

**Minutes of the Wilshamstead Parish Council Meeting held at the Village Hall on
Monday 9th February 2026 at 7.00pm**

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

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

Resident thanks given to Borough Cllr Frost for getting Ivy Lane inspected highways by local authority. Feedback on the Cadent replacement gas work issue along Cotton End Road noting no official notification to Parish Council in advance for these essential works. Open excavation, traffic management duration of works, items all covered during discussion. Borough Cllrs are feeding back to local authority and Cadent the poor communications that are ongoing, local authority are monitoring Bedford Road verge, Ivy lane subsiding, plus Cotton End Road potholes.

4. PLANNING AND DEVELOPMENT:

a) Consideration of engaging planning consultant to work supporting Wilstead, safeguarding against planning development through review of Neighbourhood Plan – MB, MF, EB, Clerk meeting with consultant following day to discuss options, all Councilors welcome.

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 – appeal letter circulated, quotation being obtained for planning consultant work, Planning Working Group recommendation quote be accepted. It was unanimously agreed by full Council for quote to be accepted in between meetings for up to £4,000 to complete the work, with consultant to be engaged, resolution passed.

Action 2.01:Clerk

Councillors felt strongly that a robust defense must be provided by the Parish Council and local authority. Borough Cllrs to follow up that strong representation being actioned by local authority to this appeal.

Action 2.02:GC/AS/MF

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 - letter circulated, quotation being obtained for planning consultant work, Planning Working Group recommendation quote be accepted. It was unanimously agreed by full Council for quote to be accepted in between meetings for up to £2,000 to complete the work, with consultant to be engaged, resolution passed. Main areas of concern noted as access worry close proximity to nearby property, entrance roundabout near layby impact, comments on play area, emergency vehicle turning circle.

Action 2.03:Clerk

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 (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 had been covered during Open Forum, local authority budget challenges detailed.

6. FINANCE AND POLICY MATTERS

a) Quotes for consideration

Quotation circulated for MUGA light repair, unanimously agreed for Parish Council to pay £345.00 for the repair, resolution passed. EB to liaise regarding this. **Action 2.04:EB**

Local authority communications regarding average speed cameras in parish, maintenance and calibration costs becoming Parish Council responsibility discussed. Feedback to be sent, Parish Council agree in principle to take the cost on for Cotton End Road with assurance sought that they remain live and data is taken on monthly basis. Follow up on if A6 cameras could be redeployed to enable Luton and Bedford Roads to have a set each.

Action 2.05:MF/Clerk

East Anglian Air Ambulance donation consideration, unanimously agreed to donate £500 contribution resolution passed. Clerk to request possibility of defibrillator community training, source location.

Action 2.06: 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 being explored, to be circulated when received. Table tennis tables idea on hold due to concern over where to site them. **Action 11.04: Ongoing**

c) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Jubilee Centre	Retainer fee	£250.00
2. East Anglian Air Ambulance	Donation	£500.00
3. Backlight Ltd	Admin service January	£1088.35
4. Andy Muskett Ltd	Christmas lights down	£2383.20

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 –

Bedford Borough Council new bin at Whitworth Way £595.44

Bedford Borough Council replacement bins £1932.90

British Recycled Plastic four new benches £2630.52

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

d) Consideration of Parish Council support to Jubilee Centre proposed extension -

Quotes previously circulated for architect services for Jubilee Centre potential extension, also agreed in principle to allocate up to £5k to cover this work based on quotes received for architect fees to collate drawings. Councillors welcomed meeting with Management Committee to discuss the project in more detail, to understand the work felt to benefit the facility most, plus if more parking could be provided by the MUGA.

