

**Minutes of the Wilshamstead Parish Council Annual Meeting held at the Village Hall
on Monday 11th May 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, two Borough Council Officers and 35 members of the public.

1. ELECTION OF CHAIR, WELCOME AND APOLOGIES FOR ABSENCE:

It was proposed by MF, seconded by CC, that Mark Brooks be Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. MB signed the Declaration of Acceptance of Office form.

The Chair welcomed all attendees, there were no apologies for absence received as all present.

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

Two Borough Council Planning Officers in attendance, site visit feedback given following commencement of some works on land by the A6 which, no planning permission in situ for this site. Borough Cllrs. Frost and Coombes shared resident communication and feedback on the matter for those present.

Concerns centered on highways safety relating to the access on A6, alongside works commencing on site without planning permission. Other items, such as being a designated local open space, flood risk zone, plus great crested newts habitats also on the site, also raised. Local authority site visit feedback given, that works to date were within permitted development parameters, so no action taken, the site and works remain being monitored.

Borough Cllr. Spice detailed work being done to increase resources for the planning enforcement out of hours service.

Borough Council Officer read statement to those present.

Resident challenge to the local authority around, site access being a section of unadopted highways classed as common ground. Resident request for Article 4 to be invoked. Local authority response provided to the two items raised. Officer to share local authority response regarding Article 4 with Clerk.

Resident question on the current local authority site allocation for traveller pitches, local authority response provided.

Encouragement given for residents to contact local authority at any time for update on the matter or to seek further clarity.

Resident question relating to H bar installation timeline, local authority Officer confirmed awaiting for Cadent gas works to be completed first. Resident feedback on planning application on agenda. Resident highways safety concerns relating to crossroads expressed.

Chair reconvened the meeting

It was unanimously agreed by all present to bring forward agenda item 5. due to public interest.

5. PLANNING AND DEVELOPMENT:

a) 26/00694/LBC Dismantle and rebuild a section of the boundary wall beside the shared driveway at Duck End Farm House 7 Duck End Lane - PWG recommendation for no objection to the application, unanimously agreed by full Council, resolution passed.

Action 5.01:Clerk

b) 26/00822/COU Change of Use to car storage using existing hardstanding (Use Class B8) at Land Off Luton Road - Councillors discussed, it was unanimously agreed to object to the application on the following grounds:

- This site is red zone for great crested newts, therefore it would be expected there should be supporting documentation to reflect this, including assessments carried out and mitigation measures also referenced.

- Highways safety concerns that the highway access to the site is located on a busy, main entrance to the village, located on a sharp bend. There are worries about deliveries to the site which would have to wait on Luton Road, which would cause an obstruction and danger to all road users on this corner.

- Given a car transporter or trailer laden with vehicle(s) is a sizeable length, as part of the application the Parish Council would have expected there to have been a suitable provision for the arrival of such deliveries that they can be managed fully clear of the highways to minimise danger to road users and those assisting with the deliveries to site.

- There are concerns regarding the water surface run off and drainage, with such an application there needs to appropriate consideration of how this will be managed for the intended use to ensure no surface run off potentially of hazard materials from the vehicles into the nearby watercourse.

- Given there are no buildings on site, no power supply to the site, so for example no lighting of the site. It is a concern to the Parish Council as to the intended use of this site in the short and longer term with on site facilities. If car deliveries are to be taking place it is felt the Officer should if minded to approve apply conditions that limit the use regarding delivery times, and handovers on the grounds of safety. There also should not be the storage of lorries or larger vehicles on this site, as that would not be suitable on the grounds of highways safety aspect. Clerk to submit.

Action 5.02:Clerk

c) 26/00821/COU Subdivision of site and Change of Use of building 2 to Use Class E at 1 Church Road - Councillors discussed, it was unanimously agreed to object to the application on the grounds that highways access to this site can not be obtained safely given the challenges around access. There is insufficient safe off road parking provision, as well as insufficient turning circle off road provision. The Parish Council do not feel a change of use which would bring more traffic movements, and potential vehicles reversing out of the site which is located at the heart of the village at a busy roundabout junction, is safe from a highways perspective. Clerk to submit.

Action 5.03:Clerk

d) 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 4.02:Clerk** To *collate Council response and raise concerns with individual members of the Planning Committee* This action had led to members requesting further consultation from the applicant must happen with the Parish Council.

Action 4.02:Complete

Consideration given ahead of Parish Council mediation meeting with applicant, items had been collated such as proposed changes to the construction plan route, request for more bungalows on the site, material design changes, layout improvement suggestions as well as feeding in resident contamination concern, dust mitigation challenge, asking for clarity on dust monitoring on site. Further requests would be made for better local communication, a full understanding of mitigation for safeguarding neighboring properties and business, plus the loss of the barn owl habitat. Clarity to be sought on liaison between applicant and Cadent plus request for asbestos management details on site.

Action 5.04:PWG/Clerk

- e) Update on Duck End Lane planning appeal hearing, and Neighbourhood Plan healthcheck review
- f) East West Rail public consultation consideration of Council response - Councillors unanimously agreed to ratify the submitted Parish Council response to the latest consultation, resolution passed.
- g) Consideration of any planning applications received after the publication of the agenda - none received.

