

WOOTTON PARISH COUNCIL

Minutes of the Meeting of Wootton Parish Council held on Wednesday 29th June 2011 at 7.30pm in the Memorial Hall, Wootton

- Present** Cllrs. Wheeler, Bland, Cruse, Cunningham, Lloyd, Prescod and Quirk.
In Attendance: S Playford (Clerk), S. Bolton (RFO), PC Quinney and members of the public.
- FC11/79 Apologies for absence.**
Cllrs. Hall, Rowse, Wallace and Woolfenden.
- FC11/80 Declarations of Interest on any items on this agenda.**
(This is of a personal or prejudicial nature).
None.
- FC11/81 Reports from outside organisations.**
PC Quinney reported that earlier that evening 3 youths were caught vandalising the door to the Village Hall. He also had 3 names relating to the MUGA damage and so was expecting to make 6 arrests. He pointed out that the majority of them were only 10 years of age. A male had been identified with regard to 2 thefts from motor vehicles and an arrest was expected soon.
PC Quinney asked all present to be on the lookout for a blue estate car seen in Tithe Barn Road - the driver was wearing a balaclava.
He confirmed their intention to maintain a high profile within the village which would hopefully lead to a drop in anti-social behaviour.
PC Quinney also confirmed that he had been in the village addressing the speeding issues. Several questions were then asked from various members of the public present - including anti-social behaviour outside the Memorial Hall and parking issues in Mephram Road. He confirmed action would be taken and Chairman Wheeler then moved the meeting on, stating that further questions could be emailed to the clerk for forwarding to PC Quinney. Cllr Cunningham asked if PC Quinney intended to visit the schools - he will be doing so during the week beginning 4th July 2011.

BBCllr Prescod had nothing to report.

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).
Chairman Wheeler announced that nominations had been received to co-opt two former councillors onto the parish council - David Price and Claire Bennett. Before a vote was held, Cllr Quirk asked why they did not seek re-election during the May elections. In both cases, personal circumstances were cited. Cllr Quirk then asked if those circumstances had now changed and both responses were yes. Chairman Wheeler then proposed both David Price and Claire Bennett and both were seconded by Cllr Cruse. All present voted in favour and both were welcomed back to the council. The clerk provided Declaration of Acceptance of office forms for completion before any voting took place and these were completed before FC11/86.
- FC11/82 To receive a statement from Chairman Wheeler with regard to Keeley & Brook farms. Please note that although given an agenda item minute number, this statement was read out during open forum to accommodate the parishioners present.**
Chairman Wheeler read the statement to all present (copy attached).
BBCllr Prescod then stated that he had received correspondence from Ronald Mackay and Paul Rowland who confirmed that the the Borough Council (BBC) had refused planning

permission at this stage. He confirmed that if those parishioners present gave him their contact details he would ask BBC to email the relevant details.

One parishioner then asked how the lot's were identified. He was referred to the Robinson & Hall website which has full details.

Cllr Quirk stated that Robinson & Hall would pass on any reasonable offer to Farmer Wiles including the possibility of residents purchasing a piece of the land to extend their gardens.

Another parishioner expressed concerns that more play equipment was being sited at the Memorial Hall without consultation. She stated that the parish council had said in the past this would not happen again. Chairman Wheeler said that the clerk had tried to locate appropriate minutes relating to this, but had found no record. The parishioner said she had a letter to this effect, and she was invited to pass this to the clerk in order that her concern be taken forward. A second parishioner asked if the works would stop in the meantime and Chairman Wheeler said it would continue. This site was chosen as being closest to the White Lion Close development which had provided the s106 monies. The equipment being added is aimed at under 5's. The concern was then raised regarding anti-social behaviour at the Memorial Hall site, and Chairman Wheeler reiterated PC Quinney's report, namely that the police intended to maintain a high profile within the village to help reduce anti-social behaviour.

Action - clerk to take forward once letter received.

FC11/83 Clerk's report and list of correspondence received (copies of correspondence can be requested from the clerk).
None.

FC11/84 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 1st June 2011.

The minutes were agreed and signed as a true and accurate record of the meeting.

b) Members of the Full Council are asked to receive and adopt the minutes of the Planning meeting held on the 22nd June 2011.

The minutes were agreed and signed as a true and accurate record of the meeting.

Matters arising - not including issues log and for information only.

None.

c) Members of the Full Council are asked to receive and adopt the minutes of the Finance & General Purposes meeting held on the 22nd June 2011.

