

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on  
Monday 9<sup>th</sup> March 2026 at 7.05pm**

**PRESENT:** Richard Draycott, Nikki Williams, Eric Benton, Chris Carberry, Mark Brooks (Chair), Marc Frost, Karen Hollands, Borough Councillor Graeme Coombes, 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 and accepted from Parish Councillor Russell Adams.

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

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

**3. OPEN FORUM:**

Resident thanked re assistance given to report concerns regarding the clearing of an area in the parish, it had been followed up through contact with various local organisations, with concern still remaining regarding the great crested newts.

Clarity sought on the Ivy Lane verge issue from the recent Cadent work, Borough Cllr MF updated on this work being followed up, local authority are aware.

**4. PLANNING AND DEVELOPMENT:**

a) Update on engagement of planning consultant supporting Wilstead, with health check review of Wilshamstead Neighbourhood Plan – feedback from meeting with consultant shared, PWG recommended going for a healthcheck review to see what policy amendments might enable safeguarding of the parish. Quotation circulated unanimously agreed to accept, resolution passed. Clerk to feedback. **Action 3.01:Clerk**

b) Consideration of engaging planning consultant to work for supporting Wilstead, safeguarding against planning development application following planning appeal for 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 2.01:Clerk** To accept quotation for planning consultant work Complete as within agreed limit. Appeal response collated, circulated, minor amendments suggested, to be submitted. All Borough Councillors registered to speak at appeal, Parish Council to have two individuals with MB and CC offering to be available. It was agreed to ask for cost of consultant able to attend on behalf of Parish Council, Clerk to follow up.

**Action 2.01:Ongoing**

**Action 2.02:GC/AS/MF** To ensure robust defense is actioned by local authority to this appeal This had been confirmed, specialist landscape consultant had been engaged.

**Action 2.02: Complete**

c) Consideration of engaging planning consultant to work for supporting Wilstead, regarding application 25/02560/MAR Reserved matters relating to matters of layout, scale, appearance and landscaping for the erection of 95 dwellings, public open space and play facilities, SUDs features and associated infrastructure pursuant to Outline Planning Permission 24/02231/MAO at Land At Village Farm 85 Cotton End Road –

**Action 2.03:Clerk** To accept quotation for planning consultant Complete as within agreed limit, collated response to be circulated shortly.

**Action**

**2.03:Ongoing**

d) 26/00308/FUL Conversion of an existing outbuilding to provide an annex for residential use of a dependent relative at The Manor House 9 Cotton End Road – Council unanimously agreed that condition need to be applied that the outbuilding is not to become a separate dwelling, resolution passed. Clerk to submit.

**Action 3.02: Clerk**

e) 26/00275/COU Change of use of from agricultural land to residential garden at Land Adjacent 2 West Park Farm Haynes – Council unanimously agreed no objection, resolution passed.

f) 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 update on an extra Executive Committee meeting called regarding the Local Plan additional coverage in town centre of anti social behaviour officers noted. Update on further Cadent work planned, future communication management going forwards, five more 120m sections to be done. Central Bedfordshire Council repairing dangerous section of A6 near parish/authority boundary.

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

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

Councillors unanimously agreed to resolve to expend up to £2,000 (budget level), on topsoil for the Burial Ground to improve the sunken plots. Levelling to be done by volunteers, noted topsoil not expected to cost the full amount. **Action 3.03:EB/MB**

Councillors unanimously agreed to ratify the decision to move forwards with the Huckle's Meadow hedge maintenance. In light of usual contractor not responding to request for work, alternative quotes were sourced, R F Lane quote accepted between meetings to enable work to be carried out promptly being mindful of the nesting season. Suggestion of a social media post to reassure the community the work is being done sympathetically.

**Action 3.04: Clerk**

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

**Action 11.04: Clerk** *To explore outdoor table tennis tables and gym equipment* quotation for outdoor gym equipment had been followed up with potential suppliers. To move forwards budget allocation of £10k agreed to see what outdoor gym equipment options could be secured for this to be fed back to potential suppliers. **Action 11.04: 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 had been shared with Persimmon who grant permission for installation. Agreed to accept the quote for £2385 for a solar powered system that would enable a deterrent for anti social behaviour at the play area, noted the system can be redeployed to other areas of the village if needed.

**Action 11.03:Ongoing**

### c) Invoices to be paid –

#### Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Admin service February	£1088.35
2. Mazars LLP	External audit fee	£504.00
3. Christy Plumbing Ltd	Jubilee Centre boiler	£3198.84

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 – no items

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 following Bedford Borough Council communication relating to average speed cameras

**Action 2.05:MF/Clerk** To feedback on average speed cameras in parish following local authority communications As agreed at last meeting this had been submitted. Further local authority communication received that stated cost implication would not be implemented this financial year now. Follow up on if A6 cameras could be redeployed to enable Luton and Bedford Roads to have a set each is ongoing. Clerk to publish camera data in next Homewatch.

