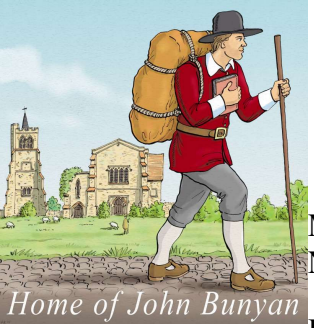



**26.11.24**

Minutes of **MEETING of ELSTOW PARISH COUNCIL** held on **Tuesday 26th November 2024** at 7.00pm at the Elstow School, Abbeyfields Road.

**PRESENT**:- Parish Councillors, Mrs. Anderson, Mr. Miles, Mr. Ruggiero, Mr T. Hare, Mrs. Chapman, Mr. Allison (Chair), Mr. Hinson, the Clerk Ms. Barnicoat, no members of the public.

**1. WELCOME, APOLOGIES FOR ABSENCE, DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:-** Parish Councillor Mr. Hinson, Mrs. E. Hare, Mrs. Konstantinidi had sent apologies for absence these were accepted. Borough Councillor Andrea Spice, Marc Frost, Graeme Coombes, had also sent apologies for absence. No declarations of interest received for the meeting.

*The Chair adjourned the meeting*

**2. OPEN FORUM:-**

Christmas light switch on time to be confirmed it was noted.

Volume of traffic coming through the village has increased substantially, would the Police accept the data from the community safety cameras to enforce the access only Traffic Regulation Order, follow up to be explored by Clerk with local community police.

*The Chair reconvened the meeting*

**3. PLANNING AND DEVELOPMENT: -**

a) 24/02070/HDG removal of conifer hedge at Medbury Farm, Medbury Lane - **Councillors unanimously agreed no comments to be submitted.**

b) 24/02127/FUL Garage conversion with storage/cycle store area to front and a new side window at 16 Sandleford Drive - **Councillors unanimously agreed to have no objection to the application**

c) 24/01978/FUL Loft conversion with rear dormer and front velux windows at 14 Thomas James Close – A Councillor had no concerns with the application. There was a majority of Councillors who do not have an objection in principle to the extension, but who did however, have a concern with the style of the dormer given the property's location to the conservation area. The Parish Council would welcome the Conservation Officer views on this application as it is felt the protruding dormer will adversely impact on the conservation area and the surrounding properties. **It was agreed by a majority of Councillors for the Clerk to submit the comments expressing concerns.**

d) Planning applications in adjacent parish: 24/02146/M73 Major S73 Reserved matters for 232 residential dwellings on parcel 3.4, including Appearance, Landscaping, Layout and Scale, pursuant to Outline permission 11/01380/M73, including variation of approved plans condition 1 attached to 23/01614/M73 to allow for revisions to the layout, including car parking and boundary treatment to plots 178-225 at Parcel 3.4 Wixams Village 3 Bedford Road - **Councillors agreed unanimously no comment to be submitted.**

e) East West Rail non statutory consultation event information – information had been circulated to Councillors, information placed on Parish Council website, reminder of the forthcoming public engagement events. The parking changes to Bedford Hospital a concern for Councillors, with feedback from the events and a further review of the documents to be fed back to the next meeting for comments being collated with a consultation feedback on the next item.

f) Consideration of any planning applications received after the publication of the agenda – none received.

## 4. BEDFORD BOROUGH COUNCILLOR REPORT:-

Cllr. Frost ahead of the meeting had shared some complaints had been received by the local authority regarding tree and hedge cutting to the rear of Melrose Drive, Cllr. Frost is exploring this issue with residents. Awaiting update from Cllr. Konstantinidi on progress of new bin in place of the dog bin nearby the picnic area through the Borough Councillor Ward Fund as funding and Officer agreement has been received.

Local MP letter discussed, invite received about local engagement.

Awaiting update on the parked vehicles not moving for long periods of time along part of the Abbeyfields Road, vehicle for sale details awaiting to be received from Parish Councillor to be be shared on with Cllr. Frost.

Borough Councillor Ward Fund project, the two new benches have been installed. The two benches in situ are at the London Road depot, noted they are available.

Borough Councillor Ward members invite to community litter pick, circulated, website, event was cancelled due to inclement weather unfortunately.

## 5. FINANCE AND POLICY MATTERS:-

**a) Quotes for consideration -**

**Noticeboard post -** at the September 2023 meeting it was agreed that Pelham Chambers having recently undertaken the noticeboard refurbishment had found a rotten post at the noticeboard rotten post at Hillesden Avenue, and that quotation to be sought for a full repair, Cllr. Miles had followed up, quote circulated and discussed. **It was unanimously agreed to accept the quotation for £410.00 for the work to be completed, resolution passed.**

Clerk had been exploring Parish Council designated telephone number, via a SIM only option, however, following research a virtual landline option is being looked at. Councillors present agreed to move to online digital storage options to be explored, with bank statements for example no longer to be retained as paper copies going forwards.

