

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Annual General Meeting held at the Village Hall on Monday 16th May 2022 at 7.00pm

PRESENT: Eric Benton, Marc Frost, Mark Brooks, Chris Purcell, Simon Pickett, Borough Councillor Graeme Coombes and Lizzie Barnicoat (Clerk) and two members of the public.

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

It was proposed by CP, seconded by SP, that Eric Benton be Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. EB to sign the Declaration of Acceptance of Office form. **Action 5.01: Clerk**

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillors Geoff Odell, Nigel Jacobs, Richard Draycott, Mike Clark.

2. DECLARATION OF INTEREST FOR THE MEETING:

There was no declaration of interest received for the meeting received.

3. OPEN FORUM:

Residents raised the Whitworth Way footway resurfacing is being carried out currently, Hampton Close has been omitted frustratingly. Background information was provided on how the repairs are allocated by the Borough Council as the highways authority. Concerns raised over the stretch of path that has been left and is dangerous, resident encouraged to report to the local authority via the Highways Helpdesk and Pariah Council to add support via this route as well.

4. ELECTION OF VICE CHAIR, TO CONFIRM PARISH COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS, APPROVAL OF WORKING GROUP STRUCTURE 2022/23:

It was proposed by CP, seconded by SP, that Mark Brooks be Vice Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. MB to sign the Declaration of Acceptance of Office form.

Action 5.02: Clerk

The Councillors reviewed the proposed Working Group structure circulated in advance of the meeting, including appointments to outside organisations, such as CP to be the Parish Council point of contact with the local Police, MF to support Emergency Planning, MF to be the Parish Council Responsible Financial Officer, with NJ continuing as the Footpath representative. These appointments and the Working Group structure were unanimously agreed, resolution passed.

Action 3.02: All *To come forward if interested in the Parish Council representative vacancy on the Village Hall Management Committee* All in attendance encouraged to consider the role. **Action 3.02: Ongoing**

It was unanimously agreed to move forwards to this point of the meeting the discussion. The defibrillator to be purchased with a £1k contribution from the Borough Council Ward Fund, Clerk to move forwards with arranging the purchase.

Action 5.03: Clerk

The community litter pick feedback was shared, individuals are interested in regularly carrying out litter picks. It was agreed to direct individuals to the volunteering Officers at Borough Council who can support this, copying the Parish Council in if they wish. This to be shared and promoted via the Homewatch as well.

Action 5.04: EB

CP thanked for the support with the litter pick, *CP took leave at this point of the meeting.*

5. PLANNING AND DEVELOPMENT:

a) Local Plan 2040 consultation raising public awareness – the Borough Council Executive Committee had met and approved the Local Plan document for consultation from 15th June to 29th July. Information had been shared with Councillors, with the items to note locally as potential development sites have been identified as South of Wixams (415 houses), East of Wixams (1800 houses), it was noted that in fact these sites are all or partly in Wilshamstead Parish west and north of the village respectively. There is also a site named as College Farm Shortstown (1000 houses) which is in fact adjacent to the parish boundary along with a large employment site allocation north of the parish at Pear Tree Farm in Elstow. Councillors felt that raising awareness of the consultation is important, information to be included in the next Homewatch.

Action 5.05: Clerk

Agent of land owner with site allocated as Wixams End (415 houses) would like to meet with Parish Council representatives to give reassurance of buffer around the site as well as to discuss any other matters relating to the site. Elstow and Wixams Parish Councils to be invited to this meeting as well as all Parish Councillors.

Action 5.06: Clerk

Map to be worked on to collate an overview of the parish in context of the proposed site allocations to enable a clear picture of what land is looking to be housing. The Council were concerned about the cumulative impact and wish to make residents fully aware of this, with a separate leaflet detailing how to engage, as well as public drop in session to be run in July time. It was unanimously agreed to allocate up to £500 to produce appropriate literature for residents.

Action 5.07: EB/Clerk

b) Wilshamstead Neighbourhood Plan inspection hearing – the consultation had closed, with the government examiner appointed having visited the village last week, awaiting to receive the examiner recommendations.

c) 22/00993/FUL Single storey front/side extensions and two storey rear extension at 76 Cotton End Road - The Council unanimously agreed for the Planning Working Group to respond to this application prior to the deadline.

