



WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 2nd September 2024 at 7.00pm

PRESENT: Russell Adams, Richard Draycott, Eric Benton (Chair), Mark Brooks, Nikki Williams, Chris Carberry, Karen Hollands, Nigel Jacobs, Marc Frost, Borough Councillor Andrea Spice, Lizzie Barnicoat (Clerk), and two members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Jo Bampton.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting, though noted MB under payments.

3. OPEN FORUM:

Planning application offer of clarity requested by individual present, there was feedback given on the August Parish Council meeting minutes. Time restricting the use of the parking site off Church Road question received on if other facilities in the village would also be required to be time restricted. In response it was noted that there are no current applications relating to other local businesses in the village that relate to a time restriction consideration. There was expression of concern that the parking problem on Church Road is not related to the local garage but to the care home facility.

Electric scooter riding in the village at high speed along Bedford Road using the underpass was raised as a concern. MF is attending the Wixams anti social behaviour meeting taking place shortly and will highlight this again. Encouragement was also given to report this in to the local community policing team.

4. PLANNING AND DEVELOPMENT:

a) 24/01434/FUL Erection of dwelling house at Land Adjacent To The Granary 12 Duck End Lane On Bedford Road - the Planning Working Group recommendation for the full Council was to resubmit previous comments to application 21/03277/PIP, it was unanimously agreed to submit these comments:

Although this site is outside the Settlement Policy Area boundary the Parish Council is not in principle against any single dwelling development within this cluster of houses on the outskirts of the village around Duck End / Bedford Road. However any new dwelling on this site should look to have minimum impact on the rural nature of its setting. Therefore the Parish Council would want all the trees in the wide verge along the site boundary with Bedford Rd to be retained. As the verge is wide there is no need to remove any of these trees to ensure sufficient visibility when exiting the property. In addition the Parish Council would look to any development of this site to include a turning head so that vehicles could exit the site in a forwards direction and also have sufficient on site parking to allow for visitor parking as well as residential parking. The driveway across the verge should be a single vehicle width so as to discourage any vehicle parking there which would limit the visibility of any traffic travelling along Bedford Rd from any vehicles exiting Duck End. There should also be a condition imposed to prevent parking on the grass verge. It is good to see that the area on the north east corner of Duck End / Bedford Rd would be planted up further to help against flooding in this area – it is in a flood zone. In order to preserve the contribution this area could make towards flood protection of Duck End the Parish Council would want to see this area given protection against any future development. The Parish Council would wait to see the full application before supporting or objecting to the application but would expect to see the above areas of concern addressed in any application

The Council would like to also add that the siting of any proposed property be located as far back from the highways road boundary as possible so that it is closer to the existing settlement of properties.

Action 9.01:Clerk

b) Bedford Borough draft Statement of Community Involvement 2024 comments for submission – the Planning Working Group had received the consultation communication from the local authority it was agreed by the full Council no comment to be made.

c) Consideration of any planning applications received after the publication of the agenda 24/01628/FUL single storey front, side and rear extensions, loft conversion with front dormers and external alterations at Lyndale 108 Cotton End Road - the Clerk to ask for an extension for comments to be submitted.

Action 9.02:Clerk

Adjacent parish application 24/01608/S106A at Wixams was noted and no comment agreed to be made by the full Council.

5. BOROUGH COUNCILLOR REPORT

Ward Fund reminder to apply for funding for projects, Wixams station work has commenced. The local GP services trying to bring this element of the development forwards is being worked on as well it was detailed. Weeds in Armstrong Close are causing a challenge on the footway, this is being pursued with the local authority. Borough wide report will be shared by MF shortly.

Action 9.03:MF

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 the design for the new ASC system on Cotton End Road has passed the approval process. The pack is now being finalised for issue to the contractors. The contractors will then be in a position to review the designs and provide a programme of works. The latest is materials have been ordered for the installation and the Borough Council are just awaiting a programme from the contractor. The final scheme plans received, circulated to all, the cameras will be mounted on new street lighting columns which will replace existing columns in the same locations. There will also be four new signs to highlight the presence of the enforcement zone. With the exception of the most western sign, they will all be mounted on street lighting columns to keep the amount of clutter at the site to a minimum.