The minutes were agreed and signed as a true and accurate record of the meeting.

Matters arising - not including issues log and for information only.

None.

FC11/85 Matters arising from the full council minutes to include issues log review.
Please inform the clerk by Tuesday 28th June 2011 if you wish to discuss any item below; otherwise this will be for information only.

FC11/21 - Highways inspection. Juan Vasquez has undertaken the walk about and has provided a list of works to be undertaken, which has started. Report that Fields Road/Haycroft has already been patched and started to lift. Juan has been advised and will report back.

Clerk advised that she expected to meet with Juan either Friday 1st July or next week.

FC11/40b - Handover of Memorial Hall. Public meeting to be held on 27th July 2011.

FC11/40e - Order for play equipment to be placed with PlayDale Ltd. Provisional start dates have been provided to the clerk - w/c 27th June or 4th July 2011.

FC11/35 - Reduction in speed limits outside schools. Awaiting report from PC Quinney.

FC11/35 - Additional lighting along outskirts of Fields Road. Awaiting report from PC Quinney.

FC11/40c - Easter artwork to be displayed in Wootton library. Artwork to be displayed at Wootton Upper school (Art exhibition evening 29.6.11) before relocating to the library.

FC11/40e - Scout Hut flooring - surplus money. Clerk has spoken with Jenny Lambert who has been liaising with Peter Martin (Borough). No further updates received by clerk.

FC11/44 - Disposal of clerk's paperwork. Sifting still ongoing (Clerk is concentrating on CilCA).

FC11/37 - Update of Standing Orders. Clerk has a copy of 2011 Standing Orders. To be reviewed and presented for approval - will form part of CilCA.

FC11/54 - Disrepair of footpaths. Councillors to provide the clerk with a list of areas affected by the 31st May 2011- extended to 10th June 2011. Details emailed to Juan Vasquez - no response to date.

Clerk advised that she expected to meet with Juan either Friday 1st July or next week. Request was made to ensure the footpath between the Post Office and Potters Cross is included - it slopes dangerously.

(Borough Council) - Canons Close - public footpath sign knocked down. Clerk emailed BBCllr Prescod requesting it be re-erected. No response to date.

(Borough Council) - Neale Way - overgrown hedge. Clerk emailed BBCllr Prescod requesting it be cut back after the nesting season. No response to date.

FC11/51 - Siting of Memorial bench at Lorraine Road cemetery. Clerk met with applicant and siting agreed. Applicant to advise clerk prior to work being carried out.

(Borough Council) - Popes Way - ruts in green. Clerk emailed BBCllr Prescod to request they be filled in. Logged at BBC as 149117. No further response to date.

(Borough Council) - traffic issue in Squires Road - turning right into Church Road. Email sent to BBCllr Prescod requesting it be investigated. No response to date.

LA11/21 - MUGA insurance claim. Deposit invoice is with RFO for payment. When payment is made, work can commence to replace the lighting.

LA11/22 - Luton Active. Clerk still awaiting revised invoice.

LA11/23 - Toilets at the changing rooms. Clerk has chased Paul Brooks for a start date.

LA11/29 - Kempston Outdoor play area. Cllr Prescod is meeting with the Mayor to discuss. No further update received.

LA11/14 - Borough Council Scrutiny & Overview. Meeting due 25.5.11 - further feedback expected after then. Nothing received 17.6.11.

LA11/28 - Annual play area inspection. See separate agenda item below.

LA11/74 - Repair to Village Hall bollard. Clerk has chased Paul Brooks for a start date.

FC11/76 - Clerk's office. Clerk and GL viewed office on 13th June 2011 to check progress. JW is to source a suitable contract and GL will provide IT support. September date is still anticipated.

FC11/68 - Recreation ground, pitches, MUGA and changing rooms. Brought to full council by Football teams. See separate agenda item below.

FC11/74a,b,c - Summer Play scheme. Clerk met with Laura Pottinger, Tony Withell, Linda Gray and BBCllr Prescod. Clerk reiterated last full council's resolution - BBCllr Prescod is to provide funding and Linda Gray will co-ordinate. BBCllr Prescod requested donation from Wootton parish council - see separate agenda item below.

FC11/69 - MUGA walls. Clerk has requested 3 quotations to repair the wall like-for like. Two received to date.

FC11/70 - Lack of disabled children's facilities. BBCllr is to meet with the Mayor to discuss. No further update received.

