

**Minutes of the Wilshamstead Parish Council Meeting held at Lakeview Village Hall,
Wixams on Monday 15th June 2026 at 7.00pm**

PRESENT: Nikki Williams, Russell Adams, Eric Benton, Chris Carberry, Mark Brooks (Chair), Marc Frost, Karen Hollands, Richard Draycott, Borough Councillors Graeme Coombs Andrea Spice, and 23 members of the public.

1. WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were no apologies for absence received as all present. Chair reminded all that no recording of the meeting permitted.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting. All Councillors reminded to if necessary to update their Register of Interest forms following the Council appointments being made during the meeting.

3. OPEN FORUM:

Chair adjourned the meeting

Representatives from the P3 Footpath Group outlined the recent challenges, relating to reduced volunteers, as well as aging equipment, meaning not all areas likely to be covered going forwards. Clerk to seek more volunteers in next Homewatch article, request copy of seasonal vegetation cut maps from local authority. **Action 6.01: Clerk**

Concerns expressed regarding proposed development at Village Farm lack of clarity and communication, community engagement event for Bloor to host welcomed. Details given on recent Parish Council communications with the Site Manager and associated individuals.

Parking concerns on Brooklands Avenue raised.

Concerns raised regarding lack of parking enforcement of yellow double lines in Cotton End Road, encouragement given for issues to be reported to the local authority enforcement team.

Borough Councillor Frost updated on Bedford Road planning enforcement, legal proceedings are ongoing. Borough Councillor Spice reported local authority made an out of hours service accessible for this matter.

Chair reconvened the meeting

4. PLANNING AND DEVELOPMENT:

a) To consider the role of the Parish Council in receiving voluntary donations through community fundraising to potentially pursue specialist planning advice – supporting paper circulated in advance. It was unanimously agreed that the Parish Council supports in principle the establishment of a community group to act as the accountable body for the receipt and administration of voluntary community donations through a ring fenced account or cost centre. If required to establish a community group comprising parish councillors and community representatives to oversee fundraising activity and provide recommendations regarding the use of donated funds. It was noted the purpose of the fund is to support independent professional advice, evidence and representation in connection with planning, enforcement, injunction, appeal or related proceedings affecting Wilstead. With delegated authority to the Clerk, in consultation with the Chair, to prepare appropriate governance arrangements for consideration at a future meeting.

Action 6.02: Clerk

b) Update on Borough Council mediation meeting with applicant regarding 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 5.04:PWG/Clerk *To share feedback from Parish Council to mediation meeting with applicant including range of proposed changes*

Action 5.04:Complete

More recent meeting with applicant showing revised plans feedback given, all present appreciated the importance of community engagement with this highlighted to Bloor during both meetings. It was unanimously agreed Parish Council response to the revised application to include highlighting the Parish Council found the meeting with Bloor representatives and the Borough Council Officer in attendance, a productive and constructive opportunity to work cohesively to bring changes to the design and layout of the site as well as bring local community feedback to Bloor. It was acknowledged by Bloor at the meeting, the community engagement from them had not be adequate to date. The Parish Council also appreciated support at the meeting from Borough Ward Councillors Marc Frost and Andrea Spice. The follow up meeting where Bloor had shared the revised plans with Councillors had also been information. The Parish Council in regards to the revised application note:

