

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on  
Monday 5<sup>th</sup> January 2026 at 7.00pm**

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

**1. WELCOME AND APOLOGIES FOR ABSENCE:**

The Chair welcomed all attendees, there were apologies for absence received and accepted from Borough Councillor Andrea Spice.

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

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

**3. OPEN FORUM:**

Resident concern raised regarding the poor highways condition of Ivy Lane, with the verges sliding into the ditch.

Clearance of land in parish following plot sale, concerns with work being done, clarity provided on who to notify if concerns with the environmental clearance being done on site. Noted application for Good Neighbours public liability insurance expected to be submitted shortly.

**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 – the application had not returned to Committee, it was noted expected this application might go to appeal due to local authority non determination.

b) 25/02313/LDE Certificate to confirm the existing air-conditioning units are lawful at 25 Church Farm Avenue – it was agreed no comment to this application, resolution passed.

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 (25): 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 repairs to A6 between Wixams and Elstow as well as local authority budget challenges.

## **6. FINANCE AND POLICY MATTERS**

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

Bin replacement, circulation of quotation, ratification of acceptance of local authority quotation, resolution passed. RD had reviewed village, rolling programme discussed, following four new benches received, next focus to be dog bins, it was unanimously agreed to purchase five new bins as part of the replacement plan, resolution passed.

**Action 1.01: RD**

**Action 7.01:MF/AS/GC/Clerk** *To follow up the redeployment of vehicle activated sign, highways pole installation in Littleworth* Site meeting undertaken with Julie Brockett, quotation for £2,400 for the roundels and new highways pole, Councillors unanimously agreed to approve this expenditure, resolution passed.

**Action 7.01: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* It was unanimously agreed to proceed with the entrance work to Huckle's Meadow following the quotation received, resolution passed, noting limited on being able to secure alternative quotes given it is a highways area.

**Action 4.06: Ongoing**

### **b) Consideration of Section 106 monies to be spent in parish - I**

**Action 11.04: Clerk** *To explore outdoor table tennis tables and gym equipment* Feedback via the community platforms was very positive for outdoor gym equipment, noted it would require groundwork but funding for works might be possible. Quotation for table tennis tables considered, concern over where to site them. **Action 11.04: Ongoing**

### **c) Invoices to be paid –**

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

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Reflections	Bus shelter cleaning	£90.00
2. Defin Store Ltd	Two replacement batteries	£504.00
3. BATPC	Play area inspection training	£140.00
4. Bedford Borough Council	new bin installation	£595.44
5. Backlight Ltd	Admin service December	£1088.35
6. Vanquish Fire Ltd	Jubilee Centre fire safety	£619.72
7. South East Security	maintenance contract	£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 – 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.

### **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 Parish Council support to Jubilee Centre proposed extension -**

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 as well as having users/hirers feedback and input on the proposals.

**f) Recommendation from Finance and General Purposes Working Group for Parish Council funds and bond investment -** F&GP WG had shared proposal, to secure a bond renewal for a further two years at 3.75%, with this being unanimously agreed, as well as placing an additional £20,000 in the bond, resolution passed. **Action 1.02:F&GPWG**

**g) Recommendation from Finance and General Purposes Working Group for Parish Council budget 2026/27 -** F&GP WG proposal circulated in advance, with supporting information, Spokespersons had submitted expected expenditure and requests for funding for the year ahead. It was unanimously agreed by full Council to set the budget for 2026/27, resolution passed.

**h) Recommendation from Finance and General Purposes Working Group for Parish Council 2026/27 parish precept -** F&GP WG proposal circulated in advance, with supporting information, detailed review had taken place on the various scenarios all provided to Councillors. It was unanimously agreed by full Council to set the precept for £59,565 for 2026/27, resolution passed. Clerk to submit. **Action 1.03: Clerk**

## **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

Street lighting contractor communications regarding Christmas lights

Parish Councillor expression of environmental concerns in Ivy Lane copied into – MF responded to

Communication regarding arranging site meeting of moving Vehicle Activated Sign to Littleworth – agenda item

BBC Officer Highways site meeting communications for Littleworth

CPRE November round up received

CPRE December round up received

Wilstead Village Hall chairs communication – responded to

CPRE Communications regarding community woodland signage and ordnance survey registration – actioned 25/02413/MAF | Demolition of existing buildings and erection of 23 new residential dwellings | Land At Bedford Road Wilstead – responded to, in Wixams not Wilstead