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. MF had followed up recently after the July meeting.*

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

Action 6.01:AS *To follow up 3 Cotton End Road planning concern raised by member of the public*

Action 6.01: Ongoing

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

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

Action 6.06: HMWG *To enable access to the site for initial clearance being part of the initial spend of up to £10k to allow work to commence as soon as possible* Costings have been established for machinery cutting, being mindful of the fence being down to gain access and then needing to be put back up to minimise illegal access. Hand cutting is an option, with moving a trough needed also being part of the consideration. It was agreed to have the work carried out by machinery with reassurance that the site is secured every night, the work is expected to take 2-3 days with a new gate being needed it was noted. The trough has gone and the site has been secured. Clearance has commenced on site and is continuing, further clearing around the wood as well as fence work being carried out. Councillors reviewed pictures of the clearance done to date, agreeing that a path be cleared around the wooded areas the fence to be removed during the work the following day, with Councillors confirming agreement with another day of work at the agreed daily rate.

Action 6.06: Ongoing

Action 6.07:HMWG *To arrange access to the site to enable an access gate to be installed going forwards* The ownership is being followed up, the local authority have responded that the lock can be cut. Going forwards Councillors felt it would be best to get a combination lock for ease with this being followed up. The site is now accessible.

Action 6.07: Complete

Action 11.07: EB/NJ *To await response from Persimmon regarding the Longmeadow Drive transfer negotiations in light of the Parish Council not wishing to take on the balancing pond given the Internal Drainage Board feedback* 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. The small play area surface is cracking it was noted in the development. The Practical Completion certificate has been issued, there is now a challenge with waiting a year after the certificate issued under normal circumstances, so there was agreement by the Councillors that this one year to be waived was a suggested approach potentially to enable the transfer to be processed in a more timely manner. A Councillor raised the wooden fence between the boundary of the site by the play area should be checked to ensure it is secure enough.

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. Teams meeting held with local authority, Parish Council representative, and Forest Centre representative who had raised some items of concern. Current status is awaiting Forest Centre representative to put in writing those items to the local authority.

Action 2.04: Ongoing

7. FINANCE MATTERS

a) Quotes for consideration -

No items to consider for this meeting.

There was discussion on additional parking along Jubilee Way being explored, with options being considered before putting up the new knee rail fence (Action 2.07). There was a suggestion of clearer signage would be beneficial to direct users to park in overspill area. MB offered to collate a specification to enable quotes to be sourced.

Action 9.04:MB

Action 6.09: Clerk *To check the timer arrangement for the Christmas tree going forwards* *Clarity has been sought on this with the lighting contractor* It was agreed by all present not to pursue a timer this year.

Action 6.09: Complete

Councillor fed back that a dig bin on Luton Road needs repair, it was agreed to follow up and report the issue, seeking a replacement dual purpose bin, resolution passed.

Action 9.05:RD

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	July charge	£1046.44
2. Backlight Ltd	August charge	£1046.44
3. Bedford Borough Council	Luton Road bin repair	£420.00
4. BATPC	Membership renewal	£596.00
5. A R Worboys Ltd	SI2346 grass cutting	£756.00
6. A R Worboys Ltd	SI2363 grass cutting	£756.00
7. A R Worboys Ltd	SI2340 hedge cutting	£168.00
8. Andy Muskett Ltd	Christmas lighting	£2472.00
9. Mark Brooks	Topsoil for allotments	£241.60

Accompanying invoices filed ahead of this meeting in the Invoices and Quotations folder of Parish Council documents held online within the folder for this meeting in Office 365 SharePoint. As minuted in March 2020 the F&GP WG is delegated to approve and pay urgent items electronically (with retrospective approval at the next PC meeting). However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made as per direct debit agreements:

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 allotment water charges		£297.92 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 declared an interest, MB as a payee, so both took no part in the vote, resolution passed.

c) Finance and General Purposes Working Group recommendation for Financial Regulations approval – document circulated, revised inline with NALC new 2024 model version, Council donation level to be £5,000 and VAT reclaim to be twice a year amendments to be made, with these it was unanimously agreed to approve the document, resolution passed.

