



## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council Meeting held at the Village Hall on Monday 10<sup>th</sup> June 2024 at 7.00pm

**PRESENT:** Nigel Jacobs, Russell Adams, Richard Draycott, Mark Brooks (Vice Chair), Jo Bampton, Nikki Williams, Marc Frost, Borough Councillor Andrea Spice, Lizzie Barnicoat (Clerk), and four members of the public.

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

The Vice Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Eric Benton.

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

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

#### 3. OPEN FORUM:

Thank you from a resident on the work done to date given to the Parish Council. A couple of vehicles having moved it was noted from Church Road, some ongoing issues remain were outlined. Planning enforcement Officer decision outcome awaiting it was reported.

3 Cotton End Road planning concern raised, AS offered to follow this up. **Action 6.01:AS** Underpass at the graffiti raised, it is unsettling as well in this area for users with young people being followed when walking through. Clerk reported the graffiti to the local authority.

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

The one expression of interest, application form previously received, circulated to Councillors, MB will follow up with EB to meet with prospective individual.

**Action 6.02:MB/EB**

**Action 5.06: Clerk/MF** To make Councillor application form available on the website.

**Action 5.06: Complete**

#### 5. PLANNING AND DEVELOPMENT:

a) 23/02451/MAF Construction of an American style Barn and Arena/Manege in connection with the change of use from agricultural land to a personal equestrian centre at Vicarage Farm 53 Bedford Road – amended plans received, show the location of the public right of way as well as the boundary so not impact on the full Council previously submitted comments so no action needed.

b) 24/00882/S73A Installation of electric metal sliding gate and electric metal swing gate at two entrances (Development already carried out) at Vicarage Farm 53 Bedford Road – application 24/00298/S73A had been withdrawn, noting full Council agreed comments to 24/00298/S73A as an objection as gap left beside gate was too narrow and less than statutory gap on a Public Footpath. Suggested moving Public Footpath to south of property. It was resolved to resubmit above comments. **Action 6.03: PWG**

c) Ratification of comments for submission to planning appeal relating to: 23/02298/FUL and 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 –

**Action 5.10:Clerk** To share the key documents to Councillors to enable them to feedback comments ready for collation ahead of submission deadline of 12<sup>th</sup> June as Councillors

wished to make it clear to the Inspector the service road is a private road.

**Action 5.10: Complete**

Wilstead Parish Council would like to make submit further comments to this application, asking the Planning Inspector to kindly take the following additional comments into consideration.

Viewing of the range of supporting planning application and subsequent appeal documents associated with both applications concerning 23/02298/FUL and 23/02299/LBC has been challenging. The documents are lengthy, technical, so to view these all electronically has not been easy for Councillors. Whilst this is not a material planning consideration matter, the Parish Council would like to highlight this as it has meant it has been difficult for those impacted in adjacent and neighbouring properties to fully view the information and therefore engage as meaningfully in this planning process as they would like.

Such local knowledge is very valuable and important when looking at such a significant proposal for a site that is located in the centre of the village. The Parish Council understand from local sources that there has been flooding experienced in local gardens which are likely to be linked to the recent work carried out at 5-7 Bedford Road. The site itself is known to flood as well, this combined with the boundary ditch having been filled in brings concern to whether the drainage measures in situ and proposed for this site are sufficient. As it is centrally located in the village, as well as being adjacent to important local facilities such as the allotments and burial ground it is important that there are no knock on implications from this site development to the local water levels.

The Parish Council would also like to highlight important information regarding access from Jubilee Way. The Inspector needs to please be mindful that Jubilee Way is a privately owned road; the road is owned by Wilstead Parish Council. The applicant, whilst having right of access along Jubilee Way to access the rear of the property, is limited to a narrow 10 foot opening only with limited vehicle access granted by the previous agreement. The Parish Council is able to provide more information and supporting documentation if needed on the ownership of the road.

The Parish Council are also aware that there is very limited frontal access to 5-Bedford Road for the significant building works proposed at this site, detailed in this application.

