



WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 8th January 2024 at 7.00pm

PRESENT: Nigel Jacobs, Richard Draycott, Russell Adams, Mark Brooks, Nikki Williams, Marc Frost, Borough Councillor Graeme Coombes, Andrea Spice, Lizzie Barnicoat (Clerk) and one member of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillors Eric Benton, Annaliza Singleton and Jo Bampton, Borough Councillor Graeme Coombes.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

No public statements received.

4. PARISH COUNCILLORS ABILITY TO CO-OPT

It was unanimously agreed to co-opt, Nikki Williams resolution passed. Clerk to issue new Councillor paperwork, including Register of Interest form and Declaration of Acceptance of Office. MF to set up new Councillor email address. **Action 1.01: Clerk/MF**

5. PLANNING AND DEVELOPMENT:

a) 23/02602/PIP Permission in Principle for the conversion of church and premises to dwelling at Wilstead Evangelical Church 141 Cotton End Road - the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting Wilstead Parish Council's comments on this application are as follows. Policy CF1 in the Wilshamstead Neighbourhood Plan shows 3 Village Churches and states that any development proposal that would result in the loss of [such] a valued community facility would not be supported "unless it can be clearly demonstrated that its continued use is no longer viable ...this will require evidence that the property has been actively marketed, commensurate with its use at an open market value for a period of at least 12 months". At the time the Neighbourhood Plan was put together it was not known that one of the churches in the village, the Methodist Church, had lost so many of its congregation that it was no longer possible to continue. The church stood empty for many months whilst being offered for sale. It was eventually bought by the Evangelical Church members, which will result in their own church being no longer required. Wilshamstead Parish Council very much support the move to the old Methodist Church as this will mean that this valued building continues to play an active part in the religious activity of the village. The old Evangelical Church is not a valued building and, after recent reconsideration, the Village Neighbourhood Plan team and the Parish Council have no concern about the loss of the building. Amendment to the Neighbourhood Plan to reflect this very minor change is not considered necessary at this point in time but can be done should there be a need to make more significant changes to the Plan in the future. For this reason Wilshamstead Parish Council submit that the planning application can be allowed.

Action 1.02: PWG

b) Notification of applications in neighbouring parish of Wixams – the Planning Working Group had reviewed some recent applications, highlighting to the local authority the incorrect allocation of two applications in Wilstead parish that in fact are in Wixams parish. The Working Group recommended no need to submit comments to the received applications, resolution passed.

c) Consideration of any planning applications received after the publication of the agenda - none received it was detailed.

d) Bedford Borough Council Draft Trees and Development Supplementary Planning Document Consultation document response to be agreed was discussed, Clerk had

shared supporting consultation documents along with advice being sought from the village Tree Warden. It was agreed to await Tree Warden feedback before deciding whether a need to comment on the consultation or not.

Action 1.03: PWG

6. BOROUGH COUNCILLOR REPORT

MF report had been shared ahead of the meeting.

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 had been collated for this to be followed up then by MF alongside the recent resident petition for improved highways safety in the parish. The petition had been due to go to the October full Borough Council meeting, however, because of the bi-election it was deferred to the November meeting. It appears that it is promising for the average speed cameras with the scheme progressing to being started in Cotton End Road in the near future.

MF updated the latest at the November meeting that the Cotton End Road cameras to go in this financial year with a further agreement that the Luton Road average speed camera will be moved to the cross road in the next financial year 24/25. The Borough Council full Council meeting had recently approved this scheme in the village with the Parish Council committed £30,000 allocation of funding to enable both projects to go forwards. EB has been linked with the Borough Council Officer to look at where the final locations of the cameras will be sited, this meeting is being arranged.

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

Action 7.04: GC *To share a letter from the local authority to the Planning Inspectorate seeking legal advice on the Local Plan* This had been superseded with the completion of the public hearing sessions and the issuing of the Local Plan Inspector letter in November 2023. Action to be deleted.

Action 7.04: Superseded

The Local Plan next steps remain being considered by the local authority.

Elstow Lake site meeting feedback from Planning Committee members MF reported on the investigations being looked into for the type of waste and where the waste will be coming from, GC is taking this up with Paul Pace at Bedford Borough Council to see what options there are.

