB**

MB detailed that a survey of a number of highway areas is being undertaken and will be brought to future meeting to assist with considerations around lineage in the parish.

4. PARISH COUNCILLORS ABILITY TO CO-OPT

It was noted that there are currently three Councillor vacancies, reminder to be placed on social media about the vacancies. **Action 7.02: MB**

To encourage residents to come along to attend the next Parish Council meeting with a meet the Councillor event 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. To be arranged as a standalone event with refreshments.

Action 7.03: Clerk/EB

5. PLANNING AND DEVELOPMENT:

a) Local Plan 2040 public hearing sessions Block 2 drafted hearing statements

Action 6.06: PWG *To draft a response for submission ahead of Block 2 public hearings* **Action 6.06: Complete**

EB had shared a comprehensive draft for all Councillors to review. It was agreed to input some updates and then to be submitted to the Programme Officer along with representatives to speak. Sally Chapman has been asked to attend along with EB or NJ and the Clerk is also available it was noted. EB was thanked for the effort on preparing the response document.

It was raised what is the latest on the Local Plan process being suspended at this stage, with a letter to be issued to the Planning Inspectorate was the legal advice given to the local authority. It is understood that a letter has been sent

from the local authority to the Planning Inspectorate, GC to share copy of the letter.

Action 7.04: GC

b) 22/02544/S106A and 22/01833/DOC applications regarding Wixams Section 106 – the Officer had shared some helpful supporting information regarding these two applications which had been shared with the Working Group. The leisure and sports facility offer are the key items being considered as part of the redefinition of the Section 106 having been initiated by the local authority it was noted.

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.

Action 6.07: GC/MF

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 welcomed on what, Councillors would like to see in the reports going forwards.

7. HIGHWAYS SAFETY CONSIDERATION OF DOUBLE YELLOW LINES AT VILLAGE CENTRE CROSSROADS JUNCTION

It is expected that there will be a £4k charge for the consultation for lineage, with work being done on establishing the exact location of the changes needed in the parish so they can all be done efficiently in one go.

Action 7.05: Clerk

8. FINANCE MATTERS

a) **Allotment rents 2024/25** - RA and MB declared an interest as tenants, it was discussed and agreed that the rent be increased from £3.75 to now be set at a cost of £4.75 for 2024/25, Clerk to arrange for tenant letters to be sent.

Action 7.06: Clerk

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 -**

Litter picking equipment – following the success of the recently formed volunteer group they wish to have further items to enable more volunteers to join. £220.00 for the equipment items, and £96.84 for the hi-vis. Councillors unanimously agreed to approve the expenditure on these items, resolution passed.

Action 7.08: Clerk

Litter bins - Bedford Road and cross roads bin Parish Council agreed to arrange replacement noting that new bins at Luton Road green plus Duck End previous requests are not to be followed up. Also dog fouling signage replacements via Paul Pace to be followed up to seek costs.

Action 7.09: Clerk

Play area equipment quotes -

CPM Playgrounds Ltd quote reviewed maintenance items were agreed, and to paid on completion on work between meetings it was also agreed.

Action 7.10: Clerk

GC took leave at this point of the meeting

c) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. A R Worboys Ltd	Grass cutting SI2075	£708.00
2. A R Worboys Ltd	Hedge cutting SI2073	£672.00
3. Mark Brooks	Noticeboard removal	£70.00

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	£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:

Anglian Water Jubilee Way pipe work £4378.90

A R Worboys Ltd Grass cutting SI1989 £708.00

Backlight Ltd Administration June £978.84

Reflections bus shelter cleaning £80.00

Jackie Lloyd domain name village website reimbursement £7.50

Parrott Utilities Jubilee Way pipe work £1597.04

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

Councillors had received copies of invoices that would fall due at the end of July, *MF declared an interest as RFO*, it was unanimously agreed to approve the expenditure for:

Backlight Ltd Administration July £978.84

d) Wilstead Flower and Produce Committee constitution

The Parish Council unanimously agreed to accept the item 7. in the constitution in principle, resolution passed, to be fed back.

Action 7.11: Clerk

Thanks to MB on the noticeboard and Jubilee Way water work.