Currently, there appears no information accompanying any of the applications to understand how utility services will be supplied to the new buildings. Given the central location of this site, not only in terms of the village, but with adjacent boundaries next to village facilities and the private road factor of Jubilee Way this information should form part of this application.

Wilstead Parish Council and the applicant are not in agreement regarding the correct positioning of the boundary line between the site and the village allotments. Whilst this may not affect the position of the proposed development on the site, it will and therefore does constitute a material planning policy consideration that it will have a form of impact on access to the site overall. This is relevant as it would impede construction traffic from accessing the site along Jubilee Way.

The Parish Council continue to have reservations and concerns regarding the application as set out above and in the original objection submitted.

Without prejudice, were the Inspector minded to permit the development, the Parish Council would like to ask that please could it be ensured that the applicant make suitable reinstatement to the original condition of any access along Jubilee Way. The applicant needs to be wholly responsible for all crossover work on Jubilee Way in a manner that does not inconvenience existing access to Wilstead Burial Ground (pedestrian and vehicle) and Wilstead allotments (pedestrian and vehicle). In addition, there should also allow sufficient remuneration to the Parish Council for the ongoing upkeep due to increased traffic movements going forward from the current and any future occupiers of this site. It was unanimously resolved by the Council for the above comments to be submitted.

**Action 6.04: Clerk**

d) Ratification of additional comments for application regarding 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 –

**Action 5.07: Clerk** *To collate additional comments to the application for land off Canberra Road, Shortstown*

**Action 5.07: Complete**

Additional comments for consideration by Parish Council were: In addition to the previously submitted comments Wilstead Parish Council would like to add the following items for the local authority to consider.

The emerging Bedford Borough Local Plan 2040 is not a strategic planning development document that is considered to be sound, which was clearly expressed by the Planning Inspector at the public hearing sessions. The subsequent communications between the Inspector and Borough Council show there remains work to be done before the Local Plan that was recently inspected can be used and the associated planning policies applied to the local area. Therefore, this application is speculative, as this site is not in the Local Plan 2030 document, it is being tested against a local strategic document which does not include this site.

Wilstead Parish Council are very mindful that this particular application is of great interest to many communities across the local authority as if this application were to be approved then it would effectively be giving permission to an unallocated site. This is a great concern for the Parish Council, so they encourage the Officers to be robust when applying the appropriate National Planning Policy Framework and local planning policies in determining the outcome for this site. If any other outcome other than refusal is granted the local authority would be setting a worrying precedent for developers borough wide.

Wilstead Parish Council are mindful that some parts of Wilstead are not lit by street lighting, such as the Littleworth part of the village, so would ask that consideration and associated view point reviews are done to ensure that the setting along this part of Cotton End Road is not detrimentally impacted.

Councillors are mindful that there are some holding objections in from the Internal Drainage Board and National Highways. Wilstead Parish Council would ask that Officers reviewing the flood, drainage and water management aspect of this application need to give careful consideration to the dewatering of Elstow Lakes. This will see an enormous increase of water in the local network over an extended period of time, with water flow management needing to be carefully monitored by the appropriate organisations including the Environment Agency. The Parish Council are concerned about the potential cumulative effect being damaging to the local network, environment and habitats if this is mismanaged. There really must be some joined up thinking on how to manage not only the dewatering at Elstow Lakes which is a sizeable operation, in addition to such a large housing development. There needs to be careful review of the associated calculations, with robust challenge needed to make sure the local network is not over loaded.

This application proposed a primary school within the site, given the local school structure it would seem more natural for this to be a secondary school site, however, Wilstead Parish Council are mindful that those with more local knowledge and understanding of the education capacity in the immediate proximity of this site are better suited to comment on this aspect.

Wilstead Parish Council are also aware that with any such large application there is naturally increased traffic flows which are introduced to an already exceptionally busy local highways network. This then displaces traffic as a knock on effect, which was outlined in the Council's original response. There is concern given the proximity of this site to another large proposed allocation in the more recent emerging Local Plan document, combined with the two sites being under the same site promotion, the Parish Council would want to see assurance that highways mitigation will take place to minimise impact on the local network rather than be

managed by any form of internal mitigation potentially linking the sites. It was unanimously resolved for the above comments to be submitted.