Action 1.04:GC

Universal Studios announcement discussed on the impact on the local network, roads, airport and train services with the timescale of the project also talked through. There was an offer for the UK based Universal representative to answer any concerns from the local community with the nearby waste facility impact on this development as well.

7. TO APPOINT PARISH COUNCIL SIGNATORIES FOR SIGNING LAND TRANSFER DOCUMENTS ON BEHALF OF THE PARISH COUNCIL

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* Communications remain ongoing with the Bedford Road adoption earmarked for early next year transfer, with the balancing pond excluded, the Parish Council need to agree a legal representative to manage the transfer, it was previously agreed to use Sharmans Law as the Parish Council legal representative. Communications remain ongoing with the *transfer liaisons between Sharman Law and the local authority proceeding. It was unanimously agreed to formally appoint any two signatures from the following three appointed individuals to sign on behalf of the Parish Council for the land transfer: Eric Benton, Mark Brooks, Marc Frost, resolution passed.*

Action 7.13 (22): Ongoing

8. FINANCE MATTERS

a) Quotes for consideration -

Action 9.01: Clerk To follow up clearer signage for Jubilee Way when approaching from Luton Road as it is not clear where the road is, signage options looked at A site meeting had taken place with a Borough Officer recently meeting MB and EB, options were detailed, quotation had been circulated. Further quotation sought for some additional items, it was agreed to authorise up to £1300 excluding VAT for the signage to enable the signage to be ordered and installed between meetings, resolution passed. Awaiting for Officer to feedback has been chased.

Action 9.01: Ongoing

Action 11.08: Clerk To seek a quotation for the highways humps to be painted in yellow along Jubilee Way.

Action 11.08: Ongoing

Grass cutting contract – requested quotation information for the 2024 season had been received from the current contractor. It was noted inline with the budget, some points of clarification required including the inclusion of Elms Farm which RD was liaising with. Suggestion of asking a local contractor with a tractor flail to cut Elms Lane, RD to look into.

Administrative support – contract cost review consideration by Finance and General Purposes Working Group carried out as part of the budget working considerations.

Office Holder pay award – the NALC pay award for 1st April 2023 had been received between meetings, consideration by Finance and General Purposes Working Group carried out as part of the budget working considerations. Agreed to award inline with NALC agreement.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. K Danenbergs	Allotment overpayment	£11.25
2. J Magill	Allotment overpayment	£9.00
3. P Cooper	Wilstead Scout reimbursement for bulbs	£19.39
4. BATPC	Chairmanship course fee for EB	£45.00

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:

Zen Telephone and broadband	£99.60 direct debit
Zen Telephone and broadband	£40.80 direct debit
Swalec Street lighting energy	£102.92 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

Eric Benton Reimbursement of British Legion donation for wreath £31.48
 Eric Benton Reimbursement of £50 raffle prize for the Christmas lights switch on £50.00
 Eric Benton Reimbursement of x2 £10.00 book tokens design village sign competition, £5.00 postage total £25.00
 Mark Brooks labour costs interim payment for allotment fencing £1200.00
 Mark Brooks labour costs final payment for allotment fencing £2700.00
 Paul Riches Skips Ltd allotment fence work waste removal £1107.60
 Paul Riches Skips Ltd allotment fence work waste removal £1399.20
 Paul Riches Skips Ltd allotment skip £294.00
 Badger Hill Christmas Tree Farm Christmas tree for village crossroads £576.00
 G Camp allotment deposit returned £50.00
 Parrott Utilities Ltd water connection work £300.00
 Backlight Ltd Administration November and December £1957.68

MB declared an interest in the above payment so took no part in the vote. The meeting was then led by Russell Adams, Councillors unanimously agreed to approve the

expenditure above being mindful of MF being RFO, and that the quorate of three out of nine members was agreeable.

