

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on
Monday 9th September 2025 at 7.00pm**

PRESENT: Richard Draycott, Eric Benton, Russell Adams, Mark Brooks (Chair), Marc Frost, Nikki Williams, Chris Carberry, Karen Hollands, Borough Councillor Andrea Spice and one member of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received from Borough Councillor Graeme Coombes.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting, noted during allotment item this will be relevant.

3. OPEN FORUM:

No public statements received.

4. PLANNING AND DEVELOPMENT:

a) Ratification of comments for planning appeal regarding 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 Council unanimously agreed to ratify the following comments, resolution passed. Previous response to local authority application was submitted. In addition to these comments, the Parish Council would like to point out that there has been very limited engagement with the applicant and there remains a boundary dispute regarding the location of the fence line between the properties. The Council have met with the applicant on site and carried out a fairly accurate measure to ascertain the location of the fence line and corners etc. Despite this work the applicant has not removed the incorrectly placed temporary fencing which continues to cause some obstruction for allotment and burial ground users who need vehicle access. Neither has the applicant attempted any engagement with the Parish Council regarding the possibility of gaining access via the Parish Council owned Jubilee Way. Whilst the Council have acknowledged the agreement giving the 'current owner' of the 'Old Red Lion' limited access to the garden area via Jubilee Way there is no provision in said document that allows the access to be widened beyond the current 10' field gate, nor any option to 'sell' that right of access onto third parties and presumably retaining some access for themselves.

Nor has any consultation or permission been sought regarding the storage of wheelie bins along the boundary on Jubilee Way. If you are building 'Accessible' bungalows surely you want to make the facilities as user friendly as possible, so having wheelie bins over 50m away on a potentially dark narrow road is not accessible friendly.

It appears that an assumption has been made by the applicant that Jubilee Way is suitable for construction access followed by residential access, deliveries, emergency vehicles and refuse trucks. This is simply not the case and has been noted by the previous Borough Council response.

The Council understand that this boundary dispute is a material planning matter and since access along Jubilee Way is fundamental to the application feel that the decision reached by Bedford Borough in refusing the application was correct at the time and there is no fundamental change to the application in this appeal.

The Parish Council also have concerns regarding the planned tree planting scheme and how it will affect existing adjacent properties, the Old Red Lion building itself and the Parish Burial Ground which is adjacent.

The inspector is urged to review all submissions by the local residents who border the site and whose properties are likely to be affected by the proposed development.

b) Planning consultant engagement update for supporting Wilstead with safeguarding against planning development applications - meeting held with potential consultant able to support, quotation circulated, testimonial received. Councillors discussed and unanimously agreed to accept quotation for £1925 from Troy Hayes to review and collate a response to the application 24/01566/MAO, resolution passed. Fee for representation at Planning Committee also noted. Clerk to feedback.

Action 9.01:Clerk

Action 6.01: Clerk/EB *To arrange meeting with potential three consultants to determine the most suitable for Neighbourhood Plan review* Had been arranged, one consultant confirmed, Councillors had been unable to attend, put on hold till September meeting. Decided to pursue robust defence of 24/01566/MAO for maximum impact short term.

Action 6.01: Closed

Action 7.04:Clerk *To follow up additional response to 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* – this had been collated and submitted.

Action 7.04:Complete

Action 7.05:Clerk *To enable up to £5,000 for a planning consultant review the documents for 24/01566/MAO to enable a robust defence short term.* This had been superseded by discussions at this meeting.

Action 7.05:Deleted

c) 25/01485/CPNR Prior notification for change of use from an Agricultural building to a flexible use within Use Classes B8, C1 or E (Under 150 sq.m of floorspace) at Land Adjacent 16 Hooked Lane – Councillors discussed and unanimously agreed to respond with comments regarding noise concern, given the close proximity to residential properties, coming from barking dogs. So there is a concern over impact, and the application for being for a broad range of class uses being applied for which is far reaching for a site that is on a very rural lane. Clerk to feedback.

