

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 10th January 2022 at 7.00pm

PRESENT: Eric Benton (Chair), Mike Clark, Geoff Odell, Andy Collins, Mark Brooks, Nigel Jacobs, Richard Draycott, Marc Frost, Nigel Jacobs, Richard Draycott, Chris Purcell, Borough Councillor Graeme Coombes and one members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Simon Pickett.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were declarations of interest received for the meeting, MF under finance payments.

3. OPEN FORUM:

No public statements made.

4. PLANNING WORKING GROUP RESPONSES RECOMMENDED FOR THE FOLLOWING APPLICATIONS:

a) **21/03277/PIP Planning Permission in Principle Application for Permission in Principle for the erection of one Passivhaus dwelling at Land Adjacent To The Granary, 12 Duck End Lane** – The Working Group recommended a response stating that although this site is outside the Settlement Policy Area boundary the Parish Council is not in principle against any single dwelling development within this cluster of houses on the outskirts of the village around Duck End / Bedford Road. However, any new dwelling on this site should look to have minimum impact on the rural nature of its setting. Therefore the Parish Council would want all the trees in the wide verge along the site boundary with Bedford Road to be retained. As the verge is wide there is no need to remove any of these trees to ensure sufficient visibility when exiting the property. In addition the Parish Council would look to any development of this site to include a turning head so that vehicles could exit the site in a forwards direction and also have sufficient on site parking to allow for visitor parking as well as residential parking. The driveway across the verge should be a single vehicle width so as to discourage any vehicle parking there which would limit the visibility of any traffic travelling along Bedford Road from any vehicles exiting Duck End. There should also be a condition imposed to prevent parking on the grass verge. It is good to see that the area on the north east corner of Duck End / Bedford Road would be planted up further to help against flooding in this area – it is in a flood zone. In order to preserve the contribution this area could make towards flood protection of Duck End the Parish Council would want to see this area given protection against any future development. The Parish Council would wait to see the full application before supporting or objecting to the application but would expect to see the above areas of concern addressed in any application.

The Parish Council agreed to ratify the submitted comments and Councillors discussed adding that the siting of any proposed property be located as far back from the highways road boundary as possible so that it is closer to the existing settlement of properties. Supplementary comments to be submitted.

Action1.01: Clerk

b) 21/03273/PIP Planning Permission in Principle Application for Permission in Principle for the demolition of existing single storey vacant commercial building and erection of up to 4 dwellings at 1 Church Road -

The Working Group recommended a response stating whilst the Parish Council are not averse to some development on this site it does have concerns which the Parish Council would need addressing in any subsequent application. In the opinion of the Parish Council it is unlikely that these concerns expressed below could be adequately addressed whilst having 4 dwellings on this site and that 1 or possibly 2 dwellings would be more appropriate. The Parish Council has been trying to improve the Crossroads area (Church Road, Luton Road, Cotton End Road and Bedford Road), the centre of the village, as and when opportunities arise. It has been involved with making the area on the opposite side of Church Road to this site, i.e. outside the shops, a more attractive space and this proposed development provides an opportunity to mirror, to some degree, this open space on the other side of Church Road. The Parish Council would welcome to opportunity to discuss with the developer how this might be achieved. The Parish Council's favourite option would be for a relatively small section of the site to be gifted to the Parish Council who would then plant it up with grass and shrubs and then maintain it in perpetuity. Alternatively there could be a covenant preventing anything other than grass and shrubs in this area. In this case the ongoing maintenance would be the responsibility of the developers. The main concerns with development on this site are to do with parking and reversing onto Luton Road and Church Road from the dwellings. The proposed dwellings are adjacent to the busiest road junction in the village and any on road parking or reversing into the road in this area is likely to be dangerous to both pedestrians and drivers. The indicative plan for four dwellings shows each house on Luton Road having three tandem parking spaces and the two on Church Road having two tandem parking spaces. In the Parish Council's experience having tandem parking, especially 3 in a line parking, tends to lead to on road vehicle parking as people are reluctant to shuffle cars around and would rather leave them kerbside. Even shuffling them around can be dangerous as it could mean putting two cars on the road whilst a third car is taken off site. Parallel parking with sufficient dropped kerbing and a turning head is preferable to tandem parking. Because of the proximity of the Crossroads to all four possible drives there needs to be sufficient off road parking to accommodate visitors parking along with residents parking. The installation of a turning head means that vehicles can exit in a forward direction so avoiding reversing out into the road, especially Luton Rd, one of the main roads in the village, which is also a bus route. The Parish Council has previously discussed parking restrictions around the four corners of the Crossroads junction. Currently sensible parking by the Crossroads garage and by users of the shops has meant that any request for parking restrictions around this junction has been held in abeyance. However it is anticipated that if dwellings were built as per the indicative plan then any on road parking would prove to

