

WOOTTON PARISH COUNCIL

Minutes of the Meeting of Wootton Parish Council held on Wednesday 13th April at 7.30pm in the Memorial Hall, Wootton

- Present** Cllrs. Wheeler, Bland, Cruse, Cunningham, Hall, Lloyd, Prescod, Quirk and Woolfenden.
In Attendance: S Playford (Clerk), Sue Bolton (RFO), PC Quinney and PCSO Tonkin.
- FC11/33** **Apologies for absence.**
Cllrs Rowse and Wallace.
- FC11/34** **Declarations of Interest on any items on this agenda.**
(This is of a personal or prejudicial nature)
None, however Cllr Quirk wished it minuted that Cllr Wheeler was suffering with tooth pain and unable to talk for any length of time. As a result, Cllr Quirk agreed to chair the meeting.
- FC11/35** **Reports from outside organisations.**
The chairman passed around minutes from the Village Hall committee meeting held on the 4th April 2011. The Hall is generally running well – the chairman had been asked to mention the bollard outside the hall which has yet to be repaired. This is the responsibility of the parish council.

Action – Clerk to take forward repair to bollard.

PC Quinney and PCSO Tonkin reported the crime figures for March and April to date:

<i>Burglary – dwelling:</i>	<i>1 in Mar</i>
	<i>1 in Apr</i>
<i>Theft – motor vehicle</i>	<i>none</i>
<i>Theft – from motor vehicle</i>	<i>6 in Feb</i>
	<i>3 in Mar</i>
<i>Theft – outside buildings</i>	<i>4 in Mar</i>

PC Quinney will provide crime prevention advice at the Fun Day on 7th May 2011. There was a spike in anti-social behaviour figures for March – 12 in total, but 6 related to one incident.

Speed checks have been carried out in Fields Road and Church Road. In Fields Road during a 45 minute spell, 3 fixed penalties were issued and 9 motorists advised. PC Quinney felt a 30mph speed limit on Church road was too high as the road has a number of bends and asked for an opinion on reducing the limit outside both schools to 20mph. All present agreed it should be reduced – PC Quinney will take this forward with the Borough council and will report back. Cllr Cunningham also requested Fields Road be looked at – there are not enough lights leaving/entering the village. PC Quinney will take this forward with the Borough council too.

Action – PC Quinney to take speed limit and lighting issues forward and report back.

PC Quinney also asked to be informed about teen parties that may come to light. The intention is not to ruin their evening, however a police presence at regular intervals should prevent anti-social behaviour. Cllr Woolfenden said he could inform when events are due at Wootton Blue Cross.

PC Quinney confirmed that the police do not have a budget for youth funding/projects at present. An application can be submitted if requested, but no guarantees can be made.

The Rave Bus is also subject to budget restraints although not a no as yet. Staffing is also currently an issue.

Trial bikes and mopeds are becoming an issue in the warmer weather – the situation is being monitored.

PC Quinney and PCSO Tonkin then left the meeting.

- FC11/36 Open Forum.**
(Members of the public are welcome to present any matter relevant to the well-being of Wootton parish and will receive the attention of the council for a period not exceeding 3 minutes).
None.
- FC11/37 Clerk's report and list of correspondence received (copies of correspondence can be requested from the clerk).**
Please see attached.
- FC11/38 Chairman's announcements.**
Please see attached.
- FC11/39 Minutes of the meeting.**
a) Members of the Full Council are asked to receive and adopt the minutes of the Full Council meeting held on the 9th March 2011:
Agreed as a true and accurate record of that meeting.
Matters arising from minutes: FC11/21 - Highways inspection. Clerk to chase for dates.
FC11/29 - Cllr Wallace was informed a response to our letter dated the 10th March 2011 should be received by Easter. Nothing as yet.
FC11/30 - Cllr Prescod will pass displays to Cllr Lloyd.
b) Members of the Full Council are asked to receive and adopt the minutes of the Planning meeting held on the 30th March 2011:
Agreed as a true and accurate record of that meeting.
Matters arising from minutes: P11/28+40 - The chairman stated the following:
Having researched traffic signage with the help of the Transport Studies department of Cranfield University and also speaking to the DoE Eastern Area TrafficSuperintendentt in relation to Wootton's wish to be featured on the new road destinations I have come to the conclusion that it is most unlikely to happen.
The new road is maintained by the DoE whose policy for signage is that on fast dual carriage way roads drivers must usually be given a maximum of 4 pieces of information on each sign board. This is so as to not distract drivers from safe driving. The size of a village is not an arbiter of whether or not it

