



## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council Meeting held at the Village Hall on Monday 12<sup>th</sup> February 2024 at 7.00pm

**PRESENT:** Nigel Jacobs, Richard Draycott, Eric Benton, Jo Bampton Russell Adams, Mark Brooks, Nikki Williams, Annaliza Singleton, Marc Frost, Borough Councillor Andrea Spice, Lizzie Barnicoat (Clerk) and no members of the public.

#### **1. WELCOME AND APOLOGIES FOR ABSENCE:**

The Chair welcomed all attendees, there were no apologies for absence received from Parish Councillors as all present, apologies received from Borough Councillor Graeme Coombes it was noted.

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

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

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

Suggestion of having an increased notice in the next Homewatch on where the Parish Council meet to ensure residents are aware.

**Action 2.01: Clerk**

#### **4. PARISH COUNCILLORS ABILITY TO CO-OPT**

Reminders continue to be placed on various local platforms it was noted.

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

a) 23/02783/EIA Environmental Impact Assessment Application for hybrid application for (1) Outline planning application (all matters reserved except for means of access in respect of junction arrangements onto the A600) for up to 1000 residential dwellings (including Use Classes C2/C3), a local centre, mobility hub, primary school, open space, play space, sports facilities, allotments, landscaping and associated infrastructure and works; AND, (2) Full planning permission for infrastructure works including two access points onto the A600, internal roads, pumping station, heat hub, cycleways and pedestrian routes, landscaping, drainage, lighting and other associated infrastructure and works at Land Off Canberra Road, Shortstown – adjacent parish consultation notification, the Planning Working Group recommendation for a response was that the setting of the nationally important listed airship sheds from both Wilstead and the nationally recognised John Bunyan Trail would be compromised by this development. These sheds form an important feature from this Trail which celebrates one of Bedford's most famous resident and his travels in Bedfordshire, as reflected in Pilgrims Progress. These historic buildings and their setting form an impressive and important view when using nearby major roads especially when travelling north along the A600 when coming over the brow of the Greensand Ridge escarpment. These views, one of the unique historic views in Bedfordshire, would be compromised by filling in the surrounding countryside with housing.

This proposed development, if permitted, would almost join Shortstown to Cotton End. In order to avoid this near coalescence this southern part of the proposed development area should, instead of being used for development, be given as an extension of Shocott Wood which was created as a natural barrier between the currently existing buildings of Shortstown and Cotton End. As Shortstown is extending southwards it seems appropriate that the woodland should extend northwards.

If permitted then

a. off road access to both the John Bunyan trail and Shocott Wood should be provided from the development.

b. The edge of any development should be softened by creating a significant tree line along the development edge between it and the John Bunyan trail

The northern part of the proposed development would also impact on the setting of John Bunyan's birthplace

Clarity was sought on if this is an Environmental Impact Assessment application only or this is for the outline and full, Cllr. Spice offered to follow up this point.

**Action 2.02: PWG/AS**

b) 24/00183/FUL Single storey side and rear extensions and first floor side extension at 24 Luton Road - the Planning Working Group recommendation for a response was noting the building is proposed to be up to the boundary which will impact potentially on the viewpoint of the neighbouring property and that access of wheelie bins to the front of the property is also a possible concern. The Council wished the Officer to be mindful of the neighbouring properties comments on this application given the impact this application will have on them.

**Action 2.03: PWG**

c) Feedback from Parish Council representatives meeting with Universal Studios representatives to discuss the employment site – Councillors Benton and Draycott attended meeting recently with representatives from Universal and the local authority, reporting back the volume of sites that had been looked at across Europe. Millions of visitors will be factored in as well as how they will access the facilities, with future meetings planned in going forwards as the project develops.

d) Consideration of any planning applications received after the publication of the agenda – none received.

*Parish Councillor AS arrived at this point of the meeting*

e) Bedford Borough Council Draft Trees and Development Supplementary Planning Document Consultation document response submitted by the Working Group to be ratified – **Action 1.03: PWG** *To seek advice from Tree Warden on the consultation document before deciding whether a need to comment on the consultation or not* No action to be taken it was noted.

**Action 1.03: Complete**

## **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 with further email communications to try keep this moving forwards.

**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 1.04: GC** *To see what options there are regarding the Elstow Lake site regarding the investigations being looked into for the type of waste and where the waste will be coming from,* GC had been taking this up with Paul Pace at Bedford Borough Council to see what options there are, awaiting feedback from GC.