c) Bond renewal recommendation by Working Group for consideration – bond due for renewal on 9th January, Working Group recommendation was for a two year fixed rate at 5.2% and that it be increased to £30,000, resolution passed. **Action 1.05:MF**

d) Budget considerations and agreement for 2024/25 – input had been provided into the financial spreadsheet for the forthcoming financial year being mindful of the commitments made to projects supporting village improvements such as the average speed cameras and other works due to take place prior to the end of this current financial year. It was discussed and unanimously agreed to set the budget by those present with proposed expenditure for 24/25 as £62,525 and the income £9,569 with Council reserve levels covering the Parish Council for any unexpected expenditure in addition to the number of projects with ringfenced and earmarked funds allocated to as displayed on the Reserves tab of the spreadsheet.

e) Precept considerations and agreement for 2024/25 – the local authority supporting information had been shared with all Councillors ahead of the meeting. There was discussion and it was unanimously agreed to set the precept at £54,000 which amounts to a 2.86% increase over last year. Last year the Band D charge for 2023/24 was £53.50 with the increased number of Band D properties in the village (now 1006.85) it was proposed to move to £55.01 the Council would then receive £55,385 this year, this was unanimously agreed, resolution passed.

Clerk to submit precept request to the local authority.

Action 1.06: Clerk

Councillors were mindful of the launch of A428 Legacy Funding: Social Value and Community Funds plus the Parish Council and rural community grants information received from Bedford Borough Council which had been shared village wide to encourage other groups and organisations to take advantage of funding opportunities available. Clerk to follow up on the Legacy Funding with a view to making an application for improvements to the Whitworth Way play area.

It was noted the Village Hall flooring invoice accounting for VAT needs to be followed up by the Clerk.

Action 1.07: Clerk

It was asked for support with the school path to be followed up, AS offered to do this.

Action 1.08:AS

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

ERTA Voluntary Transport email

Allotment tenant various communications

Burial ground and associated communications

Copied into communications regarding water supply contractor communications for new supply at Jubilee Way

BBC Dates of Parish Meetings/ Local Events

BBC Monthly elections email update

Rural Grant communications with BBC and Village Hall – responded accordingly, grant money now paid

Workplace Health Bulletin: December 2023

Launch of A428 Legacy Funding: Social Value and Community Funds – circulated

BBC Local Plan Inspectors letter – circulated
BBC Civic Carol Service invite – circulated
Read our latest edition of Community Matters Gallagher insurance
BATPC Chairmanship Training - Dates and Booking Details – circulated, actioned
BBC CIL transfer £3,427.20 remittance advice
Playground Equipment and Safety Surfacing for Wilshamstead Parish Council promotional information
Crime Statistics 15th November to 28th November – circulated
BBC Parish Council and rural community grants information – circulated and shared village wide
CPRE Understanding Planning Workshop – circulated
Extraordinary Parish Council meeting agenda circulation
Wilstead Primary School Parish Council response circulated to all Councillors – copied into Latest VARS Data from the devices in the parish copied into circulation
Office of the Police and Crime Commissioner for Bedfordshire Newsletter - November 2023 – circulated
AS Register of Interest form completed – forwarded on to BBC
Flooring Contracts promotional information
Zen account communications setting up direct debit
BBC Officer communications regarding land off Bedford Road head of terms copied into Borough Councillor MF communication regarding a village matter
Copied into Councillor communication regarding planning matter resident communication received by Councillor
Sharman Law purchase of land off Bedford Road, Wilstead communications copied into Fallen tree next to Cotton End Road Councillor communications – RD followed up with local authority
Cambridge and Counties Bank your savings account is due to mature soon - circulated
Borough Councillor MF copied into Ward Fund allocation of £2,500 to Village Hall air conditioning
Christmas Message from Wilstead School
Gallagher insurance Merry Christmas
Wilstead Pre-school communication regarding funding – responded to and signposted to items available
BBC Riseley Neighbourhood Development Plan
BATPC Code of Conduct advice sought
CPRE Christmas Newsletter
Crime Statistics 29th November to 12th December – circulated
BBC Grass Cutting Agreement Letter 2023-2024 – responded to
Bedfordshire Police Call for public questions to leaders of Bedfordshire's criminal justice system – circulated
An update from Bedford Borough Liberal Democrats – circulated
Memory tree communication – responded to
BBC Draft Trees and Development Supplementary Planning Document Consultation – circulated
ARW LTD - WILSTEAD PC - GRASS CUTTING QUOTATION 2024 SEASON – circulated
Borough Councillor MF communication regarding Luton Road/A6 junction matter copied into
Willow Grove Primary School, Wixams - S10 Consultation and Determined Admission Arrangements copied into circulation by Councillor
Resident daffodil receipt communications Wilstead Scouts – responded to, agenda item
Bedfordshire PCC consults with residents about police precept for 2024/25

