

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council held at the Village Hall on Monday 5th December 2022 at 7.00pm

PRESENT: Eric Benton (Chair), Marc Frost, Richard Draycott, Mark Brooks, Chris Purcell, Nigel Jacobs, Geoff Odell, Lizzie Barnicoat (Clerk) and no 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 and Borough Councillor Graeme Coombes.

2. DECLARATION OF INTEREST FOR THE MEETING:

MF declared an interest in payment matters as Responsible Financial Officer, MB, NJ and EB declared an interest in payments, there was no further declarations of interest received for the meeting received.

3. OPEN FORUM:

No public statements received.

4. PARISH COUNCILLOR VACANCY:

There are now three vacancies, all positions can be co-opted it was noted. The positions had been advertised widely through various local platforms.

5. PLANNING AND DEVELOPMENT:

a) 22/02469/FUL Single storey rear extension at 1 Castle Close - the Working Group had collated a response that proposed not to object to the application, although it is difficult to ascertain what impact there may be on the neighbour given the property is a terrace and it is difficult to see what impact there maybe on the neighbour. The Council unanimously agreed to ratify the comments for submission. To submit the above comments to the local authority Planning Department.

Action 12.01: PWG

b) Neighbourhood Plan Referendum result to be recorded – the referendum had been held on 24th November, with a very high level of turnout from the residents which was pleasing. The result of the vote cast in favour of Yes: 395, votes cast in favour of No: 45 with 2 papers were unmarked so the total number of attendees was 443 which equals 21.8% of eligible voters. Councillors again thanked all those who had so hard on producing the Plan document, with particular thanks to EB for all his hard work.

6. BOROUGH COUNCILLOR REPORT

No report received in advance of the meeting.

7. TO DISCUSS SITE MEETING FEEDBACK CONSIDERING LOCATION OF AVERAGE SPEED CAMERAS IN COTTON END ROAD

Action 7.10: EB *To follow up seeking clarity on the locations of the camera locations for the installation of cameras in Cotton End Road with installation in September/October*

Action 7.10: Complete

Action 11.07: EB *To follow up the feedback from the last Parish Council meeting with Borough Council Officers to encourage the location down the far*

end of Cotton End Road to have the maximum coverage possible of this area along with the village centre camera to be located at the Whitworth Way splays. A site meeting had taken place on 1st December to look at the exact locations with Councillors and Borough Officer. It was noted a number of locations proposed were an issue due to location of utilities, or overhead cables, or the ownership of the land, or vegetation hindering. Four locations at the crossroad end were fastened upon and one at Littleworth (all others having been ruled out for technical reasons). There are three areas being investigated still at the village centre area still, with the fourth one being ruled out due to being on private land. The one area identified at Littleworth also is on private land so is having to be revisited to find a suitable area. Given the complexities and to ensure the work is not delayed any further it was unanimously agreed to delegate the positioning to MB and EB along with the Borough Council Highways Engineer. Then one of the VAS units from Cotton End Road to be relocated to Littleworth so they receive some coverage as well.

Action 11.07:EB

Action 11.08: EB To follow up with Council to know what else they would advise for suitable highways safety measures along the Littleworth area. This had been done at the recent site meeting, it was noted Clerk to request highways pole installation at Littleworth with interim measure proposed that the VAS is placed on existing street furniture if local authority highways agree. With Councillors agreeing the expenditure for the VAS unit to be moved by Andy Muskett along with the yellow warning plate. **Action 11.08:EB**

8. FINANCE MATTERS

a) Quotes for consideration - none to be discussed.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	Administration November	£895.02
2. A R Worboys Ltd	Grass cutting SI920	£708.00
3. A R Worboys Ltd	Grass cutting SI1922	£708.00
4. Andy Muskett Ltd	Christmas lights additional	£2844.00
5. Badger Hill Christmas Tree Fram	Christmas Tree	£552.00
6. Nigel Jacobs	Reimbursement Footpath key	£8.00
7. KallKwik	Local Plan printing costs	£300.00*to be checked
8. Mark Brooks	Allotment maintenance work	£175.00
9. Wilstead Jubilee Centre	January meeting hire	£34.37*invoice to be cancelled and retainer to be paid instead it was noted
10. Eric Benton	Reimbursement of NP printing	£38.00

