

**Minutes of the Full Council Meeting held at the Village Hall on Tuesday 22<sup>nd</sup> April  
2025 at 7.00pm**

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

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

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

**3. OPEN FORUM:**

No public statements received.

**4. PLANNING AND DEVELOPMENT:**

a) **25/00377/LDE** Certificate to confirm lawful use of land for parking and keeping vehicles at 1 & 1A Church Road – Councillors discussed the application, confirming the previous comments for this application be re-submitted, in addition to some further observations to be made.

Wilstead Parish Council wish to make the following comments on the application and ask that the Planning Officer be minded of these during their consideration:

- The Parish Council would like to note there is information provided in answer to the questions on the planning application form that is considered to be inaccurate with the Parish Council encouraging the Planning Officer to follow up to ensure the statements are more accurately reflected.

- A safe highways access must be retained at all times to the site, to minimise impact on not only those accessing the site but also all other users of the highway given the site is located at a busy junction in the centre of the village. In order to enable this, if necessary suitable highways restrictions should be applied to the nearby area, and these must form part of the planning conditions.

- To ensure the above, it would seem logical to also apply within the planning conditions a set number of maximum vehicles that can be stored on site to support safe manoeuvring of vehicles around the site as well as safety during periods of vehicle access. It is equally important to set a limit for the number of vehicles on this site to ensure there is limited fuel stored in vehicles as this is a potential fire/explosion problem in a residential area particularly with a car garage in such close proximity to the site.

- The Parish Council feel allocated parking areas need to be marked out on the site to make it clear where all vehicles on the site are able to park safely. This is not only for those vehicles being stored, but also the vehicles of any individuals who need access to the site to support the management of the car storage facility. The number of vehicles that needs to be applied to the planning condition should also take into account off road parking for the associated staff connected to the facility.

- Planning conditions should limit the use of this site solely to storage and parking of vehicles only, and not any other associated vehicle uses. This is to ensure that any other vehicle activities such as car washing, engine cleaning, valeting etc are not to be carried out on site. The Parish Council ask that the planning condition applied regarding this should be clear, as more information would be needed by the local authority to understand

fully the management of any other vehicle uses as mentioned above, such as but not limited to, the safe discharge of the contaminated water surface run off associated with this activity entering the local water network, which is why a further standalone application would be expected if the site is to be used for any other associated vehicle uses.

- Given the proximity of the site to residential properties in light of the associated noise from the site, the Parish Council would expect to see a condition be applied for this application, that restricts the site only to be accessed during specific times. As per the precedent set by the local authority when determining planning application for the Steven Eagell Toyota (Bedford) site located at 52-56 Stagsden Road, Bromham M443 8PT.

**Action 4.01: Clerk**

b) **25/00668/COU** Change of Use from Existing Respite and Day Centre (D1) to Residential Care Home (Class C2) for up to 5 Persons at Hanger View 148 Cotton End Road – Councillors had no objection in principle to the change of use, however, did wish to express that there is misleading on the application form, being surprised the local authority Officers have not spotted the inaccuracies and asked for them to be updated to ensure the application accurately reflects the site.

**Action 4.02: Clerk**

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

## **5. BOROUGH COUNCILLOR REPORT**

**Action 1.01: AS** *To have road signage at Whitworth Way that it leads to Wooding Way*

**Action 1.01: 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 (24):Ongoing**

**Action 1.08:AS** *To support with the school path maintenance improvements 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. It was detailed there have been not enough reported accidents, there have been it was detailed. AS will follow up again, noted that map with ownership has been received and will be shared*

**Action 1.08 (24):Ongoing**

**Action 6.01:AS** *To follow up 3 Cotton End Road planning concern raised by member of the public AS had provided support for this to take place*

**Action 6.01: Complete**

**Action 3.03: MF/AS** *To follow up with Highways Officer site meeting to look at various highways safety improvements Draft drawings with proposals being worked on by the local authority.*