**Action 6.05: Clerk**

e) Planning applications in neighbouring parishes consultation consideration – S106 Wixams agreement modifications, no comments to make it was noted.

f) Consideration of any planning applications received after the publication of the agenda none received for consideration.

24/01124/FUL Erection of a detached dwelling following the demolition of the existing church building at Wilstead Evangelical Church 141 Cotton End Road had been circulated to Planning Working Group.

**6. BOROUGH COUNCILLOR REPORT**

**Action 6.07(23): 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. Early April BBC Officer made communication to understand load weight of Christmas lighting to ensure camera column could manage load, contractor guidance sought, this information has now been shared, fed back to the local authority. Follow up on timescale was chased, reply stated this is enough detail to allow us to continue with our design, and for the design works to proceed as planned.

**Action 6.07(23): Ongoing**

**Action 6.08(23): 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 (23):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. AS added that this has been followed up, the feedback was not as positive as hoped but it is being monitored.

**Action 1.08:Ongoing**

**Action 5.09:MF** *To share any relevant information from meeting taking place at Borough Hall relating to the proposed allocation at Wixams South in the emerging Local Plan which is in the parish of Wilstead.*

**Action 5.09: Ongoing**

AS reported on the four hours free parking in Allhallows car park, this will be extended to Lurke Street car park towards the festive season. Various reports being presented to the local authority in the coming weeks on different local improvements for the town centre. MF added Oasis leisure facility reopening, tennis courts refurbished, purchase by Borough Council of the Debenhams site in town as well. Thirteen properties purchased to help with temporary accommodation to reduce homelessness.

MF is monitoring the average speed camera progress, and awaiting Integrated Care Board feedback on confirmation of the funding for a facility for a GP surgery, noting that the ICB have had to make efficiency cuts recently which is likely to add to a delay unfortunately.

## **7. LAND TRANSFER AND COMMUNITY PROJECT UPDATES TO INCLUDE LONGMEADOW DRIVE, HUCKLE'S MEADOW AND COMMUNITY WOODLAND:-**

Huckle's Meadow Working Group meeting report shared to all in advance of the meeting.

**Action 4.04: EB/Clerk** *To bring quotations from grass cutting contractor for Huckle's Meadow to a future meeting* Awaiting Worboys feedback. **Action 4.04: Ongoing**

**Action 4.05: Clerk** *To monitor the commuted sum of monies transfer from the local authority for Huckle's Meadow* This has been received. **Action 4.05: Complete**

**Action 4.06: EWG** *To consider having signage on site was felt best to be explored and entrance option also to be looked at* **Action 4.06: Ongoing**

The Working Group actions included: ask Parish Clerk to investigate all potential sources of funding, agree an initial spend of up to £10k to allow work to commence as soon as possible. Obtain access through the gate at the underpass. The full Council unanimously agreed to approve the above action, resolution passed. **Action 6.06: HMWG**

It was discussed who owns the gate to manage the access by the underpass, to enable an access gate to be installed going forwards, this to be explored to ascertain ownership which it is expected will be the local authority. **Action 6.07:HMWG**

**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 brushes 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.

The latest update for the May meeting was following on the practical completion certificate that Persimmon are chasing the local authority for which had previously caused confusion, it appears does not exist. The local authority are being asked to assist with issuing this certificate on behalf of the authority or Parish Council, as this document is needed for the transfer. The Parish Council continue to monitor, pursue to keep this progressing. Communications remain ongoing with documents being shared between Persimmon and the local authority. **Action 11.07: Ongoing**

**Action 2.04: GC/AS/MF** *To support with community woodland transfer which remains outstanding* The latest communication from the local authority in November that resulted as a follow up after the last Local Plan hearings, Borough Councillors had been sent a copy of the latest transfer communications. **Action 2.04: Ongoing**