**b) Invoices to be paid**

Backlight Ltd administration services October £643.96
Backlight Ltd administration services November £643.96
E Barnicoat reimbursement for remembrance wreath £20.00
E Barnicoat reimbursement for community safety camera routers £447.36 including VAT.
Remembrance donation up to £100.00 – £80.00 payment to Royal British Legion Poppy Appeal
Andrew Bunker play area inspection and repairs £468.00
Andy Muskett Ltd Christmas lights up £384.00
Elstow Abbey May Festival donation £508.40 (includes £26.40 VAT that can be reclaimed)
Elstow Playing Field Hall hire of venue September 23 to July 2024 £100.00
Bedford Borough Council installation of two benches at Progress Way/Elstow Road/Wadsworth Court roundabout £979.01
South East Security annual maintenance £118.80 – hold payment

**It was unanimously agreed and resolution passed for these payments to be made.**

**c) Financial monitoring review-** The full transaction report for the year to date circulated, along with budget monitoring of actual against budget. It was noted there are not any items of concern to note at this point in the year.

**d) Initial budget discussions for 2025/26 -** a reminder for Councillors that if any ideas or projects being considered for next year the January meeting will focus on the budget and precept setting.

**e) Nomination process update regarding Community Champion scheme to recognise local individuals -** Councillors were supportive in principle of having a scheme to recognise such individuals, Cllr. Miles had provided more information on ideas relating to the nomination process with Cllr. Ruggiero having designed an online form that had been shared with all that Councillors

had fed back on. It was discussed how to record details of the person nominating, automatic reply will be issued once submitted. Wording to be confirmed, with three more examples to be shared with the full Council to help get feedback. Clerk had shared some examples to Councillors. It was still felt best that in the first instance nominations would be asked for via the next village newsletter. At the February meeting, an example of the form working to be presented by Cllr. Ruggiero.

**f) Vehicle Activated Signs format of data circulation update –** Councillors reviewed at this meeting the sign readings with the reset sensitivity settings as agreed at the July Parish Council meeting, to consider the data recorded and how best to proceed with the publication of the data which it had previously been agreed would be placed on the Parish Council website plus also sent to the local police and local authority. Latest download had been done since the last meeting, reviewed by those present, it was agreed that Cllr. Ruggiero item to action follow up liaison to check the data with Morelock and discuss the storage capacity of the Progress Way device.

It was agreed to explore a potential parking bollard pupil option that might aid highways safety around the school, Clerk to action.

## 6. MINUTES OF THE LAST MEETING:-

The minutes of the Parish Council Meeting held on 15th October were to be carried forward it was agreed by those present.

## 7. CORRESPONDENCE:-

NALC Events Bulletin emails
Age Partnership email promoting services
BBC Planning weekly list email
Online playgrounds promotional information
BRCC e-bulletin newsletter
CPRE update emails
Bank statements
ERTA Voluntary Transport email
BBC Weekly Licensing list - checked
Elstow Parish Council Ward Councillors - meeting communications
Borough Councillor War members invite to community litter pick – circulated, website
Service Quotation -3700027461 -UMC Wilstead Road MK41 0FD UK Power Networks communications follow up
BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre
BEDFORD BOROUGH COUNCIL SPECIAL EXPENSES REVIEW 2024 report
South East Security communications regarding activating community safety cameras - ongoing
Three Business invoice
BRCC Village Agent communications regarding village magazine – responded to
Christmas lighting contractor communications
Invoices 253057 from South East Security - agenda item
Play area contractor communications – ongoing
Borough Council Officer follow up regarding play area bench ownership clarity
Borough Councillor Frost apologies for absence – noted
Mark Brooks invoice payment communications – actioned
Play area internal inspection report received
Parish Councillor JM pillbox clearance communication
Pelham Chambers noticeboard post quote – responded to, agenda item
Borough Councillor Officer Street Lighting Part Night - Energy Savings update

