



## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held at the Village Hall on Monday 14th October 2024 at 7.00pm**

**PRESENT:** Richard Draycott, Eric Benton (Chair), Mark Brooks, Nikki Williams, Chris Carberry, Marc Frost, Borough Councillor Graeme Coombes, 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, Karen Hollands and Russell Adams.

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

There were no new declarations of interest received for this meeting, though noted MF now a Wixams Parish Councillor and MB declared an interest in item 8.b), with RD, MB, NW, CC declaring interest in agenda item 8.a) and RD in item 8.c).

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

No public statements received.

#### **4. PLANNING AND DEVELOPMENT:**

a) 24/01566/MAO Outline application with all matters reserved, except access, for the erection of up to 149 dwellings and associated works at Land On The East Of Duck End Lane - the Planning Working Group recommendation for the full Council was to submit an objection to the application based on the 17/00284/MAO outline application with all matters reserved except access for a residential development of up to 250 dwellings, access, open space and associated works land On The East Of Duck End Lane, which was refused by the local authority then went to appeal, subsequently being withdrawn. It was unanimously agreed to submit comments objecting.

Wilshamstead Parish Council wish to object to this application and will set out below the supporting planning policy reasons for this, alongside wishing to also highlight the previous comments sent to the local authority for the planning application that was made for housing development on this site in 2017. Application 17/00284/MAO Outline application with all matters reserved except access for a residential development of up to 250 dwellings, access, open space and associated works land On The East Of Duck End Lane was refused by the local authority, as such Bedford Borough Council should be mindful of the associated planning policy reasons for refusal, all of which remain current and valid reasons for refusal now as well in 2024. The reasons for objection and seeking a refusal to this more recent application 24/01566/MAO are:

- The planning application site is totally outside of the Settlement Policy Area for Wilshamstead.
- It would mean that if the local authority were mindful to approve this application it would set a precedent for the parish and local area, throughout Bedford Borough, which is a real concern for the Parish Council.
- This site is not a preferred site in the recent draft public consultation document for the Local Plan 2035 which was taken to public examination, therefore this is evidence that it is not meeting the criteria as defined by the Borough Council to be a suitable site for development.
- This area is an important key local green space for retaining a gap between Wilstead and Wixams which are two distinctly different settlements, and is needed to retain the village characteristics. Such development in this area will be coalescing, and it is important that the characteristics of each community are retained.
- The Wilstead Neighbourhood Plan identifies the important key local green space and recognises the need to distinguish this area, so granting permission for housing development on it would undermine the Neighbourhood Plan and would be against the associated planning policies. As a result, it is

directly contradictory to the statement in para 7.6 of the Neighbourhood Plan, which states: “Historical gaps between the village and its ‘Ends’: Duck End, Chapel End, Littleworth and Briar Bank, are important to maintain.”