features on the Primary Route Signs (on "A" class roads these signs are green with white lettering). Local Route signage (white with black lettering) can contain more information partly because traffic is moving more slowly allowing more time for drivers to consider the information.

In Wootton's case the Local Route signage is placed after the "off" slip and before the roundabout, and, yes, Wootton is on those sign boards.

So if you are giving directions for Wootton via the new road, "First follow the signs for Kempston, when on the "off" slip Wootton is signed on a white roundabout sign."

P11/41 – 11/00536/FUL – email has been sent to Jim Caffrey advising of our wish to be represented at the appropriate planning meeting. Cllr Cunningham will request this application be called in. No response received – clerk had chased for a response on 12.4.11. Nothing received.

c) Members of the Full Council are asked to receive and adopt the minutes of the Leisure and Amenities meeting held on the 30th March 2011:

Agreed as a true and accurate record of that meeting. (It should be noted that Cllr Prescod did not sign the minutes – clerk will bring them for signature at the next available opportunity).

Matters arising from minutes: none.

FC11/40

Report from committee chairs.

a) Report from Finance & General Purposes – Cllr Hall
nothing to report.

b) Report from Planning & Environment – Cllr Quirk
The chairman reported that the clerk had located the original Deed and Conveyance relating to the Memorial Hall, which confirmed that the land belonged to the parish council. After discussion it was resolved to appoint a solicitor to give independent advice on whether or not to proceed with taking over ownership of the hall – in the first instance the clerk is to approach the Borough Council's legal department (Sue Miller). Cllrs Prescod and Wheeler have details of other organisations if needed, who may be able to assist.

Action – clerk to obtain legal advice as above.

c) Report from Leisure & Amenities – Cllr Prescod
Cllr Prescod reported that the Easter play scheme was going well – an average of 40 children per day were attending the sports scheme and the Arts & Crafts scheme was now full. There had been some teething problems with applicants being advised of places.
Cllr Prescod had been asked to establish where the artwork being produced could be displayed – Wootton or Bedford library? The chairman proposed Wootton and it was unanimously agreed. The clerk is to liaise with the library manager to ascertain whether this can be done.

Action – clerk to contact Wootton library manager.

Cllr Prescod then discussed the possibility of Borough Council providing a bus service to take Wootton children to the outdoor play centre in Kempston during the summer holidays. He will report again when further information is available. There is a lack of facilities in the village for disabled children. This is to be added to the next L&A agenda.

Action – clerk to place on the L&A agenda for 1st June 2011.

d) Report from Communications – Cllr Lloyd

Covered under agenda item FC11/41.

e) Report from RFO – Sue Bolton

Please see attached.

The monies relating to White Lion Close for play equipment will be received soon - a small amount of interest is due. Cllr Lloyd requested the quotations in order to take matters forward – RFO to supply.

Action – RFO to provide Cllr Lloyd with quotations.

RFO requested that all present ensure either her or the clerk's address be provided when all orders are placed to ensure the previous clerk's address is no longer used when invoices are sent.

Action – all to note.

The clerk provided the RFO with the invoice relating to the Scout Hut flooring. The amount was £5,610, however the donation from Borough via Ward Funding was £6,000. The clerk is to establish what needs to be done with the surplus.

Action – clerk to seek advice from Borough Council (Sue Miller).

RFO requested authorisation to appoint an independent examiner to undertake the light touch audit. Gill Wiggs (parish clerk to several other parishes) has offered her services. It was resolved that the RFO approach her and other examiners and obtain best quotes. RFO can proceed as long as the quotation does not exceed £250.