Parish Councillor communication regarding missing village gate sign – responded to, followed up with Highways Officers
BBC Guidance on Spotting Bluetongue in Cattle and Sheep
BBC The Bedfordshire Local Nature Recovery Strategy circulated
Resident communication regarding average speed camera issue – responded to
BBC Cleat Hill incident update
BBC PD_241030 East Park Energy StatCon LPA communication – circulated
BBC Planning Parish Consultation letter for 24/02070/HDG - circulated, agenda item
Police crime statistics – circulated
East West Rail – seeking your views on our proposals, confirmation of non-statutory consultation dates - circulated
Resident communication regarding 1)Holly Hedge, West End, Elstow 2) Speeding/vehicles failing to stop at Pedestrian Crossing, Progress Way, Elstow - respond to
Borough Councillor Frost communication regarding seats in bus shelters – responded to
Elstow Playing Field invoice communications – agenda item
BBC Parish and Town update – circulated
BBC Minutes for Wixams Joint Development Control Committee, Wednesday, 23rd October, 2024, 6.30 pm
British Legion Poppy Appeal wreath order – agenda item
BBC Planning letter for 24/01867/M73 - application withdrawn
BBC Planning Parish Consultation letter for 24/02127/FUL - circulated, agenda item
BBC Planning Parish Consultation letter for 24/02146/M73 - circulated, agenda item
BBC 1 December 2024 - Revised register
BBC Officer Abbeyfields, Bedford. New parking restrictions – circulated
BBC Agenda for Standards Complaints Sub-Committee, Wednesday, 20th November, 2024, 4.30 pm
Invoice 1064 from Elstow Abbey PCC - circulated, agenda item
Andy Muskett Ltd invoice – agenda item, circulated
BBC Planning Parish Consultation letter for 24/01978/FUL - agenda item, circulated
BBC Agenda for Rural Affairs Committee, Monday, 25th November, 2024, 6.30 pm
BBC Officer West End, Elstow. Extension to existing parking restriction – circulated
Cut Street Lighting Costs with DW Windsor's New Solar Solutions
Comms-Express Invoice 311024-5121453 – agenda item
Thank You For Getting In Contact - Enreach virtual landline

Items outlined for information only:

- West End the line painting at the line junction separating the carriageway into Progress Way, order had been placed through Highways Help desk by Clerk, can take 12 weeks to be completed it was noted, this is ongoing. Chased early March, July and October with the March feedback being: Unfortunately not as yet, as the job is in a queue of outstanding requests and still has to be programmed in by our contractors. No further update to report since October meeting.
- Website updates continue
- Planning application responses submitted
- Last minuted discussion relating to project seeking Parish Council funding for improvements so a narrow timber footbridge could be installed over Elstow Brook on Abbey Fields Moor. This is in light of the stepping-stones being quite wobbly, with school children going to Bedford Academy using them as a short cut in addition, many walkers have expressed a wish for a footbridge as stepping stones are a bit risky. Former Borough Cllr Hill had kindly agreed to contribute £2500, if the Parish Council match-funds, Cllr.

Konstantinidi continues to work on this with designs being revised and reviewed as planning and/or building regulations maybe needed it was noted. Cllr. Konstantinidi to share communication with Clerk which had taken place, currently project on hold.

- **Village gates –** last minuted discussions was Cllr. Konstantinidi had updated on feedback from the contractor, having shared more information ahead of the meeting to all Councillors it was discussed the proposed quotation, the best value quote £1290 was unanimously agreed to be approved to be moved forward, contractor appointed confirmed as Bedford Kitchens Company, Cllr. Konstandinidi reported this work has been completed, expenses welcomed to be submitted for next meeting.
- Work remains ongoing to follow up the feedback from BRCC and BATPC on access to the Councillor training possibilities for play equipment. Response had been shared that GB Sport & Leisure: Inspection Training Course – GB Sport & Leisure (gbsportandleisure.co.uk). Have a training centre in Weston Super Mare, however they state that they can offer training at a client's venue. The Play Inspection Company offer a range of different courses. If the cost is prohibitively high but that a provider will offer training to several councils at the same cost, enabling the cost to be spread, it could be explored as to whether there would be demand for the training from other Bedfordshire Councils. Response from BRCC detailed that they used to organise some years back but have not run these sessions for some years now, signposting to RoSPA.
- Abbeyfields proposal to set up a new Parish Council has been discussed with Bedford Borough Council and will be coming as a future agenda item.
- It was **unanimously agreed that Clerk to reset Cllr. Miles access and that the management of online payments would be trialled in person at a future meeting when multiple signatories present to process electronic payments**, resolution passed. This is ongoing, however, in light of wifi at the Hall this means payments can be processed at the meeting.
- Letter to thank local residents for the purchasing of memorial items marking remembrance at the War Memorial, Clerk to action, ongoing.
- The Clerk had followed up how the existing VAS signs in situ had not been able to be removed off the existing street lamps as those highways poles had not been installed. Follow up actioned, response received. Borough have to give permission regarding load aspect but as they are Parish Council poles for the camera, need to follow up with contractor South East Security. Clerk to action
- Cllr. Ruggiero to review the Parish Council website to look at areas for improvements, ongoing.
- The newsletter going forwards it was agreed to move towards an electronic document with a QR code available for scanning and some hard copies to be made available for collection from the Abbeyfields shop, Post Office and Simmons. Clerk had listed contact details for the next newsletter by bringing the details for the village groups together. Councillors asked for any additional contact information. There had been an offer of help has been received for collating the newsletter plus Cllr. E. Hare offered to proof read. Clerk to share local authority information on how they are able to support volunteers who wish to carry out litter picking in the next newsletter, this will be done in due course.
- All Councillors had been issued with instructions on how to insert the agreed Councillor email signature. Reminder for this to kindly be actioned again.
- Romsey Way play area future considerations would be next steps relating to the accepted £620.00 quote for the removal of the zip wire which the Clerk had fed back to contractor that the Councillors wish to explore evacuation to have the concrete fully removed is preferred to see if this would impact on the quotation.