Action 9.06:EB/Clerk

d) Finance and General Purposes Working Group delegation to manage Special Area Expenses submission – independent audit of local authority, supporting documents shared, delegation to the Working Group to complete and return the submission, resolution passed.

Action 9.07: F&GPWG

e) Ratification of Parish Council financial contribution for Cotton End Road average speed cameras – Action 6.07(23) reflected contribution level, it was unanimously agreed by the Council to arrange payment of £35,000 as the Parish Council contribution to the average speed camera scheme in Cotton End Road, resolution passed. It was unanimously agreed that payment of the invoice only to be issued on full completion of the works, resolution passed.

Action 9.08: F&GPWG

f) External auditor feedback – contact had been made seeking clarification on the asset register figure, there had been an error in the recorded figure, with external auditor feedback clarity on options to the Parish Council outlined. It was unanimously agreed by the Council that the AGAR to be amended, it was noted this will incur a fee of £40.00, resolution passed. Clerk to update accordingly.

Action 9.09: Clerk

8. 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: August 2024

Crime Stats – July 2024 – circulated

BBC Officer communications regarding average speed camera installation communications

Grass cutting contractor communications copied into regarding hedge cutting

Persimmon communications, BBC Officer communications relating to Longmeadow Drive – ongoing

Copied into Forest Centre communications copied into regarding Huckle's Meadow and community woodland – agenda item

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 sign)

CPRE August newsletter

Wilstead Homewatch article submission

BBC Officer Recycling regarding bin in road at Church Road – followed up, Borough Councillor MF copied in
BBC Highways Officer communication regarding highways items in the parish – followed up
BBC Chief Executive invite for Clerk to a meeting communications
Resident communication regarding overgrown hedge in Pollards Close – responded to, followed up
BEDFORD BOROUGH COUNCIL SPECIAL EXPENSES REVIEW 2024 reminder – agenda item
Annual Governance and Accountability Return 2023/24 communications with Mazars – responded to
BBC Town and Parish Network meeting – circulated
Bedford Borough Council Parish and Town Council Update - circulated
Financial Regulations model document communications
BBC Officer communication regarding pedestrian refuge at Wilstead Crossroads (pedestrian warning) sign installation
Resident concern regarding Hampton Close pavement issue – followed up, communications with Borough Council Officers on this area
Resident communication regarding parking hazard by village crossroads – responded to
Resident communication regarding dangerous parking on Cotton End Road and splay of Dines Close – responded to
Borough Councillor MF follow up communication copied into regarding school path issue into Borough Council
Borough Councillor MF follow up communication copied into regarding roundabout markings being restated
BBC Officer communication regarding Luton Road tree works being carried out after report into Highways Helpdesk
Village Hall Management Committee communications requesting copy of of memo document – responded, actioned
Message from PCC John Tizard: What do you want to see in Bedfordshire's Police and Crime Plan for a safer and fairer Bedfordshire? - circulated
Wilstead Neighbourhood Plan maps information from Working Group for submission to local authority – actioned
BBC Grass cutting agreement 2024/25 payment – received
Planning Parish Consultation letter for 24/01400/LDE – circulated, agenda item
Resident communication regarding the July Parish Council meeting – responded to
BBC Highways Helpdesk parking on Phipps Close reported
BBC Highways Helpdesk disabled bay request for village car park – actioned, followed up, fed back to individual
BBC Decision sheet for Rural Affairs Committee, Wednesday, 24th July, 2024, 6.30 pm
Wilstead allotments summer newsletter
Invoice AFF113 from Bedfordshire Association of Town and Parish Councils – agenda item
BBC information on UK Shared Prosperity Fund and Rural England Prosperity Fund Grants
Playground inspection report – circulated
CPRE July 2024 newsletter
Resident concern over overgrown weeds at rear of property in Dines Close – responded to
Read our latest edition of Community Matters
ARW LTD WILSTEAD PC INV S12340 – agenda item
BBC BACS remittance – grass cutting contribution
Invoice INV-5449 from CPM PLAYGROUNDS LTD for Wilstead Parish Council – agenda item
SAVE THE DATE - OPCC NFU Rural Crime Event 2024 - Scald End Farm - Wednesday 6 November 2024 - circulated
East West Rail: Keeping You Connected - Edition 14
Outdoor Developments - Fawns Playtime