- This planning application is speculative given the site is not allocated in either the Bedford Borough Council development strategy framework document, the Local Plan, and nor is it allocated in the Wilstead Neighbourhood Plan for housing development.
- Housing development of this scale would in turn have a detrimental impact on the local infrastructure which does not have sufficient capacity to support such a development. The village school is currently over subscribed for example, and there is insufficient local healthcare provision with no local GP surgery facilities. Both these issues are well documented of the challenges they bring the local communities. Wilshamstead Parish Council
- A development of this size, represents a 15% increase in the number of houses in the village. Such a large development with high density housing would dominate the village in terms of landscape impact which would be severely hindered given Wilstead is a rural community. This proposal would severely impact the important views of countryside to the north from Cawne and Dines Close, and east from Bedford Road, Wilstead.
- As the proposed development is situated on the edge of a rural community, with the lack of adequate public transport and a GP surgery would mean all inhabitants would be reliant on travelling by car to access key services, which is not environmentally friendly, or promoting active sustainable methods of transport.
- This site is alongside a designated flood zone which is of concern to the Parish Council. By placing any type of development in this area will cause issues to the local water levels not only bringing risk of flooding to existing properties and businesses but also causing an imbalance for local habitats and species. This site contains an important copse of trees and hedgerow, which support a variety of birds.
- There is concern regarding this site and its proximity to the flood plain, as this land does flood and is an identified area. Given this it is also going to potentially cause issues if the land were to be built on as this will mean high insurance premiums which would not be accessible for all occupiers.
- It is important to note that this site is adjacent to the village bottle bank which is located along Bedford Road. It is a well-used and valuable local community asset, which means any new houses would likely be disturbed by the frequent use.
- The site is located opposite the community woodland, such a development would impact on the tranquil setting for woodland walks which seems contradictory to the planning reasons the community woodland as one of the Wixams Section 106 community benefits was carefully chosen as a suitable site so it allowed there to be a peaceful setting for the rural communities to enjoy.
- As would be expected with an application of this size, given the rural transport challenges set out above by the Parish Council, there will be a large number of additional vehicle movements generated from this proposed development. The village roads are already an established ‘rat run’ with highways safety a local issue for the Parish Council and residents. Therefore, there would be highways safety concerns with this development as it will bring increased traffic movements not only along Bedford Road but also around the centre of the village.

In summary, the Parish Council see no changes in local or national planning policies that mean this site that was refused in 2017, should be determined in any other way in 2024, than again with a refusal. It remains a proposal that would result in residential development inappropriately located in open countryside contrary to the sustainable development objectives of the National Planning Policy Framework. Given it also remains that this application is a proposed development that would result in built development within an area of open countryside, thereby eroding the open, rural character of this area and which would be out of character with the existing grain of development in the immediate locality. The development would therefore be harmful to the character and appearance of the rural area contrary to saved local policies.

The Council wish to add, without prejudice, that if the Officer is minded to approve this application then they ask that the Parish Council be involved in any discussions relating to Community Infrastructure Levy that would be applicable for such a development.

Clerk to submit comments to the local authority.

**Action 10.01: Clerk**

Clerk asked to arrange meeting with service director, alongside the associated Planning Officer and Planning Policy Officer to better understand how this application will be considered in light of the Borough Council Local Plan position and the village Neighbourhood Plan. Wixams End also to be discussed.

**Action 10.02: Clerk**

Clerk to collate summary update for sharing in Homewatch, on social media and website to keep residents up to date on what Parish Council is doing regarding this application.

**Action 10.03: Clerk**

It was noted there had been CPRE engagement on this application, Clerk to share Parish Council response with CPRE.

**Action 10.04: Clerk**

b) Feedback from public consultation event for site known as Wixams End, within Wilstead parish for 430 houses – a number of residents had engaged with the recent consultation event held, application is expected in near future. It was discussed, with clarity to be sought, seeking appropriate advice and any subsequent action potentially needed in regards to the Neighbourhood Plan by liaising with Planning Policy Officers at the local authority, this would be covered as part of Action 10.02.

c) 24/01628/FUL Single storey front, side and rear extensions, loft conversion with front dormers and external alternations at Lyndale 108 Cotton End Road - the Planning Working Group recommendation for the full Council was unanimously agreed that the Parish Council have no objection in principle to this application. However, the Parish Council do have some concerns that they ask the Officer to be mindful of when determining the application. These are: there has been extensive clearing of the back garden taken place and a significant amount of overgrown hedge and shrubs have been removed. The application states that none has been. The application also states that no parking will be affected and the plans show cars adjacent to the new side extension, in reality the side extension will take up most of that driveway, the old garage was to the rear of the property, so in fact several car parking spaces will be 'lost'. The lost car parking spaces can be recovered by a new parking area on the front of the property it is noted. There is concern over the overall size of the development in relation to the existing building and its proximity to the adjacent properties, particularly 110 Cotton End Road which it appears will now have a large side brick wall running along its garden boundary. Therefore the Parish Council would kindly ask the Officer be mindful of this, and in particular any feedback from the two neighbouring properties in light of the above as they will be most affected by these proposals. There will be a large number of additional vehicle movements generated from this proposed development. The village roads are already an established 'rat run' with highways safety a local issue for the Parish Council and residents. Therefore, there would be highways safety concerns with this development as it will bring increased traffic movements not only along Bedford Road but also around the centre of the village.