Accompanying invoices filed ahead of this meeting in the Invoices and Quotations folder of Parish Council documents held online within the folder for this meeting in Office 365 SharePoint. As minuted in March 2020 the F&GP WG is delegated to approve and pay urgent items electronically (with retrospective approval at the next PC meeting). However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made as per direct debit agreements:

Plus Net Telephone and broadband £32.28 direct debit

Swalec	Street lighting energy	£102.18 direct debit
3G	CCTV Wifi	£12.00 direct debit

No payments made between meetings to be ratified.

Councillors resolved for all the above payments to be made. *MB, NJ, EB and MF declared an interest and took no part in this vote.*

It was noted the funding for the Christmas decorations was just under £1k this year which is pleasing. The Councillors agreed they are content with the arrangement for the energy supply of the decorations. Councillors again thanked everyone for all their support with the event and hard work put in by CP.

c) Grant application

The Finance and General Purposes Working Group had received a grant application from Wilstead Scouts, all supporting information had been shared with all Councillors ahead of the meeting. The recommendation was to award a grant of £159.99 for a pizza oven for the group, this was unanimously agreed to be awarded, resolution passed. Clerk to feedback.

Action 12.02: Clerk

d) Initial budget and precept 2023/24 considerations

Another reminder that all Spokespersons need to start considering budget implications for next financial year ready for the budget discussions at the next meeting. The spreadsheet for next year to be shared with all.

Action 12.03: All

e) Village Improvements

Councillors reviewed the various items previously looked at to bring forwards the different village improvements, when reviewing the items fully all items apart of the play equipment do not require resident input. Councillors agreed no public input was required for the items, on reflection of the Neighbourhood Plan feedback it was noted items fall into items that the local authority are responsible for, items the Parish Council can take action with, then some are desirables that the Parish Council can support residents with. Feedback via newsletter discussed, with Annual Report or summary of Parish Council work considered, Clerk to share an example.

Action 12.04: Clerk

Clerk to find out details on the youth work funding that may be available.

Action 12.05: Clerk

Social media communication to be made regarding the coronation to see if there is interest in a community event which would enable input to the January budget discussion if needed.

Action 12.06: MF

The Parish Council to receive feedback from MB and EB who will look in more detail at the potential options including phasing.

Action 12.07: MB/EB

Ward Fund application to be made for a village project, Clerk to follow up.

Action 12.08: Clerk

The allotment management was discussed on how best to manage the letting of plots, collection of rents etc. Having an appointed Allotment Warden to undertake the managing of the tenancies on behalf of the Parish Council, this to be confirmed with the potential individual to be appointed.

Action: 12.09: EB

List of items regarding the allotments, covering the cost of removing rubbish with a plot clearance needed with the Council agreeing to the cost of this as a skip is needed to clear a recently vacated plot.

The Council also felt it would be useful to have appropriate wording to reflect the collection of a £50 deposit, new terms and conditions to be issued for new tenants going forwards.

Action 12.10: Clerk/EB

The allotment gate quotation of approximately £2,500 was agreed by Councillors with Parish Council to buy the gates directly, resolution passed. *MB declared an interest in the above item and took no part on the above item.*

Action 12.11: EB

Savings account bond maturity it was noted the renewal of the bond had been secured to ensure best return, Councillors unanimously agreed to the bond.

The access to the defibrillator at the Village Hall was discussed by Councillors with it being noted the registering of the site has been followed up.