Action 9.02:Clerk

d) Consideration of planning applications in neighbouring parishes – none received.

e) Consideration of any planning applications received after the publication of the agenda - 25/01738/PIP Permission in Principle for the development of up to 9 dwellings at Land To The South Of Cotton End Road – it was unanimously agreed for the Council to respond with, Wilshamstead Parish Council wish to object to this application and ask that the application is 'called in' to Committee if the Officer is minded to approve. This application is outside of the Settlement Policy Area for Wilshamstead, it is also backland development, given the sites site behind a linear street scene. Therefore 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, for backland development, which is a real concern for the Parish Council. Cotton End Road is a distinctive linear settlement area, creating an at depth development in this area will be out of keeping, which is why it is important that the characteristics of this part of the Wilstead community is retained. This proposals would be back fill development which is not a local authority planning policy approach. The development would also impact on the street scene from Cotton End Road. 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. As this site was not a preferred or selected site as part of the Wilshamstead Neighbourhood Plan, the Borough Council should apply the supporting planning policies from within this recently adopted Neighbour hood Plan which this application is in contravention of. The Parish Council have concerns regarding the highways access to the site via Cotton End Road not being suitable from a highway safety perspective for the vehicle movements generated from this development. There is also a worry that this site if granted, there would then be put forward further sites abutting the boundary of this one, for increased dwellings on the

adjacent land, once access has been established. 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 Cotton End Road but also around the centre of the village. Cotton End Road is a busy cut through for vehicles between the A600 and the A6. It is also a designated diversion route and is extremely busy which has been well documented by the Parish Council in recent years to the planning authority. The Parish Council have detailed local knowledge on the localised flooding in these fields which affect adjacent properties on Cotton End Road and Ivy Lane and feel that the building of houses, will increase the surface water run off, flowing in such a way as to further exacerbate this problem causing existing infrastructure to be overwhelmed. In addition, the Parish Council have an awareness the existing combined sewer system in Cotton End Road struggles to cope at times of high rainfall. Wilshamstead Parish Council As always, with applications on this road, it is important to highlight the lack of sustainable transport methods for inhabitants, there still remains no bus route on Cotton End Road, the nearest accessible service is along the A6 nearly one mile away. Therefore the Parish Council would like to highlight this is in breach of local planning policies, give this development would not be inline with the sustainability requirements of the local authority. It is actually several hundred metres from any local facilities and sadly there is no public transport that services the feeder road, Cotton End Road, which has no public bus service. Therefore the walk for a bus would be in excess of 400 metres The application contains misleading statements, which the Parish Council would like to highlight are inaccurate. The supporting documentation details that the site has a 'location central to the village', this is inaccurate and misleading. There is also a statement regarding the site being 'well related to the villages existing services', again this is inaccurate and misleading. The Parish Council are concerned that this site would mean a loss of agricultural land. With development recently approved elsewhere in the village it seems unnecessary to loose further farm land in the village that connects to the end of the Greensand Ridge and provides important habitat for wildlife and biodiversity. The Parish Council also note the Waste Services Officer has fed back concern regarding this site. The Planning Officer needs to be mindful that the application has such an item that this is not satisfactory to a statutory consultee. In summary, the Parish Council see no changes in local or national planning policies that mean this site should be determined in any other way, other than 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 along a linear patterned street, this would be totally out of keeping as backland development. 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. **Action 9.03:Clerk**

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 had followed up, RA had shared photos of the area, Councillors discussed, MF is following up.*

Action 1.08 (24):Ongoing

Borough Councillor MF gave an update on the local authority finances, adding there is a civil injunction being applied for to help cease racing vehicles along the A6. Borough Councillors AS gave update on the Bedford Borough Council Local Plan.

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, contact had not been reciprocated.*

Action 5.02: Closed

Action 6.02: Clerk/MF *To pursue .gov email for Councillors, and website options to improve effectiveness with the potential of a subscription service for the website*

Action 6.02: Ongoing

7. FINANCE AND POLICY MATTERS

a) Quotes for consideration

Clerk laptop reboot issues, it was unanimously agreed for the F&GP WG to manage purchasing a new laptop device with a gross budget of £1,000, resolution passed.