Clerk to submit comments to the local authority.

**Action 10.05: Clerk**

d) 24/01872/FUL Conversion of garage to form an annexe at 119 Cotton End Road - the Planning Working Group recommendation for the full Council was to have no objection, resolution passed. Clerk to submit comments to the local authority. **Action 10.06: Clerk**

e) 24/01759/FUL Erection of 3 No. three-bed accessible bungalows with associated landscaping, parking and refuse storage at Land Rear Of Cottage Retreat 5 - 7 Bedford Road - the Planning Working Group were mindful of the Parish Council previous submission to the last planning applications on this site relating to the appeal for 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. These comments were discussed, with it being noted that the Borough Council Officer refusal reason for these applications remained relevant for this more recent application, as the proposed development would create a harmful impact upon the Grade II Listed building by virtue of the unsympathetic scale and design. This to be referenced in the application response, along with concerns remaining regarding the site boundary, Jubilee Way private access, fire and waste collection vehicle concern and inadequate width on Jubilee Way for a footway to keep pedestrians safe plus utilities in the verge. Clerk to

circulate draft comments to the Planning Working Group for them to review in full, prior to submission to the local authority. **Action 10.07:Clerk**

The Council agreed that the boundary matter is separate to the planning matter and should be treated independently. Going forwards Clerk to administer communications on behalf of the Parish Council to the landowner it was agreed. It was felt best to proceed to mediation on this matter, with Sharman solicitors hopefully able to help with how to arrange an independent individual to assist with mediation. **Action 10.08:Clerk**

f) 24/01947/S73A Erection of outbuilding/summer house for incidental/ancillary use. (Development already carried out) at 177 Cotton End Road - the Planning Working Group recommendation for the full Council was to submit comments that reflected when the Parish Council was reviewing the application, it was not clear if this application is for same outbuilding as the recent application on this site, number 24/01259/LDE Certificate to confirm lawful existing use of outbuilding as storage/home office and for the cutting of hair of up to 4 persons per week at 177 Cotton End Road. The Parish Council feel it would be helpful to understand the current status of the 21/01259/LDE application to assist the consideration of this more recent application 24/01947/S73A. As there is Parish Council concern that if the more recent 24/01947/S73A is, as there are two outbuildings on this site, and if one of those outbuildings is given permission (24/01259/LDE) for commercial use then the second outbuilding (24/01947/S73A) could also follow in having a future commercial use which would be a worry for the Parish Council. Clerk to submit comments to local authority. **Action 10.09: Clerk**

g) Planning application notification neighbouring parish: 24/01867/M73 Major S73 Reserved matters for 232 residential dwellings on parcel 3.4, including Appearance, Landscaping, Layout and Scale, pursuant to Outline permission 11/01380/M73, including variation of approved plans condition 1 attached to 23/01614/M73 to allow for changes to the layout and house types at Parcel 3.4, Wixams Village 3 - the Planning Working Group recommendation for the full Council was to have no comment, agreed no comments to be made.

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

## **5. BOROUGH COUNCILLOR REPORT**

Borough Councillor MF had circulated report. Borough Councillor feedback from Planning Committee agenda item relating to the Evangelical Church, with update on Wixams station also given.