4. ELECTION OF VICE CHAIR, TO CONFIRM PARISH COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS, APPROVAL OF WORKING GROUP STRUCTURE 2026/27:

It was proposed by MB, seconded by RA, that Marc Frost be Vice Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. MF signed the Declaration of Acceptance of Office form.

The Councillors reviewed the proposed Working Group structure circulated in advance of the meeting, following discussion the following Parish Council internal and external appointments were unanimously agreed and approved by all:

Responsible Financial Officer	Marc Frost			
Police Liaison / Security	Vacant			
Emergency Planning	Marc Frost, Jo Bampton			
Neighbourhood Plan	Linda Hiscott (Chair), Mark Brooks, Eric Benton			
Parish Paths Officer	P3 Group			
Tree and Hedge Warden	Frances Maynard			
Parish Council Website	Marc Frost			
Litter Picking	Chris Purcell supported by Wilstead Wombles			
Defibrillators	Eric Benton supported by volunteers			
Village Hall Management Committee Representative	Karen Hollands			
Jubilee Centre Representative	Eric Benton			
Burial Ground	Eric Benton			
Wilshamstead Endowed Charities	Nigel Jacobs, Anne Lowe, Eric Benton, Marc			

Representative Trustees	Frost, Viv Riddle, Nikki Williams, Mark Brooks			
Allotments - Society Representative and Administration (Councillor)	Russell Adams			
Wilstead Website Webmaster	Mark Brooks			

The Working Group membership was unanimously confirmed and approved as:

Finance and General Purposes – EB, NW with MF as Spokesperson

Planning – MB, RA, CC with CC as Spokesperson

Environment – MF with RD as Spokesperson

Play Area – RA with MB as Spokesperson, resolution passed to the above.

6. **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 MF updates included, local issues being experienced such as fly tipping. Nuisance motorbikes plus anti social behavior including graffiti in the underpass area. Borough Councillors AS updated that Wixams South planning application refused, going to appeal. Borough Councillor GC reported on littering and local issues with potholes that are being followed up. Thanks given to all Borough Councillors for the recent work done on the planning enforcement matter.

There was a proposal that in light of the recent continued anti social behaviour community safety cameras being taken forward would act as a deterrent. Two being located at Longmeadow Drive previously agreed due to be installed shortly. Detailed a camera at the Wixams entrance to the underpass, consideration for one to be placed on the Wilstead entrance to the underpass and at the Bedford Road layby by the bottle bank. It was unanimously agreed to go ahead with the camera to be located at the underpass, noting the device could be redeployed. With the layby camera, in light of the appeal outcome expected shortly the layout of the layby might change considerably, plus the bottle bank

being removed shortly, no action on this for now. Parish Council unanimously agreed to fund to camera at the Wilstead side of underpass, resolution passed.

Action 5.05: F&GP WG

7. FINANCE AND POLICY MATTERS

a) Quotes for consideration

Action 3.05: EWG *To arrange for speed bumps to be installed on Jubilee Way to improve highways safety, expenditure up to £1,000* Four speed bumps in Jubilee Way were due to be installed, local tarmac quote received. It was unanimously agreed by all Councillors present to go with the local tarmac contractor, on the basis of better value (£800 in total) and longevity of product, resolution passed.

Action 3.05: Ongoing

Village Hall at defibrillator consideration of if to maintain or replace unit, £200 per annum maintenance discussed, it was unanimously agreed to purchase a new unit for this location going forwards, resolution passed.

Action 5.06: F&GP WG

Insurance renewal consideration discussed, it was unanimously agreed to continue with the current policy arrangements, resolution passed.

Action 5.07: 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. 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 circulated for Whitworth Way improvement works to enable allocation of 106 monies to this work to fit the required timeframe, it was unanimously agreed to accept local contractor price for site preparation for £2,300, and Eco Surface to supply the surface at a cost of £4723.00, resolution passed.

Action 11.04:Ongoing

c) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Admin service April	£1123.51
2. A R Worboys Ltd	Grass cutting SI2687	£783.60
3. A R Worboys Ltd	Grass cutting SI2699	£783.60
4. Mrs K J Betts	Internal audit	£165.00
5. Troy Hayes Planning	Consultant work NP healthcheck	£3900.00
6. DBWD	Website hosting	£364.80

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 to note.

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

d) Internal auditor report to be received and reviewed

Action 4.05: Clerk *To arrange internal audit* **Action 4.05: Complete**

Report had been received, shared with Councillors, questions welcomed, no matters arising it was noted which was pleasing and documents had been published on Parish Council website.

e) Review and approval of the Annual Governance Accounts Return Sections 1 and 2 - circulated to all, full transaction information, bank reconciliation, copy of bank statements, completed Annual Return, receipt and payments analysis. It was unanimously agreed, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed, Clerk to make external audit submission.

