

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on
Monday 20th October 2025 at 7.00pm**

PRESENT: Richard Draycott, Eric Benton, Russell Adams, Mark Brooks (Chair), Marc Frost, Karen Hollands, Borough Councillor Andrea Spice and two members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Nikki Williams, Chris Carberry, as well as from Borough Councillor Andrea Spice.

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:

Resident fed back on Council communication regarding meeting notices in the community.

4. PLANNING AND DEVELOPMENT:

a) Planning consultant engagement update for supporting Wilstead with safeguarding against planning development applications -

Action 9.01:Clerk *To seek response to be collated by planning consultant to application 24/01566/MAO* **Action 9.01:Complete**

Document circulated, feedback comments welcome by end of following day to enable Parish Council additional comments submission to Planning Committee members ahead of application being considered. **Action 10.01:Clerk**

b) Consideration of planning applications in neighbouring parishes – no new applications received, Shortstown hybrid application noted going to Planning Committee.

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 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, noting potential for devolution of some services potentially going forwards. Green waste collection consultation encouraged residents to engage in. Local Plan has been withdrawn, Ward Fund spending has been ceased, support being provided to Wilstead Pre-School during ongoing discussions with local authority. MF asked to follow up the relocation of the Luton Road average speed cameras. **Action 10.02:MF**

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.* Awaiting quotes for further cutting work from two contractors, expected to be a £200-330 cost, Councillors authorised expenditure in advance to keep work progressing forwards, resolution passed. **Action 4.06: Ongoing** Leaning tree near village centre, noted local authority had assessed, enforcement are following up action.

Village parking lineage associated scheme costings circulated, it was agreed to go with the work quoted at £4,500 by the local authority, resolution passed. It was noted the 20mph zone was not included and neither were H bars expected to be around £139.10 per marking. It was understood due to significant gas works commencing on 10th November the lineage would not be installed until after the completion of the gas works. Dialogue with Officer AP to confirm parking scheme, ascertain 20mph and H bar costs.

Action 10.03: Clerk

Christmas lights discussion on management of the lights going forwards, with expression of potentially leaving the lights in situ all year round, motifs to come down. Clerk to discuss options with contractor.

Action 10.04: Clerk

b) Invoices to be paid –

Payment of accounts:

| Payee | Service | Amount |
|------------------------------------|---------------------------------|----------|
| 1. Badger Hill Christmas Tree Fram | Christmas tree | £696.00 |
| 2. Andy Muskett Ltd | Christmas lights up | £1584.00 |
| 3. Reflections | bus shelter cleaning | £80.00 |
| 4. Backlight Ltd | Admin service September | £1088.35 |
| 5. A R Worboys Ltd | Grass cutting SI2620 | £783.60 |
| 6. A R Worboys Ltd | Grass cutting SI2605 | £783.60 |
| 7. A R Worboys Ltd | Annual maintenance | £2258.17 |
| 8. T Braybrook | entrance planting reimbursement | £52.34 |
| 9. Andy Muskett Ltd | Christmas additional lights | £2220.00 |

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

British Recycles Plastic replacement benches x 4 £2630.52

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 – awaiting report.

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
Communications regarding Huckle's Meadow maintenance work
BBC Parish and Town Council Update – circulated
Crime statistics – circulated
ARW LTD WILSTEAD PC INVOICES – agenda item
Replacement bench order communications copied into
Street lighting contractor communications regarding Christmas lights
BBC Agenda for Standards Committee, Wednesday, 17th September, 2025, 7.00 pm
Councillor communication regarding 25/01738/PIP - 9 dwelling off Cotton End Road – responded to
BBC BACS second half of parish precept arrived
Request for Support Toward Preschool Outdoor Space Improvements – responded to
Copied into Parish Councillor communication regarding Wilstead Primary - Academisation
Copied into Parish Councillors communication major gas works in parish
BBC Wilstead Grass Cutting Contribution 2025/2026 – actioned
Member of the public communication regarding Cotton End Road planning application – responded to
Paul Riches skip communications for allotment – actioned
Parish Councillor communication copied into regarding overhanging tree at crossroads area
Wilstead sign planting photos of work completed – agenda item
BATPC Play area inspection training – circulated, MB to attend
Troy Hayes planning consultation communication – agenda item
Borough Councillor MF communication copied into regarding planning application call in
CPRE Planning workshop invite – circulated
BBC Staploe Neighbourhood Development Plan
Mazars external auditor communications
BBC Officer communications regarding 24/01566/MAO Land On The East Of Duck End Lane Wilstead
BBC Minutes for Standards Committee, Wednesday, 17th September, 2025, 7.00 pm
BATPC Training Opportunity - Planning Application Responses, 5th November 2025
Parish Councillor communication regarding Wilstead preschool
Parish Councillor communications regarding allotment committee liability – followed up
Resident report of tree down at Carriage Drive – followed up
CPRE September update
BBC Planning Re-consultation letter for 23/02783/EIA – agenda item
BATPC BATPC AGM 16th October 2025 - Registration Open – circulated
Resident communication regarding Oakley Rise – responded to
Parish Councillor communications regarding playing field agreement – actioned
Parish Councillor communications regarding community building extension
Beds Police Community Priority Update – circulated
Resident communication regarding the Jubilee field hedge – responded to
BBC Council Tax Reduction Scheme, Rural Grants, Flood Awareness Action Week, Community Network event, 2025 Bus Survey – circulated
Member of the public communication regarding Parish Council meeting – responded to
CPM Playgrounds inspection report – circulated

Parish Councillor communication copied into regarding UK Power Networks planned power cuts
BBC Parish and Town Council Network Meeting - Thursday 16 October – circulated
Copied into Parish Councillor communications regarding the Jubilee Centre low rail fence and architects visit
BBC Officer communications regarding parking scheme costsings, h-bars and gas main works – agenda item

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

All Councillors unanimously agreed approval of the Parish Council 8th September, 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 8.10pm.

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:

25/01485/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). (This is a notification only to the Local Authority who have no determining powers) at Land Adjacent 16 Hooked Lane – Refused

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 Rado 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

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 9.02:Clerk *To submit response to 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*

Action 9.02:Complete

Action 9.03:Clerk *To submit response to 25/01738/PIP Permission in Principle for the development of up to 9 dwellings at Land To The South Of Cotton End Road*

Action 9.03: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 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 9.05:RD *To purchase four new benches as part of replacement rolling programme Order placed, locations detailed.*

Action 9.05:RD

Action 9.06:Clerk *To issue allotment rent due letters and revised documents*

Action 9.06: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: Complete

Action 1.15: Clerk *To arrange production of accounting information relating to Wilstead CIL funds separately*

Action 1.15: Complete

Action 7.01: Clerk *To ensure the Google contact details are updated as currently they are out of date MB has been supporting with this. Clerk has tried to update location address.*

Action 7.01 (22): Ongoing

Action 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: Complete

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: To be Deleted

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

Action 4.04: Complete

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

Action 9.04:Clerk *To purchase a new Clerk laptop with a gross budget of £1,000 Action to be deleted as laptop device issue now resolved.*

Action 9.04:Complete