FC11/75 - Graffiti at Memorial Hall and recreation ground sites. Clerk had been informed that Wootton parish council may have to pay for removal. Graffiti could not be located at the Memorial Hall site but remains at the recreation ground site. Clerk has been advised parish council must pay and is obtaining further details.

FC11/86 To discuss land recently advertised for sale within and surrounding the village - Keeley & Brook Farms.

Please note that to allow for open forum and members of the public present, this item was discussed before item FC11/83.

Details had been provided to all councillors ahead of the meeting.

Cllr Quirk proposed that the parish council look into the possibility of buying part of the land south of Potters Cross (Lot 2) for allotments or recreational facilities. The Public Works Loan Board would lend money for this purpose over a number of years.

Cllr Cunningham stated that Lot 1 (behind Lorraine Road) had been earmarked for "Strategic Development" and had the potential to be developed on in the future. Therefore the parish council should look into buying some or all of this Lot.

BBCllr Prescod then reiterated his earlier statement and once again invited parishioners to provide their contact details in order to receive correspondence from BBC.

After discussing the above, it was proposed and resolved that the clerk contact Robinson & Hall to express an interest in Lot 1 (behind Lorraine Road) and Lot 2 (Potters Cross), and contact the Public Works Loan Board and BBC for further assistance.

Action - Clerk to contact Robinson & Hall, Public Works Loan Board and Bedford Borough Council.

FC11/87 To receive a report from BBCllr Prescod with regard to the summer arts and sports scheme.

BBCllr Prescod's costings were provided ahead of the meeting for consideration.

Chairman Wheeler began by proposing £1000 by way of a donation. Cllr Bland enquired as to whether the council paid for the scheme in full last year to which the reply was yes. She then enquired why the same was not happening this year. Chairman Wheeler explained that last year sponsors had dropped out resulting in a short-fall which the council helped out with, as a one-off. The yearly sum set aside for the youth initiative programme was £7000.

BBCllr Prescod then made his request - for £2780.

The RFO asked for clarification as to who was supplying the equipment. BBCllr Prescod confirmed he was still planning to use Sports Trader who would store the equipment. Cllr Lloyd asked if the equipment was just for the summer scheme and how could it be used in the future. BBCllr Prescod confirmed it was this and future schemes and that a request to use the equipment be put to him.

Cllr Quirk was concerned that the proposal lacked detail. Cllr Cunningham stated that the ward monies were paying for all capital projects and that BBCllr Prescod's request would pay

for coaching provision. Cllr Lloyd enquired as to any contingency arrangements in the light of more money being needed. BBCllr Prescod confirmed that would not happen. Chairman Wheeler stated that a donation of £2780 would only leave c. £1500 for the rest of the year. Cllr Lloyd wanted to know if people outside the parish would attend - BBCllr Prescod replied it would be school catchment areas only, and next year he hoped to be able to charge.

Cllr Bennett mentioned that clarity was needed with regard to the parish council's position regarding any donation - was the parish council taking ownership or was another entity? Cllr Price wanted to know to which body the donation would be made and Cllr Bennett sought clarification as to who would be responsible if a child were injured. Chairman Wheeler reiterated that the parish council could not take ownership of the scheme and that any donation would be without liability.

Having looked again at BBCllr Prescod's proposal it was noted that the Upper school had insurance. Cllrs Bennett, Price and Quirk expressed their concerns that a donation should not be agreed without prior knowledge of who the recipient corporate body is. Two proposals were put forward:

1. £1000 by Chairman Wheeler.

2. £2580 by Cllr Cunningham.

It was resolved* that a donation of £2580 would be granted - with the following conditions: The donation would only be given to the Upper school or BBC as to pay for coaching directly would imply the parish council's ownership/liability. The clerk is to contact the Upper school to establish if the donation can be given to them - noting the above stipulation. If the Upper school cannot accept the donation then the clerk will liaise with BBCllr Prescod to see if it can be made to BBC. In the event neither can accept the donation, it will not be made.

***The voting was as follows: 5 in favour and 3 abstentions.**

Action - Clerk to contact Linda Gray at WUS re the above.

FC11/88 To discuss the RoSPA findings relating to play areas at the Memorial Hall and recreation ground sites.

Details were provided to all councillors ahead of the meeting.

After discussion it was proposed and resolved that the clerk obtain costings for any high risk items only. The only high risk item is the MUGA which is covered under agenda item FC11/93.

Cllrs Cruse and Prescod left the meeting at 8.55pm.