**Action 3.03: Complete**

Other updates given, included Universal Studios announcement, awaiting Wixams station follow up announcement with parking arrangements to be finalised. Wixams GP options continuing to being explored, site access confirmed and funds available. A6 car racing is being monitored, residents encouraged to call police at the time of any incidents. Business information expressing an interest welcome to come forwards as list being collated by the local authority for Universal Studio. Weeds and sweeping follow up for the road sweeping at the top of Cotton End Road had been followed up by AS. Other item noted was large vehicle parked on Whitworth Way, in breach of the 7.5tonne limit issue, also not displaying an operators license. Local authority and Police are aware of vehicle, unable to take action. It was noted it is blocking emergency access to the school gates so to be followed up.

**Action 4.03: MF/AS**

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

**Action 11.07 (23): EB** 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, unless the outlet from the pond has been examined and, if necessary cleared, in view of the flooding that has occurred over the past months. Reports of the path cracking up from silver birch roots still to be followed up with Persimmon. Latest update is that camera awaiting to be placed still in the balancing pond, when the weather improves. MF detailed has a contact at Beds and MK Waterway project to help advise if needed. **Action 11.07(23): Ongoing**

**Action 2.04: GC/AS/MF** To support with community woodland transfer which remains outstanding. After Teams meeting held with local authority, Parish Council representative, and Forest Centre representative nothing further has progressed. This was escalated and Borough Council Officer has actioned follow up. **Action 2.04(24): Ongoing**

**Action 4.06: EWG** To continue with Huckle's Meadow work Gate for entrance to the site due to arrive next week. Forest Centre meeting had taken place to look at hedging.

**Action 4.06: Ongoing**

## 7. FINANCE AND POLICY MATTERS

### a) Quotes for consideration

The insurance renewal was discussed, it was unanimously agreed to continue with the current provider who provides good value for money, resolution passed.

### b) Invoices to be paid –

#### Payment of accounts:

Payee	Service	Amount
1. Reflections	Bus shelter cleaning	£80.00
2. Webmate	Village website hosting	£94.80
3. CPM Playgournds Ltd	play area inspection	£156.80
4. Wilstead Village Hall	annual charge	£1460.29
5. A R Worboys Ltd	Grass cutting SI2456 & 2468	£1567.20
6. Backlight Ltd	Admin support Feb & March	£2092.89

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	£12.53 direct debit

Payments made between meetings were ratified –

E Barnicoat Office holder salary payment made

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

Discussion on bus shelter improvements in the village noted as could be potentially explored to improve.

### c) Parish Councillor vacancy ability to co-opt

Councillors agreed to change format going forwards, private discussion to take place when considering potential individuals, Clerk to check NALC position. **Action 4.04: Clerk**

Interested individual for help in general had come forward it was noted, individual had offered to maintain Burial Ground records, this being checked in regards to data protection

by the Clerk. One Councillor application form received, Working Group review at next meeting to inform Councillors of current skills set.

**d) Draft year end accounts, internal audit appointment, external audit update** – draft year end accounts shared, it was unanimously agreed to appoint Julie Betts to continue in role as independent internal auditor. Clerk to action internal audit. **Action 5.05: Clerk**  
External audit documents also circulated.

## **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

Wilstead Homewatch article submission

BBC Officer Recycling regarding bin in road at Church Road – followed up, Borough Councillor MF copied in

Bedford Borough Council Parish and Town Council Update - circulated

Latest VARS Data

BBC communications regarding Huckle's Meadow maintenance work

Cambridge and Counties Welcome to your new fixed rate bond

BBC Parish and Town Council Update – circulated

Update on East West Rail's Local Representative Groups (LRGs) - circulated

BBC Re. Meeting cancelled - 18/03/2025, 18:30, Standards Committee

Resident communication regarding anti social noise issue – followed up

Clapham Parish Council East West Rail - Parish Councils online meeting – circulated

Wilstead Village Hall confirmation of monies transferred – acknowledged

Wilstead Flower & Produce Show communication – responded to

Resident communication regarding village parking - the cross roads area 11/03 photos