## **8. FINANCE MATTERS**

### **a) Quotes for consideration -**

**Grass cutting off Bedford Road** – noted remain awaiting quotes.

**Application to local authority for H bars in Church Road** – Clerk had shared several communications regarding this item to Councillors in advance of the meeting. Consideration given to the costs received from the local authority, wish for one consultation for all aspects of highways safety in the centre of the village area, Church Road, crossroads, splay of Dines Close, outside the Post Office/Village Hall as well around Whitworth Way. MB to reshare the collated list of items, it was asked could double yellow lines be added to the corner of the access point by the Village Car Park to the drop kurb which causes a visibility issue. This be added to the list. Local authority to be asked formally what will be charged for the collective consultation. MB and RA will liaise with MF to help ascertain this.

**Action 6.08:MB/RA/MF**

### **Christmas lighting –**

**Action 2.10: Clerk** *To explore additional Christmas light options to finish off the main roads in Bedford Road and Cotton End Road with Andy Musckett Ltd* Request sent, quotation received from Andy Musckett Ltd, options were discussed, it was asked could the Council see a sample of the star motif, with further discussion at the next meeting. Initial preference is three stars and seven rope lights Councillors discussed, with Littleworth and Cotton End Road coverage. Clerk to seek clarity including lighting arrangement of the shooting star was fed back, Clerk to ask for a picture of the star.

The quotation considered was seven £195.00 per column for the rope lights and three £365.00 for the star plus £40.00 to put up and take down each light. It was unanimously agreed to approve the document, resolution passed. Clerk to feedback and to share update on Homewatch to the village.

**Action 2.10: Ongoing**

Clerk to check the timer arrangement for the Christmas tree going forwards.

**Action 6.09: Clerk**

It was noted that topsoil to be used to finish off the allotment work, Councillors unanimously agreed to approve the delivery of soil, expecting no more than £500 of expenditure be authorised for the work, resolution passed.

**Action 6.10: RA/MB**

### **b) Invoices to be paid –**

#### **Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Gallagher	Insurance renewal	£598.46
2. Backlight Ltd	April & May charge	£2092.89
3. Bedford Borough Council	Jubilee Way signage	£1095.36
4. A R Worboys Ltd	SI2275 grass cutting	£756.00

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	£40.80 direct debit
Swalec Street lighting energy	£110.27 direct debit
3G CCTV Wifi	£12.00 direct debit
Wave Business Water charges	£486.46 direct debit
Information Commissioner Officer Membership renewal	£35.00 direct debit

Payments made between meetings to be ratified:

None to be considered

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO, resolution passed.

## **9. CORRESPONDENCE AND INFORMATION RECEIVED:**

NALC Events Bulletin emails  
Age Partnership email promoting services  
BBC Planning weekly list email  
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  
Workplace Health Bulletin: May 2024  
Crime Stats – May 2024 – circulated  
Wilstead Bowls Club communications – responded to  
BRTA Voluntary Transport communications  
BBC Officer communications regarding average speed camera load clarity followed up  
Grass cutting contractor communications followed up – actioned  
Persimmon communications, BBC Officer communications relating to Longmeadow Drive application for Practical Completion certificate at Wilstead – actioned, ongoing  
Wilstead Football Club grass cutting communication – followed up  
Copied into Forest Centre communications copied into regarding Huckle’s Meadow and community woodland – agenda item  
Duck End Lane land communications regarding outstanding S106 monies – followed up  
BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre  
BBC Officer communications copied into regarding pedestrian refuge at Wilstead Crossroads (pedestrian warning)  
BBC Planning re-consultation letter regarding 22/02544/S106A – circulated to PWG  
East West Railway Company |door-knocking exercise starting this week – no relevant to Wilstead as regarding land interest questionnaires  
Councillor communication seeking feedback to 5-7 Bedford Road appeal  
Parking enforcement communications regarding Church Road – responded to  
Copied into parking enforcement communications regarding Church Road sent to BBC  
ICO - Renewal confirmation ICO:00016622074  
Copied into parking enforcement communications regarding Church Road sent to BBC  
Copied into parking enforcement communications regarding Church Road sent to BBC  
King portrait delivery communications with Village Hall  
Copied into parking enforcement communications regarding Church Road sent to BBC  
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BATPC New Model Financial Regulations – circulated to WG, future agenda item  
Copied into parking enforcement communications regarding Church Road sent to BBC  
Gallagher insurance renewal confirmation