- **Romsey Way play area signage –** it was agreed quotation to be sought for signage at the site, with the what three words location reference, with Clerk contact details on the sign as advised from the inspection report. Clerk had updated and actioned, circulating quotation and illustrative signage for two signs so one can be placed on either side of the recreation area including mounting and installation.
- Resident raised concern about access across the grass area alongside Thomas James Close by the end of the High Street which leads to Wadsworth Court, motorized vehicles are being witnessed using this as a cut through. Encouragement given to share pictures and information with the Clerk to more details can be provided to the local police and local authority to see what can be done to stop this misuse.
- Resident raised concern regarding highways safety due related to parked vehicles outside the school, detailing issues still occurring. Clerk shared feedback on the range of follow up actions carried out. Resident offered to help circulate a leaflet to update residents across Abbeyfields on what has been done to date by the school, Parish Council and local authority. Clerk to work on collating a document for circulation.
- Response sent to West End and Abbeyfields parking consultation, both orders have been confirmed by the local authority.
- Clerk had shared potential funding opportunities information with Cllr. Chapman.
- Remembrance wreath had been arranged and laid to mark remembrance.
- Clerk to establish the ownership of the bench that had been identified with having a potential trip hazard, as felt it was a local authority asset. This has been sent to local authority.
- The edging works had been completed at the play area, with payment sent to Mark Brooks.
- A bollard that had been knocked down by the Romsey Way play areas identified by the contractor had been reported to the local authority.
- Confirmation of the play area repairs agreed at the October Parish Council meeting actioned, bark order placd, quarterly inspection feedback provided. Paying bark contractor in between meetings
- Community safety camera information routers received, arrangements being made for these alongside the SIM cards to be fitted now UK Power Networks have confirmed they have completed the works and Andy Muskett has connected the final supply for the Wilstead Road unit.
- **Community defibrillator signage information –** Clerk had shared some examples of fridge magnet and leaflet costs to ascertain level of funding that would be required to aid future discussion. Previous minutes detailed Clerk had liaised with individual from Bedford Hospital who had confirmed able to engage in a stand-alone community event or attend an existing planned community event to give advice. It would be possible to run a stand-alone community event which there would be no charge for the training to be delivered, the Playing Field Hall representatives confirmed the hall hire would be free of charge for such an event. Councillors were to consider the options around running a stand-alone and this to be a future agenda item, this to include how best to utilise having defibrillator signage to improve awareness of the devices in the parish as well. Notice on the noticeboard suggestion in the short term, with this also to be shared on local community social media outlets and Parish Council website, Clerk to arrange, with further item discussion to be deferred. It was asked this item be placed on hold.
- **Wilstead Road cycle path accessibility -** consideration of a Rural Prosperity Fund application discussed previously looking to incorporate a funding bid for improvements to the path. Clarity had been on how else the path could be improved with site meeting held with Borough Council Officer plus Cllrs. Miles, Anderson and Allison. Looking at making

the village end more accessible and user friendly with tactile tiles being discussed, the quotation received discussed. Being mindful of the wooden bollard work agreed previously to be included in a bid, at a cost of £2196.47,and considering the further improvement work for the surface work at the start of the path which was £1789.63 so total £3,986.10. **It was unanimously agreed previously that the Parish Council would allocate seed feeding, it was confirmed this level to be up to £500 for the total project bid, resolution passed.**

**Planning application decisions to be noted:**

24/01972/FUL Garage conversion and external alterations to change garage door to window at 14 Sandleford Drive – Permitted

24/01800/LDP Certificate to confirm that the details submitted do not require planning permission (Garage conversion) at 16 Sandleford Drive - Certificate Refused

24/01611/AOC 23/02168/FUL condition 4 Driveway surface materials (discharge of condition) at 172 High Street – Permitted

24/01606/AOC 23/02168/FUL condition 3 Materials (Discharge of condition) at 172 High Street – Permitted

24/01358/AOC 23/02201/FUL - Condition 3 - Materials (discharge of condition) at 197 Wilstead Road – Permitted

23/00385/AOC 17/02657/MAR - Condition 3 - Construction Management Plan (Discharge of condition) at Land Off Hardwick Hill - Withdrawn

**8. DATE OF NEXT MEETING: - To be 15th January 2024 at** 7.00pm, meeting closed 8.15pm, venue to be confirmed.

Signed .....

Dated .....…