**Action 9.03:MF** *Borough wide report to be shared shortly* **Action 9.03:Complete**

**Action 6.07(23): GC/MF** *To seek prioritisation of the village average speed cameras* The latest is the first phase of the installation works have been completed on time, the new street lighting columns are in situ having replaced the existing columns in the same locations. The camera installation and four new signs to highlight the presence of the enforcement zone is imminent. Updates being shared in Homewatch

**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* This had been covered during agenda item 4. b)

**Action 6.01:AS** *To follow up 3 Cotton End Road planning concern raised by member of the public*  
GC took leave at this point of the meeting

**Action 5.09: To Be Deleted**  
**Action 6.01: Ongoing**

## **6. PARISH COUNCILLOR VACANCY**

Nigel Jacob's resignation received, Clerk had notified local authority, advert displayed. Enormous and grateful thanks expressed to Nigel for his dedication, commitment and service over the last 25 years, this to be highlighted in the Homewatch, including the wish to name the community woodland Jacob's Wood. **Action 10.10: Clerk**

## **7. 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* Since last meeting another day of work to the site carried out. Further tree work agreed to be carried out it was agreed, with monitoring of this work it was agreed. **Action 6.06: 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.

Some concerns raised regarding the balancing pond lack of maintenance, and the ability of the water to drain from the pond, until it empties properly, it was agreed transfer on hold until

this area has been satisfactorily cleared after the recent rainfall and localised flooding. Also reports of the path cracking up from silver birch roots with details of this to be shared as well so this could be followed up with Persimmon. **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. Borough Councillor Frost to follow up on this.

**Action 2.04: Ongoing**

## **8. FINANCE AND POLICY MATTERS**

a) **Proposed revision to Allotment Tenancy agreement and bonfire policy for consideration** – declarations received from MB, RD, NW, CC so insufficient Councillors present without a conflict to discuss this item. Clerk to seek dispensation on Councillor interests on allotments to enable decision making to be three Parish Councillors without a disclosable interest on the allotments. Borough Councillor Frost to liaise with Monitoring Officer and to update Clerk.

**Action 10.11:MF/Clerk**

b) **Quotes for consideration:**

**Huckle Meadow entrance gate** - MB declared an interest in this item and took no part in the vote. Quotation information circulated, discussed, Financial Regulations 5.8 and 5.9 noted. Possible adjustments to the specification talked through, to prevent unwanted motorcycle access, which would make the kissing gate option more preferable. It was noted the quote covered additional widening of the entrance, excavation works for the steel posts, a new hardcore base for the opening the additional installation costs will be £3305.00 including VAT. This figure includes all materials (concrete, hardcore, membrane), plant hire costs, delivery, collection of materials and all labour required for the install. The gate to be a steel kissing gate option designed for disabled pedestrian access. The gate being explored is from McVeigh Parker for the materials, the quote being £1409.00 excluding VAT. It was unanimously agreed to go ahead with the proposal from Useful Bloke, with it being agreed the fencing work would be done separately and the final gate pricing to be confirmed and the Parish Council would pay for the gate directly, resolution passed.

**Action 10.12:MB**

**Action 9.05:RD** To follow up dog bin on Luton Road repair, seeking a replacement dual purpose bin Replacement being processed by Borough Council at a cost of £450, Council ratified the expenditure from item raised at the last meeting, resolution passed.

**Action 9.05:Ongoing**

The Finance and General Purposes Working Group were reviewing the current bond accounts to ensure best interest being earned, delegation to the Working Group was agreed to arrange the best products for earning money for the Parish Council in regards to the savings rate change from Barclays, with recommendation to next meeting from Working Group.