#### **Action 2.05:Ongoing**

Speeding vehicles along Jubilee Way discussed, unanimously agreed to allocate expenditure up to £1,000 on installation of speed bumps along Jubilee Way to improve highways safety, resolution passed.

#### **Action 3.05:EWG**

## 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

Communications regarding Christmas lights with Kempston Town Council – responded to

Councillor communications regarding wall at Hampton Close

Borough Councillor GC report – circulated

Borough Councillor GC bin collections Cotton End Road communication copied into

BBC Officer average speed camera communications follow up – agenda item

BBC Officer Emergency Road Close Cotton End Road Wilstead – circulated

BBC Social Housing Allocations Scheme consultation

Councillor communications regarding new boiler at Jubilee Centre – agenda item  
BBC Planning letter 26/00275/COU – circulated, agenda item  
BBC Officer communication regarding site meeting of moving Vehicle Activated Sign to Littleworth follow up  
CPRE February up received  
BBC Officer Grass Cutting Agreement 2026/27  
BATPC training information round up communication – circulated  
Reporting Back: Parish and Town Council Newsletter, February 2026  
Contractor communications quotations regarding hedge maintenance Huckle’s Meadow – agenda item  
Resident communication regarding hedge cutting Jubilee Field/The Square – followed up  
A R Worboys public liability certificate 2026 – responded to  
Resident communication regarding Tree Preservation Order request – responded to, followed up with BBC Officer  
Borough Councillor GC communication from resident, copied into, regarding food van in parish  
Mayor of Bedford communications to Parish Councils regarding average speed cameras – circulated agenda item  
Wixams Coffee with a Cop event – circulated  
Resident communication regarding Bulky Waste Collection dates – responded to  
BBC Planning appeal communications – responded to  
Resident communication regarding electronic item collection – responded to  
CPRE oak tree planting – responded to, requested for Huckle’s Meadow  
EWG communications copied into regarding destruction of Ivy Lane habitat  
Member of the public communication regarding Open Forum – responded to  
Member of the public communication regarding Burial Ground – responded to  
BBC Planning letter 26/00308/FUL – circulated, agenda item  
Community Renewal insurance communication – responded to  
Borough Councillor GC communications regarding fly tipped mattress on A6 - copied into  
Borough Councillor GC communications regarding fly posting – copied into  
Maars invoice – agenda item  
BBC Flood Forum – circulated  
BBC Standards Committee agenda for 17<sup>th</sup> March 2026  
Meet and Challenge the PCC information – circulated  
Member of the public communication regarding poor condition of A6 – responded to  
BBC Public consultation on three new supplementary planning consultations – circulated  
Consultant support for Parish Council communications – agenda item  
Parish Councillor RA apologies for March meeting – noted  
Councillor communications regarding topsoil at Burial Ground copied into

**8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 5<sup>th</sup> JANUARY AND 9<sup>th</sup> FEBRUARY:**

**Action 2.07: Clerk** *To carry forward the January meeting minutes.* **Action 2.07:Complete**  
Councillors reviewed the minutes, it was unanimously agreed to approve them both as a true and accurate record of the meeting, resolution passed. Chair to sign.  
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:**

26/00035/AOC 24/02231/MAO - Condition 9 – Contamination (discharge of condition) PARTIAL DISCHARGE IN RESPECT OF PARTS A AND B ONLY at Land At Village Farm 85 Cotton End Road - Part Approved

26/00017/AOC |24/02231/MAO - Condition 10 – Arboricultural Method Statement (discharge of condition) at Land At Village Farm 85 Cotton End Road – Permitted

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### **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 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 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 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 work continuing to be pursued and quoted for.*

**Action 4.06: Ongoing**

**Action 7.01:MF/AS/GC/Clerk** *To follow up the redeployment of vehicle activated sign, highways pole installation in Littleworth Following site meeting undertaken, quotation for £2,400 for the roundels and new highways pole accepted, fed back. Notified works will take several weeks but are programmed in.*

**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**

**Action 1.01: RD** *To purchase five new bins as part of the rolling replacement plan Order had been placed with local authority*

**Action 1.01: Ongoing**

**Action 2.04:EB** *To arrange for accepted quote work for MUGA light repair*

**Action 2.04: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 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 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 had been contacted by Clerk to seek feedback as they have left lighting in situ as well.*

**Action 10.04: 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**

**Action 2.06: Clerk** *To arrange a community defibrillator training event Village Hall availability being arranged to be advertised in Homewatch.*

**Action 2.06: Ongoing**