

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on
Monday 24th November 2025 at 7.00pm**

PRESENT: Richard Draycott, Nikki Williams, Chris Carberry Russell Adams, Mark Brooks (Chair), Marc Frost, Karen Hollands, Borough Councillor Andrea Spice, Graeme Coombes and six members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Eric Benton.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

Resident made representations regarding a building and planning application on Bedford Road. Councillors welcomed a site meeting, encouraging any planning related matters to be directed to the local authority as the local planning authority.

Resident representations made on some village land with restrictions on, concern over loss of tree and habitat, encouragement given to share this information with the local planning authority, so they are aware.

Resident asked for update on intention to name community woodland Jacob Wood, ordnance survey registration work is ongoing, Clerk to chase. **Action 11.01: Clerk**

4. PLANNING AND DEVELOPMENT:

a) Planning consultant work for supporting Wilstead, safeguarding against planning development application 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 –

Action 10.01: Clerk To share Parrish Council additional comments submission to Planning Committee members ahead of application being considered by Committee.

Action 10.01: Complete

Thanks to MB, MF, GC, AS who all spoke to the Planning Committee highlighting reasons for objection. After consideration the committee proposed to defer the decision, so will be a future Committee item.

b) 25/02059/PIP Permission in Principle for the erection of up to 2 self-build dwellings at 21 Bedford Road - Councillors reviewed the application, agreeing to object to the application on the grounds of over development of the site. Highways safety concerns expressed for accessing the plot, as well as significant reduction in amenity space for the existing 21 Bedford Road dwelling. If there was a highways access from The Square and one new dwelling proposed the Parish Council were minded to have less concerns if the front building line was not impacted and neither was the street scene adversely impacted.

Action 11.02: Clerk

c) 24/02463/MAO Outline Planning Application (all matters reserved except access) for a residential development of up to 375 dwellings (including affordable housing), nursery use (Use Class E(f)), a sports pavilion (Use Class F2(c)), ancillary commercial/community use (Use Class E(a)/(d)/(e), or F2(a)), a mobility hub, and associated infrastructure including provision of green infrastructure; new woodland planting; biodiversity enhancements; open space (including formal playspace and associated facilities); car parking; new pedestrian and cycle linkages; and drainage works (to include SuDS attenuation) at Land At Bedford Road Wixams – consideration of amended plans, the Parish Council were not against some development in this area if there was better integration into the local community with this development.

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

Action 1.08 (24):Ongoing

Action 10.02:MF *To follow up the relocation of the Luton Road average speed cameras*

Action 10.02:MF

Borough Councillor updates included letter from police circulated regarding racing vehicles on A6, noted PSPO being implemented. A6 road surface concerns have been followed up and glass collection update given.

6. FINANCE AND POLICY MATTERS

a) Quotes for consideration

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. Flail cut had been undertaken*

Action 4.06: Ongoing

Consideration of having a community safety camera to give the Longmeadow Drive play area coverage after recent anti social behaviour and fire. As not on Council owned land, quote to be shared with Persimmon.

Action 11.03:MF

Three quotes had been sought for architect services for Jubilee Centre potential extension, two quotes circulated. It was agreed in principle to allocate up to £5k to cover this work based on quotes received for architect fees to collate drawings, resolution passed. The Management Committee it was noted would be leading any grant applications for funding the works. Councillors felt clarity in writing from the Committee regarding the works proposed, rationale, as well as funding clarity would be helpful.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Admin service October and November	£2176.70
2. A R Worboys Ltd	Grass cutting Huckle's Meadow	£240.00
3. A R Worboys Ltd	Grass cutting SI2629	£783.60
4. A R Worboys Ltd	Grass cutting SI2643	£783.60
5. Troy Hayes Planning Ltd	Duck End Lane work	£2310.00
6. Strictly Tables and Chairs	Village Hall chairs	£4485.04
7. Eric Benton reimbursement	defibrillator pads	£79.20
8. CPM Playgrounds Ltd	play area inspection	£156.00

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 – none received

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

c) External audit report feedback – report received, circulated, no matters arising from audit or from intermediate audit elements reviewed, Councillors were pleased.

d) Consideration regarding management of festive lighting year round

Action 10.04: Clerk *To review Christmas lights management going forwards, with expression of potentially leaving the lights in situ all year round, motifs to come down. Clerk to discuss options with contractor Wixams* Parish Council had left lights in situ, await to see the condition of them when they turn them on shortly. Kempston Town Council to be asked for feedback as they have left lighting in situ as well. **Action 10.04: Ongoing**

e) Consideration of siting a postal deposit box on Parish Council land - the Parish Council unanimously agreed not to give permission on Jubilee Centre land for siting of this as it would reduce parking at the facility which is already limited. Potential for alternative location, noting there is one locally in Wixams.

f) Consideration of Section 106 monies to be spent in parish - local authority letter circulated regarding £13,317.86 allocation, suggestion of funding outdoor play gym equipment at Jubilee Centre, outdoor table tennis tables, this to be explored.