Budget 2024/25 Parish Council considerations communications
BBC Parish Precept Declaration information for 2024-2025 – circulated
Resident feedback to Parish Council list of highways issues - responded to
New OPCC funding opportunities 2024/2025 – Community Safety Fund and Ministry of Justice Fund
Final Update of 2023 - BATPC Affiliation Fees 2024/25, Civility and Respect Newsletter and Webinars, New Model Contract Published
Member of the public lost keys enquiry – responded to
Crime Statistics for December 2023 – circulated
Resident communications regarding 23/02602/PIP - Wilstead Evangelical Church – responded to
Wooding Way play area issues raised by Councillor – Clerk responded and reported to Crabtree, no acknowledgement to date
Whitworth Way signage request from Councillor – followed up through Highways Helpdesk
Resident communication regarding Cotton End Road average speed cameras – responded to
BBC Parish & Town Council Network - next meeting – circulated
EB apologies for January Parish Council meeting
JB apologies for January Parish Council meeting
Copied into communication with Highways Helpdesk that Village Hall finger sign post has fallen down from pole
BBC Ward Fund air conditioning project communications – following up

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 27th NOVEMBER AND EXTRAORDINARY MEETING HELD ON 6th DECEMBER:

All Councillors unanimously agreed approval of the Parish Council 27th November meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes. The extraordinary meeting held on 6th December the minutes are to be carried forward.

Action 1.xx:EB

11. CLOSE OF MEETING:

Chair closed the meeting at 8.10pm

The following items are a collation of the latest reports from Parish Council Working Groups and, whilst they represent the latest status, they were not discussed at the meeting as none required a decision to be made and no further explanation was necessary.

PLANNING

DECISIONS TO BE NOTED:

23/02355/FUL Single storey rear extension at 13 Pollards Close - Permitted

23/02298/FUL Repair, alterations and extensions to existing building, including reconfiguration of residential units, single storey and two storey rear extensions, creation of natural swimming pool, associated parking, hard and soft landscaping at Cottage Retreat 5 - 7 Bedford Road – Refused

23/02299/LBC Repair, alterations and extensions to existing building, including reconfiguration of residential units, single storey and two storey rear extensions, creation of natural swimming pool, associated parking, hard and soft landscaping at Cottage Retreat 5 - 7 Bedford Road – Refused

23/02165/FUL Changes to front elevation to include doors, windows, roof, wall cladding material, sign board, flags, new door at the front and reduced footprint of the building. (development already commenced) at Unit 1, 1 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 This has been superseded by the more recent Planning Committee discussions at this site. Action to be deleted.*

Action 3.06 (22): Superseded

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: Ongoing

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 10.01: EB/Clerk *To follow up with the Neighbourhood Plan reference to the impact assessment from a resident raised previously along Church Road, this to be followed up in relation to the Neighbourhood Plan.*

Action 10.01: Ongoing

Action 10.02: EB *To follow up the H bar matter, along with the license and conditioning relating to the property as per the previous assigned actions. The change of use planning enforcement had been made with feedback detailing there is no need for a change of use it was noted. EB to follow up with a local business owner and speak to them.*

Action 10.02: Ongoing

Action 11.02: PWG *To submit comments regarding 23/02451/MAF Change of use of agricultural land to equand the construction of an American-style Barn and Arena/Manege at Vicarage Farm 53 Bedford Road*

Action 11.02: Complete

Action 11.03: PWG *To submit comments regarding 23/02437/FUL [One and two storey rear extension, raise side roof to existing single storey to create room in roof with dormer windows](#) at 127 Cotton End Road*

Action 11.03: Complete

Action 11.04: PWG *To submit comments regarding 23/02355/FUL [Single storey rear extension at](#) 13 Pollards Close*