**Action 10.13: F&GP WG**

c) **Invoices to be paid –**

**Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Backlight Ltd	September charge	£1046.44
2. Reflections	Bus shelter cleaning	£80.00
3. South East Security	Cameras annual maintenance	£135.00
4. Wilstead Art Club	Donation	£250.00
5. A R Worboys Ltd	S12363 grass cutting	£756.00
6. A R Worboys Ltd	S12376 grass cutting	£756.00
7. A R Worboys Ltd	S12406 hedge annual charge	£2192.40

RD and EB to check the specification prior to payment **Action 10.14:RD/EB**

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:

A R Worboys Ltd S12379 work at Huckle's Meadow £1680.00

Wilstead Primary School playground donation grant £1,500.00

CPM Playgrounds Ltd play area inspection £156.00

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

**d) External auditor feedback –**

**Action 9.09: Clerk** *To update asset register figure on AGAR incurring a fee of £40.00*

**Action 9.09: Complete**

External audit report received, circulated, matters arising noted by Councillors, with the conclusion notice issued.

**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: September 2024

Crime Stats – August 2024 – circulated, Councillor follow up question responded to

BBC Officer communications regarding average speed camera installation

communications – updates circulated to Councillors and resident

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

BBC Officer communications copied into regarding pedestrian refuge at Wilstead

Crossroads (pedestrian warning sign) - chased

CPRE September 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

BEDFORD BOROUGH COUNCIL SPECIAL EXPENSES REVIEW 2024 follow clarity sought – responded to

BBC Town and Parish Network meeting reminder – circulated

Bedford Borough Council Parish and Town Council Update - circulated

Playground inspection report – circulated

OPCC NFU Rural Crime Event 2024 - Scald End Farm - Wednesday 6 November 2024  
reminder – circulated  
Resident follow up communications regarding disabled bay in Village Car Park site meeting  
– thanks given to Parish Council  
Councillor communication regarding burial email password – responded to  
Councillor resignation received – responded to, thanks given, actioned  
BBC Officer communications notifying of Parish Councillor resignation – followed up  
Communications with Andy Muskett Ltd regarding Christmas tree timer clarity  
BBC Planning for Parish Councillors: Training Session [In-person] session cancelled –  
circulated  
Parish Councillor JB apologies for September Parish Council meeting – noted  
Parish Councillor RA apologies for September Parish Council meeting – noted  
Copied into communications regarding Borough Councillor Ward Fund monies received for  
Wilstead Art Club  
Parish Council meeting September draft minutes circulated to local platforms  
Resident request for copy of September Parish Council draft meeting minutes – responded  
to, actioned  
Councillor follow up communications copied into with Anglian Water regarding the water  
metres  
Copied into communications regarding Persimmon transfer with local authority Officers –  
ongoing  
BBC Officer communications regarding meeting with Universal Studios – RD and Clerk  
attended meeting  
Wilstead Primary communication regarding Parish Council grant application release of funds  
– followed up, circulated  
Bedford Borough Council Parish and Town Council update September – circulated  
Copied into Councillor communications regarding damaged Luton Road dog bin – RD  
followed up with local authority  
Exclusive Defibrillator Scheme promotional information  
Resident expression of interest in helping with the burial ground – responded to  
Reporting Back: Liberal Democrat Group PTCN September 2024 – circulated  
BBC Activate your Council Services account – registering an account to assist a resident  
with reporting a local issue  
Resident communication regarding local issue they wished to be reported to local authority  
– update fed back to them  
2023/24 external audit - further information required communications – followed up actioning  
last meeting item  
Copied into resident communication with developers of Woolpack pub – response received,  
shared with members of PWG, resident thanked for update  
Invoice INV-5449 from CPM PLAYGROUNDS LTD for Wilstead Parish Council – circulated  
to F&GP WG  
F&GP WG bank mandate communications to set up with Barclays access for Clerk –  
responded to  
Communications regarding Huckle’s Meadow work undertaken copied into  
Concerns regarding Bedford Road litter bin misuse – reported to local authority  
Resident communication regarding average speed cameras on Cotton End Road –  
responded to with update  
ARW LTD WILSTEAD PC INV S12376 – agenda item  
ARW LTD WILSTEAD PC INV S12379 – agenda item  
Bedford Borough Council Parish Committee notification for 24/01124/FUL – circulated to PWG –  
arranged for EB to attend and speak at meeting  
Bedford Borough Council | Report a Noise Nuisance communications  
Bedford Borough Council Meeting cancelled - 18/09/2024, 18:30, Standards Committee