- The revisions to the building materials, as well as the changes to the road design layout to have wider internal splays are welcomed by the Parish Council.
- The introduction of marked areas for pedestrians to walk on the private driveways to promote and encourage sustainable transport are welcomed by the Parish Council.
- The introduction of the increased street frontage at the front of properties to accommodate more vegetation planting is welcomed by the Parish Council to make the site feel more open.
- The proposed removal of the LEAP to become a LAP amendment to the application was requested by the Parish Council. The contribution of £24,000 to be made to support improved Parish Council play area provisions in Wilstead is welcomed as a more appropriate way to bring improved play equipment that will benefit a wider number of people in the Wilstead community.
- The Parish Council provided input and clear preferences on the construction management route for vehicles during the building phase, to minimise congestion on local village roads at peak flow times, it was pleasing to see this feedback taken on board. The Parish Council will monitor the implementation of this.
- The Parish Council requested improved communication with nearby properties in the closet vicinity of this development, including dust management and asbestos information to be provided. The Parish Council will continue to monitor this to ensure local residents are safeguarded and reassured of the measures and precautions being taken on site.
- The Parish Council linked Bloor Homes with Cadent Gas representatives to enable communication on how best to manage the site entrance works planned with the planned extensive gas replacement works due to take place at the same time. The Parish Council will continue to monitor this situation.
- The Parish Council continue to be happy to facilitate wider community engagement with Wilstead residents at any time, so all stakeholders can be updated and there be an opportunity for feedback to be provided to Bloor as well as well from Bloor to the community. The Parish Council are currently actively engaging with Bloor, and this matter will be closely monitored throughout the building of the development.
- The Parish Council made it clear at the meeting with Bloor and wish to place on formal record that the Parish Council would not want the open space areas in the development passed to a management company. The Parish Council want to be involved in discussions on the future management of the open space areas and not see the residents over charged or receive a poor level of service as has been seen in other parts of the parish by a management company taking on responsibility. The Parish Council are willing to enter

into discussions on this responsibility being taken over by the Parish Council to support the best outcome for the new residents.

- The Parish Council have fed back welcoming Bloor to provide some nesting boxes for the community open space being developed off Bedford Road, known as Huckle's Meadow, with Bloor confirming they are willing to provide these to the Parish Council.

- The Parish Council highlighted at the meeting with Bloor a well located on site, with links to the Doomsday times, that should be made safe and if possible should be made a focal feature such as a landmark/interpretation board on site. This is being followed up and the Parish Council will monitor. Clerk to submit.

Action 6.03:Clerk

c) Planning appeal granted 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 East of Duck End Lane – follow up communications with Bedford Borough Council noted, appeal had been granted, even with the Inspector acknowledging the harm to the local landscape and environment.

d) Planning Working Group recommendation for Wilstead Neighbourhood Plan review and update to be undertaken – quotations for consideration shared, MB and Clerk had had follow up meeting with consultants to better understand options. It was unanimously agreed to defer any decision on a way forward at this time, in light of expected communication from local authority in relation to weighting of Neighbourhood Plans.

e) Ratification of Parish Council response to East West Rail consultation – item on agenda in error, no action needed.

f) Consideration of any planning applications received after the publication of the agenda - none received. Wixmas reserved matter application not received by parish it was noted.

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 new bus service W2, A6 litter picking actioned following the verge cutting on the A6. Noted that Wixams South planning application had gone to appeal with six day hearing expected.

6. FINANCE AND POLICY MATTERS

a) Quotes for consideration

Overgrown hedge maintenance – quotation for maintenance of Longmeadow Drive hedge at a cost of £150 plus VAT discussed, it was unanimously agreed in light of the non response by the landowner and in the interest of public safety, this work to be authorised, resolution passed.

Action 6.04:EWG

Street lighting energy contract renew – recommendation of F&GPWG to action securing a new energy contract by giving authorised delegation to Clerk to secure best value deal through an energy broker in consultation with WG. It was unanimously agreed to action this to secure a contract price through an energy broker with the Clerk to keep WG updated.

Action 6.05:Clerk

Public rights of way maintenance provision – this had been covered during the Open Forum.

b) Recommendation for consideration to review the Wilstead Burial Ground fee charges – proposals circulated in advance to all, benchmarking had been undertaken, it was unanimously agreed to accept the new fees going forwards, with the fees to be reviewed annually, resolution passed.