Action 9.04:Clerk

Village improvements discussed, if there had not been any progress with planting at the village entrances in October it was unanimously agreed to move towards securing professional services for this work, resolution passed. It was detailed the individual expected to plant the village entrances will share a plan in advance, with the Council unanimously agreeing to reimburse up to £100 towards the cost of the plants, resolution passed.

Councillors discussed having additional planters, approximate cost £60-80 per barrel. Clerk to check if License of Apparatus needed for a planter in a highways verge. These could be sited along Cotton End Road and on the Pollards Close island, with budget going forwards of up to £1,000 a year for such visual improvements.

It was outlined that benches replacement programme, proposed that four new benches installed now as part of a rolling programme, with RD to select the four to be changed, as well as seek a contractor for the installation. It was unanimously agreed to allocate up to £2,500 for the net purchasing cost of four new benches, resolution passed.

Action 9.05:RD

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. A R Worboys Ltd	Grass cutting SI2556	£783.60
2. A R Worboys Ltd	Grass cutting SI2580	£783.60
3. A R Worboys Ltd	Grass cutting SI2593	£783.60
4. A R Worboys Ltd	Hedge by school SI2545	£378.00
5. Backlight Ltd	Admin service April and May	£2176.70

6. CPM Playgrounds Ltd Quarterly inspection	£156.00
7. Wilstead Flower and Produce Donation	£400.00
8. Play Inspection Company play area inspection	£347.88
9. South East Security annual maintenance charge	£135.00

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

Payments made as per direct debit agreements:

Zen Telephone and broadband	£40.80 direct debit
Swalec Street lighting energy	£110.27 direct debit
3G CCTV Wifi	£12.53 direct debit

Payments made between meetings were ratified –

Paul Ricjes Skips allotment skip £360.00

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

Action 6.04:Clerk To take forward setting up payments for authorisation

Action 6.04:Complete

c) Allotment rent review and approval for 2026/27 -

Declarations of interest from: CC, NW, RA, RD, MB who took no part in the discussion.

MF to lead this part of meeting, rent scenarios discussed, it was unanimously agreed by KH, EB and MF that £7.50 be the rent for 2026/27, resolution passed. Clerk to issue rent letters, with justification into the rent letter that the increase to cover water charges and skip costs. Also that payment of rent means accepting the revised terms and conditions which to be issued with the rent letters.