be a problem and the Parish Council would then look to get parking restrictions imposed especially on the two corners of Church Road. Lastly recent improvements to this junction saw the installation of tactile paving at all four corners of the junction in order to help visually impaired residents access the various village infrastructure spread around the Crossroads i.e. shops, village hall, pubs church, school. It is vital that this accessibility is maintained and that any driveway should not be near this tactile paving and visibility of pedestrians to vehicle drivers is not reduced by any development on this corner.

The Parish Council agreed to ratify the submitted comments. Councillors discussed land ownership at this location as well.

c) 21/03300/AGR erection of agricultural building at 227 Cotton End Road
- application noted.

d) Re-consultation for Application for Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale) for the erection of 30 dwellings (including affordable, self-build and build for rent), pursuant to Outline Planning Permission 19/01019/MAO (allowed under appeal ref APP/K0235/W/19/3237824) at Land Rear Of 25 To 39 Howard Close - The Working Group recommended a response stating the Parish Council acknowledges that an earlier application 19/01019/MAO for 30 houses on this site was allowed on appeal. However, the Parish Council wish to record their objection to this application on the grounds that it is outside the settlement policy area boundary, there is no allocation of houses for Wilstead in the Bedford Borough Local Plan and it has not been identified in the emerging Neighbourhood Plan.

The Parish Council also has some concerns about the layout of the site in this application which is different from the layout in the previous application. These concerns along with other comments are addressed below.

Buffer Areas

It is good that there is a buffer area between the proposed houses on this site and those single storey houses in Maple Close and Ash Grove. However, the plans show only a few trees in this buffer area. The Parish Council would want many more trees planted in order that the new development is more obscured from Briar Bank and that there is much reduced overlooking of the houses in Maple Close and Ash Grove from this new development. These buffer areas should not be public access areas. This would give criminal access to the rear gardens of both existing and new houses. With no public access the benefit of wild flowers being planted along the buffer zone is minimal. Even worse is that there is no buffer area between the proposed Local Area of Play (LAP) and Mable Close houses so there is a public access area proposed within a couple of metre of these houses. The Parish Council would want the buffer area to continue all along the edge of the site by the Play Area where there are houses on the other side of the boundary.

It is noted that there is no buffer area proposed between the new houses and those already in Howards Close. The Parish Council would want the buffer areas extended to provide privacy for these existing houses in Howards Close. If residents of these houses subsequently were to object to trees in this buffer area because of overshadowing of their gardens then the Parish Council would be content to withdraw its objection to this lack of buffer area in this part of the site.

It is noted that it is proposed in time to lift the crown of any new trees planted in the buffer zones to 3 metres. As the boundary fence is 2 metres the Parish Council would want the crown to be lifted to 2 metres. There is no point in having a one metre gap above the fence.

Hedgerows

It is good that the hedgerow to the north east of the site is to be retained. This would help retain the rural nature of the surrounding area by having a green edge to this development. However, the responsibility for this hedge is proposed to be handed over to the plot owner after a year. This will mean that some plot holders will remove the hedge and some may cut it down in height so they can see over it. The Parish Council would want some condition imposed so that the hedge is not reduced in size / removed. Alternatively a hedge wide buffer zone could be created and the hedge would then not be responsibility of the plot owner.

It is noted that the hedge is proposed to be maintained for the first year at a height of 1.2 – 1.5 metres. This hardly reflects the rural nature of this area which backs onto open field and woodland.

Play Area

The Parish Council aim is to adopt all play areas in the village so that there is a common standard of maintenance across all sites and that any problems can be dealt with quickly rather than residents / the Parish Council having to deal with a remote management company. With this aim in mind the Parish Council would want the Play Area to be of an adoptable standard with suitable safety surfaces for the play equipment. The site should be fenced with self closing gates and contain a bench and have a rubbish bin. There should be a hard surface between the gate and the bench / rubbish bin and also between the gate and the pavement.