Action 5.08: PWG

d) 21/03124/MAR 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 – amended plans, the Council unanimously agreed to submit the following comments to the amended application, resolution passed. None of the changes appear to address the Parish Council's previous comments / concerns. The comments below in black were made in January 2022 in response to the original 21/03124/MAR application and are still relevant. 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 still 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 objects on some of the details of the application. These objections and other concerns are listed below and still relate to the new layout of the site in this application. Buffer Areas - The previous comments are still relevant / extant. Any additional comments are in red. 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 and the Parish Council objects to the lack of trees in the buffer areas. The Parish Council would want many more trees planted in order that.

There is much reduced overlooking of the houses in Maple Close and Ash Grove from this new development and the new development is more obscured from Maple Close and Ash Grove. 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 except from near the Play Area.

The Parish Council objects that there is no buffer area between the proposed Local Area of Play (LAP) and Mable Close houses. If there is no buffer area here then there would be 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. As the LAP has been removed and the buffer strip between the houses in this area and the existing houses in Maple Close has been extended then this particular objection is no longer relevant. The Parish Council also objects that there is no buffer area proposed between the new houses and those existing houses in Howards Close. The Parish Council still objects to this lack of buffer strip. The Parish Council would want the buffer areas extended to provide privacy for these existing houses in Howards Close. If residents of the Howard Close houses subsequently were to object to trees in this buffer area because of overshadowing of their gardens then the Parish Council would be content for these trees to be lopped / restricted in height along the 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 only 2 metres. There is no point in having a one metre gap above the fence. The Parish Council still objects to this planned lifting of the crown of new trees above the height of the fence.

In regards to hedgerows. The comments below are still relevant as the amended plans do not address these issues. 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. The Council objects to this transfer of responsibility to look after the hedge as it offers no guarantee that the hedge will be retained. It would mean that some plot holders will remove the hedge and some may cut it down in height so they can see over it.

It is noted that the hedge is proposed to be maintained for the first year at a height of 1.2 – 1.5 metres. The PC objects to this reduction in height as it would contrast sharply with the rural surroundings of this site i.e. open hedged fields and woodland.

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.

In relation to the Play Area, these comments below would appear to be no longer relevant as the new plans show the Local Area of Play has been removed though they remain relevant for any LAP subsequently re-instated. The Parish Council would still want a Play Area with suitable more stimulating play equipment and with all the comments, regarding safety, sand, wooden equipment, below on the previous application addressed. There are no play areas on the eastern side of Luton Rd and to reach the nearest play area children would have to cross this major village road. 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 safety surfaces for the play equipment that meet recognised safety standards. The Parish Council objects to open access play areas i.e. no gates. 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. c. 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 PC uses RoSPA and found them to be very professional. 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 and the Parish Council would want to discuss with the developer a more stimulating mix of equipment. The Parish Council have some safety concerns regarding having visitor, i.e. non residential, parking immediately adjacent to the Play Area.

The Road Layout the concerns previously identified below are still relevant. 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 and refuse

collection vehicles to access all the site and turn around then parking restrictions would need to be imposed

The housing comments listed below are still relevant to the updated application. 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 bins.

e) Transfer of land from L & Q Estates for the Community Woodland – summary of recent communications, the area with the newts is not to be transferred it was noted. The local authority has encouraged the Parish Council by advising that the transfer move forwards with the community woodland area only with the transfer of the commuted sum monies assured from L & Q Estates for the community woodland. The Council unanimously agreed to move forwards with the transfer of the community woodland area. **Action 5.09: PWG**

f) 22/00849/ADV Installation of various internally illuminated and non-illuminated signage, to include fascia sign, pylon sign, 4 directional signs, 3 flag signs, 2 opening hours signs, 1 staff parking and 1 staff entrance sign at Unit 7 Kenneth Way - The Council unanimously agreed no comment to be made as within in the Wixams parish boundary.