East West Rail: Keeping You Connected - Edition 19

BBC Planning Parish Consultation letter for 25/02313/LDE – circulated, agenda item  
Borough Councillor AS communication regarding concerns about legality and licensing of Wilstead village Christmas light switch on/street party 28/11/25 18:30 – responded to  
BATPC Assertion 10 Resource Hub Now Available - Free Launch Event 2nd December  
BBC FW2005 Bedford Road, Service Road Wilstead planned footway maintenance – circulated  
Borough Councillor MF communication regarding land outside shops copied into  
Sharman Law communication regarding purchase of land off Bedford Road, Wilstead  
BBC East Park Energy NSIP DCO: presentation by DM Planning - Parish Town Council Briefing – circulated  
BBC Temporary Road Closure Northwood Lane Wilstad 25 0 103 – circulated  
Marie Curie: Help Us Bring Comfort and Care to Local Families  
Grounds maintenance promotional email communication  
Invoice 259792 from South East Security – agenda item  
BBC Letter about Decision of Planning Application 25/01738/PIP  
Resident concern regarding barbed wire on footpath – responded to, actioned  
Parish Councillor communications regarding bus shelter cleaning – responded to  
BBC Officer communications copied into regarding collision site damage on Bedford Road  
Resident concerned communication regarding Dragons Wood dog bin – followed up  
Resident concern regarding Village car park sign at Whitworth Way – followed up  
ESP Play table tennis tables communications – circulated, agenda item  
Christmas switch on DJ payment communication – agenda item  
BBC contact to tell us of Duck End Lane light out – followed up  
Parish Councillor defibrillator battery communication – actioned  
Resident concerned regarding overhanging vegetation Luton Road – reported in  
Jubilee Centre Management Committee feedback regarding proposed extension at building – agenda item  
Reporting Back: Parish and Town Council Newsletter, December 2025  
BBC Officer quotation for highways site meeting items follow up – agenda item  
Cambridge Building Society bond maturing communications – circulated to WG, agenda item  
BBC Parish Precept 2026-2027 information – circulated, agenda item  
Jubilee Centre - Fire equipment communication – agenda item  
Parish Councillor communication regarding village improvements for meeting discussion – agenda item  
Parish Councillor communication regarding bus stops for meeting discussion – agenda item  
Your GoDaddy Renewal Notice – agenda item  
Borough Councillor AS apologies for January Parish Council meeting – noted  
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 Charing 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 24<sup>th</sup> NOVEMBER:**

All Councillors unanimously agreed approval of the Parish Council 24<sup>th</sup> November, 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 8.45pm.

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:**

25/02059/PIP Permission in Principle for the erection of up to 2 self-build dwellings at 21 Bedford Road – Permitted

25/01738/PIP Permission in Principle for the development of up to 9 dwellings at Land To The South Of Cotton End Road – Refused

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 - 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**

**Action 11.02: Clerk** *To submit comments to 25/02059/PIP Permission in Principle for the erection of up to 2 self-build dwellings at 21 Bedford Road* **Action 11.02: Complete**

## **BOROUGH COUNCILLOR**

Items covered during meeting.

## **PLAY AREA**

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

**Action 7.17 (21): Ongoing**

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

## **ENVIRONMENT**

**Action 11.09 (21): MB** *Some repairs are needed to the gates into churchyard to refresh the gates* MB to explore quotes for this with a local contractor. This has been explored and it is expected due to the age of the gates they will require more substantial work carried out than just light touch maintenance. Council will need to consider next steps as budget impact likely to be larger than initially expected. **Action 11.09 (21): Ongoing**

**Action 11.08: EB** *To follow up with Council to know what else they would advise for suitable highways safety measures along the Littleworth area* This had been done at the recent site meeting, it was noted Clerk to request highways pole installation at Littleworth with interim measure proposed that the VAS is placed on existing street furniture if local authority highways agree. With Councillors agreeing the expenditure for the VAS unit to be moved by Andy Muskett along with the yellow warning plate.

**Action 11.08 (22) :Ongoing**

**Action 2.04: EB** *To consider the village cross roads quotations reviewed by Councillors, three looked at with all given the same specification,* It was unanimously agreed to award the work to Phil Woskett noting the Parish Council do not own the land but have the landowners permission, this is on hold. The middle takeaway shop was approached with regard to resurfacing the car park area that had become a trip hazard. This has been done but not well so that there remain large puddles of water in the area after rain. It is still intended to tidy up the area but requires further thought on what exactly needs to be done.

**Action 2.04: Ongoing**

**Action 2.05: EB** *A new village sign to be made and commissioned for being centrepiece of the work, a design competition to be arranged. Schoolchildren submitted proposals for the sign but these have not been taken up. On hold pending a decision on Action 2.04*

**Action 2.05: Ongoing.**

**Action 6.10:EB** *To arrange for a quotation for the Jubilee MUGA shelter*

**Action 6.10: Ongoing**

**Action 10.04:EB** *To seek quotations and considerations for the hedge work to be laid at the boundary between 5-7 Bedford Road and Jubilee Way allotments. This work will await the final decision and placement of boundary hedge between agreed Parish Council land and the owner of 5 – 7 Bedford Road. Robinson & Hall to be used to draw up the boundary line and ensure the agreement is registered/recorded. Awaits agreement with the land owner as per Action 3.05.*

**Action 10.04: Ongoing**

**Action 11.08: Clerk** *To seek a quotation for the highways humps to be painted in yellow along Jubilee Way This to be taken forwards as part of the highways actions and the marking of the parking bays.*

**Action 11.08: Ongoing**

**Action 2.13: Clerk** *To share vehicle speed data with local community police team*

**Action 2.13: Ongoing**

**Action 2.07:MB** *To explore options regarding the Jubilee Way knee rail repairs Quote accepted for £225.88 for the knee rail repairs, also discussed having an extension to this knee rail repair to prevent vehicles accessing the field going forwards, so could exploration of a more permanent fixture be explored for these options, so the knee rail repair to be held off until the other options being extended have been explored.*

**Action 2.07:Ongoing**

**Action 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 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**

**Action 11.03:MF** *To consider having a community safety camera to give the Longmeadow Drive play area coverage after recent anti social behaviour and fire Quote to be shared with Persimmon.*

**Action 11.03: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**

**Action 11.01: Clerk** *To follow up the community areas being named Huckle's Meadow and Jacob Wood Local authority are assisting with the ordnance survey registration work*

**Action 11.01: Ongoing**