**Action 1.04: Ongoing**

**Action 1.08: AS** *To support with the school path maintenance improvements* this support is still needed as there are steps in the paved footpath which still remain an issue it was noted.

**Action 1.08: Ongoing**

Borough Council report:

**Starting the year as we mean to go on** - Despite it being early in the New Year it has been a busy time for the Council packed full of positive news for residents.

From a Council perspective, we have successfully passed our budget for 2024/2025 with cross-party support from Independent, Green and Labour Councillors. Despite the serious financial challenges faced by Councils across the country, the collaborative budget protects frontline services, manages spiralling costs and will start investing back into our Borough, residents and Council services after 14 years of savage cuts.

The budget includes priorities such as:

- Continuing the roll-out of 4 hours free parking in Borough car parks, to encourage more people into our town centre
- A regular programme of town centre events, again to draw more visitors into town
- An improved cleaning and maintenance regime in the Borough
- Improvements to the standard and accessibility of public toilets
- Money for school improvements across the Borough
- Better maintenance of trees in streets
- Improved recycling, including trials for doorstep glass recycling and food waste recycling

**Wixams GP** - The Wixams Resident Association recently presented a petition to Full Council to progress a GP in Wixams which will benefit Wilstead Residents. As residents may know, we have campaigned relentlessly for a much-needed GP surgery, and this was included in the Council's Capital Programme.

Residents and Bedford Borough Council have done everything they can and now is the time for us to keep up the pressure on the ICB and get this surgery built.

**Universal** - In other exciting news, Universal Studios confirmed they are exploring the idea of building a theme park in Bedford Borough, within the Wixams and Wilstead Ward. This is extremely good news and as your local representatives, we will be ensuring the views and concerns of residents are communicated to the Mayor and Universal.

**GLL/Leisure sites** - The new leisure provider GLL has taken over the leisure sites around the Borough, with all leisure facilities outside Oasis Beach Pool now re-opened. Our leisure sites have undergone major work to address the over 1000 issues that have built up over the last decade and bring them to a safe and reasonable standard. There are still many improvements planned for the future.

Download the BETTER app today at <https://www.better.org.uk/booking> and learn more about what will be on offer at:

- Bedford International Athletic Stadium
- John Bunyan Sports and Fitness
- Robinson Pools and Fitness
- Kempston Pool and Fitness
- Mowsbury Golf and Squash Centre

**Resident Recreation** - In an effort to improve the leisure and recreation options available for residents across Bedford Borough, the Council has secured a 12-hole mini golf course that will be opening at Russell Park. The project is set to commence in the coming weeks, with an expected duration of 8-12 weeks, aiming for completion by the Easter break.

The John Bunyan Museum will be reopening on Tuesday, 20th February at 11 am with a new gift shop and entrance.

The Panacea Museum and "Garden of Eden" have opened in Bedford. This exhibition explains the origins of the Healing, how it became so well-known, and why it finally ended.

It was noted two trees on Dines Close are due to come down, as roots are causing problems with the houses nearby, follow up question had been asked of the local authority by the Borough Councillors was could any trees or hedges be used to replace, with response provided that they are not able to be replaced unfortunately, with assurance site survey has been done by the local authority on this.

## 7. LAND TRANSFER AND COMMUNITY PROJECT UPDATES TO INCLUDE LONGMEADOW DRIVE, LAND OFF BEDFORD ROAD AND COMMUNITY WOODLAND:-

**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 at the previous meeting 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. It was unanimously agreed at this meeting to accept the work be undertaken at a cost of approximately £3,000, Councillors approved this amount to enable the transfer to take place, resolution passed.

**Action 7.13 (22): Ongoing**

**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. Assurance in regards to the liability if the balancing pond has been maintained the flooding liability elsewhere is not yours, from local authority feedback. Persimmon contact made, they have cut down all the bushes and area around the pond, with a number of Councillors having seen this. During the visit they did not look at the current status of the pond, it appears not to be clearing, AgriPlant have visited the pond who do some work for the local authority to understand how to get the water flow moving again as well as understanding the annual maintenance needs of the ponds in this area. Forecast costs over the next thirty years with inflation to understand how much is needed to be invested over the coming years having run the model with volumes detailed to Councillors. The level of maintenance needed was talked through, the risk of liability has been asked with the contractor as well to understand the responsibility.