6. FINANCE MATTERS

a) Quotes for consideration -

Councillors discussed the purchasing of a projector, MF offered a projector to the Parish Council to be donated. Councillors thanked MF, noting that if the device does not work then a projector to be purchased. **Action 5.10: MF**

The insurance renewal information had been shared with Councillors, it was unanimously agreed to accept a three year agreement for the insurance, resolution passed. Clerk to feedback. **Action 5.11: Clerk**

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration April	£895.02
2. A R Worboys Ltd	Grass cutting SI742	£672.00
3. A R Worboys Ltd	Grass cutting SI757	£672.00
4. Julie Betts	Internal audit fee	£145.00
5. Gallagher	Insurance renewal Hiscox	£598.46
6. Eric Benton	Reimbursement of computer lead	£8.00
7. Danny Barker web design	Council website	£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:
Plus Net Telephone and broadband £29.74 direct debit
Swalec Street lighting energy £117.50 direct debit
3G CCTV Wifi £12.00 direct debit

Payments made between meetings to be ratified:
Eric Benton Reimbursement of Himalayan Birch for Burial Ground £85.00
Morelock Ltd VAS units and signage £17345.10
Councillors resolved for all the above payments to be made. MF and EB took no part in this vote.

It was noted the manhole cover invoice for £120.00, payee RW Builders, along with the quarterly inspection invoice from CPM Playgrounds, it was unanimously agreed to be paid if received between meetings. Identified work to be quoted for by CPM Playgrounds, with MB to review the report in detail. It was agreed that if the investigation work for the bearing takes significant time when dismantling the item, that the time to be billed for. **Action 5.12: MB**

c) Internal Audit feedback –

Action 4.07: Clerk *To share the accounts with Julie Betts internal auditor for 2021/22*

Action 4.07: Complete

The report had been received and shared with Councillors, the recommendation would be taken on board and documents to be uploaded to the website, Clerk to share items with MF.

Action 5.13: MF/Clerk

It was noted financial risk assessment, Standing Orders as well as Financial Regulations to be reviewed in the near future.

MF to liaise with Clerk regarding pension scheme. **Action 5.14: MF/Clerk**

d) Review and approve Annual Governance Accounts Return Section 1 and 2 for 2021/22 – circulated to all, full transaction information, bank reconciliation, copy of bank statements, completed Annual Return, receipt and payments analysis. Revision to asset register figure with the Annual Return required, Clerk to update register and Section 2, Box 9 on Annual Return. *MF took no part in the vote as RFO.* It was 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 5.15: 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
Beds Police crime statistics – circulated

CPRE May newsletter
Street Trading (new application), outside of town centre, ALL CONSENT
STREETS – communications had continued regarding the one relating to
Wilstead along with resident communications associated with this application
Village improvements communications copied into
Various community litter pick communications regarding event
May Homewatch article submission reminder
Ongoing BBC Officer VAS highways meeting communications to confirm
locations
Morelock Signs communications regarding purchasing of VAS units
BATPC Finance Training Programme – circulated
Tree Warden communication
BBC Officer communications regarding Wilshamstead Parish S106
monies for play equipment - chased
Pension Regulator communications
Countryside Alliance emails
Reminder regarding Wixams Town Centre - Public Engagement Event, 4th
May 2022 Lakeview Village Hall – shared
Crime Statistics April 2022 – forwarded
BBC first half of precept received
Wilstead Village Hall builder update communications regarding roof repairs
Playsafety inspection information
Confirmation of Information Commissioner Renewal received
A R Worboys public liability certificate
BBC Change of location for meeting 29/06/2022, 18:30, Standards Committee
Resident communication regarding village Jubilee plans – responded to
EWR Local Representatives Group meeting information
Resident communication regarding village Jubilee plans – responded to
BBC Highways Weed spraying programme – shared with EWG
Community Police Priority information – shared
Greensand Country Festival information
BBC Minutes for Standards Committee, Tuesday, 15th March, 2022, 6.30 pm
Resident communication regarding village Jubilee plans – responded to
Wixams Town Centre Public Engagement Event 4th May, Preview 11.00-12.00
– circulated
BATPC NALC round up
CPRE Wildflower workshop
CPM Playgrounds inspections report – circulated
Resident communication regarding village Jubilee plans – responded to
Bedford Borough's Service of Thanksgiving: Sunday 29th May 2022
Resident communication regarding parking of visitors at Birds of Prey Centre –
followed up
Resident communication regarding cables cut by contractors carrying out
Whitworth Way footway repairs
Resident communication regarding the cutting of Elms Lane – responded to
Agenda for Rural Affairs Committee, Tuesday, 17th May, 2022, 6.30 pm
Village Hall communication regarding parking – responded to