Action – RFO to obtain best quote re independent examiner and proceed using the above guidelines.

Cllr Cunningham asked if full council would need to meet more frequently to agree invoices. It would not be the case, as all spending should be agreed at committee level and minuted at that time.

Cllrs Prescod and Cruse left the meeting at 8.35pm.

FC11/41 To discuss Fun Day and spend of any surplus funds.

Cllr Lloyd stated that an information meeting was being held in the evening of the 14th April 2011. A leaflet drop is being done around various schools and playgroups – the church will be leafleted too. Several stalls have confirmed their attendance (Cllr Lloyd has a full list) and vehicles confirmed as attending include a fire engine

and accident vehicle, paramedics and police. There will be a safety theme. Requests for tug-of-war teams have been made, design a garden is another competition - no bands have confirmed as yet, but there will be archery, a car boot sale, santa pod vehicle, ice cream van plus a bar and cream teas which will be available from the village hall.

Cllr Lloyd requested help with organising and moving matters forward – little has been offered to date. Expenses to date include £28 for printing. Food (including BBQ) is estimated at £250 and if bands are confirmed then a generator costing £210 + VAT would also be needed. The RFO asked if stall holders would be charged – not this year, but may be introduced in the future. The RFO confirmed she was waiting to hear from HMRC regarding VAT implications – Cllr Hall confirmed previous events had not been classed as a business event, so VAT can be claimed back.

It was agreed that any surplus funds (once known) be earmarked to buy equipment to help with future Fun Days. Cllr Wheeler offered the use of his warehouse for storage.

FC11/42 To discuss Memorial Hall lettings.

Cllr Hall mentioned he had received concerns if the parish council took over the Memorial Hall, would previous bookings be honoured, would the cost increase, who would be responsible for bookings and would present terms and conditions change?

The chairman replied until the parish council has received legal advice on whether to proceed, this could not be addressed at the present time but would form part of any business plan drawn up before proceeding.

FC11/43 To discuss clerk's mobile phone.

The clerk requested a phone that allows email access – the current phone is expensive to run and does not provide this facility. The clerk provided business quotations from Orange (Blackberry) – Cllr Lloyd will obtain further quotations. It was agreed that this be added to the F&GP agenda using this agenda reference, and it was also agreed that the clerk may organise a new phone as long as the yearly costings amount to no more than £500.

Action – clerk to place on the F&GP agenda for 27th April 2011. Cllr Lloyd to investigate further quotations.

FC11/44 To discuss archiving/storage of paperwork.

The clerk has inherited a large amount of paperwork which is being sifted. She was seeking authorisation to dispose of paperwork that is no longer valid, relevant and cannot be archived. It was resolved that the clerk arrange for all relevant paperwork to be confidentially shredded at a cost of no more than £100 – to be taken from office maintenance.

Action – clerk to arrange.

FC11/45 To discuss clerk's office.

The clerk had received costings from the Wootton Vale Healthy Living centre who have an office that could be used for 3 days a week – 5 hours per day. The charge was £5 per hour including use of a PC, land line telephone and wired/wireless internet access. After discussion it was resolved to see if the library and Wootton Blue Cross also had provision for a clerk's office.

Action – clerk to contact Doug McMurdo re library and Wootton Blue Cross.

FC11/46

Any other business (members note that this item is for urgent matters only that cannot wait until the next relevant committee).

Cllr Cunningham requested a rota of people helping at the Fun Day.

Cllr Lloyd requested an agenda item for next full council – review of the Easter play scheme to include demographics and a 1in5 telephone call to gauge feedback.

Action – clerk to place on Full Council agenda for the 11th May 2011.

Cllr Hall asked with the ground at the Wootton Vale Healthy Living centre would be tidied up – this has already been done by the Community Payback team.

Cllr Hall also requested the walk around be chased (FC11/21 – and could pavements be included too.

Action – clerk will chase and see if pavements can be included.

Meeting closed at 9.21pm

13th April 2011

Chairman's signature.....