

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on  
Monday 16<sup>th</sup> June 2025 at 7.00pm**

**PRESENT:** Richard Draycott, Eric Benton, Mark Brooks (Chair), Marc Frost, Nikki Williams, Chris Carberry, Karen Hollands, and one member 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 Russell Adams, Borough Councillor Coombes, and also from Borough Councillor Andrea Spice who was in attendance at the Borough Council Planning Committee taking place this evening as well.

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

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

**3. OPEN FORUM:**

No public statements received.

**4. PLANNING AND DEVELOPMENT:**

a) Planning Committee consideration of 24/02231/MAO Outline application for the demolition of existing buildings and erection of up to 95 residential dwellings (including affordable housing), public open space (including play space) and associated drainage, landscaping, internal roads, utilities and other service infrastructure. All matters are reserved except means of access at Land At Village Farm 85 Cotton End Road – CC had attended the May meeting making representation on behalf of the Parish Council objecting to the application alongside Borough Councillor MF. Committee had deferred application to further consider conditions which were expected to form part of a decision to grant permission and worryingly set local planning precedent. Planning Committee June meeting further consideration, update provided that decision has again been deferred, awaiting clarity on reason why.

**b) TO DISCUSS AND APPROVE IF AGREED IMMEDIATE REVIEW AND UPDATE OF WILSHAMSTEAD NEIGHBOURHOOD PLAN INCLUDING BUDGET ALLOCATION:** EB had attended local authority Neighbourhood Plan review workshop, shared feedback, quotes had been sought for an update of the Plan with it being noted there was no government funding available going forwards to support the cost of the update. Councillors discussed the three quotations received, it was agreed, in light of the local authority housing land supply position and the risk to the parish that an allocation of up to £25,000 be made to cover whatever work that may need to be done as promptly as possible with agreement that the Neighbourhood Plan must be updated. Clerk to follow up with the Bromham Parish Clerk on a point of clarity and a meeting to be held with Parish Councillors to meet all three consultants to determine the most suitable appointment by the Parish Council.

**Action 6.01: Clerk/EB**

The Borough Council Local Plan it was noted is needing to be withdrawn.

c) Consideration of planning applications in neighbouring parishes – these were noted.

d) 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**

Universal Studios meeting expected to be arranged shortly with local Parish Councils. Police deployment discussed.

## **6. COMMUNITY ENGAGEMENT TO INCLUDE PARISH COUNCILLOR VACANCY ABILITY TO CO-OPT:**

**Action 5.02:Clerk/MB** To follow up with the individual who had expressed an interest in joining the Council Completed application form received, individual to be contacted.

**Action 5.02:Ongoing**

Look into securing a .gov email for Councillors, and website options to improve effectiveness with the potential of a subscription service for the website.

**Action 6.02: Clerk/MF**

## **7. FINANCE AND POLICY MATTERS**

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

Huckle's Meadow budget allocation discussion, *MB took no part in the consideration. MF led the agenda item.* It was agreed to increase the budget allocation from £10,000 last financial year to include an allocation of up to £10,000 for this financial year, resolution passed. This would include consideration of a suitable path for the site with a project plan to be taken forwards as well. Also hedge work is needed on Bedford Road boundary, with A R Worboys to be contacted to undertake a site visit to discuss further. **Action 6.03:WG** Councillors understood, it was expected the above budget would need to be revisited as quotes are received for the further planned work.

### **b) Invoices to be paid –**

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

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Julie Betts	Internal audit	£160.00
2. A R Worboys Ltd	Grass cutting SI2496	£783.60
3. A R Worboys Ltd	Grass cutting SI2518	£783.60
4. Backlight Ltd	Admin service April and May	£2176.71

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 –

None to note.

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO, so took no part in the vote, resolution passed. Clerk to take forward setting up payments for authorisation.

**Action 6.04: Clerk**

**c) Year end accounts consideration to include internal audit feedback –**

**Action 5.05: Clerk** *To arrange internal audit*

**Action 5.05: Complete**

Report had been received, shared with Councillors, questions welcomed, no matters arising it was noted which was pleasing and documents had been published on Parish Council website.

**d) Review and approve Annual Governance Accounts Return Section 1 and 2 for 2024/25** – circulated to all, full transaction information, bank reconciliation, copy of bank statements, completed Annual Return, receipt and payments analysis. It was unanimously agreed, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed, Clerk to make external audit submission.

**Action 6.05: 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

Wilstead Homewatch article submission

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

Communications regarding Huckle's Meadow maintenance work

BBC Parish and Town Council Update – circulated

Crime statistics – circulated

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

ARW LTD WILSTEAD PC INV S12484 – agenda item

Internal auditor communications

BBC Officer Register Councillor to speak at BBC Planning Committee meeting

Request for Parish Council Minutes & associated documents – responded to

ARW LTD WILSTEAD PC INV S12496 – agenda item

Communications regarding litter bin emptying in the parish copied into

Sport England Active Places - 6012127 - WILSTEAD JUBILEE PLAYING FIELDS communication

BBC Planning Re-consultation letter – agenda item

24/02231/MAO Planning Application communications ahead of Planning Committee meeting

