

WIXAMS PARISH COUNCIL

Councillors, I hereby summon you to attend the meeting of WIXAMS PARISH COUNCIL on Tuesday, 17th October 2023 commencing at 7:45pm at the **Munson Room, Lakeview Village Hall** to consider the following items of business.

MEMBERS OF THE PUBLIC WELCOME!

Robbin Brough, Clerk to the Council
11th October 2023

AGENDA

1 Apologies for Absence

2 Declarations of interest in items on the agenda

3 Public Open Session

During the Public Open Session: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date. Any questions not presented to the council far enough in advance of the meeting may be noted and responded to at a later time.

After the Public Open Session: Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.

4 To confirm the minutes of the parish council meeting held on 19th September 2023

5 Clerk's report on actions

- Clerk to arrange a meeting with the Mayor, Deputy Mayor, BBC Head of Highways and Deputy PCC. **Complete**
- Clerk to contact Street Lighting Team to ask for an assessment of the current lighting near the underpass between Wixams and Wilstead. **Complete**
- Clerk to ask BBC for costs of having additional Christmas Trees and lights on lampposts located around the village. This would include cost of tree, lights, hole to be put in ground and power supply connection. **Clerk is awaiting response.**
- Clerk to request a quote from BBC for lighting to be installed on Waterside Way along the lake walkway. **Clerk is awaiting quote from BBC Street Lighting Team.**
- **Youth club:** Clerk has been attending sessions with BBC Youth Services and the service provider (4YPUK) in relation to the provision of the youth club. Update to be provided by Clerk.

6 Correspondence (new items flagged for council attention):

- The council received three emails from residents who are concerned with the inconsiderate parking on Brooklands Ave and they requested an update on what the council was preparing to do to improve the issue.
- The council received an email enquiring as to why there is no longer a crossing attendant on Green Lane.

7 Finance

To approve payments and note balances.

8 Scheme of Delegation and New Committees

Proposal from Cllr Whiteley: To adopt the revised Scheme of Delegation which includes councillor call-in protocol and the creation of new committees for the parish council.

9 Pedestrian Crossing Feasibility Study

Proposal from Cllr Ali: To review the findings in the Feasibility Study produced by BBC Highways and decide whether the parish council will fund, partially fund, or not fund the suggested pedestrian crossings.

10 To receive the Crime Statistics report

Crime report issued to council prior to the meeting.

11 Councillors' Reports including:

- Report from Borough Councillors
- Update from Green Spaces Committee
- Update from Events Committee
- Update from GP Working Group

12 Grant Applications:

- To consider a grant application received from the 1st Wixams Guides for the amount of £1130.00 to go towards paying for their yearly fees.
- To consider a grant application from Wixams Events Group for the amount of £1105.80 to cover costs associated with the Christmas Winter Wonderland Event. The grant will be used to pay for the Public Liability Insurance, St Johns First Aiders, and the hire of road closure and diversion signs to be used on the day of the event.

13 Planning Applications:

To consider any planning applications received since the last meeting – includes any received after the agenda is issued up to the date of the meeting.

APPLICATION NO: 23/02128/S73A Retrospective planning permission Application

PROPOSAL: Retrospective Change of Use of external outbuilding from Class C3 (dwelling house) to Sui Generis to accommodate a Small Hairdresser Salon with minor external fenestration alterations.

LOCATION : 3 Natterjack Road Wixams Bedford Bedfordshire MK42 6FT

APPLICATION NO: 23/02015/MAF Major Full and Change of Use Application

PROPOSAL: Erection of a 3 storey extension to the existing retirement village building and the erection of 3 and 4 storey building comprising 57 units, hard and soft landscaping and car parking

LOCATION : (Land North Of The Causeway) Wixams Retirement Village Bedford Road Wixams

14 Management of Community Assets

Proposal from Cllr Taylor: To form a working group to discuss and propose a process of how community assets including new community buildings, allotments, sports, leisure and recreational areas are best managed and whether WPC might employ staff to manage these.

15 Social Media and Electronic Communication Policy

To agree the adoption of the above policy.

16 Christmas Trees and Lights for Lampposts

Proposal from Cllr Ali: to provide Christmas trees for all villages within Wixams. Move the Christmas tree the council provides at the village hall to the park at the end of Southern Cross and Tawny Avenue. Also, to consider the addition of Christmas decorations on lampposts.

17 Parish Council Email and Cloud Storage

Proposal from Cllr Whiteley: To implement a shared cloud storage package which will also replace the councils existing email hosting package. Costings: Microsoft 365 Business Basic £4.90 per user per month. A cost of £78.40 per month or £940.80 per year.

18 CCTV

Proposal from Cllr Whiteley: To review the functionality and limitations of the current CCTV system.

19 Double Yellow Lines

Proposal from Cllr Whiteley: To request from BBC Highways the placing of double yellow lines at all street junctions within Wixams and along the length of the bus routes.

20 Sub Committee Meetings

Proposal from Cllr Bowman: To agree a schedule of meeting dates for sub committees and working groups.

21 Councillor Stationery

Proposal from Cllr Whiteley: To agree the purchase of individual councillor business cards. Approximate cost £13.13 for 100 cards per councillor (total cost £196.95 - Instant Print Online Quote).

Mrs R Brough, Clerk, Wixams Parish Council
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22 Wixams Community Group Halloween Event

To agree whether the parish council would like to contribute a prize for the Wixams Halloween Event and, if so, what the prize will be.

23 Merger between BCAT and Knowledge Schools Trust

To discuss, support, object or not comment on the proposed merger between BCAT (run Wixams Academy and Wixams Tree Primary School) and Knowledge Schools Trust.

24 Review Current Allotment Tenancy Agreement

To receive a revised Allotment Tenancy Agreement from the Allotment Association.

25 Street Ranger role

- To resolve that, under Section 1 Paragraph 2 of the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting for the next item of business due to the confidential nature of staff matters.
- To consider a proposal to make amendments to the Street Ranger contract and agree a budget for work clothing.
- To discuss advertising for an additional Street Ranger to cover some of Village 2 and all of Village 3 and 4. Decision required for number of hours, hourly rate, and route.

26 Business for future agendas (No actions can be taken on items not on the agenda)

Date of the next meeting: 21st November 2023 – Munson Room, Lakeview Village Hall.