Understanding the play equipment costs as well the open space costs as per the balancing ponds calculations to ensure full awareness was discussed by the Council, however, it was felt by many that it was important to move forwards with the land transfer at a risk of losing the site to a management company or the local authority control where the Parish Council would have no say. The Council took a vote on whether to proceed with the transfer of the whole site including balancing pond, there was a Council majority vote for the full transfer to proceed, Cllr. Jacobs voted against, resolution passed.

**Action 11.07: Ongoing**

Community woodland transfer remains outstanding with the latest communication from the local authority in November that resulted as a follow up after the last Local Plan hearings, Borough Councillors offered to support with this transfer going forwards.

**Action 2.04: GC/AS/MF**

## 8. WILSTEAD ENDOWED CHARITIES CONFIRMATION OF PARISH COUNCIL APPOINTMENTS AS CHARITY REPRESENTATIVES:-

**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 MB and NW will join as a nominated representative, along with NJ, EB and MF.

**Action 9.01 (22): Complete**

## 9. 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 previously to authorise up to £1300 excluding VAT for the signage to enable the signage to be ordered and installed between meetings, resolution passed. Officer feedback had been received more recently with the cost to be £1095.36 plus VAT, it was confirmed resolution passed that Clerk to action, order to be placed.

**Action 9.01: Ongoing**

**Air conditioning** – the quote received and reviewed, there has been a Ward Fund grant award to support the project work in the main hall, the Village Hall are seeking the work in the small hall to be done at the same time it was noted. Three quotes were sourced by the Management Committee at the time, it was unanimously agreed to accept a cost of £1855 for the work to funded to compliment the main hall use.

**Action 2.05:Clerk**

**Jubilee Way manhole cover works** – quotation received, *MB declared an interest in this and took no part in the discussion so took no part in this event.* It was unanimously agreed to accept the £237.00 quote being mindful that the manhole cover may not be a standard size there, so it was agreed in principle up to £500 on this project to ensure it is made safe, resolution passed.

**Action 2.06:Clerk**

**Jubilee Way knee rail repairs** – quotation received, *MB declared an interest in this and took no part in the discussion so took no part in this event.* It was unanimously agreed to accept the £225.88 for the knee rail repairs, resolution passed. It was also discussed having an extension to this knee rail repair to prevent vehicles accessing the field going forwards, so could exploration of a more permanent fixture be explored for these options, so the knee rail repair to be held off until the other options being extended have been explored.

**Action 2.07:MB**

**Jubilee Way speed bump bollards** - quotation received, *MB declared an interest in this and took no part in the discussion so took no part in this event.* It was unanimously agreed that the road markings to be followed up rather than adding sleepers to the bollards.

**Action 11.08: Clerk** *To seek a quotation for the highways humps to be painted in yellow along Jubilee Way* This to be taken forwards as part of the highways actions and the marking of the parking bays.

**Action 11.08: Ongoing**

**Jubilee Way noticeboard post** – quotation received, *MB declared an interest in this and took no part in the discussion so took no part in this event.* It was unanimously agreed to accept the £212.65 for the noticeboard post, resolution passed. **Action 2.08:Clerk**

**Bus shelter repairs quotation** – this had been circulated between meetings which Councillors had approved, £217 ratification approved it was noted.

**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 and does include the previous concerns raised it was noted, so it was unanimously agreed to award the contract to Worboys for the 2024 season, resolution passed.

**Tree works in Jubilee Way** - quotation for works from Albion Trees to carry out a 30% reduction to 12 trees alongside of allotments on Jubilee Way to clear at a cost of £1250, it was unanimously agreed to accept the quote as needs to be done before nesting season as well, resolution passed.

**Action 2.09: Clerk**

To explore additional Christmas light options to finish off the main roads in Bedford Road and Cotton End Road with Andy Muskett Ltd.

**Action 2.10: Clerk**

Councillors felt it would be useful to have a projector monitor stand purchased.

**Action 2.11: EB**

**b) Invoices to be paid –**

**Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Andy Muskett Ltd	Christmas lights	£1812.00

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:

Backlight Ltd Administration January £978.84

Marc Frost reimbursement for projector purchase £209.99

Marc Frost reimbursement of the website domain £19.82

*MB declared an interest in the above payment so took no part in the vote.* Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO, resolution passed.

**c) Grant application for consideration to include Village Hall air conditioning and Wilstead PTA** – it was noted the Wilstead PTA application had only been received just prior to the meeting, the Village Hall air conditioning unit had been covered during earlier discussions, so the Clerk to circulate the PTA application to the Working Group for consideration and recommendations.