BBC planning letter 24/00882/S73A – agenda item  
Communications circulating Parish Council minutes to the websites  
H bar request for Church Road follow up communication sent to BBC Highways Helpdesk – followed up, agenda item  
BBC Licensing Team feeding back to request regarding clarity relating to vehicle business operator license – followed up  
DVLA communication regarding clarity sought on advice about the private car parking industry – followed up  
Resident communication regarding Church Road parking – responded to, circulated  
Help us make Cambridge & Counties Bank better  
Playground Water-logging Solutions for Wilshamstead Parish Council  
BBC Minutes for Rural Affairs Committee, Wednesday, 24th April, 2024, 6.30 pm  
CPRE May newsletter  
Reported to BBC Highways Helpdesk overgrown trees and shrubs causing danger Luton Road  
Promotional information regarding fireworks  
National Highways Important roadwork information: A421 Salford Road – road surface repairs  
Parish Councillor EB apologies for June Parish Council meeting – noted  
Huckle's Meadow Working Group meeting arrangements copied into  
Councillor request for overgrown hedges letter – copy of letter shared  
BBC Parish and Town Council Network: Meeting Details – circulated  
Bedford Borough Council Grants information and Grants of up to £300,000 available for companies to boost innovation -circulated  
Are you interested in attending "Coffee With A Cop " Wed 05 Jun 13:30 – circulated  
BBC Highways Development Officer communication regarding Church Road, Wilstead – followed up  
Notification of IDB Watercourse Maintenance 2024/2025 – circulated  
Resident communication regarding Church Road parking matter feedback circulated by Parish Council – forwarded  
BBC Recycling team Church Road parking issue communication – followed up  
Borough Councillor MF FUND NOW OPEN - Exclusive Internal Defibrillator Scheme Across the UK – responded to  
Wilstead Homewatch invoice communication  
BBC communication regarding Wilstead Burial Ground Green bin request – circulated  
BBC Highways Officer feedback to Highways Helpdesk report about overgrown vegetation by Luton Road - shared  
Damaged trees in Longmeadow Drive shared with Persimmon communication – followed up  
BBC Planning Policy Cotton End Neighbourhood Development Plan – circulated  
Easily - It's time to renew wilsteadvillage.org.uk  
BBC Team Leader Refuse and Recycling communication regarding Church Road – followed up  
JACS (UK) Ltd - Village Gateways  
School Fair 22nd June 10.30 – 1.30 email communication copied into  
Wilstead Bowls Club rent communication – followed up  
Huckle's Meadow Working Group report – circulated  
Planning Working Group report  
Allotment request for top soil, allotment fence item  
BBC Social enterprise event - 12th June 2024 – circulated  
BBC Officer Recycling regarding bin in road at Church Road – followed up  
BBC Officer communication regarding damaged dog waste bin – followed up with EWG



Gravetending communication received – circulated  
Local community police communications regarding community parking support Church End – followed up  
Grass cutting contractor schedule communications  
BBC Planning Parish Consultation letter for 24/01124/FUL circulated PWG  
Resident communication concerned regarding Hampton Close overgrown areas – followed up  
Resident communication concerned regarding Hampton Close overgrown areas – followed up  
£40 Per Inspection for Play Kit!  
ARW LTD WILSTEAD PC INV S12275 – agenda item  
Councillor communication to Wickstead copied into regarding broken rop fixing  
Councillor request for clarity and copy of communication regarding Montrose Filling Station, Wilstead – responded to  
Riseley Community Policing communication – circulated

□  
**10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 15<sup>th</sup> APRIL AND EXTRAORDINARY MEETING HELD ON 6<sup>th</sup> DECEMBER:**

All Councillors unanimously agreed approval of the Parish Council 13<sup>th</sup> May 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.

