

WIXAMS PARISH COUNCIL

Councillors, I hereby summon you to attend the meeting of WIXAMS PARISH COUNCIL on Tuesday, 21st November 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
15th November 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.

- Youth attending Wixams Youth Club to address to council.
- Barratt Homes to discuss proposed parking restrictions for Green Lane.

4 To confirm the minutes of the parish council meeting held on 17th October 2023

5 Clerk's report on actions

- Clerk to contact Wixams Tree Primary to ask for permission to have a Christmas Tree placed on the grassed area out front of the school. **Complete** – School have given permission.
- Clerk to obtain a quote for creating a new Christmas tree hole and installation of electrics to support the Christmas tree being moved to Village 2. **Complete** – BBC have provided a quote for council's consideration and provided a date which works could be completed.
- Clerk to request an update from Barratts Homes as to when the Green Lane Crossing will be installed. **Complete** – crossing installed.
- Clerk to write to BBC to request they agree to part fund the installation of three crossings which were highlighted on the Feasibility Study. **Awaiting a Response.**
- Clerk to request to parking restrictions on Southern Cross and Green Lane as outlined in Cllr Whiteley's proposal and agreed by full council in the October meeting. **Awaiting a Response.**

6 Correspondence (new items flagged for council attention):

- Email received from BBC Tree Officer to inform parish council that two dead/dying trees will be removed from Bedford Road, near the bus stop.

7 Finance

- To approve payments and note balances.
- To receive the outcome of the external audit on the 2022/23 annual accounts by Mazars.
- To agree a plan for setting the precept and annual budget. Precept setting deadline is the end of January 2024.

8 To receive the Crime Statistics report

Crime report issued to council prior to the meeting.

9 Councillors' Reports including:

- Report from Borough Councillors
- Update from Green Spaces Committee
- Update from Events Committee

Mrs R Brough, Clerk, Wixams Parish Council
Tel: 07555224657 E-mail: clerk@wixams-pc.gov.uk

- Update from GP Working Group

10 **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: 23/02461/FUL Full Planning Application

PROPOSAL: Two storey side extension and garage conversion

LOCATION: 8 Brambling Gardens Wixams Bedford Bedfordshire MK42 6BN

- **To note any planning applications decided by the borough council since the last meeting.**

APPLICATION No 21/03307/ROMWM TYPE: Scheme of Conditions Mineral Permissions Application

PROPOSAL: Details for infilling and restoration pursuant to condition C (8) & 10 of planning permission 4/1980 for new brickworks at Stewartby to replace existing Stewartby Works and the excavation of clay for the new and existing brickworks and landscaping works.

AMENDED LOCATION: Elstow Pit South Wilstead Road Elstow Bedfordshire

- Planning officer's recommendation is to grant permission for a temporary period

APPLICATION NO: 21/03317/FULWM: Full Minerals and Waste Application

PROPOSAL: Reception area with office, car and plant parking, weighbridge, wheel wash and acoustic fence for a temporary period of 10 years in association with the restoration of Elstow South Quarry.

LOCATION: Elstow Pit South Wilstead Road Elstow MK42 9YU

- Planning officer's recommendation is to grant permission for a temporary period

11 **Grant Applications:**

- To consider a grant request of £1258.45 from The Early Childhood Partnership who facilitate two sessions a week for children from 0-5 years old at the Lakeview Village Hall. The grant will cover the cost of the hall hire for 1 year (£960.00) and play equipment (£298.45).

12 **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.

13 **CCTV**

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

14 **Revision of Council Committees**

Proposal from Scheme of Delegation Working Group: To consider adopting committees devised by Councillor Day in collaboration with the working group to be used under the adopted scheme of delegation in the October meeting of council.

15 **Revision of Council Committees**

Proposal from Cllr Mardel: To consider adopting the proposed committee structure as presented to the council by Cllr Mardel.

16 **Parish Council Email and Cloud Storage**

Proposal from Cllr Whiteley: To adopt a robust cloud storage system, that will provide secure and fully functional email, individual cloud storage, Sharepoint facilities for working on shared documents, and full Microsoft Office suite for use by councillors.

17 **Grants Policy**

Proposal from Cllr Whiteley: To amend the grants policy to allow the council by a majority vote to be able to waive the upper limits presently in place and allow applications to be considered on their merits.

18 **Youth engagement Survey**

Proposal from Cllr Whiteley: To conduct an extensive survey on youth engagement in Wixams for the council to better understand what we can do to support the youth in our community.