Action 6.06:F&GPWG

c) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Admin service May	£1123.51
2. Gallagher	Insurance renewal	£598.46
3. Lakeview Village Hall	Meeting hire charge	£52.25
4. South East Security	Installation safety camera Longmeadow Drive	£2862.00
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6. Defib World	Village Hall defibrillator	£958.80
7. Mark Brooks	Reimbursement expenses	£66.05
8. Mark Brooks	Reimbursement expense village website	£31.00
9. Wilstead Village Hall	Annual charge	£1482.19
10. A R Worboys Ltd	Grass cutting SI2710	£783.60
11. A R Worboys Ltd	Grass cutting SI2723	£783.60
12. C Smith	Allotment deposit return	£50.00
13. Wilstead Allotment Society	Allotment deposit unkept plot	£50.00
14. R F Lane	Huckle's Meadow maintenance	£1920.00

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 –

Eco Surface Whitworth Way maintenance work in advance payment £2833.92

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO and MB declaration as a payee, so they took no part in the vote, resolution passed.

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
BBC Parish and Town Council Update – circulated
Crime statistics – circulated
BBC Street Trading Consultation - Renewal & variation of vehicle application - LIC/1/35/137 AK Ice creams
Invoice 2026-WVH-0015 No Booking Dates - agenda item
Copied into Councillor follow up with BBC Highways Officer regarding missing double yellow lines
Bedfordshire Police Enquiry Regarding Possible Traveller Encampment – A6 Wilstead – responded to
Wilstead Primary School communications regarding school field grass – actioned
Resident communication regarding graffiti Longmeadow Drive play area – responded to
BBC Officer communications regarding Wixams Enhanced Landscape area transfer
Resident communication regarding CPR training
BBC BACS Remittance CIL payment
Bedford African Event 2026 Invitation
Invitation to Launch the ACCM (UK) Community Hub
BBC Rural Bulky Waste Collection Schedule 2026 – circulated
Resident thanks for the CPR & Defib Training 14/05/26 Wilstead Village Hall -responded to
BBC Officer communicatin regarding Transfer of POS Land at Wilstead Ref DFA:MA:114291.0236 LS/GPPL/EW/LP/003815 copied into
Bedford Borough Council update from May PC meeting – circulated
Grant application form request –responded to
Borough Councillor MF update on Longmeadow Drive CCTV copied into
Community Renewal Reminder [Version Ref: 168304408] insurance – agenda item
Resident communication regarding outdoor equipment – responded to
Your Annual Playground Inspection is due - Wilstead (Wilshamstead) Parish Council (2026) CRM 145601 – actioned
Order Acknowledgment from The Play Inspection Company - THIS IS NOT AN INVOICE CRM 145601
Copied into communication with Jubilee Centre hirer regarding installation of tarmac bumps
ARW LTD WILSTEAD PC INVOICE SI2710 – agenda item, circulated
Copied into communications regarding high water usage potential leak at Jubilee Centre area
ICO - Renewal confirmation ICO:00014136363
BATPC Training roundup – circulated
BBC Changes to the Localism Act 2011 – circulated
Resident communication regarding Parish Council works – responded to
War Memorial Cleaning 2026 promotional communication
Copied into communications regarding Gas Mains Replacement - Cotton End Road, Wilstead
Copied into communications with Wilstead Village Hall regarding booking for meeting
Resident communication regarding play area – responded to
Copied into invoices for Longmeadow Drive CCTV devices – actioned
BATPC One-Day Routine Play Area Inspection Training certificate
Resident communication regarding Environmental problem - URGENT PLEASE... - responded to
BBC Officer communications on the school playing field maps and transfer – copied into
Copied into communications with bench installation contractor and EWG
Copied into village noticeboard refurbishment request for quotation communication