9. 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 newsletter

BBC Officer communications regarding Wilshamstead Parish S106 monies for play equipment – payment received

EWR Local Representatives Group meeting information –circulated

Resident communication regarding speeding on Cotton End Road – responded to

Jubilee Centre communications booking hall for January

Overgrown vegetation on Cotton End Road footway reported to Highways Helpdesk

BBC BACS remittance for CIL payment monies

EWR Co Bedford Marston Vale Local Representatives Group – Agenda and Action Tracker for 15 November Meeting

Christmas Civic Carol Service Invite

BBC Wilshamstead Neighbourhood Planning Referendum

Maturity Instructions - Wilshamstead Parish Council

Key for Footpath Group request – agenda item

Planting at Crossroads Tree Warden feedback – circulated

BATPC Finance Training Programme – Updated – circulated

BBC Warm Spaces Grants - up to £500

EWR Co Bedford Marston Vale LRG meeting #3

EWR Co Bedford Marston Vale Local Representatives Group Terms of Reference
 Resident communication regarding tree's backing onto boundary – responded to
 Wilstead Scouts grant application request – circulated
 BBC Parish & Town Council Network Meeting – circulated
 BBC Notice of Poll – circulated
 BBC Officer communication regarding Dines Close tree works being pruned
 Use of Electricity from Street Lamps clarification
 PlusNet support new contract confirmed
 Exterior Cleaning Services- Red Clean MK
 BBC Proposed New Conservation Area in Little Barford, Draft Conservation Area Appraisal and Management
 BATPC Update - Civility and Respect Project Newsletter, Boundary Commission Consultation and Current Vacancy
 Cotton End Road speeding communication from resident – responded to
 Bedford Borough Council Trees SPD and Greyfriars North SPD Consultations
 Gallagher Read our latest edition of Community Matters
 Police issue advice over handing over cash to fraudsters [#57226401]
 Resident communication regarding land at back of Maple Close, Briar Bank – responded to
 Wilstead flooding issue reported to Highways Helpdesk
 BBC Change of location for meeting 05/12/2022, 18:30, Standards Committee
 Longmeadow Drive boundary communications with Persimmon and BBC
 Notification of external auditor
 BBC 1 December 2022 Register Request
 Faulty street light Chapel Lane – forwarded to contractor and responded to resident
 BBC Re. Meeting cancelled - 05/12/2022, 18:30, Standards Committee
 East West Rail Accessibility Advisory Panel
 Wilstead Defibrillator BFR2013 communications
 Additional Information Requested at the Parish and Town Council Network Meeting held on 17 November 2022
 BBC Update - Recruitment Guide, Tree Week, Bedfordshire Day and Vacancies
 BBC average speed camera data – circulated
 Resident communication regarding Junction of Whitworth Way and Wooding Way – responded and sent on to Highways Helpdesk
 Chapel Lane highways concerns – forwarded on

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 7th NOVEMBER:

All Councillors unanimously agreed approval of the Parish Council 7th November meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

11. CLOSE OF MEETING:

Chair closed the meeting at 9.00pm, with the next meeting to be Monday 9th January 2023 at 7pm to be held in the Jubilee Centre.

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:

22/02266/LDP Certificate to confirm that the details submitted do not require planning permission (single storey rear extension) at 1 Castle Close - Certificate Refused

22/02185/PIP Application for permission in principle for residential development for up to 3 single storey dwellings. At Land Adjacent 140 Cotton End Road – Refused

21/02755/AOC 19/00628/FUL - Condition 6 - Materials (Discharge of condition) at Elms Mere 96 Cotton End Road – Permitted

21/02759/AOC 19/00628/FUL - Condition 10 - Landscaping/Bin Store (Discharge of condition) at Elms Mere 96 Cotton End Road - Permitted

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 are 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 .*

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 Clerk had followed up with Planning Officer in June for an update, feed back was the applicant for the Elstow South planning applications was issued with a formal request for further information in April. The Officer has received updated information for this application.*

Action 3.06: Ongoing

Action 5.09: PWG *To moved forwards with the transfer of the community woodland area*

Action 5.09: Ongoing

Action 7.04(21):PWG *To add comments to the Planning Appeal Consultation regarding property at Pollards Close Councillors had confirmed they wish to reiterate the original comments, along with concerns with the overlooking on the neighbouring property as stated in the local authority refusal to the application. The Parish Council also to reference the advertising on site in the submission to the Inspector.*

Action 7.04: Ongoing

Action 11.01: PWG *To submit planning comments to the local authority*

Action 11.01: Complete

BOROUGH COUNCILLOR

No outstanding items and report 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 11.08: MB *To pursue and monitor the repairs to the bench*

Action 11.08: 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

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, followed up again between meetings in April, May and June. Officer responded stating more information is required, this was promptly fed back. Had now been informed the information provided was sufficient and monies (£21,008.00) could be transferred to the Parish Council. Monies now received.