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Wilstead Events 2025 offering catering services communication

Children's Fun Run communication

Zurich insurance services quotation communication

Wixams Landscape Enhancement Area BBC Officer communication follow up – responded to

Resident Expression of Interest to join Parish Council – application form sent

Christmas Lights, Wilstead storage communication copied into

BBC average speed camera data – circulated in Homewatch

BBC Officer communication regarding double yellow lines in village centre

Playsafety Reduced Rate Play Area Inspections in May for Wilshamstead Parish Council

EWR Local Representatives Groups Update – circulated

Crime statistics – circulated

Resident communication regarding 5 Bedford Road – responded to

Copied into resident communication regarding complaint - Footway works at Morgan Close, Wilstead (ref FW1010)

BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre

Communications with BBC Highways Officer and resident regarding parking matter on Cotton End Road

Three Important information about your Monthly Charge

Jubilee Centre communication regarding Children's Nursery Outside Play Area

BBC Consultation - Dog Control Public Spaces Protection Order

East West Rail LRGs Update Webinar

BMK Waterway Annual Partner Conference 2025

Cotton End Parish Councillor communication regarding Wilstead road sign copied into

Communications regarding heavy goods vehicle parked on roadside in Whitworth Way – followed up

Grass cutting contractor communications, Wilstead Football Club communication regarding cutting schedule – followed up

BBC Planning Parish Consultation letter for 25/00377/LDE - circulated, agenda item

BBC Grass cutting contribution – actioned

Resident communication regarding Inconsiderate Parking by Empire Car Sales – responded to

BBC Duck End Lane, Wilstead. New 20mph speed limit notice – circulated

Invitation to join System Insight Network meeting on Community and Mental Health Services

Freedom of Information request from resident – responded to

BBC Agenda for Rural Affairs Committee, Thursday, 3rd April, 2025, 6.30 pm

Wilstead PTA - school pavement signs communication copied into – response sent

BBC Planning Parish Consultation letter for 25/00668/COU - circulated, agenda item

Wilstead Village Hall - Parish Council Meeting - Tue 22/04/2025 19:00 - Booking Confirmed

Resident communication regarding bin emptying gloves – responded to

BBC Rural Bulky Waste Collection Schedule 2025 – For Review \*DRAFT\* - circulated

ARW LTD WILSTEAD PC INV S12456 – agenda item

WebMate Invoice Notification: 589376 – agenda

National Highways UPDATE Important roadworks information: A421 Marston Moretaine-pump station replacement

Office holder salary communications

BBC Officer Parking enforcement issue – Wilstead communications

BBC Rural Affairs Committee, 3 April 2025 - Digital Services in rural areas

Copied into Borough Councillor communication regarding resident contact relating to Urgent matter of highway safety in Wilstead - Cotton End Rd area

BATPC Reminder: AGAR Briefing for BATPC Members - Thursday 3rd April, 11am

BBC Agenda for Standards Complaints Sub-Committee, Monday, 14th April, 2025, 6.30 pm

Resident report of full dog waste bin – responded to

Invoice INV-5561 from CPM PLAYGROUNDS LTD for Wilstead Parish Council – agenda item

Resident communication regarding Particularly dangerous Garage behavior

Resident communication regarding Village parking - the cross roads area 13/03 photo

Resident communication regarding Village parking - the cross roads area 13/03 photo

Resident communication regarding Village parking - the cross roads area 13/03 photo

Resident communication regarding Village parking - the cross roads area 14/03 photo

BBC Decision sheet for Rural Affairs Committee, Thursday, 3rd April, 2025, 6.30 pm