East West Rail: Keeping You Connected - Edition 17

ICO - Renewal confirmation ICO:00010210920

Community Renewal Reminder AJG insurance – agenda item

Borough Councillor MF communication regarding play area equipment copied into

East West Rail (EWR) – non-statutory consultation update – circulated

Resident communication regarding Dragon Wood – responded to

Neighbourhood Plan review workshop - 22 May communications copied into  
Forest of Marston Vale hedge planting funding communications copied into  
Forthcoming Chairmanship Training with BATPC - Booking Now Open – circulated, actioned  
Borough Councillor MF average speed camera data – placed in Homewatch  
Parish Councillor communication regarding rural bulky waste service – responded to  
BBC Planning Committee Deferred letter Application 24/02231/MAO – circulated  
BBC New UK Shared Prosperity Fund and Rural England Prosperity Fund capital grant schemes  
Wilstead Village Hall Committee update – responded to  
Change to Village Hall web address communication copied into  
Trees for Climate - Maintenance Contribution Payment Remittance Advice for MV\_05\_70 - Huckle's Meadow  
Parish Councillor MF updated Register of Interest form  
CPRE Bedfordshire April round up  
Member of public communication regarding piece of land off Dane Lane, Wilstead – responded to  
Reporting Back: a Liberal Democrat Newsletter for Parish and Town Councils  
Clapham Parish Council North Beds parishes meeting/EWR  
Renewal Confirmation [Version Ref: 149406594] Parish Council insurance communication  
Police and Crime Commissioner VOLUNTEER RECRUITMENT AGE 17 - 24  
Parish Councillor RA apologies for PC meeting – noted  
National Awareness Campaign: Check today. Save a life tomorrow!  
Borough Councillor MF funding options information  
BBC Reviewing Neighbourhood Plan workshop Councillor feedback copied into  
BBC Change of location for meeting 25/06/2025, 18:30, Standards Committee  
Are you ready for VJ Day 80?  
Barclays Please get in touch - we need to speak to you about the information you've provided 4615  
BATPC New Councillor Induction Training - 26th June and 25th September – circulated  
Communication regarding hedges by the bottle bank on Bedford Road layby – responded to  
Meet the Perfect Addition to Your Community Playground!  
Parish Councillor allotment budget clarity communication  
Parish Councillor communications with potential planning consultants regarding review of Neighbourhood Plan copied into- agenda item  
ARW LTD WILSTEAD PC INV SI2518 – agenda item  
BBC Officer communication regarding Transfer of POS Land at Wilstead Ref DFA:MA:114291.0236 LS/GPPL/EW/LP/003815  
BBC Temporary Road Closure Cotton End Road Wilstead 25 030 communications – circulated, followed up, on website  
BBC Officer follow up regarding Wilstead Community Woodland to be known as "Jacobs Wood"  
Easily website invoice renewal communications  
CPRE Join Members Event communication  
Resident communication regarding Jubilee Road vehicles and highways safety – responded to  
Borough Councillor MF Longmeadow Drive play area fire communications copied into  
Neighbourhood Plan Support Program discontinued by MHCLG  
BBC Wymington Neighbourhood Area designation  
BBC Cotton End Neighbourhood Plan communication

## **9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 12<sup>th</sup> MAY:**

All Councillors unanimously agreed approval of the Parish Council 12<sup>th</sup> May, 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 8.00pm.

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:**

25/01085/LPA (This application is not being determined by Bedford Borough Council. Please contact the Applicant for details or to make comments) 2 West Park Farm, Wilstead Hill, Haynes, Bedford, MK45 3RD. CB/25/01046/FULL Proposal: Erection of a two storey rear extension with side Juliet balcony, rooflights and a single storey outbuilding on raised platform for ancillary use. To view plans go to <http://www.centralbedfordshire.gov.uk/planning-register> at Land South West Of Wilstead Wood Cotton End Road - Unknown

25/00637/AOC 22/01335/FUL - Condition 8 - Electric Charging Points (discharge of condition) at East View 37 Ivy Lane - Refused

### **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 4.01: Clerk** *To submit comments for 25/00377/LDE Certificate to confirm lawful use of land for parking and keeping vehicles at 1 & 1A Church Road*

**Action 4.01: Complete**

**Action 4.02: Clerk** *To submit comments for 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*

**Action 4.02: Complete**

**Action 5.03: Clerk** *Register MB to speak at Planning Committee regarding 24/02231/MAO Outline application for the demolition of existing buildings and erection of up to 95 residential dwellings (including affordable housing), public open space (including play space) and associated drainage, landscaping, internal roads, utilities and other service infrastructure. All matters are reserved except means of access at Land At Village Farm 85 Cotton End Road. CC had attended.*

**Action 5.03: 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: Complete**

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

**Action 3.04: Ongoing**

**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. No update.*

**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. No update.*

**Action 2.04(24): Ongoing**

**Action 4.06: EWG** *To continue with Huckle's Meadow work Gate for entrance installed. Further work continued, plans for pathways, wildflower, picnic benches to enhance area being looked at plus information board.*

**Action 4.06: 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**

**Agreed 11.12: F&GP WG** *To arrange for the Clerk to have read only access to view the accounts online Clerk had been added to the mandate to save the cost of proceeding with online access as it is £50 a month service.*

**Agreed 11.12: Complete**

**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 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: Ongoing**

**Action 4.04: Clerk** *To follow up on the proposed new format managing co-options with NALC*

**Action 4.04: Ongoing**

**Action 5.04: Clerk** *To add MB to the bank mandate to have online accounts access*

**Action 5.04: Ongoing**

**Action 5.05: Clerk/MB** *To feedback the Wilstead Scouts Group application* Group to liaise with the Jubilee Centre regarding potential improvements for the building to have improved facilities such as an extended kitchen. Grant opportunities such as the Rural Grants process would be able to potentially support, discussions had commenced.

**Action 5.05: Complete**