

WOOTTON PARISH COUNCIL

DRAFT Minutes of the Meeting of Wootton Parish Council held on Wednesday 9th June 2010 at 7.30pm in the Memorial Hall, Wootton.

Present. Cllrs. J Wheeler, T Corby, C Bennett, K Lynch, M Woolfenden, S Cruse, S Rowse, R Wallace, P Prescod, D Price & G Lloyd. In attendance: M Alexander (Clerk) & Pc Ian Evans.

FC10/57. Apologies for absence.

P Quirk, J Cunningham, K Wright.

FC10/58. Declarations of Interest.

None.

FC10/59. Reports from outside organisations.

Pc Evans' written report attached.

FC10/60. Open Forum

It was proposed by Cllr Price that this Council respond to a request from the 1st Wootton Rainbow's for a 'starting up' grant. The Members agreed to forward to this group £250.

Cllr Woolfenden advised the Council that the road sign at 'Mephram Road / Hannover Court was broken.

Action; Clerk to contact BBC and report.

Cllr Lynch shared her concerns regarding the 'risk assessments' she had been asked to carry out for the Village Hall and Memorial Hall. The Clerk was asked to check this Councils insurance policy for clarification on liability.

Action: Clerk to check with AON

Cllr Price asked that the Clerk give instruction to a contractor to clear the foot-path from the pond at Bedford Road, to the residential estate to the north.

Action; Clerk to arrange.

FC10/61. Chairman's Announcements.

The Chairman read the attached report to the Council. In addition the Chairman took this opportunity to advise Members that the next Leisure & Amenities meeting would be held on Wednesday 30th June and the next F&GP meeting would be 14th July 2010. The Chairman also announced that full Councillor training would take place on the 22nd September for all Members to attend. This session would be run by Louise Ashmore of the BATPC.

FC10/62. Minutes of the meeting held Wednesday 12th May 2010.

The minutes of the meeting held on the 12th May 2010 were accepted as a true record.

FC10/63. Committee Reports

- a) The minutes of the Plans Sub Committee held 28th April 2010, 12th May and the Planning & Environment Committee on 26th May 2010, were accepted and signed as a true record.

FC10/64. Accounts

The members were pleased to receive and approve the minutes of the Accounts Sub Committee held on Wednesday 12th May 2010.

FC10/65. Update of the Section 106 Sub Group.

Following the two recent meetings of the Sub Group, Cllr Wallace confirmed to the Members that a 'Master Plan' outlining the impact of the development and the scope of the S106 would be received from the Planning Authority within the next 3-4 months. Wootton Parish Council would be consulted in all aspects of this project. At present it had been confirmed that a new primary school for children aged between 5 years and 11 years would be included in the development as would a business section and again this information would be released to the WPC in 3-4 months time. The Clerk was asked to include minutes of the two sub group meetings in Councillors envelopes for information.

Action; Clerk to ensure minutes of the two sub group meetings are sent out with Cllrs envelopes.

FC10/66. Internal Audit

It was agreed by the Members that following on from the 'internal audit' that an underpayment of Employers National Insurance had been identified (£2,129.52), which would be paid in the June 2010 payment run. Cllr Bennett recommended that this Council consider the option of the salary responsibility for this Council be transferred to Beds Borough Council at a cost of £150 per annum. This recommendation was proposed by Cllr Price and seconded by Cllr Prescod. Cllr Bennett also advised Members that an up to date 'asset register' was currently being compiled. Cllr Wallace suggested that an asset register was already in existence, and he agreed to make a copy available to Cllr Bennett for information. At this point the ownership of the Memorial Hall was brought into question and the Clerk was asked to make contact with Sue Norman at the BRCC and enquire as to the possibility of the venue actually being owned by the Parish Council. Cllr Prescod was asked to assist in making enquiries also.

Action; Clerk and Cllr Prescod to investigate the 'ownership' of the Memorial Hall.

FC10/67. Pond at Bedford Road

Members were asked to consider a recommendation from the P& E committee of this Council to set aside £1,000 to aid clearance and general maintenance at the area of the pond at Bedford Road. It was agreed that works should be carried out, but nearer the end of the summer to ensure any nesting birds / wildlife were not unduly disturbed.

Action; Clerk to programme clearance with 'outside contractor'.

FC10/68. External Audit

The Clerk and 'Internal Auditor had now completed the Annual Return for this Council, and the Chairman signed the accompanying documents in order for the External Audit to be sent to the BDO. Cllr Wallace was concerned that Members had not had a chance to see the completed documents / forms and at his request the Clerk was asked by the Chairman to send copies of the Annual Return, and the supporting documentation to all Members, in their envelopes for scrutiny.

Action; Clerk copy all six pages of the Annual Return, and all pages of the supporting documentation and send out to all Councillors.

FC10/69. Access for All - Wootton Cemetery

Members were asked to consider the option of changing the road surfacing at the Lorraine Road Cemetery for something more 'access friendly'. The Chairman advised the Members that a grant of up to £1,000 could be available / applied for via the 'Access and Disability' Officer at the Beds Borough Council, but it was understood that a 'new' more improved surface could cost up to £4,000 (depending on materials used). It was agreed that the shortfall in cost would be met from this Councils budget. The Chairman requested Members give consideration to 'suitable surfacing' to enable the Clerk to gather quotations for the works to be carried out.

Action; Members to make enquiries and liaise with Clerk, accordingly.

FC10/70. Progress Report of Cllr Tim Hill

The report was noted with thanks, however individual Members did voice concerns regarding Cllr Hills absence at the Council meetings. It was agreed that Cllr Steve Rowse compose a letter outlining this Councils concerns and send to Cllr Tim Hill on our behalf.

Action; Cllr Rowse to compose letter and after consultation with the Chairman of this Council send to Cllr Tim Hill.

FC10/71. Rural Transport Meeting / Stagecoach:

Cllr Wallace advised the Members of his recent attendance at the Rural Transport Meeting, and was pleased to confirm that Wootton may receive a better / more frequent bus service down Fields Road - possibly in or around October 2010. This was confirmed by Cllr Prescod who had also had discussions with Officers at the Borough Council. The Clerk was asked to make contact with Stagecoach again and request they re-consider the 'on the hour' Fields Road service which used to run and turn into Haycroft and out again.

Action; Clerk to contact Stagecoach and make this Councils request.

Chairman.....

Date of next meeting is Wednesday 28th July 2010