Action 9.06: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

Communications regarding Huckle's Meadow maintenance work

BBC Parish and Town Council Update – circulated

Crime statistics – circulated

ARW LTD WILSTEAD PC INVOICES – agenda item

BBC Officer Register Councillor to speak at BBC Planning Committee meeting

Borough Councillor MF communication regarding play area equipment copied into

CPRE Join Members Event communication

Borough Councillor MF Longmeadow Drive play area fire communications copied into

BBC Letter about Decision of Planning Application 24/02231/MAO – circulated

Jubilee Centre - Ward Fund Curtains communications copied into

Copied into request for weed kill quotation from A R Worboys

Invoice INV-5610 from CPM PLAYGROUNDS LTD for Wilstead – agenda item

Burial Ground form completion communications – responded to
Borough Councillor GC communication regarding Hampton Close – responded to
BATPC Training Opportunity for BATPC Members - Planning Nuts & Bolts, 24th September 2025 – circulated
Grounds Maintenance Open spaces Wooding Way communications copied into
Village Hall communication member of the public raising concern copied into – actioned
BATPC 2025-26 Pay Agreement Reached - New Table of Pay Scales
Police Priority Setting Meeting 31st July 2025 communications – KH attended
Hooked Lane junction parking communications
Wilstead WI giving notice to maintain the village entrance sign – responded to and thanked for support
Wilstead Flower & Produce Show donation communications – agenda item
Flowers for Entrances for the Village communication – agenda item
Annual Playground Inspection confirmation of attendance
Resident concern over weeds on pavement edges – responded to
Resident communication on next Parish Council meeting date – responded to
BBC Planning Appeal Consultation letter – agenda item
Replacement bench communications – agenda item
Resident communication regarding planning application appeal – responded to
BBC Emergency Road Closure Chapel Lane Wilstead 2025 -085
Thank you for your payment - Wilshamstead Parish Council [Version Ref: 149406594]
Planning Appeal Confirmation of Representation(s) for APP/K0235/W/25/3369495
Resident communication regarding planning application appeal – responded to
Wilstead Bowls Club Rent communications
Site of collision Bedford Road communications amongst Councillors copied in
Resident communication regarding Wilstead Evangelical Church planning appeal update – responded to
Councillor communication on tree concern on Cotton End Road – RD followed up
East West Rail summer update – circulated
Wlshamstead Parish Council submission Mazars external audit submission confirmed
Clophill Lakes Boardwalk Destroyed by Arson communication
Live Facial Recognition Van Demonstration
BATPC Updated Programme of Communications and Data Compliance Training with BATPC
Crowsleys Field - Archaeological Survey information
Reporting Back: a Liberal Democrat Newsletter for Parish and Town Councils
BATPC ACRE/NALC Flooding Survey - Closing Date 29th August
The Curtain and Blind Company Limited - Invoice (10546) for £999.00, due on 26/08/2025
Annual Inspection reports- Wilstead (Wilshamstead) Parish Council - circulated
Resident communication regarding Jubilee Playing Field - Hedge Cutting – responded to
BBC Change of time for meeting 17/09/2025, 18:30, Standards Committee
BBC Officer Proposed parking restrictions - Cotton End Road, Wilstead communications – responded to
BBC Planning Parish Consultation letter for 25/01738/PIP – agenda item
Borough Councillor GC Communication from Political Parties
Councillor allotment rent proposals communications – agenda item

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 21ST JULY:

All Councillors unanimously agreed approval of the Parish Council 21st July, 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 8.15pm.

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:

25/01599/TELLN The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - BT intends to install fixed line broadband electronic communications apparatus - The replacement of 3no. Remote Radio Unit's (RRU's) for 9no. Remote Radio Head's (RRH's) and associated ancillary equipment on the lattice tower. The replacement of 1no. GPS node for 1no. GPS node and the replacement of 1no. cabinet for 1no. cabinet at ground level. (This is a notification only to the Local Authority who have no determining powers) at Telecommunication Mast At Luton Road - Response Sent

25/00865/FUL Two storey rear extension, addition of pitched roof to replace flat roof over front porch and partial side at 17 Pollards Close – Permitted

25/00668/COU Change of Use from Existing Respite and Day Centre (Class E (f)) to Residential Care Home (Class C2) for up to 5 Persons at Hanger View 148 Cotton End Road - Permitted

ANY OTHER PLANNING MATTERS:

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

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

Action 2.04 (22): Ongoing

Action 4.02:PWG *To follow up at end of Hampton Close moving forwards with making a public right of way application to the local authority on this matter given it has been walked by residents for over thirty years.*

Action 4.02:Ongoing

Action 4.03:PWG *To follow up if the wildlife habitats being reported as a wildlife crime can be followed up with the local Police as well, contact with resident to be made to see if this has been done.*

Action 4.03:Ongoing

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

Action 6.04: Ongoing

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

Action 3.05: Ongoing

Action 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

BOROUGH COUNCILLOR

Items covered during meeting.

PLAY AREA

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

Action 7.17 (21): Ongoing

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

Action 7.05: Ongoing

ENVIRONMENT

Action 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. Superseded by Borough Councillor updates.*

Action 4.01: Delete

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 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

Action 6.03:WG *To increase the budget allocation from £10,000 last financial year to include an allocation of up to £10,000 for this financial year*

Action 6.03:Complete

Action 7.01:MF/AS/GC/Clerk *To follow up the redeployment of vehicle activated sign, highways pole installation in Littleworth*

Action 7.01:Ongoing

Action 7.02:Clerk *To put Borough Officer in contact with Littleworth resident*

Action 7.02: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

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 6.05: Clerk *To make external audit submission*

Action 6.05: Complete

Action 7.06: Clerk *To place Universal Studio application with central government information in Homewatch article*

Action 7.06: Complete

Action 7.07: Clerk *To ask for individuals to come forward for village entrance areas in next Homewatch to kindly to help upkeep*

Action 7.07: Complete