It is good that there would be an annual safety inspection by an independent body as well as the proposed weekly inspections in between. The Parish Council would welcome copies of all these reports. The Parish Council uses RoSPA and found them to be good.

The Parish Council would not want any sand surface in the Play Area. Experience has shown that cats quite like to use sandy areas as a toilet. Dogs will also do this unless self closing gates are installed.

Also the Parish Council has found timber play equipment should be avoided as they tend to become a future maintenance problem. The play equipment shown is not particularly stimulating. The Parish Council have some safety concerns regarding having visitor, i.e. non residential, parking immediately adjacent to the Play Area.

Road Layout

The Parish Council still has concerns regarding the width of the current Howards Close and the increase in traffic caused by adding another 30 houses. It is recognised that the inspector dismissed concerns about parking on Howard Close. It would be expected that there would be some vehicle tracking in any subsequent documentation to demonstrate that all vehicles upto the size of a fire engine could turn around to exit the site. If the parking of vehicles on the road would impinge on the ability of the emergency vehicles & refuse collection vehicles to access all the site and turn around then parking restrictions would need to be imposed.

Housing

The Parish Council would want local residents or people with ties to the village to be given priority when allocating the affordable housing. This would need to be advertised around the village. What happens if the self build / custom build plots are not taken after 12 months? The Parish Council would want these to be build to rent rather than open market housing as it would provide a mix of rented properties on the site. It is good to see bin storage will be in rear gardens. There needs to be a suitably wide path from the storage site to the edge of plot collection point and this point should not be on the driveways such that vehicles can't get passed.

The Parish Council unanimously agreed to approve the submission of the above comments, to be submitted to the local authority. **Action 1.02: PWG**

e) To confirm response to local authority review of Planning at Bedford Borough Council - The Environment Committee of Bedford Borough Council is carrying a full review of the Planning process in the Borough. As part of that review the Committee would like to hear the views of Parish and Town Councils. It was unanimously agreed that the response be delegated to the Planning Working Group to respond outlining items. **Action 1.03: PWG**

5. VILLAGE IMPROVEMENTS TO BE DISCUSSED, CONFIRMED TO ENSURE THEY ARE INCLUDED IN THE 2022/23 BUDGET

To be covered during the budget discussions.

6. FINANCE MATTERS

a) Quotes for consideration -

Quotation for works relating to a tree nearby 19 Pollards Close and the Churchyard had been received totaling £580.00 from Albion Tree. The Tree Warden has reviewed and it was agreed that a quotation to be obtained for remedial works to the tree rather than felling of the tree. Councillors unanimously agreed to authorize expenditure up to £700 for the remedial work as the Council wished to try and retain the tree. **Action 1.04: MB**

Jubilee Centre outside storage double doors need replacing as for some time have an issue, in order to keep them as matching to the other doors, the expenditure of £1876 + VAT for the set of doors and £175 + VAT for a new bottom rail to support the front door shutter to be a Ward Fund application. GC to support with this. **Action 1.05; GC/EB**

It was unanimously agreed to authorise the purchase of new pads for the defibrillator, the cost for replacement electrodes is £39 a set along with postage and VAT. **Action 1.06; NJ**

Councillors discussed the potential purchase of an additional defibrillator, with the Council agreeing to moving forwards with buying of a device for the Crossroads, with expenditure of up to £1k authorised to be located at The Crossroads as there is power at this location. Unit to be purchased from reliable source. **Action 1.07; Clerk**

It was agreed Andy Muskett to be the contractor to manage the installation of the defibrillator with expenditure of up to £100 agreed. **Action 1.08; Clerk**

The savings bond renewal was unanimously agreed by Councillors with a one year deal to be secured. **Action 1.09; Clerk**

A dual purposed waste bin costing £550 was agreed to be installed by Duck End Lane community woodland, resolution passed. **Action 1.10; EWG**

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration November	£895.02
2. Backlight Ltd	Administration December	£895.02
3. Play Inspection Company	Inspection visits	£250.80
4. A R Worboys Ltd	SI1709 hedge maintenance	£1835.70

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:

Plus Net Telephone and broadband	£30.31 direct debit
Swalec Street lighting energy	£104.96 direct debit
3G CCTV Wifi	£12.00 direct debit
Anglian Water Wave Business water charges	£103.54 direct debit
We Are You IT Ltd Email hosting Outlook costs	£284.40 direct debit

Payments made as per budget and previous agreement to allocations:

Reflections Bus shelter cleaning	£80.00
Howard White Construction noticeboard installation	£1806.00
Andy Muskett Christmas lights additional decorations	£1350.00

It was noted a £75 reimbursement of a memorial fee had been issued following the cancellation of a memorial.