**Action 2.12: Clerk**

**d) Wilstead Bowls Club rent** – the Working Group recommendation was based on the charge of £1500 for last year, that a rent of £1650 to be set for this year, unanimously agreed, resolution passed.

**Action 2.13: Clerk**

## **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

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, regarding grant for Village Hall air conditioning unit

Workplace Health Bulletin: January 2024

CPRE Understanding Planning Workshop reminder – circulated

Wilstead Primary School Parish Council request for financial support – application form sent, circulated

Latest VARS Data from the devices in the parish copied into circulation

Flooring Contracts promotional information

Resident communication regarding highways safety in Wilstead – responded to

Copied into Councillor communication with A R Worboys regarding 2024 grass cutting

BBC Officer communications regarding signage quotation – circulated, agenda item  
Copied into new bon being secured with Cambridge and Counties building society  
Copied into communications regarding the removal of the Christmas tree  
BBC Re. Meeting cancelled - 30/01/2024, 18:30, Standards Committee  
BBC Statement Request - Bedford Borough Council – responded to  
Introducing Our New Pyro-Laser Shows promotional communication  
BBC Officer communication regarding pedestrian refuge at Wilstead Crossroads feedback  
– to be inserted into Homewatch:  
Wilstead Scouts daffodil bulb receipt communications – actioned  
Defibrillators (AED) for Wilshamstead Parish Council promotional information  
Crime Stats - December 2023 – circulated  
Copied into resident communication with planning portal requesting a refund as application  
withdrawn  
Longmeadow Drive Persimmon communications regarding the balancing pond  
BATPC Chairmanship training – EB attended  
BATPC Finance training information updated January to March 2024 – circulated  
BATPC New Communications and Data Compliance Training Programme, Jan-May 24 –  
circulated  
Revolutionise Your Council for the New Financial Year promotional information  
Local MP request to display flyer advertising upcoming surgeries – responded to  
New Councillor paperwork received – forwarded to BBC  
DHSC - £1m Community Defibrillator Scheme - Limited Units Remaining  
Horizon - How to Navigate the Changing Risk Landscape  
BBC Updated Register of Interest communication – responded to  
BBC Public Space Protection Order Signs Wilstead communications copied into  
Bedfordshire Business Conference 2024 from Bedfordshire Police  
Crime Statistics January 2024 – circulated  
Communication regarding dog attack CCTV covering incident – responded to  
communication and police request  
Wilstead volunteering task 25th January from Forest Centre – responded to  
Contractor communication regarding Notice board post replacement - Jubilee Way  
quotation – agenda item  
Risk from bees clarity sought at allotments from insurance company for Parish Council  
policy  
Water Charges - Bowls Club communications copied into  
Welcome to your new fixed rate bond 15034581 communication  
Andy Muskett Ltd Christmas lights down invoice – agenda item  
Councillor communications regarding projector – copied into  
BBC Wilshamstead Parish Council Precept request 2024/25 acknowledgement of receipt  
BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre  
BATPC Update - Section 137 Amount Confirmed, Updated Bulletin on VAT and Sports  
Facilities – circulated to WG  
Bedford Marston Vale LRG Meeting- Please select your availability  
WebMate has moved office...  
Parish Clerk salary benchmarking exercise communication  
BATPC Training Opportunity - Planning Nuts and Bolts 28th March, 7pm – circulated  
Bus shelter repairs quotation circulation copied into communication – agenda item  
Copied into Wilstead Charities Trustees communications – agenda item  
Resident communication regarding parking on public paths clarity – responded to  
BBC Parish & Town Council Network - Thursday 8 February 2024 at 7pm via Zoom -  
circulated  
CPRE January newsletter – circulated

BBC Bedford Borough Council Draft Homelessness & Rough Sleepers Strategy 2024-2029 Public Consultation – circulated  
BBC Planning Parish Consultation letter for 24/00183/FUL - circulated, agenda item  
Wooding Way play area over flowing bin communications – reported  
BBC Planning Adjacent Parish consultation letter – circulated, agenda item  
Wilstead Bowls Club rent communications – agenda item  
BBC Officer clarity regarding drainage via balancing ponds copied into  
East West Rail 2024 Update – circulated  
Resident communication copied into email sent to Mayor regarding 2 Oak Trees on Dines Close Wilstead threatened with pointless removal  
Wootton Academy Trust: Consultation on Proposed Changes to Age Range Sept 2023  
East West Rail: Keeping You Connected - Edition 12  
Copied into follow up email regarding land adjacent 17 Pollards Close, Wilstead BBC Officer communication seeking clarity  
BBC Officer communications copied into regarding average speed camera site meeting  
Office of the Police and Crime Commissioner for Bedfordshire Newsletter - January 2024  
Coffee with a Cop communication followed up  
Resident reporting damaged inspection cover on Jubilee Way - actioned  
BACS Remittance from BBC £2,724.42 grass cutting contribution  
Copied into latest communications regarding Purchase of land off Bedford Road, Wilstead – agenda item  
BATPC Buckingham Palace Garden Party Nominations - PLEASE NOTE SHORT TIMEFRAME – actioned  
Albion Trees Quote - Jubilee Way copied into communications – agenda item  
It was agreed to ask Andy Muskett Ltd reasonable level of lighting for Littleworth to understand approximate costs and information in Homewatch as well. **Action 2.12: Clerk**  
Clerk to share vehicle speed data with local community police team. **Action 2.13: Clerk**