Copied into Councillor sharing interest of individual wishing to be a Parish Councillor
Resident expressing interest in carrying out defibrillator check – responded to
Resident communication regarding Bedford Road hedge item – shared with relevant Councillors
Parish Councillor extraordinary meeting communications
Resident expressing interest in carrying out defibrillator check – responded to
BBC Officer communications regarding disabled bay in Village Car Park site meeting – followed up
Councillor communication regarding email password and Council access – followed up
Wilstead Village Hall Management Committee communications regarding memorandum document – followed up
Communications with Andy Muskett Ltd regarding Christmas lighting additional lights – actioned
Resident expressing interest in carrying out defibrillator check – responded to
Safety Play Starts with Sustainable Surface
ARW LTD WILSTEAD PC INV S12346 – agenda item
CMT Radar Speed Signs: Everything you need to know
Bedford Borough Council - Social Enterprise Support UKSPF project – forwarded
New Councillor paperwork communications – actioned
BBC Free Business Support for Bedford Borough Businesses & Individuals
BBC Minutes for Standards Committee, Wednesday, 26th June, 2024, 6.30 pm
BBC Planning for Parish Councillors: Training Session [In-person] information – circulated
BBC Officer communication regarding Phipps Close parking sign
Resident communications regarding fire risk concern relating to weeds at rear of property in Dines Close – responded to and followed up
BBC Parish and Town Network Information – circulated
Borough Councillor AS apologies for extraordinary August Parish Council meeting
Parish Councillor KH apologies for extraordinary August Parish Council meeting
Copied into communications regarding Borough Councillor Ward Fund request for the Wilstead Art Club – actioned
Parish Council meeting date communications amongst Councillors and securing venue – finalised
BATPC Updated Programme of Communications and Data Compliance Training - circulated
Resident expressing interest in carrying out defibrillator check – responded to
Wilstead Village Hall booking confirmations for Parish Council meetings
Police priority setting meeting information – circulated
Parish Council meeting draft minutes circulated to local platforms
Police Crime Commissioner column for your perusal
Crime Statistics 31st July to 13th August – circulated
Resident guidance on suitable support with small utility extension – responded to
Bedford Borough draft Statement of Community Involvement 2024 – your comments are invited – circulated, agenda item
Councillor follow up from communication they received regarding dog bins – responded to
Message from PCC John Tizard: Reminder to complete consultation survey by 23 August
BBC Planning consultation letter 24/01434/FUL – circulated, agenda item
Potential Collaboration on Promoting Free Retrofit Plans
ARW LTD WILSTEAD PC INV S12363 – agenda item
Bedford Flood Forum - 3rd October 2024 – circulated
BBC Planning Parish Consultation letter for 24/01628/FUL - circulated, agenda item
BBC Planning Adjacent Parish consultation letter – circulated
BBC Officer communication regarding 24/01608/S106A - circulated
Councillor follow up communications copied into with Anglian Water regarding the water metres

Borough Councillor MF copied into communications regarding Armstrong Close footway issues
BRCC Bedfordshire Rural Affordable Housing Needs Survey
Communications regarding overgrown vegetation between Pollards Close and Vicarage Lane Foot path – ongoing
BBC Door to Door Promotion HUG2 September - Wilstead Parish Council
Copied into communications regarding Persimmon transfer with local authority Officers – ongoing
BBC New rules for bird keepers – circulated to Homewatch
Support Marie Curie information
Allotment gate and topsoil invoice communication – agenda item
Parish Councillor JB apologies for September meeting - noted
BBC Officer communications regarding meeting with Universal Studios – followed up
It was detailed that KH will be attending the November Village Hall Management Committee meeting, and that KH and CC will be attending the Bedford Borough Council Planning training for Parish Councillors.