**11. CLOSE OF MEETING:**

Chair closed the meeting at 8.30pm

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:**

24/00706/S73 Erection of a detached bungalow, including variation of approved plans condition attached to 21/00008/FUL, to allow for the addition of rooflights, addition of ceiling within the property to create a ground floor and a roof void to be utilised as a storage area/attic and changes to parking area and levels at Land Adjacent To 17 Pollards Close – Permitted

24/00089/AOC 20/02117/MAF - Condition 3 Archaeological mitigation strategy (discharge of condition) at Land At Haynes Park Off Cotton End Road - Permitted

**ANY OTHER PLANNING MATTERS:**

**Action 4.02: PWG (21)** *To action contacting planning enforcement regarding 166 Cotton End Road The fencing remains in situ, to be reported.* **Action 4.02 (21): PWG**

**Action 2.04: Clerk (22)** *To follow up with the Borough Council Officer to investigate what could be done to improve cycling facilities in the village as well as the link along the A6 to be safer for users. Yo Highton and Melanie MacLoed at the Officers who will give an update on this, all that is known is that the local authority are just about to start work on the preparation of a Local Cycling and Walking Improvement Plan for the Borough. This document is expected to be ready in the autumn time. Chased March 2024*

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

**Action 6.04: Ongoing**

**Action 3.05:PWG** *To have a formal meeting with Robinson and Hall to measure the site boundary out which is the first step on this matter* It had been agreed to carry out a site visit to have a formal measurement of the boundary which is a separate matter to the access along Jubilee Way to the proposed development area. Awaiting site visit to be arranged.

**Action 3.05: Ongoing**

**Action 5.08/NJ/Clerk** *To manage submission of comments to the Bedford Borough Council Rights of Way Improvement Plan consultation document*

**Action 5.08: Ongoing**

EB had shared comments, it was agreed to make reference to: it would be useful if the document summarised changes from the previous plan, there appear to be many references to cycle rights of way but no mention of any right to cycle on bridleways or a ban on cycling on footpaths – guidance would be useful. The document to contain clarity on what is the latest Government legislation on the “Right to Roam” and could the Borough introduce more lit up signs for use when a footpath crosses a major road (could these be activated by walkers (eg like pelican crossings but not stopping the traffic just making drivers aware there may be pedestrians crossing). Using these comments, coordinating feedback from the village P3 group, as well as referencing strengthening the route link between A6 roundabout and waste roundabout, plus improved links to the John Bunyan way with another cycle route to also be added into the response.

**Action 5.08/NJ/Clerk**

## **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. Feedback was received:

When the old junction was adapted to be a mini-roundabout, in order to fit the required roundabout diameter it was unfortunately necessary to remove the old pedestrian refuge. As a consequence we installed new crossing points as close as possible to the roundabout give ways lines without affecting the flow of the mini-roundabout. This is in line with the requirements of the design standard, but unfortunately means that the crossing points are further away from the junction than previous. Given the width of Cotton End Road and the space needed for turning vehicles (including any vehicles coming into and out of the car sales garage), it is not feasible to install a new island in this location. It is also difficult to improve visibility of pedestrians on the southern side of the junction as we are unable to remove the large oak tree on the corner. This limits options for improvements here and my recommendation is that we highlight the presence of pedestrians with the installation of some traffic signs on the approaches to the junction as per a sign that can be installed to raise awareness. The Parish Council have requested this sign be installed as soon as possible and full update shared in Homewatch. Awaiting sign installation, which RD has chased, signs have been ordered and awaiting installation.

**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. This has been explored and it is expected due to the age of the gates they will require more substantial work carried out than just light touch maintenance. Council will need to consider next steps as budget impact likely to be larger than initially expected.