Action 3.21: Complete

Action 11.04: MB *To move forwards the installation of two new benches, extending paving base to improve facility, as well as removing previous items in situ.* £3359.60 project total it was noted. Councillors felt having benches like the two recently installed at Luton Road green which are recycled, MB to follow up with updated quote and warranty information. **Action 11.04: MB**

ENVIRONMENT

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 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 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 1.08: 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 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 6.09: EB To check the Land Registry ownership for the allotments boundary.

Action 6.09: EB

Action 7.07: EB/CP EB to forward design and specification to CP who would obtain quotations from local contractors. Proposal would include an additional litter bin and agreement from the Borough Council to move existing bin. It was resolved by the full Council to continue to pursue the options of quotations for the work.

Action 7.07: Ongoing

Action 7.08: MB To arrange a quote for replacement lockable gates as existing gates are at the end of their life and potentially dangerous. The fence on the east boundary not to be replaced, however, in need of repair

It was noted that MB declared an interest in this item going forwards.

Action 7.08: Ongoing

Action 7.09: MB To contact Anglian Water for a quotation to provide three separate feeds for the water supply to Bowls Club, Jubilee Centre and Allotment

Action 7.09: Ongoing

Action 7.11: EWG To obtain a "Private Road" sign for Jubilee Way to deter contractors and others

Action 7.11: Ongoing

Action 7.13: EB/SP To pursue acquisition of land off Bedford Road, EB to forward contact and Land Registry details to SP who volunteered to contact the local authority urgently SP had completed community asset transfer form, progress of this has been chased in October and November. Form had had to be resubmitted to a different department at the local authority, this has been done.

Action 7.13: Ongoing

Action 7.14: RD To tidy up green space between Pollards Close and Luton Road, attend to the central bridge and seating area. The area had been cleared with quotations and two new benches installed.

Action 7.14: Complete

Action 7.15: Clerk To respond to the request for someone to pick up litter for payment Councillors felt as a minor this would not be suitable.

Action 7.15: Complete

Action 9.06: MB To remove old noticeboard at the Crossroads

Action 9.06: Ongoing

Action 11.06: Clerk To ask the local authority for additional poles to be installed and the local authority signage to be installed as well to detail the public protection order.

Action 11.06: Ongoing

Action 11.10: EB To update the Burial Ground rules to consider each application on a case by case basis.

Action 11.10: Ongoing

FINANCE AND GENERAL PURPOSES

Action 4.10 (18): F & GP WG *To update and sign the Jubilee Centre lease given the length of time that has now passed and the lack of response from the solicitors and to be registered with the Land Registry. License to operate the building on behalf of the Parish Council to be followed up, MF to follow up with an annual renewal.*

Action 4.10 (18): Ongoing

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

Action 2.10: Ongoing

Action 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 outdated 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

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 3.02: 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

Action 6.11: Clerk *To follow up with Bedford Borough Council regarding the Register of Interests on their website, Updates are needed to be made to the list available on the Borough Council website as it is outdated.*

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.*

Action 7.01: Ongoing

Action 9.01: All *All Councillors to consider vacancy has arisen on the Wilstead Endowed Charities Trustee which is nominated by the Parish Council, Councillors asked to consider if they would like to come forward.*

Action 9.01: Ongoing

Action 9.08: Clerk *To add to the Parish Council asset register, benches and defibrillator.*

Action 9.08: Ongoing

Action 9.10: Clerk *To investigate the Book of Condolence needs to be collated Information received from the Monitoring Officer and shared with MB.*

Action 9.10: Complete

Action 11.12: Clerk *To place the Produce Show Committee as a future agenda item.*

Action 11.12: Ongoing