Action 11.04: Complete

Action 11.05: PWG *To submit comments regarding 23/02299/LBC and 23/02298/FUL [Repair, alterations and extensions to existing building, including reconfiguration of residential units, single storey and two storey rear extensions, creation of natural swimming pool, associated parking, hard and soft landscaping at](#) Cottage Retreat 5 - 7 Bedford Road*

Action 11.05: Complete

Action 11.06: PWG *To submit comments regarding 23/02165/FUL Changes to front elevation to include doors, windows, roof, wall cladding material, sign board, new door at the front and reduced the footprint of the building. (development already commenced) at Unit 1, 1 Cotton End Road*

Action 11.06: 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 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 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(22):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 (22) :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 A full list of items relating to highways had been collated and shared with Borough Councillors in November 2023.*

Action 7.05: Ongoing

Action 10.04:EB *To seek quotations and considerations for the hedge work to be laid at the boundary between 5-7 Bedford Road and Jubilee Way allotments*

Action 10.04: Ongoing

Action 11.09: Clerk *To arrange an extraordinary Parish Council meeting on 6th December at 7.30pm to discuss further how best to determine the establishment of the boundary line between 5-7 Bedford Road and the Jubilee Way allotments*

Action 11.09: 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 Clerk collating a policy list for Council to review.*

Action 3.10: Ongoing

Action 9.13: Clerk *To add Memorial Bench £694.95 purchased to be added to Parish Council asset register Asset register in depth review commenced November 2023*

Action 9.13: Ongoing

Action 9.14: Clerk *To add the new safety surface to the asset register Asset register in depth review commenced November 2023*

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, asset register in depth review commenced November 2023*

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(22): 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. Asset register in depth review commenced November 2023

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 (22): 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 (22): 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.

Asset register in depth review commenced November 2023

Action 9.08 (22): 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(22): MB/EB

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 The device is registered but is currently offline due to battery replacement needed, awaiting delivery of battery November 2023, action superseded by Action 10.08.

Action 6.09:Superseded

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

Action 6.16: Complete

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, the Police have no availability in November.

Action 7.03: Ongoing

Action 9.11: EB To follow up to check who is paying for the Christmas tree, the Parish Council happy to pay for the tree directly.

Action 9.11: Complete

Action 10.07: Clerk To arrange Bowls Club security light repair needed, it was unanimously agreed to arrange and pay for the repair, with the Parish Council to repair. Andy Muskett to be asked for a quote for the work and how to make the light brighter. Awaiting invoice

Action 10.07: Ongoing

Action 10.08: Clerk To order Village Hall replacement battery for defibrillator it was unanimously agreed to approve that the Parish Council purchase a new battery for this unit up to £300 excluding VAT, resolution passed. Pro forma received, payment sent, awaiting delivery.

Action 10.08: Ongoing

Action 10.10: Clerk To signpost safer street initiative information in next Homewatch, on website and social media signposting to Philip Eaton from Police.

Action 10.10: Ongoing

Action 11.01: Clerk/MF To issue new Councillor paperwork, including Register of Interest form and Declaration of Acceptance of Office. MF to set up new Councillor email address.

Action 11.01: Complete

Action 11.07: EB/NJ *To await response from Persimmon regarding the Longmeadow Drive transfer negotiations in light of the Parish Council not wishing to take on the balancing pond given the Internal Drainage Board feedback* **Action 11.07: Ongoing**

Action 11.10: Clerk *To undertake a full review of the assets aligned with the appropriate Working Group to confirm if they are or are not in situ. Assets to be included on the list going forwards with a value of £500 or above and play area surfaces not to be included as an asset. Draft register has been shared with Councillors for initial feedback.* **Action 11.10: Ongoing**

Action 11.11: Clerk *To bring an updated asset register schedule as a future agenda item.* **Action 11.11: Ongoing**

Action 11.12: All *To look through Working Group budgets for this year as well as planning forwards to next year ahead of the next meeting* **Action 11.12: Complete**

Action 11.13: Clerk *To add RA to the Planning Working Group membership circulation* **Action 11.13: Complete**