Bedford Borough Council Cotton End Rd Average Speed Cameras - Information Request -  
Christmas Lighting communication received – responded to  
Bedford Borough Council BACS remittance – second half of precept  
Borough Councillor MF report September – circulated  
Borough Councillor MF report October - circulated  
Zen promotional communication September to Remember: Prepping for the Year-End  
Rush  
Invite to Police and Crime Plan launch event - 3rd Oct 2024 – circulated  
BATPC AGM - Thursday 24th October 2024, Rufus Centre, Flitwick - circulated  
Resident interest in organising a 10km village run event – responded to  
Communication shared relating to 5-7 Bedford Road planning application – followed up  
BBC Officer communication seeking time extension for planning Parish Consultation letter  
for 24/01628/FUL -confirmed, agenda item  
Christmas lights switch on timings communication with contractor  
BBC New rules for bird keepers – circulated to Homewatch  
BBC BACS remittance Ward Fund contribution received  
NJ communication of forthcoming absence  
Communication copied into regarding future potential hirer use at Jubilee Centre  
BBC information on Police and Crime Panel co-opted vacancy  
BBC Reminder- Parish and Town Council network meeting  
BATPC Finance Training Programme 24-25, Updated Sept 24 – circulated  
BBC Consultation on Statement of Gambling Licensing Principles - circulated  
BBC Parish and Town Council update September 2024 – circulated  
Councillor request for future agenda item – responded to  
Wilstead Art Club pictures of exhibition event  
Citizens Advice Bedford Pension Credit and Winter Fuel Payment Article – shared with  
Homewatch  
BBC SOLAR FARM PLANNING APPLICATIONS information – circulated to PWG  
Resident wishing to assist with Burial Ground maintenance as a volunteer – followed up  
REMINDER: Parish and Town Council Network Meeting - Thursday 26 September 24 –  
circulated  
BBC Officer communications regarding misuse of bin on Bedford Road – followed up  
Police and Crime Plan Launch Event - 3rd October 2024 - Kempston Police Headquarters  
– circulated  
New homes at Wixams End developer communicated – circulated  
Wilshamstead Parish Council - Audited AGAR 2023-24 – circulated  
Coffee With a Cop - Wixams Retirement Village : Thu 14 Nov 12:00 – circulated  
Gallagher Read our latest edition of Community Matters  
BBC Planning Parish Consultation letter for 24/01872/FUL - circulated, agenda item  
East West Rail Local Representatives Groups-Update  
BBC Planning Parish Consultation letter for 24/01867/M73 - circulated, agenda item  
NJ resignation letter – responded to, followed up, agenda item  
Councillor communications regarding dead horse chestnut tree in the churchyard copied  
into – Albion Tree quote followed up and actioned  
Resident communication on help objecting to a planning application – responded to  
East West Railway Company's door-knocking exercise re-starting  
Lord Leuitmant Remembrance Service 2024  
Resident communication copied into regarding parking in Church Road – acknowledged  
Borough Councillor MF copied Parish Council into fly tipping in Bedford Road layby  
Barclays Business Savings Account WG communications copied into  
Councillor communications regarding proposed allotment tenancy wording amendment –  
responded to  
Wave communications regarding Service Order 58284086, account number 336215101  
#95019208

Resident communication regarding guide dog in training on Jubilee Field – responded to, followed up

Cotton End Neighbourhood Development Plan

BBC Notice of vacancy communications following NJ's resignation – actioned

Pensions Regulator Your legal duties: workplace pensions re-enrolment

Crime Statistics for 16th September to 30<sup>th</sup> – circulated

BBC Planning Parish Consultation letter for 24/01947/S73A - circulated, agenda item