Councillors resolved for all the above payments to be made. It was noted MF on all items (as RFO) took no part in the vote.

Clerk to check with Worboys the extra grass cutting item within the most recent invoice.

Action 1.11: Clerk

Action 4.19: F&GP WG *To arrange a one off payment to a couple who have been undertaking a number of village litter picks in the parish recently, to recognise their support in keeping Wilstead tidy. Council to decide whether action is required after the long delay in resolving this issue.*

Action 4.19: F&GP WG

c) Budget Planning for 2022/23 to include approval of budget and precept agreement for 2022/23

Action 11.11: Spokesperson To commence reviewing Working Group budgets looking ahead to next year and the precept collection. All had been reviewed and fed into the considerations. **Action 11.11: Complete**

Action 11.04: MF *To share information on dual purpose bin options photographs had been circulated by MF* **Action 11.04: Complete**

Action 11.05: RD *To order a wooden shelter for Luton Road with sloping flat roof at a cost of £9,300 plus VAT and negotiate a price for the second bus*

*shelter at The Crossroads to have a sloping flat roof with dual entry points
£14,116 plus VAT*

Action 11.05: Ongoing

Action 11.06: Clerk To follow up regarding license of apparatus with Borough Council Officers noting the shelter dimensions are 3.54 x 1.49 Request sent and followed up.

Action 11.06: Ongoing

The Finance and General Purposes Working Group had met with Working Group Spokespersons to review and consider items for the 2022/23 budget. Councillors discussed the different items within the budget including average speed cameras. The Parish Council noted that £20k is the cost of moving the average speed camera units in situ to make them more effective. The Cotton End Road new average speed camera costs were noted as £80,000. It was felt using the Wooding Way CIL income contribution to present a case to the local authority of the monies they have already had from the development. GC offered a contribution up to £2,000 through the Borough Council Ward Fund. The work already done by the Borough Officers to be referenced and the Parish Council to fill in an application form for the local authority to consider the request of average speed cameras from the Parish Council. Including the Police analysis as well in the application with a financial contribution of £20,000 from the Parish Council, unanimously agreed.

Clerk to send grant opportunities information to MB regarding potential play area awards.

Action 1.12: Clerk

Councillors felt having parishioner feedback on potential village improvement items by having resident input with a range of improvements for residents to give their feedback on. By enabling villagers to consider if average speed cameras, play equipment along with a range of different options through using Homewatch and social media to raise awareness. This process to be taken forwards with the bus shelter to be a consideration with items to be banded to inform residents of the approximate costings so they can select a level of money to be used on items for benefit of the community through the Wooding Way Community Infrastructure Levy. Items listed in the draft budget over £5k to be considered excluding the Vehicle Activated Sign allocations.

EB, MC, RD, MB, MF, CP, GO, AC to be a Working Group to engage with residents on this.

Action 1.13: EB

Councillors unanimously agreed to approve the presented budget for 2022/23 which focused on moving forwards a number of village improvements, which will after the village engagement feedback will be used to revisit the budget in due course, resolution passed.

Councillors unanimously agreed to approve a precept of £50,000 for 2022/23 to be requested from the local authority, resolution passed. EB and MF to complete form with Clerk to submit.