Resident communication regarding funding scheme available through the local authority – responded to
Internal auditor communications
BBC Recycling Refuse LGV drivers wanted – shared
PCC Town and Parish Council meeting information – EB attended
Tree Warden communication regarding removal of trees
Resident communication regarding Dines Close pavement – shared with local authority and responded to
Resident communication dog control area signs missing from entrance to Whitworth Way area – followed up and reported
BATPC Sector Funding survey
Community woodland communications
UK Community Renewal information for insurance for 2022/23 – shared
Resident concern regarding footpath in Hampton Close – Councillor follow up made
BATPC Finance training information – shared
Bedfordshire Police accounts communications regarding release of grant monies
Planning consultant communication regarding Wixams End site allocation in the Local Plan – responded to

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

All Councillors unanimously agreed approval of the Parish Council 11th April 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 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:

22/0049/LDP Certificate to confirm that the details submitted do not require planning permission (Replacement garage) at 76A Cotton End Road – certificate issued

22/00102/FUL Demolition of an existing single-family dwelling and the erection of a pair of semi-detached family dwellings at Montpelier 299 Cotton End Road – Withdrawn

21/03277/PIP Permission in Principle for the erection of one Passivhaus dwelling at Land Adjacent To The Granary 12 Duck End Lane - Refused

ANY OTHER PLANNING MATTERS:

Action 4.02: PWG (21) *To action contacting planning enforcement regarding 166 Cotton End Road The fencing remains in situ, to be reported.*

Action 4.02 (21): PWG

Action 2.04: Clerk *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.*

Action 2.04: Ongoing

Action 3.06: PWG *To follow up the 'call in' for the Elstow South application as it is an application of significant concern to the Council* **Action 3.06: PWG**

Action 4.01: PWG *To submit the agreed planning comments to the local authority.*

Action 4.01: Complete

Action 4.02: PWG *To respond to the street licensing application from a trader for the Bedford Road layby Comments were submitted regarding rubbish bin should be provided and taken away each time, with access to remain at all times to the recycling facilities at this location. It was noted this was for a part time application for twice a month trading, and if the application was for hot drinks or snacks then the Parish Council would wish to object.*

Action 4.02: Complete

BOROUGH COUNCILLOR

No items to be reported.

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 review of locomotive, site meeting arranged on 1st February to look at the spinner with Playdale representative.*

Action 7.17: Ongoing

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

Action 11.08: Ongoing

Action 3.12: EB/MB *To review in depth to bring forward for the village meeting ideas to enable residents to select their preference for possible new equipment as part of the village improvements*

Action 3.12: Ongoing

Action 3.13: MB/Clerk *To review the warranty for the spinner to challenge where does it state the equipment required maintenance with the installation contractor. The warranty had been checked, the bearing out of warranty it was noted.*

Action 3.13: Complete

Action 3.14: MB/Clerk *To ask CPM Playgrounds to grease the bearing on the spinner as part of the quarterly review of the play area.*

Action 3.14: Complete

Action 3.21: Clerk *To seek clarification with Borough Council Officer regarding Section 106 contribution monies that are available to the Parish Clerk received*

no feedback to end of March communications, so followed up again between meetings on 5th April seeking clarification and in May.

Action 3.21: 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.

Following January 2022 meeting communication to Borough Officers outlining the Parish Council commitment of £20k of funds to a new standalone scheme in Cotton End Road. Taken to Highways Portfolio meeting, where the Borough Council fed back due to short fall, the £20k could be used to relocate the existing Bedford Road and Luton Road cameras to Cotton End Road location. Clerk has asked for confirmation of the shortfall amount and is chasing Officer for the figure. This had been done but no response received. Borough has been asked whether existing poles could stay in Bedford/Luton Roads meaning new poles in Cotton End Road. Awaiting response.

Action 3.03 (20): Ongoing

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. Still awaiting feedback on this, to be followed up again.