Football Club communications regarding Jubilee Field grass cutting

CPM Playgrounds inspection report – circulated

BBC Planning Parish Consultation letter for 24/01566/MAO - circulated, agenda item

BBC Officer communications regarding Cotton End Road closure

New NALC Website Launched – Change in Login Arrangements for Members – circulated

Wilstead Primary School communication regarding delivery locker in car park – response sent

Borough Councillor MF report – circulated

Parish Councillor JB apologies for meeting – noted

Parish Councillor RA apologies for meeting - noted

Contractor quotation for consideration regarding Huckle's Meadow – agenda item

Whitworth Way Play Area communication update on improvement works

#### **10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 2<sup>nd</sup> SEPTEMBER:**

All Councillors unanimously agreed approval of the Parish Council 2<sup>nd</sup> September, it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

#### **11. CLOSE OF MEETING:**

Chair closed the meeting at 8.45pm with next meeting to be 25<sup>th</sup> November.

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:**

**18/00551/MAF 24/00752/AOC Condition 9 - Surface Finishes (Discharge of Condition)|Land At Whitworth Way Wilstead Bedfordshire - 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 9.01, 9.02** *To submit comments to the planning applications*

**Action 9.01, 9.02: Complete**

## **BOROUGH COUNCILLOR**

Items covered during meeting.

## **PLAY AREA**

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

**Action 7.17 (21): Ongoing**

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

## **ENVIRONMENT**

**Action 9.10: EWG** *To follow up at Crossroads; extensions to yellow line parking restrictions, marking of pedestrian crossing access and cutting back of undergrowth on south side of Cotton End Road approach.* RD has been following up on all actions and these are complete with the exception of a definitive answer from the Borough regarding the re-installation of a pedestrian safety island at the entrance to Cotton End Road. 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. Cotton End Road bus lines removal expected November.

**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 Clerk fed back from September meeting to contractor  
**Action 6.09: Complete**

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

**Action 7.04: EB** To raise with Wave to remove the sewage charge for the allotment water supply Communications have been sent on this updates since September meeting received, still being pursued.  
**Action 7.04: Ongoing**

**Action 9.04: MB** To explore 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: Ongoing**

## **FINANCE AND GENERAL PURPOSES**

**Action 4.10 (18): F & GP WG** To update and sign the Jubilee Centre lease given the length of time that has now passed and the lack of response from the solicitors and to be registered with the Land Registry. License to operate the building on behalf of the Parish Council to be followed up, MF to follow up with an annual renewal.  
**Action 4.10 (18): Ongoing**

**Action 2.10: Clerk** To issue Bedford Borough Council with an invoice for part reimbursement of external audit fee  
**Action 2.10: Ongoing**

**Action 3.10: F&GP WG** To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes Policy list for Council to review collated, Financial Regulations approved.  
**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: Complete**

**Action 9.14: Clerk** To add the new safety surface to the asset register Asset register in depth review commenced November 2023 it had been agreed not to have safety surfaces included  
**Action 9.14: Complete**

**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: Complete**

**Action 10.23: AC** To raise with Village Hall Management Committee through AC electrical charging rapid point suggestion Had been followed up  
**Action 10.23(22): To Be Deleted**

**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: 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): Complete**

**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, initial feedback received.*

**Action 11.10: Complete**

**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 5.11: Clerk** *To confirm the management of the release of the grant funds to Wilstead Primary School Confirmation the work had been completed satisfactorily by the contractor, invoice shared, payment processed.*

**Action 5.11: 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 9.06:EB/Clerk** *To update the approved Financial Regulations document send to website*

**Action 9.06:Complete**

**Action 9.07: F&GPWG** *To submit Special Area Expenses document*

**Action 9.07: Complete**

**Action 9.08: F&GPWG** *To arrange payment of £35,000 as the Parish Council contribution to the average speed camera scheme in Cotton End Road Payment of the invoice only to be issued on full completion of the works*

**Action 9.08: Ongoing**