Action 1.14: Clerk

7. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email
Homewatch newsletter copy
Homewatch article submitted
Online playgrounds promotional information
CPRE update emails
Bank statements
Crime statistics - forwarded
ERTA Voluntary Transport email
Allotment tenant various communications
Burial ground and associated communications
NFP Workshops bid writing information
Beds Police crime statistics – circulated
Various BBC Planning Officer communications regarding extension for Parish
Council comments submission – PWG notified
Communications regarding new parish noticeboards
Copied into communications regarding Christmas tree for 2021
Contractor communications regarding Christmas tree lighting
Copied into communications from a resident with concerns relating to
Thickthorn Farm development meeting – shared with PWG
Further communication regarding Upcoming application for a new dwelling at
Land Adjacent to No.12 Duck End Lane – responded to
Bond maturity renewal confirmed Wilshamstead Parish Council and new
contact email address
Community woodland communications copied into
Various communications with donations for Christmas lighting
Parish and Town Council Network Meeting information
October and November average speed camera data – circulated
CPRE November newsletter
BBC Parish and Town Council Network communications regarding future
dates– circulated
BBC PSPO Consultation for the Town Centre regarding e-scooters, cycling
and skateboarding
BBC Public Spaces Protection Order - Dog Control information
East West Rail: Keeping You Connected - Autumn 2021 – circulated
BBC communication regarding various current consultations
BBC Street Trading (new application), outside of town centre, ALL CONSENT
STREETS – circulated
BBC Agenda for Standards Committee, Thursday, 16th December, 2021, 5.30
pm
BBC communication regarding Wootton Neighbourhood Development Plan
PCC Setting the Police budget for 2022/23
PCC Meets Town and Parish Councils - Cluster Sessions - Bedford Turquoise
- circulated
PC Bond meeting invite Priority Setting Meeting - Jan 2022 – circulated
BBC Council Tax Parish Precept 2022-23 - circulated
BBC communication regarding review of Planning at Bedford Borough Council
- circulated
Bedford Development Management Peer Challenge, December 2021

BBC communications Milton Ernest and Sharnbrook Neighbourhood Development Plans Made (Adopted)
BATPC Round-Up and Merry Christmas – circulated
Councillor bus shelter order communications and Boough Officer license of apparatus communications
Wilstead community posts on social media regarding new noticeboards copied into
Resident communication regarding planning application 21/01213/FUL – responded to
Village website communications regarding posting of Parish Council items
Response submitted to Updated Policy Consultation Briefing - Environmental Permitting Regulations.
Copied into communications with Wilstead School regarding play area improvements
Sport England Active Places - JUBILEE PLAYING FIELD – response sent
Jubilee Centre enquiry regarding salt/grit – forwarded request to BBC Officers
Response received regarding Poles in Jubilee Way Wilstead Ref BF V6090
Communications regarding planning an event to celebrate The Queen's Platinum Jubilee
BBC Wilstead CIL transfer payment of funds notification
Resident reporting fallen tree branch – responded to
Bowls Club light not working reported – responded to
Wilstead hall government guidelines
Copied into resident reporting street light repair to BBC – responded to
Communications with Persimmon regarding the actions taken to move the adoption forwards
Communications regarding Wilstead Woodland and Land East of A6
Komplan and Playdale play equipment site meeting request emails copied into
ARW LTD WILSTEAD PC INV S1697 08.11.21 credit note to be issued for next invoice
Police funding application acknowledgement received
Councillor communication regarding unemptied bin at The Crossroads – responded to
Bedford Road developer CEDRA communication regarding meeting follow up – responded to
BBC consultation information – circulated
Request for refund of memorial headstone fee – actioned
Quotations for door at Jubilee Centre – circulated
1 Hampton Close communications – reported to enforcement
Resident communication regarding Land adjacent to the Post Office – followed up
BBC Officer feedback regarding Wilstead Luton Road - A6 Junction
Sergeant John Killick Merry Christmas and Thank You
BBC Officer communications regarding Wilstead - Average Speed Cameras copied into
Cambridge and Co bond maturity information – circulated to WG
Wixams Parish Council enquiry regarding art sculpture – responded to

Copied into ordering of new defibrillator pads
Resident enquiry regarding purchase of land – responded to
BBC communications regarding a dog waste litter bin copied into
Borough Council request for Average Speed Camera policy – received
Bedfordshire Fire and Rescue Services Consultation Budget and Action
Plan is launched

**8. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON
22nd NOVEMBER**

All Councillors unanimously agreed approval of the Parish Council 22nd November meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

9. CLOSE OF MEETING:

Chair closed the meeting at 9.00pm

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:

21/02645/FUL Garage conversion with front/side extension, new pitched roof and external alterations at 10 Luton Road – Permitted

21/02510/FUL One and two storey rear extension at 32 Luton Road – Refused

21/02466/FUL Erection of two storey rear extension and single storey attached garage to side at 76A Cotton End Road – Permitted

21/02412/FUL Single storey side and rear extension, and replacement of garage roof at 95 Whitworth Way – Permitted

21/00911/FUL Demolition of existing pole barn and erection of new agricultural building, installation of rainwater harvesting system and concrete yard renewal at 227 Cotton End Road – Withdrawn

21/00352/AOC 20/01730/FUL - Condition 6 - Surface Water Drainage (Discharge of Condition) at Struan 61 Luton Road – Permitted

19/00690/LDP Certificate to confirm that the details submitted do not require planning permission. (Boundary fence and gate) at 14 Robins Heath, Wixams - Decided Certificate Issued

ANY OTHER PLANNING MATTERS:

Action 10.12: Clerk *To follow up communications with Bellway Developments to be taken forwards with the Parish Council to challenge the wording regarding open space management.* Have made contact with Bellway to locate the correct individual to follow this up with, chased in February and March to get Contracts Manager contact details, now have contact details for the Manager.

Action 10.12: Ongoing

Action 4.02: PWG *To action contacting planning enforcement regarding 166 Cotton End Road.*

Action 4.02: PWG

Action 7.11: PWG *To collate feedback and respond to Haynes Neighbourhood Plan Deadline passed* **Action 7.11: To Be Deleted**

Action 11.01: PWG *To collate a response for submission regarding 21/02857/S106A Part 1 Modify/Discharge Agreement Application for the Modification of S106 Agreement attached to Planning Permission [11/01380/M73] affecting the following: (i) Education (ii) Health Centre (iii) Bus provision (iv) Offsite footways and highway works (v) Sustainability Fund (vi) Landscape Enhancement Area (vii) Village 4 Community Centre (viii) Retail facilities (ix) Northern Expansion Area at Wixams Settlement Land Formerly at Elstow Storage Depot* The Planning Officer had not granted a time extension as requested. Drafted response collated and circulated to all Councillors ahead of submission. The Parish Council **strongly object** to this application. Specifically the Parish Council object to the proposal in 'Wixams S106A Supporting Statement Nov21 Amended' to 'adopt' i.e. take away, the remaining funding for the woodland in order to contribute to the shortfall in the education funding. The remaining funds for the woodland amount to £200k plus indexing. This woodland was planted by residents, mainly from Wilstead, and having planted the woodland it is not sensible to just leave it incomplete and unmanaged thus depriving Wixams and Wilstead residents of access to a new woodland between the two communities.

As well as providing outdoor recreational space for the communities the woodland was intended to prevent coalescence of the communities and enhance the distinct rural characteristics of the land between them. Without this agreed S106 funding the Parish Council would find it very difficult to fund £200k+ to bring this woodland project to fruition and ensure it remains accessible / useable. It should be remembered that Wixams was built mainly on land that was in Wilstead parish and that this woodland was the only direct benefit the residents of Wilstead would see from the loss of parish land. It is unrealistic to expect the residents of Wilstead to pick up this £200k+ shortfall. It is noted that subsequent to this application;

- a. L&Q Estates have stated in writing that it is not their intention to seek to remove any of the woodland's remaining funding and
- b. Jonathan Warner (Borough Council officer) has said in an email to the Parish Council that the obligation to fund the woodland (*including its subsequent management*) remains unchanged.

So unless the particular part of this application which looks to remove the agreed funding for the woodland is rescinded then the Parish Council would reiterate its **strong objection** to this application.

Please note that the Parish Council are reviewing the other proposals in this application to 'adopt' (transfer) funds to fill the education shortfall so as to fully understand the implications on Wilstead residents and an addendum to this response may be submitted subsequently. **Action 11.01: Complete**

Action 11.02: Clerk *To request extension from Planning Officer for above application* See above **Action 11.02: Complete**

The latest regarding communications with L&Q Estates regarding the 21/02857/S106A document Wixams S106A Supporting Statement and safeguarding of the money allocated to the Woodland was L&Q Estate had confirmed in writing in a communication to the Parish Council the money for the woodland is ring fenced. The draft transfer document does not include the newt

area, this had been followed up and at present L & Q Estate are not able to confirm how this area will be managed.