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 22nd JULY AND EXTRAORDINARY MEETING HELD ON 10th AUGUST:

All Councillors unanimously agreed approval of the Parish Council 22nd July, with the minutes of 10th August to have the wording unanimously to be removed from the minutes with this amendment it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

The extraordinary meeting held on 6th December it was noted the meeting was not formally convened so there would be no formal minutes.

10. CLOSE OF MEETING:

Chair closed the meeting at 8.35pm with next meeting to be 14th October.

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:

24/01353/CWS 99/00980/FUL - S106 Compliance Check Land at Luton Road – response sent

24/01217/FUL erection of a step lift to side of the property at 8 Maple Close – 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 7.01, 7.02, 8.01 *To submit comments to the planning applications*

Action 7.01, 7.02, 8.01: Complete

BOROUGH COUNCILLOR

Items covered during meeting.

PLAY AREA

Action 7.17 (21): Clerk *To follow up with CPM Playgrounds to review and advise next steps accordingly, regarding the mixing bolt that needs replacing on the Playdale spinner, and the locomotive needs taking apart and reviewing more closely* Contractor had been asked to undertake review of locomotive, site meeting arranged on 1st February to look at the spinner with Playdale representative.

Action 7.17 (21): Ongoing

Action 7.05: PAWG *To explore options with funding opportunities, and it was agreed to consult the village at a later stage when there is more information available for residents to understand the proposals* MB had made contact with the local authority and school to discuss the proposed location of the play area improvements which it is intended will have limited encroachment on the area the school use. A further site meeting with a potential contractor has been arranged. Funding opportunities information had been shared with MB. It was noted that the Council agreed once all proposals are finalised total cost will need to be developed and means of funding pursued. It was felt that the £60k in the Reserves budget plus £25k from outstanding CIL payment would be inadequate, the above costs do not include major earthworks or surfacing. **Action 7.05: Ongoing**

ENVIRONMENT

Action 9.10: EWG *To follow up at Crossroads; extensions to yellow line parking restrictions, marking of pedestrian crossing access and cutting back of undergrowth on south side of Cotton End Road approach.* RD has been following up on all actions and these are complete with the exception of a definitive answer from the Borough regarding the re-installation of a pedestrian safety island at the entrance to Cotton End Road. 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. Latest update early July is it is hoped that the signs will be installed over the next couple of weeks.

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 11.08: 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 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 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 Contact details for reporting to the Police had been placed in Homewatch. Clerk has followed up the A6 racing vehicles as well.

Action 4.01: Ongoing

Action 6.09: Clerk To check the timer arrangement for the Christmas tree going forwards Clarity has been sought on this with the lighting contractor. **Action 6.09: Ongoing**

Action 7.03 Clerk To arrange rent collection letters for 2024/25 at £5.75 per pole

Action 7.03: Ongoing

Action 7.04: EB To raise with Wave to remove the sewage charge for the allotment water supply Communications have been sent on this **Action 7.04: Ongoing**

It was agreed by those with voting rights to allow the allotment deposit monies to be used by the Allotment Society for making good the plots that have been neglected when the deposit is not returned, resolution passed.

Action 6.10: RA/MB To arrange the topsoil delivery to finish off the allotment work no more than £500 of expenditure be authorised for the work This had come in under budget and on September meeting payment list. **Action 6.10: 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 KH is now linked to this role.

Action 3.02 (22): Complete

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

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

Action 1.07: 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: Complete

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 2.10: Ongoing *To accept the quotation for additional 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 Clerk had shared update in Homewatch to the village.*

Action 2.10: Complete

Action 7.05: Clerk/MF *To share new Councillor paperwork and arrange new email addresses All actioned, just need KH's signed paperwork*

Action 7.05: Ongoing

Action 7.06: Clerk *To share latest communications with KH and CC to assist with their new PC roles*

Action 7.06: Complete