East West Rail: Keeping You Connected - Have you shared your feedback?
 EWG communication regarding Vicarage Lane bin copied into
 Resident communication regarding development at Bedford Road – responded to
 Resident communication regarding planning matter in the parish – responded to
 Copied into communications regarding Longmeadow Drive hedge – agenda item
 Subject: Your statement from Calor – responded to as Jubilee Centre item
 Resident notified of reporting faulty street light to local authority – thanked
 Copied into Councilor communication with Bedford Road resident
 Communications regarding Cadent Gas works returning to the parish
 ARW LTD WILSTEAD PC INVOICE SI2723 – agenda item, circulated
 Resident report of damaged dog bin reported to local authority – responded to
 Allotment Society deposit request communication – agenda item
 BBC Reminder: Parish and Town Council Network Meeting -Thursday 4 June
 Borough Councillor MF complaint regarding Duck End Lane - Wilstead Decision
 Borough Councillor GC litter on A6 verges
 Street lighting energy contract renewal option communications – circulated
 EWR Wilstead Parish Council response communications – agenda item
 BBC Draft Scale of Fees for Parish Council Elections 2027
 Resident concern regarding upkeep of trees – actioned
 CPR Training follow up question from attendee, answer fed back
 P3 Group footpath communications – actioned, agenda item
 Burial Ground fees request for agenda item to consider new fees – agenda item, circulated
 Meeting Link - Wilstead Neighbourhood Plan: Health Check report – agenda item
 Microsoft 365 Pricing Update – Effective July 2026
 Lakeview Village Hall bookings communications – agenda item
 Resident concern over overhanging trees along Luton Road – responded, actioned
 BATPC Update: NALC Strategic Review Survey Closing Friday, Procurement Advice Note,
 News, Vacancies, Training
 Allotment holder request for return of allotment deposit – agenda item
 Invoice INV6575 for Wilstead Parish Council – circulated, actioned
 BBC Planning re-consultation letter for 25/02560/MAR – circulated, agenda item
 Sharnbrook Parish Clerk seeking clarity on CCTV – responded to
 Reflections repair of bus shelter – agenda item, circulated
 R F Lane invoice for Huckle's Meadow maintenance – agenda item, circulated

8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 11th MAY:

Councillors reviewed the minutes, it was unanimously agreed to approve them 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 8.55pm. 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:

26/00694/LBC Dismantle and rebuild a section of the boundary wall beside the shared driveway at 7 Duck End Lane – Permitted

ANY OTHER PLANNING MATTERS:

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

Actions 5.02, 5.02, 5.03:Clerk *To submit comments for 26/00694/LBC, 26/00822/COU, 26/00821/COU*

Action 5.01, 5.02, 5.02 : 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 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 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* 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 had now taken place and been installed.

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 had been shared with Persimmon who had granted 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. Installation being arranged.

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

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* Huckle's Meadow alternative quotation for path being explored, MB collating specification to enable alternative quotes. Preparation of grass and soil at Huckle's Meadow work completed, social media communication don in advance of the works commencing.

Action 4.06: 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, reported no deterioration in condition of them when they were recently turned on. Christmas lights feedback from Kempston Town Council received, circulated, discussed, noting that further clarity is needed prior to making a decision. Clerk had sought potential alternative contractor details from local authority, followed up making contact.

Action 10.04: Ongoing

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. Wicksteed quotation received, circulated. Awaiting Proludic quotation. Clerk had asked local authority for gym equipment feedback and to check S106 wording if play area surface maintenance is included as play area resurface at Whitworth Way is needed, which local authority had confirmed. Quotations accepted for Whitworth Way improvement works to enable allocation of 106 monies to this work to fit the required timeframe, local contractor and Eco Surface due to commence work shortly.

Action 11.04:Ongoing

Action 3.05: EWG *To arrange for speed bumps to be installed on Jubilee Way to improve highways safety, expenditure up to £1,000* Local tarmac quote accepted, awaiting works to be actioned.

Action 3.05: 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, has been chased.*

Action 11.01: Ongoing

Action 4.07: MB *The Parish Council to fund and support the cost of the website transfer for the village website MF continues to work on this*

Action 4.07: Ongoing

Action 5.05: F&GP WG *To accept quote for new community safety camera to be located on Wilstead side of the A6 underpass*

Action 5.05: Complete

Action 5.06: F&GP WG *To arrange purchase of new defibrillator at Village Hall*

Action 5.06: Ongoing

Action 5.07: Clerk *To arrange insurance renewal*

Action 5.07: Complete

Action 5.08: Clerk *To submit external audit paperwork*

Action 5.08: Ongoing