FC11/89 To discuss the 30mph speed signs in Fields Road.

PC Quinney's observations were duly noted and the clerk will retain the information on file.

FC11/90 To review and adopt a complaints procedure for the council.

The clerk had provided a NALC model to all councillors ahead of the meeting for their consideration. It was proposed and resolved to adopt this model.

FC11/91 To discuss a report received from Cllr Lloyd following his meeting with representatives from Wootton Rangers, Wootton village, Wootton Blue Cross and Wootton Wanderers football teams.

Cllr Lloyd confirmed that the pitches would stay as they currently are.

FC11/92 Changing Rooms - Wootton Village FC had stated that their league would match the money put forward to modify the changing rooms.

Cllr Lloyd mentioned at his meeting with the clubs that the parish council could not commit to any investment until further details were known in the light of the Persimmon development. It was proposed and resolved that this issue would remain ongoing.

Action - Clerk to add to issues log.

FC11/93 MUGA, ongoing vandalism and CCTV issue.

Discussion took place on how to find the best solution to the ongoing vandalism, and getting the MUGA operational again. Suggestions included rebuilding the wall with reinforced rods, knocking it down completely and leaving it, or knocking it down and rebuilding from scratch, making it more secure. After discussion two proposals were put forward:

1. Proceed as previously agreed (FC11/69) to replace the lighting and include stone guards.
2. Make the damaged far-end wall safe, remove all rubble and leave until money is available to decide what to do moving forward.

It was resolved to accept both proposals above. The deposit cheque for Highlights Floodlighting Ltd was signed at this stage.

Action - RFO to send cheque to Highlights Floodlighting . Clerk to update issues log.

Action - clerk to obtain quotations to clear the damaged walls.

FC11/94 Levelling the recreation ground - Balfour Beatty had previously mentioned they would provide soil and labour whilst the A421 was being built.

Unfortunately the A421 is now complete and the opportunity has passed.

FC11/95 Kick Wall - football teams have requested this be demolished.

The wall is not being used for its purpose - it is covered in graffiti, bottles are smashed against it and children climb onto it. It was resolved that the clerk obtain 3 quotations to remove the wall, take out the foundations and in-fill and grass the area. Subject to quotations this will then come back to full council for discussion on how to proceed.

Action - Clerk to obtain 3 quotations as above.

FC11/96 Football goal nets - parish council received a request to purchase a new set of goal nets.

Quotations were provided ahead of the meeting.

It was proposed and resolved that the clerk use the cheapest quotation and purchase 1 set of nets to fit 7 x 21ft goal.

Action - clerk to purchase as above.

FC11/97 To discuss a request that maps showing walks in and around the village be available within the village.

Cllr Quirk will liaise with Ordnance Survey to see if a map detailing such can be provided for the village website.

Action - Cllr Quirk to liaise with Ordnance Survey.

FC11/98 To receive and approve the year end accounts.

The accounts had been provided by the RFO ahead of the meeting. RFO provided clarification where needed and it was proposed and resolved that these be approved. RFO also mentioned that the internal audit had been completed and the auditor had commented on how well maintained the books were. The Chairman and Clerk signed the documentation

as appropriate and the RFO will forward to BDO.. The Chairman thanked the RFO for her hard work and efforts.

Action - RFO to liaise with BDO as necessary.

- FC11/99** **To approve insurance renewal - the actual sum was £4427 against a budgeted figure of £4200, plus there is no provision for cover against councillor libel/slander.**
RFO sought approval for the additional £227 against budget and mentioned that libel/slander cover would be a further £64.75 per year. The internal auditor had expressed surprise this cover was not already in place. RFO also sought approval that the extra money be taken from contingency and placed in insurance. It was resolved that the extra spend and libel/slander cover be taken forward, with a transfer from contingency.

Action - RFO to transfer accordingly and liaise with insurance company.

- FC11/100** **To resolve that under the terms of the Public Bodies (Admissions to Meetings) Act 1960 s1(2) and Local Government Act 1972 s100 any members of the public or press present please leave, in order that the following item may be discussed.**

- FC11/101** **To receive a request from a parishioner with regard to ongoing healthcare.**
After discussion it was proposed and resolved that a sum of £350 be granted.

Action - Clerk to inform parishioner.

Meeting closed at 9.45pm

(Please note that a further full council meeting will now take place on the same evening as the next Communications meeting - 10th August 2011). Timings to be advised.

Chairman.....

Date.....