- 19 **Council Business Cards**
Proposal from Cllr Whiteley: To decide if council want potentially 15 different styles of business card floating around because people are making their own, or do council want to create a uniform card design for any councillor that requires business cards.
- 20 **Green Lane**
Proposal from Cllr Whiteley: To create a working group to explore options surrounding vehicle movements at school times on Green Lane.
- 21 **Brooklands Avenue and Southern Cross Parking**
Proposal from Cllr Whiteley: To create a working group to explore solutions to the parking issues on both Brooklands Avenue and Southern Cross.
- 22 **Christmas Lights 2024**
Proposal from Cllr Whiteley: To create a working group chaired by Cllr. Matthews and to include resident SM to work in partnership to achieve Christmas lights for 2024.
- 23 **Councillor Identity Cards**
Proposal from Cllr Whiteley: To create council identity cards for councillors and staff for use when visiting different facilities.
- 24 **Parish Council Social Media Administrators**
Proposal from Cllr Whiteley: for Cllrs Bowman and Whiteley to be added as per the new social media policy as administrators to the council social media feeds.
- 25 **Community and Engagement Policy**
Proposal from Cllr Whiteley: To adopt the Community and Engagement Policy.
- 26 **Residents Survey**
Proposal from Cllr Whiteley: To commission an extensive survey of the parish council, to gauge people's views and support, what people like and don't like about us, how keen they are to attend meetings etc.
- 27 **Parish Council Office Space**
Proposal from Cllr Whiteley: To look to secure space in the Village Hall for the parish council to retain an office. I propose a working group to ascertain options, including the possibility of limited sharing of the office with the site manager.
- 28 **Live Stream Parish Council Meetings**
Proposal from Cllr Whiteley: To live stream and record our parish council meetings to allow people to join the meeting from home.
- 29 **Parish Council Postal Address**
Proposal from Cllr Whiteley: To use the Village Hall as the parish council postal address.
- 30 **Parish Council Website - MS Form**
Proposal from Cllr Whiteley: To use an embedded MS Form on our council website to aid in people self reporting.
- 31 **Wixams Taxi Services**
Proposal from Cllr Whiteley: To provide on the council website details of all private hire and taxi services that operate within Wixams.
- 32 **Agenda Item Numbering System**
Proposal from Cllr Whiteley: To adopt agenda item numbers to incorporate the date of meeting for easier referencing ie 1/171023.
- 33 **Anti-Social Driving Reporting System**
Proposal from Cllr Whiteley: Council to consider anti-social driving in Wixams - to consider a working group to be a liaison with police to streamline reporting. (Resident SC would like to address council on this matter).

34 Infrastructure Working Group

Proposal from Cllr Whiteley: To create a working group to follow up on infrastructure projects such as the greenway extension to Southern Cross from Cuckoo Road.

35 Parish Council Support

Proposal from Cllr Ali: To agree to employ Hoey Ainscough Associates Ltd as recommended by BBC Monitoring Officer to support the council in improving the way the council operates and resolve any underlying issues. The suggested cost will be in the region of £1700.

36 Parish Council Meeting Dates

Proposal from Cllr Ali: To consider not having a parish council meeting in December or January. Instead, this time would be dedicated to the item above.

37 Standing Orders

To adopt the revised Wixams Parish Council Standing Orders.

38 Civility and Respect Pledge

To pass a resolution to sign up to the civility and respect pledge as supported by The National Association of Local Councils (NALC) and The Society of Local Council Clerks (SLCC).

39 Central Action List

Proposal from Cllr Whiteley: To create a councillor task action list for actions to be completed centrally available on cloud storage, and for councillors to play a more active role.

40 Social Media and Communication Policy

Proposal from Cllr Whiteley: to append the current policy to include, councillors must acknowledge emails within 24 hours and action within 48 hours, where the action is to refer to the proper officer this should also be communicated, this standard is to refer to both internal and external emails.

41 Service Level Agreements

Proposal from Cllr Whiteley: to introduce Service Level Agreements for councillors and the Clerk to the Council, working group to explore this.

42 Green Lane Traffic Marshal

Proposal from Cllr Whiteley: To consider employing a marshal to administer traffic on Green Lane at school times, and consider a physical barrier to be deployed at such times to prevent vehicles completing U-turns in Green Lane.

43 Annual NJC pay scale adjustment

- 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.
- In line with contractual obligations, to agree to implement the new pay scales as agreed by the National Joint Council for Local Government Services (NJC) for 2023-24; to be implemented (backdated) from 1 April 2023. The Clerk and Street Ranger's contracts are tied to this salary scale.

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

Date of the next meeting: 19th December 2023 – Munson Room, Lakeview Village Hall.