Action 11.03: PWG *To provide feedback to CEDRA the agent for the developer of Land off Bedford Road with it being agreed to not engage with potential site developers until clarity is received regarding any housing allocation that may or may not come forwards through the next Local Plan process.*

Action 11.03: Complete

Action 11.04: PWG *To provide feedback to Publicity for Proposed Telecommunications Development notices in Jubilee Way as agreed at last meeting* There has been feedback received from the organisation managing this work.

Action 11.04: Complete

BOROUGH COUNCILLOR

Action 11.05 (19): GC *To pursue Cotton End Road width of footway concern reported to local authority, widening the path as part of their capital improvement works.*

Action 11.05 (19): Ongoing

PLAY AREA

Action 7.17: 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 these items.

Action 7.17: Ongoing

Action 11.08: MB *To pursue and monitor the repairs to the bench*

Action 11.08: Ongoing

ENVIRONMENT

Action 3.03 (20) EB /RD *To seek clarity from Borough Officer if any assistance available with cost of average speed cameras.* Meeting with Borough Officers in May 2021 determined that no funding would be available in the current Budget Year despite the Police supporting the need for average speed cameras along Cotton End Road. Previously the level of funding for additional and better positioning of cameras had been agreed by the Parish Council at a provisional allocation of £10k as the Council's contribution. (There is a budget allocation of up to £25k for highway improvements regarding average speed cameras.)

Following further communications with local authority Officers on the potential configurations of cameras in the village to get the maximum benefit, a quotation has finally been received together with proposed layout / drawing. Despite a strong challenge the Borough insist that moving the AS camera from either of the locations in Luton or Bedford roads would require an additional column at the crossroads.

The costs advised amount to £20k for moving either the Luton Road or Bedford Road camera to the crossroads and £80k for the installation of new cameras in Cotton End Road. In addition the Borough process for determining the priority

on allocating new cameras has been received and a submission will be prepared.

Action 3.03 (20)Ongoing

Action 10.24: EB To seek quotations to improve the area in front of the Crossroads shops. Quotations to include the hedge removal Local company has removed hedge and tree stump at a cost of £350.00 which has been paid. Further improvements to the area to be reviewed.

Action 10.24: Ongoing

Action 4.11: EWG To follow up the suggestion of a 20mph zone in the centre of the village with local authority Highways Officers, understanding the cost implication and potentially changing some speed limits along village roads to ensure best value in terms of statutory notices and consultation if these items were to be taken forwards.

Action 4.11: Ongoing

Action 4.08: EWG To consider arranging a village litter picking event in the near future

Action 4.08: Ongoing

Action 7.13: CP To assist with coordinating the delivery of the noticeboards to the village and ensuring the contractor was able to install promptly. Installation complete. Final payment issued

Action 7.13: Complete

Action 9.10: EWG To follow up at Crossroads; extensions to yellow line parking restrictions, marking of pedestrian crossing access and cutting back of undergrowth on south side of Cotton End Road approach. RD has been following up on all actions and these are complete with the exception of a definitive answer from the Borough regarding the re-installation of a pedestrian safety island at the entrance to Cotton End Road.

Action 9.10: Ongoing

Action 10.11: Clerk/RD To seek guidance from Highways Officers on the impact this proposal may have on the visibility splay following a local business outlining they are looking to place a fence around a site central in the village, during informal discussions with EB they have indicated they will fence the site with a hedge along Church Road side. Request for assistance sent. Clerk has chased.

Action 10.11: Ongoing

Action 10.14: Clerk To initiate highways site meeting for four new highways poles, one at Bedford Road, one for Luton Road, and two for Cotton End Road to include Littleworth Three communications sent requesting this site meeting.

Action 10.14: Ongoing

Action 10.18: Clerk To place information in Homewatch reminding residents to cut back hedges that overgrow paths in the village.

Action 10.18: Ongoing

Action 10.09: RD/Clerk To notify the grass contractor of where the bulbs drift planting had been arranged

Action 10.09: Ongoing

Action 10.10: EB To meet a local person to look at the area in the front of the shops on site shortly wishing to enhance it Meeting has taken place and awaiting proposal.