Action 5.08: Clerk

8. 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

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

Littleworth - followed up

BATPC training information round up communication – circulated

Various resident communications to attend the CPR Training event schedule for May – responded to

Village website communications copied into

ARW LTD WILSTEAD PC INVOICE SI2687 – agenda item

BBC Planning Parish Consultation letter for 26/00694/LBC – agenda item

BBC Parish Committee notification for 25/02560/MAR – circulated, CC spoke at meeting, agenda item

Copied into communications with Huckle's Meadow contractor regarding path works

Copied into communication with BBC Officer regarding overgrown vegetation on Luton Road

Resident communication regarding Parish Councillor vacancy – responded to

BBC Officer planning appeal communications ahead of Duck End Lane appeal

BBC Planning Committee member acknowledgement of Parish Council comments being received for Village Farm application

Councillor communications regarding Cable Theft Huckle's Meadow entrance / underpass copied into

BATPC Training round up – circulated

CPRE April round-up - Planning updates, places to explore and opportunities to get involved – circulated

Copied into communications with BBC Officer regarding Hooked Lane, Wilstead - Cadent reinstatement failure

Book your place at Bedford & Milton Keynes 2026 Annual Partnership Conference

National Allotment Survey

East West Rail - update from Clapham – circulated

Internal auditor communications – agenda item

Jubilee Way speed humps pro forma communications – agenda item

Invoice 2761 from Troy Hayes Planning Limited for Wilstead Parish Council – agenda item
 April Invoice 26785 from DANNY BARKER WEB DESIGN LTD for Wilstead Parish Council – agenda item
 BBC Street Trading Consultation - Renewal application LIC/1/35/114
 BBC Street Trading Consultation - New Application - Massimo Papa T/A Gino's Soft Whip D194 CLH
 BBC Street Trading Consultation - New Application - James Sharpe T/A DessertBoss
 Subject: Your statement from Calor – forwarded to Jubilee Centre
 BBC Planning Committee Deferred letter Application 25/02560/MAR – circulated
 BBC Officer Wixams Landscape Enhancement Area (Wilstead Community Woodland to be known as "Jacobs Wood") communications - actioned
 Jubilee Centre vandalism communication copied into
 Parish Councillor Village Hall AGM apologies
 Community Renewal Quote insurance – agenda item
 BBC Planning Parish Consultation letter for 26/00822/COU – agenda item
 BBC Parking on footways by Wilstead school follow up – actioned
 BBC Planning Parish Consultation letter for 26/00821/COU – agenda item
 BBC Rural Bulky Waste Collection Schedule 2026 – For Review *DRAFT* - circulated
 Wave Utilities - Your business may have a leak communication copied into
 BBC Overflowing Public refuse bins, Pollards Close Wilstead – reported
 ARW LTD WILSTEAD PC INVOICE SI2699 – agenda item
 Legal Right of Access Over Jubilee Way and Ongoing Engagement With the Parish Council communication
 BBC Street Trading Consultation - LIC/1/35/109 Renewal - Vincenzo Vaccaro-Notte T/A Gino Soft Whip
 BBC CIL transfer May 2026 – circulated
 Communication regarding speed bumps Jubilee Way quote – circulated
 Wilstead Parish Council REVISED Quote 20496 for CCTV covering Underpass and Bottlebank - May 2026 – agenda item
 2026 BATPC AGM - Wednesday 14th October 2026 – circulated
 Bedfordshire Police Funding opportunity - please share - circulated
 Resident communication regarding planning matter on Cotton End Road – responded to
 Landscape services quote for Whitworth Way play area – agenda item

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 20th APRIL:

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.

10. CLOSE OF MEETING:

Chair closed the meeting at 9.30pm. 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:

26/00478/FUL | Single storey front extension and French doors to replace existing door to side elevation at 31 Vicarage Lane – Permitted
 26/00431/AOC 24/02231/MAO - Condition 10 - Arboricultural Method Statement (discharge of condition) at Village Farm 85 Cotton End Road – Permitted
 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 - 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

Action 4.01:Clerk *To submit comments for 26/00478/FUL* **Action 4.01: 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 4.03: Clerk *To accept quotation received for additional Christmas rope lights to be purchased to enable full coverage of columns on Cotton End Road, purchased at a cost of £2250 plus VAT in total.*

Action 4.03: Complete

Action 4.04:EWG *To ask Reflections to stop cleaning the Cotton End Road bus shelter as this due to be removed shortly as part of Village Farm development, with direction to clean the bus shelter outside Briar Bank on Luton Road instead.*

Action 4.04:Complete

Action 4.06:Clerk *To feedback application as a one off to apply a resident fee rate to a specific plot reservation request, Clerk to feedback.* **Action 4.06:Complete**

FINANCE AND GENERAL PURPOSES

Action 4.10 (18): F & GP WG *To update and sign the Jubilee Centre lease given the length of time that has now passed and the lack of response from the solicitors and to be*

registered with the Land Registry. License to operate the building on behalf of the Parish Council to be followed up, MF to follow up with an annual renewal.

Action 4.10 (18): Ongoing

Action 2.10: Clerk *To issue Bedford Borough Council with an invoice for part reimbursement of external audit fee*

Action 2.10: Ongoing

Action 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 2.06: Clerk *To arrange a community defibrillator training event Village Hall Event has advertised in Homewatch and across social media.*

Action 2.06: Complete

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