**Action 11.09 (21): 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.

Allan Burls has now left the Borough. Meeting between councillors EB & MF, Borough Highways Manager, A Prigmore, Councillor Jim Weir and Team Leader Environmental Engineering – Adam Caruana on Friday 16<sup>th</sup> Feb 2024. AP questioned availability of funds and after discussion it was agreed that the Parish Council would contribute £30k with the balance coming from the Borough. Discussion of the two previously agreed locations resulted in AC querying the location proposed at Harry Newman House due to the proximity of parked cars, AC will investigate a location on the verge opposite and revert to the Parish Council. If this is not suitable the Harry Newman House location can be used but will require a higher ASC pole.

**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 2.04: EB** *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. The middle takeaway shop was approached with regard to resurfacing the car park area that had become a trip hazard. This has been done

but not well so that there remain large puddles of water in the area after rain. It is still intended to tidy up the area but requires further thought on what exactly needs to be done.

**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.* Schoolchildren submitted proposals for the sign but these have not been taken up. On hold pending a decision on Action 2.04

**Action 2.05: Ongoing.**

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

**Action 6.10: 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. This is to be out to the borough Highways department for quotation.

**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.* This work will await the final decision and placement of boundary hedge between agreed Parish Council land and the owner of 5 – 7 Bedford Road. Robinson & Hall to be used to draw up the boundary line and ensure the agreement is registered/recorded. Awaits agreement with the land owner as per Action 3.05.

**Action 10.04: Ongoing**

**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**

**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. Signage ordered.

**Action 9.01: Ongoing**

**Action 2.13: Clerk** *To share vehicle speed data with local community police team*

**Action 2.13: Ongoing**

**Action 2.07:MB** *To explore options regarding the Jubilee Way knee rail repairs* Quote accepted for £225.88 for the knee rail repairs, 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:Ongoing**

**Action 4.01: Clerk** *To follow up with Inspector Goldsmith about having an article collated to share in local publications about how best to report items to the Police would be helpful to promote the right way to send items in. Also Inspector Goldsmith to look into racing vehicles along the A6 late at night*

**Action 4.01: Ongoing**

**Action 5.01: Clerk** *To ensure the Council meeting minutes were up to date on the Parish Council website*

**Action 5.01: Complete**

**Action 5.02: Clerk** *To follow up expediting the request for H bars at the property entrances in Church Road with the local authority to be followed up*

**Action 5.02: Complete**

**Action 5.03: Clerk** *To follow up with Inspector Russell Goldsmith who attended April Parish Council meeting and had offered support with a solution like had been managed in Clapham with a similar car garage experience.*

**Action 5.03: Complete**

**Action 5.04: Clerk** *To place reminder about considerate parking in next Homewatch.*

**Action 5.04: Complete**

**Action 5.05: Clerk** *To share details of burials in the Council Burial Ground with local residents in advance to forewarn residents of possible higher vehicle movement.*

**Action 5.05: 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 9.08: 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 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: Complete**

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

**Action 1.07: Ongoing**

**Action 2.05: Clerk** *To arrange payment of the Village Hall air conditioning unit for the small hall including management of Ward Fund the installation of the new unit is nearing completion. Payment to be arranged.*

**Action 2.05: Ongoing**

**Action 2.13: Clerk** *To notify the Wilstead Bowls Club of the agreed rent charge to be £1650 set for this year*

**Action 2.13: Ongoing**

**Action 3.10: Clerk** *To seek clarity on the Wilstead Bowls Club grant £1,500 contribution due from the Bowls Club for the recent water supply upgrade work carried out by the Parish Council, be written off so that no monies are due for these works, to enable the Club to reallocate these funds to the toilet and building refurbishment works. Clerk to feedback.*

**Action 3.10: Ongoing**

**Action 5.11: Clerk** *To confirm the management of the release of the grant funds to Wilstead Primary School If the playground markings invoice was required to be prepaid by the school. If the invoice terms do not require prepayment then it was agreed by the full Council to pay the grant monies on confirmation the work had been completed satisfactorily by the contractor.*

**Action 5.11: Ongoing**

**Action 5.12: Clerk** *To submit finance documents to the external auditor*

**Action 5.12: Ongoing**