Bedford African Event information

Update on Universal UK Project – circulated

Huckle's Meadow tree planting communications

BBC first half of precept received

Barclays online banking access communications  
Data Protection fee - direct debit due to be collected ICO:00019903666  
Annual play inspection booking confirmation received  
Staploe Parish Neighbourhood Plan Consultation  
BBC CIL Parish Transfer April 2025 letter – circulated  
ARW LTD WILSTEAD PC INV S12468 – agenda item  
Resident communication regarding village parking issues  
Resident communication regarding village parking issues  
BBC Officer Various Roads, Wilstead. Proposed parking restriction communication – circulated  
BBC BACS remittance CIL transfer payment  
Bedford Giving Youth Panel  
BBC Neighbourhood Plan workshop - circulated  
Resident communication wishing to support the Council – responded to  
BBC New Rights Of Way Inspector

**9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 10<sup>th</sup> MARCH:**

All Councillors unanimously agreed approval of the Parish Council 10<sup>th</sup> March, it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

**10. CLOSE OF MEETING:**

Chair closed the meeting at 8.05pm.

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:**

25/00596/TELLN The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) - Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus -The installation of 12no. RRUs, The installation of 3no. antenna, The installation of 1no. GPS Node, Development ancillary reworks thereto. (This is a notification only to the Local Authority who have no determining powers) at Communication Station At Duck End Lane - Response Sent

25/00453/HPN Prior notification for single storey rear extension(s) between 3 and 6 metres depth at 5 Vicarage Lane – Permitted

25/00226/FUL Demolition of garage to front and rebuild to form an annexe at 119 Cotton End Road – Permitted

24/02456/LDE Certificate to confirm the lawful commencement of 20/02117/MAF (cross boundary application with Central Bedfordshire Council (their ref CB/24/03722/LDCE)) at Land At Haynes Park Off Cotton End Road - Decided Certificate Issued

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 - Decided Certificate Issued

**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 10.02: Clerk** *To arrange meeting with service director, alongside the associated Planning Officer and Planning Policy Officer to better understand how 24/01566/MAO will be considered in light of the Borough Council Local Plan position and the village Neighbourhood Plan.* Wixams End also to be discussed. Potential meeting dates circulated, meeting expected shortly.

**Action 10.02: Ongoing**

**Action 10.08: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. Clerk was communicating as point of contact it was noted.

**Action 10.08: Ongoing**

**Action 3.02: Clerk** *To submit comments for 25/00338/TPO* **Action 3.02: 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 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 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**

**Action 10.12:MB** *To go ahead with the Huckle Meadow entrance gate - MB declared an interest in this item and took no part in the vote.* 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:Ongoing**

**Action 3.01:Clerk** *To follow up loading and unloading designated area for the garage in the village centre plus if the new proposed highways restriction will include loading or not authority* The feedback had been given to the Officer who is working on the proposals, updated drawings received.

**Action 3.01:Compete**

**Action 3.04:RA/MB** *To look at gate from allotments into the churchyard*

**Action 3.04:Ongoing**

**Action 3.05:EB** *To contact the contractor to confirm acceptance of the Burial Ground maintenance quotation for Garden of Remembrance, and path through the Burial Ground plus the beds as agreed*

**Action 3.06: 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* Policy list for Council to review collated, Financial Regulations approved.

**Action 3.10: 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 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 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 11.11: 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 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 3.06:Clerk** *To ensure reimbursement is received for the Village Hall pump and fire safety invoice Payment had been received by the Parish Council.* **Action 3.06:Complete**

**Action 3.07:Clerk** *To ensure Working Group structure review on May agenda*

**Action 3.07:Ongoing**

**Action 7.01: Ongoing** *To review the list of payees who receive annual PC approval for regular payment and approved for a further year* No changes to the list needed it was noted.

**Action 7.01: Ongoing**

**Action 7.02: EB** *To manage list of responsibilities in light of EB stepping down and Homewatch article to be drafted* Article had been done

**Action 7.02: EB Ongoing**

**Action 7.03: EB** *To amend the bank mandate to allow the Parish Clerk to have full access to the Barclays accounts, both to view and action payments. NW to also be included on the revised mandate.*

**Action 7.03:Complete**

Noted that Huckle's Meadow gate payment had been issued for £1,864 and feedback to Wilstead Wombles that 10 sets of litter picking equipment at a cost of up to £240 had been approved.