Action 11.04: Clerk

g) Consideration of funding contribution to village highways maintenance repairs - local authority ability to have tarmac machine hired by local councils, exploration of quotes to understand potential costing, areas suggested that could benefit from attention shared.

h) Parish Council ability for co-option - noted one interested individual.

7. 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 Parish and Town Council Update – circulated

Crime statistics – circulated

ARW LTD WILSTEAD PC INVOICES – agenda item

Replacement bench order delivery communications copied into

Street lighting contractor communications regarding Christmas lights

BATPC play area inspection training – MB potentially able to attend course

East West Rail: Keeping You Connected - Edition 18

Member of the public 3G Pitch Hire Request – Weekday Evening Slot – responded to Borough Councillor MF communication regarding containers at Longmeadow Drive
Copied into communications with potential architects for Jubilee Centre extension -agenda item
Resident report of broken street sign – reported to Highways Helpdesk
Member of the public expression of interest in Parish Councillor vacancy – responded to Parish Councillor communications regarding Christmas lights remaining in situ – agenda item
Bedfordshire Police Rural Crime Conference - 12th November
BBC Temporary Road Closure Duck End Lane Wilstead 25 -086 cancelled
Invitation-Bedford Borough Civic Carol Service to be held on Sunday 7 December 2025 – forwarded
BBC Planning Parish Consultation letter for 25/02059/PIP – circulated, agenda item
BBC Planning Committee letter for 24/01566/MAO – circulated
BBC Planning Committee letter for 24/02231/MAO – circulated
BBC BACS Wilstead grass cutting contribution received
CPRE October round up received
Invoice INV-3962 from Salvus Security Systems Ltd for Wilstead Parish Council -Village Hall
Wilshamstead Parish Council - Audited AGAR 2024_25 – circulated, agenda item
Member of the public request for tree planting in parish – responded to Parish Councillor communications regarding Cotton End Road Green acknowledgement of individual keeping area tidy
Resident communication regarding parking lineage installation Cotton End Road copied into
Wixams Parish Clerk communication regarding parish IT – responded to
British Legion wreath order, 12002460309
Bedford Borough Council Planning Committee members communications regarding application on Committee agenda
Request for a copy of the committee agenda scheduled for the 10th November- RE: Wilstead Land On The East Of Duck End Lane Bedford – responded to
Parish Councillor question on 20mph speed limit signs in Whitworth Way copied into
Borough Councillor GC response received regarding dangerous driving on the A6 – circulated
BBC Avian Influenza update - Bedford Borough Trading Standards and Animal health - circulated
BBC Planning Committee letter for 23/02783/EIA
BBC Officer communications regarding the transfer of Longmeadow Drive, Persimmon site
Member of public contact regarding allotment in Wixams – responded to
Parish Council question regarding accessing parish noticeboards – responded to
Parish Councillor communications regarding InPost enquiry – agenda item
BBC Withdrawal of the Bedford Local Plan 2040 – circulated
Wilstead Village Hall chairs communication – circulated, agenda item
BBC Planning Committee Deferred letter Application 24/01566/MAO – circulated
Borough Councillor MF repairs leaflet communication – responded to
BBC Letter about Decision of Planning Application 24/02231/MAO – circulated
BBC Officer IT1005 Cotton End Rd Average Speed Cameras: Parish Funding Contribution – responded to
BBC Letter about Decision of Planning Application 23/02783/EIA
BBC Revised Register - 1 December 2025
Village Hall PAT testing communication – acknowledged

BATPC Councillor Training Sessions with BATPC - Booking Open for New Councillor Induction and Charring Meetings Courses – circulated
BATPC Communications and Data Compliance Training with BATPC - New Programme – circulated
Wilstead Christmas lights switch on communications copied into

8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 20th OCTOBER:

All Councillors unanimously agreed approval of the Parish Council 20th October, it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

9. CLOSE OF MEETING:

Chair closed the meeting at 8.40pm.

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:

25/02174/TELLN The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - BT intends to install fixed line broadband electronic communications apparatus - 1 x 9m light wooden pole. (This is a notification only to the Local Authority who have no determining powers) at Duck End Lane - Response Sent 24/00947/AOC 22/01335/FUL - Condition 10 - Construction Management Plan (discharge of condition) at East View 37 Ivy Lane - 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 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. Officer responses it is being chased.

Action 2.04(24): Ongoing

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 10.03: Clerk *Feedback provided on village parking lineage associated scheme quote accepted for £4,500 by the Parish Council to local authority* Awaiting clarity on 20mph zone not included and neither were H bars expected to be around £139.10 per marking. The village parking lineage works on hold due to significant gas works commencing in November, these had not started to date.

Action 10.03: 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 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 5.04: Clerk *To add MB to the bank mandate to have online accounts access*

Action 5.04: Ongoing

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