**11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 8<sup>th</sup> JANUARY AND EXTRAORDINARY MEETING HELD ON 6<sup>th</sup> DECEMBER:**

All Councillors unanimously agreed approval of the Parish Council 8<sup>th</sup> January meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes. The extraordinary meeting held on 6<sup>th</sup> December the minutes are to be carried forward.

**12. CLOSE OF MEETING:**

Chair closed the meeting at 9.10pm

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:**

23/02602/PIP Permission in Principle for the conversion of church and premises to dwelling at Wilstead Evangelical Church 141 Cotton End Road – Refused  
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 - Permitted

**[OBJ]**

**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 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 1.02: PWG** *To submit comments regarding 23/02602/PIP Permission in Principle for the conversion of church and premises to dwelling at Wilstead Evangelical Church 141 Cotton End Road* **Action 1.02: 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 1<sup>st</sup> 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 1<sup>st</sup> December to look at the exact locations with Councillors and Borough Officer and fed back to the December Council meeting. It was noted a number of locations proposed were an issue due to location of utilities, or overhead cables, or the ownership of the land, or vegetation hindering. Four locations at the crossroad end were preferred and one at Littleworth (all others having been ruled out for technical reasons). There were reported at the December Council meeting with three areas being investigated still at the village centre area still, with the fourth one being ruled out due to being on private land. The one area identified at Littleworth also is on private land so is having to be revisited to find a suitable area. Given the complexities and to ensure the work is not delayed any further it was unanimously agreed to delegate the positioning to MB and EB along with the Borough Council Highways Engineer. Then one of the VAS units from Cotton End Road to be relocated to Littleworth so they receive some coverage as well. After the December Parish Council meeting EB had continued to be in regular communications with Allan Burls, Highways Officer to ensure the project moves forward and other sites in the Borough do not move ahead of Wilstead's. Also since the last meeting, the VAS speed data collection information had been shared with Councillors. Councillors went on to discuss the potential scheme options in considerable detail with three scenarios focused on:

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

Further Councillor discussion continued, with comments such as, Cotton End Road is narrower than Bedford Road, with more pedestrian movements, plus traffic movements,

more properties, so highways safety a greater risk along Cotton End Road. Councillors therefore agreed unanimously the cameras are to be located in Cotton End Road.

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

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

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

Being mindful a new average camera scheme costs with new cameras costs £83k with £20k committed by the Parish Council, Councillors agreed that there to be liaison with the Officer to establish the shortfall of funds remaining funds of £63k and how this can be reduced. With Councillors unanimously in agreement that some additional Parish Council funds be allocated to the scheme to enable a new set on Cotton End Road.

**Action 11.07(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. Further communications including a visit to site by Morelock in January 2024 who have replaced the 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**

## **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 9.08: 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 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 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 was the last reported item, but the Bowls Club managed the repair directly, it has been carried out so action closed.

**Action 10.07: Complete**

**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, this has been delivered and installed.

**Action 10.08: Complete**

**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: Complete**

**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 1.01: Clerk/MF** *To set up Nikki Williams with email address, issue new Councillor paperwork* These had been done, awaiting completion of some paperwork, Interest form forwarded.

**Action 1.01: Ongoing**

**Action 1.05:MF** *To secure bond renewal on 9<sup>th</sup> January, with a two year fixed rate at 5.2% and that it be increased to £30,000*

**Action 1.05:Complete**

**Action 1.06: Clerk** *To submit the precept request to the local authority*

**Action 1.06: Complete**

**Action 1.07: Clerk** *To follow up the Village Hall flooring invoice accounting for VAT*

**Action 1.07: Ongoing**