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
July Homewatch article submission reminder
EWR Local Representatives Group meeting information
Copied into communications regarding water supply contractor communications
Local Representatives Group EWR various communications
Programme Officer Local Plan 2040 public hearing session communications
Resident communication regarding village grass cutting – responded to
Bedfordshire Police Alerts
Dines Close grass cutting issue followed up again with BPHA
PlusNet changes to business service communications
Longmeadow Drive site meeting arrangements copied into
Utility Supplier street lighting energy broker communications
BBC Riseley Neighbourhood Plan development update communication
New Councillor paperwork returned – forwarded to Monitoring Officer
Armstrong Close tree communications regarding work to be carried out
Important: Changes to your SSE Direct Debit
Jubilee Way Water Main project - Update June 2023
Town and Parish Council Cluster Meeting with Police – circulated and attended by some Councillors
Copied into Councillor communications with resident regarding Pollards Close planning application
Church Road communications from resident concerned over parking
BBC Officer communications regarding Church Road parking issues
Grass cutting on footpath by Long Thatch communications – responded to
BBC communication regarding 22/02544/S106A and 22/01833/DOC Wixams Section 106 applications – circulated
Police and Crime Commissioners Annual Parish Council Meeting
Councillor Register of Interest form updated following appointments to organisations copied into
BFR 2013, Wilstead Village Hall, Cotton End Road, Bedfordshire, MK45 3BY (4419826) : Site Check submitted (1154) defibrillator communications
Duck End hedge trimmings communication
Fire safety communication through the village website – noted
ERTA Newsletter July-August 2023
Meeting with Deputy PCC Ian Dalgarno - 10th July 2023 - IMPORTANT INFORMATION – circulated
Communication regarding request to view CCTV – responded to
Meeting with the Mayor request – responded to
Resident horse road sign request communication – responded to
Copied into Boundary Line - Wilstead Allotments to Your Property communications
South West Play - Welcome Email

Litter bin communications – agenda item
Healthy Workplace Bulletin: July 2023
BBC Parish and Town Council Network - Q&A! - circulated
EWR Co Bedford Marston Vale Local Representatives Group – Materials for meeting now available
Playing Fields Jubilee Centre communication for request of usage of field – forwarded
PLAYGROUND DEVELOPMENT promotional information
Containers behind 2-8 Longmeadow Drive, Wilstead communications – PWG
Will you join us for Love Parks Week 2023?
Wilshamstead Parish Council items confirmation of submission to Mazars received
Changing Places Toilets at The Forest Centre - release 19/07/23
Jubilee MUGA booking enquiry – forwarded on
Wilstead Flower & Produce Show Association Constitution communication – agenda item
Resident communication regarding village sign – followed up
Green Flag Award 2023 (The Forest Centre and Millennium Country Park) - release 18/07/23
Information Commissioner Officer communication regarding data breach
Confirmation email data breach incident logged with ICO
CPM Playground inspection report
Borough Councillor report
Forest Family Fun Day 2023 - Immediate release
South East Security site meeting communications
Worried about missing something important when organising insurance for Wilshamstead Parish Council?
Bedfordshire Festival of Autumn Walks – circulated
BBC Officer communications regarding Ward Fund allocation for defibrillator – responded to
BBC Officer communications regarding land off Bedford Road, Wilstead
BBC Parish and Town Council Network Recording

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 26th JUNE:

All Councillors unanimously agreed approval of the Parish Council 26th June 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 8.45pm.

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:

23/01518/TELLN Under The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017, installation 1 x 12m light pole at the above location. (This is a notification only to the Local Authority who have no determining powers) at Land To The Front Of 4 Home Close - Response Sent

23/01121/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 Refused

22/01580/FUL Erection of new dwelling to form end-terrace, with associated parking and access. At 2 - 8 Longmeadow Drive - Refused

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 6.05:PWG *To submit Parish Council comments to applications*

Action 6.05: Complete

Action 6.02: Clerk

Church Road parking concerns raised around highways safety along this road by the crossroads junction, Parish Council 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.

Action 6.02: Clerk

Action 6.03: GC/MF

Borough Councillors to follow up the change of use application process and impact assessment carried out at the time of the application.

Action 6.03: GC/MF

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

Action 6.04: NJ

BOROUGH COUNCILLOR

No items to be reported.

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 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

Action 7.13 (22): 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 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 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 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. Outcome of the meeting was considered on July agenda.*

Action 2.08: Complete

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 6.15:Clerk *To follow up again the Dines Close grass cutting to bpha after initialling reporting earlier in the month the exceptionally long grass, and note in Homewatch Same standard reply regarding contractor issue received*

Action 6.15: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. Latest forms have been submitted now.

Action 6.11: Complete

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: 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 commenced.

Action 2.07: Ongoing

Action 5.01: All Clerk to circulate the forms electronically so all Councillors have a saved copy of the documents, Acceptance of Office forms completed and Register of Interest forms to be completed as soon as possible for returning to the Clerk

Action 5.01: Complete

Action 5.05: EB To arrange order of more medals to mark the coronation

Action 5.05: Complete

Action 5.07: Clerk To set future meeting dates for September onwards September 11th, October 16th, November 27th, no meeting in December and January 6th.

Action 5.07: 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 6.12: Clerk To follow up street lighting contract quotations to see if 12 or 24 months would be an option Clarity had been received and shared with WG, 36 months was only reasonable offer available so contract had been secured.

Action 6.12: Complete

Action 6.13: F&GPWG To follow up Telephone and broadband contract to move from PlusNet to Zen

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 6.14: 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 6.17: Clerk *To submit Annual Return to external auditors.*

Action 6.17: Complete