Action 9.10: Ongoing

Action 10.24: EB *To seek quotations to improve the area in front of the Crossroads shops.*

Following work looking at the improvements that could be made and are being proposed to the area by The Crossroads, in order to proceed with getting a quote for the associated work, a design had been produced to enable this to be progressed with. Councillors had paid for the cost of the design work done to

date. Three quotes to be obtained for the proposed work, along with permission to be sought from the corresponding land owner(s) of the area. Permission to be sought from the land owners was also agreed to be vital to this project to ensure the tarmac parking area at the front of the shop to be confirmed first. The dimensions for the parking bays and associated turning to be checked along with a disabled parking bay potentially as well as cycle provision at this location. Letter has been sent to land owners regarding the work.

Action 10.24: Ongoing

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* Currently on hold pending consultation with villagers subject to Action 1.13

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, followed up, Officer has asked clarity on shelter size before issuing license, RD responded, this item on hold until after the village meeting.

Action 11.06: 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* GO has undertaken to develop specification and is obtaining quotes and the entire length of fence is being looked at as well. MB to assist with this.

Action 11.10: Ongoing

Action 1.05: GC/EB *To arrange for the replacement double doors at the Jubilee Centre for the outside storage with 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* Work has been completed

Action 1.05: Completed

Action 1.10; EWG *To secure a dual purposed waste bin costing £550 to be by Duck End Lane community woodland* Bin ordered through local authority

Action 1.10: Ongoing

Action 1.13: EB *To arrange a Working Group with EB, MC, RD, MB, MF, CP, GO, AC to look at potential village improvement items that to be taken to a resident meeting*

Action 1.13: Ongoing

Action 2.09: RD/EB *To discuss overgrown hedges on the forthcoming highways site meeting looking at VAS locations, Councillors to establish with the Officer the severity of the hedges and possible action the local authority can take on this issue.*

Action 2.09: Ongoing

Action 2.10: MB *To look at the area by the Pollards Close ditch where it has been cut back as it was felt this could be improved*

Action 2.10: Ongoing

Action 1.07: CP *To arrange for the potential purchase of an additional defibrillator, 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.* Initial information obtained from reliable suppliers, shared with CP.

Action 1.07: Ongoing

Action 1.08: Clerk *To ask Andy Muskett to be the contractor to manage the installation of the defibrillator with expenditure of up to £100 agreed.*

Action 1.08: Ongoing

Action 3.17: CP To proceed with the defibrillator unit costing £1254.50 as agreed at the previous meeting by the Council **Action 3.17: Ongoing**

Action 4.04: EWG To follow up Security patrols at Jubilee Way to take place one visit for a seven day period at a cost of £13.33 per visit including warning them The services of Arena Security Ltd for one visit for a seven day period had been followed up. **Action 4.04: Ongoing**

Action 3.15: To follow up with the Highways Officer the agreed locations of the Vehicle Activated Signs RD has chased the Highways Officer about the Vehicle Activated Sign locations to be confirmed in writing as well as what the timescale for the work being programmed in is. **Action 3.15: Ongoing**

Action 3.16: Clerk To place Morelock order for five new solar powered units, along with warning signage Good deal secured and signs ordered.

Action 3.16: Complete

Action 4.05: Clerk To give feedback to Tree Warden thanking them for service

Action 4.05: Complete

Action 4.06: Clerk To feedback temporary surcharge agreed by Council regarding A R Worboys communication

Action 4.06: Complete

It was noted the highways poles for the existing speed cameras have been asked to remain in situ if the camera location changes in the parish.

Community litter pick event had been a success with over 30 attendees, thank you to all those involved to be placed in next Homewatch article.

Action 5.16: EB

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: 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 3.10: 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 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 9.18: 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: Ongoing**

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* *Clerk to be added to the mandate to save the cost of proceeding with online access as it is £50 a month service.*

Agreed 11.12: Ongoing

Action 1.15: Clerk *To arrange production of accounting information relating to Wilstead CIL funds separately* **Action 1.15: Ongoing**

Action 2.08: Clerk *To add J&A Display Boards new noticeboards £3901.20 to the asset register.* **Action 2.08: Ongoing**

Action 3.18: F&GP WG *To arrange the purchase of a book of condolences* *Council agreed to purchase a book costing up to £100.*

Action 3.18: Ongoing

Action 4.03: Clerk/EB *To amend the vacancy form and share information regarding the vacancy to go on social media along with the website and noticeboards as well as in the newsletter.* **Action 4.03: Complete**

Action 4.08: Clerk *To arrange submission of Borough Council grass cutting agreement* **Action 4.08: Ongoing**