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

Borough Councillor GC apologies for February Parish Council meeting – noted

BBC Officer communication regarding site meeting of moving Vehicle Activated Sign to Littleworth follow up

CPRE January up received

Reporting Back: Parish and Town Council Newsletter, January 2026

Cambridge Building Society bond confirmation renewal communications – circulated to WG

BBC Parish Precept 2026-2027 receipt acknowledgment

BBC Officer and EWG communications regarding new bin installation and order – responded to

BBC Officer communications regarding Huckle's Meadow maintenance work copied into

EWG communications regarding replacement benches order – followed up

Have your say on police funding in Bedfordshire

BBC Officer communication copied into regarding Gabion Wall quotation at Jubilee Way

Resident communication following up Homewatch article regarding Jubilee Way enhancements – responded to

Resident communication regarding community safety camera capturing a car incident – followed up

East Anglian Air Ambulance Introduction -circulated, agenda item

Resident communication regarding speeding around Jubilee Way – responded to
Resident communication regarding Homweatch article and use of Jubilee Field for outdoor equipment
Borough Councillor MF communications copied into regarding Ivy Lane highways collapsing – agenda item
Resident concern regarding overhanging bush/shrub on Luton Road – responded and followed up
Resident communication regarding parking issues central Wilstead update requested on installation of lineage – Borough Cllr MF responded
BBC Planning Parish Consultation letter for 25/02560/MAR – circulated, agenda item
Communications regarding Cadent works and road closures in village – agenda item
Resident concern regarding loss of internet connection recently on multiple occasions – responded to
BBC Officer communications regarding 24/01566/MAO Duck End Lane 149 houses – responded to
Resident feedback regarding Wilstead bus stop at Red Lion – responded to, shared with EWG
EWG communications copied into regarding feedback following site meeting to discuss replacement bins – agenda item
Resident submission of Parish Councillor application form – responded, circulated to F&GPWG
BBC Temporary Road Closure Northwood Lane Wilstad 25 -103 Postponement - deferred to March -circulated
BBC Domestic Abuse Strategy - Parish and Town Council Contribution
Resident communication regarding Homweatch article and use of Jubilee Field for outdoor equipment and Whitworth Way – responded to
Councillor update to Register of Interest form copied into
BBC Officer communications regarding naming of community areas – responded to
BBC Request for Insurance Documents Wilstead Primary School – responded to, message sent in error to PC
East West Rail: Keeping You Connected - Design Update Sessions
Jubilee Centre retainer invoice – agenda item
Invoice INV-6553 from British Recycled Plastic for Wilstead Parish Council – actioned
BATPC Finance Training – circulated
Communications regarding Heads of Terms regarding Whitworth Way playing field – responded to
Extension to the Jubilee Centre communications copied into – agenda item
Andy Muskett Ltd Christmas lights invoice – agenda item
Resident concern regarding flooding in Morgans Close after footway works – followed up with local authority, EWG aware
Your GoDaddy Renewal Notice
EWG communication regarding overflowing litter bin on Luton Road copied into
BATPC Buckingham Palace Garden Party 2026 - Nominations Invited for Ballot – circulated
BBC Parish and Town Council Network Meeting information – circulated
Consultant support for Parish Council communications – agenda item
Borough Councillor GC communications regarding pot holes Cotton End Road copied into
Parish Councillor RA apologies for February meeting – noted

8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 5th JANUARY:

Noted the minutes to be carried forward.

Action 2.07: Clerk

The Working Group items to be listed as an appendix to the meeting minutes.

9. CLOSE OF MEETING:

Chair closed the meeting at 8.50pm.

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:

26/00114/TELLN The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - BT intends to install fixed line broadband electronic communications apparatus - Internal upgrade to existing cabinet(s) or/and cabin room. (This is a notification only to the Local Authority who have no determining powers) at Communication Station At Duck End Lane – permitted

26/00036/AOC 24/02231/MAO - Condition 7 - Archaeology (discharge of condition) PARTIAL DISCHARGE IN RESPECT OF THE WRITTEN SCHEME OF INVESTIGATION ONLY at Land At Village Farm 85 Cotton End Road - Part Approved

26/00021/AOC |24/02231/MAO - Condition 8 - Building Recording Strategy (discharge of condition) PARTIAL DISCHARGE IN RESPECT OF THE WRITTEN SCHEME OF INVESTIGATION ONLY at Land At Village Farm 85 Cotton End Road - Part Approved

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 - Appeal lodged

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. Superseded by 7.01.

Action 11.08 (22) :To Be Deleted

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. Awaiting works to be 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 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**

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**

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 1.02:F&GPWG *To arrange securing a bond renewal for a further two years at 3.75%, as well as placing an additional £20,000 in the bond* **Action 1.02:Complete**

Action 1.03:Clerk *To submit 2026/27 precept to local authority* **Action 1.03: Complete**