Action 10.10: Ongoing

Action 10.17: MB To follow up with the contractor about the Churchyard path as this could also do with some maintenance There was a discussion on the management of the hedge by the Vicarage, it was agreed a quote to be sourced for this work.

Action 10.17: Ongoing

Action 11.09: MB Some repairs are needed to the gates into churchyard to refresh the gates MB to explore quotes for this with a local contractor.

Action 11.09: Ongoing

Action 11.10: MB *To review the gates to allotment entrance to quote for the improvements needed*

Action 11.10: Ongoing

BBC Public Spaces Protection Order - Dog Control information received and circulated. Noted that it is intended for consultation in summer 2022 for a three year extension to the existing Orders in place within the parish.

Request received regarding allotment fence, quotation awaited regarding repair.

MC is now managing updating noticeboards

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. No progress to date.*

Action 4.10 (18): Ongoing

Action 11.06 (19): F&GP WG *To arrange meeting with Beds CCG IT to discuss video link doctors' appointments, as some surgeries already do this. Following queries on this topic with Beds CCG they offered a meeting to discuss this which has yet to be taken up.*

Action 11.06 (19): Ongoing

Action: 5:07 (20): Clerk *To make Community Chest application for Village Car Park works Follow up was made, local authority have undertaken lining works at no extra cost. Relocation of tyre stops to match position of marked bays, has recently been undertaken.*

Action: 5:07 (20): Complete

Action 10.06 (20): F&GP WG *To start negotiations to explore the transfer of the land off Bedford Road, from the Borough Council. Suggest a Zoom meeting with Claire Pick and some other Officers to start these discussions going forwards. Email communications sent recently on this with Officer who has confirmed latest financial contribution level, MC supporting with this as well.*

Action 10.06 (20): 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 3.07: Clerk *To place on the next meeting agenda the Jubilee Centre lease and a proposal for progressing with average speed cameras along Cotton End Road, and the two prospective Councillors to be invited to the April meeting. Councillors invited, average speed camera item included, Jubilee Centre lease on hold. This item to be deleted as duplication.*

Action 3.07: To be Deleted

Action 3.10: F&GP WG *To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes.*

Action 3.10: Ongoing

Action 4.07: NJ/MF *To upload the planning table to the website*

Action 4.07: NJ/MF

Action 5.01: Clerk *To ensure EB completes Declaration of Acceptance of Office form.*

Action 5.01: Complete

Action 5.01: Clerk *To ensure MB completes Declaration of Acceptance of Office form.*

Action 5.02: Complete

Action 6.08: Clerk *To ensure the salary payments align with the HMRC submission process. Meeting arranged 19th January to complete this.*

Action 6.08: Ongoing

Action 7.17: Clerk *To complete VAT reclaim Document prepared for submission, access to gateway being progressed. Meeting arranged 19th January to resolve this.*

Action 7.17: Ongoing

Action 9.13: Clerk *To add Memorial Bench £694.95 purchased to be added to Parish Council asset register*

Action 9.13: Ongoing

Action 9.14: Clerk *To add the new safety surface to the asset register*

Action 9.14: Ongoing

Action 9.17: Clerk *To ensure back dated minutes are printed, signed and available for inspection.*

Action 9.17: Ongoing

Action 9.18: MB/Clerk *To dispose of some out dated electronic equipment from the Parish Office, as well remove from asset register Equipment disposed of, asset register update to be made*

Action 9.18: MB/Clerk

Action 10.19: Clerk *To arrange a schedule list of payments over the year to be collated for formal approval by the Council*

Action 10.19: Ongoing

Action 10.23: AC *To raise with Village Hall Management Committee through AC electrical charging rapid point suggestion*

Action 10.23: Ongoing

Action 11.07: F&GP WG *To pursue adoption, as well as management of the woodland area at land east of the A6, with the transfer of funds to the Forest of Marston Vale Awaiting final document to be circulated to all Councillors ahead of formal adoption being completed.*

Action 11.07: Ongoing

Agreed 11.12: F&GP WG *To arrange for the Clerk to have read only access to view the accounts online*

Agreed 11.12: Ongoing

Wilstead CIL funds accounting of items separately, this to be taken forwards.

Action 1.15: Clerk

It was noted that Police funding application acknowledgment received.