

WOOTTON PARISH COUNCIL

Minutes of the Meeting of Wootton Parish Council held on Wednesday 14th September 2011 at 7.30pm in the Memorial Hall, Wootton

- Present** Cllrs. Wheeler, Bland, Cunningham, Hall, Lloyd, Price and Woolfenden
In Attendance: S Playford (Clerk) and S. Bolton (RFO).
- FC11/121** **Apologies for absence.**
Cllrs. Bennett, Quirk, Rowse and Wallace. No apologies were received from Cllrs Cruse and Prescod.
- FC11/122** **Declarations of Interest on any items on this agenda.**
(This is of a personal or prejudicial nature).
Cllr Lloyd declared an interest in agenda item FC11/137.
- FC11/123** **Reports from outside organisations.**
PCSO's Sam Hogg and Josh Tonkin were in attendance and provided crime figures for the month of August. There were 19 general crimes, 2 violence against person, 1 burglary, 5 vehicle crimes and 4 general damage. This time last year saw 5 violence against person, 8 vehicle, 1 criminal damage and 20 ASB's.
The police are undergoing reorganisation. PC's will now cover a much larger area of Bedfordshire and PCSO's will usually be the first point of contact. PCSO Hogg will be Wootton's contact. He confirmed that issues needing an immediate response should be telephoned through on 841212. Non-urgent enquiries should be telephoned on 842433 - this is the office number.
It was agreed that a meeting should be arranged between the clerk and PCSO Hogg as the clerk has ongoing issues that PC Quinney was investigating - these will now fall to PCSO Hogg. (Clerk has emailed PCSO Hogg and Tonkin to arrange a suitable date).
PCSO then reported on the serious attempts to abduct a child. Investigations have been made but the police have been unable to pinpoint any offence. There was however, a suspicious incident in Tithe Barn Road in July. A white male driving an old silver car drove along the road, stopped near some children, then drove away after saying hello to a young boy. It is understood that the same man then tried to get a girl into his car. The second offence was reported first to the police and they were informed a week later about the first. No actual offence took place but the police are treating it as very suspicious. They are keen to talk to the driver, and anyone with information should call immediately.
Cllr Price then enquired as to the nature of violence against the person. PCSO Hogg confirmed they were usually domestic or within known groups.
An event is taking place on the 13th October - Operation Vision. Police will be in Wootton for the day, with a mobile station at the recreation ground. They will be knocking on doors offering security advice and answering questions. The clerk will be contacted before the event to arrange a pre-meeting. Cllr Lloyd suggested details also be placed on the website. Cllr Cunningham asked if there were plans to inform village children about the incident in Tithe Barn Road and PCSO Hogg confirmed he would be visiting schools.
The incidents in the One Stop Shop have proved a significant nuisance and Cllr Cunningham asked if the police wished the mayor to speak to the shop. PCSO Hogg responded that CCTV footage has now been provided and they are hoping to make arrests.
There being no further questions PCSO's Hogg and Tonkin then left the meeting.
- Mr & Mrs Norman were present - representing the football teams. A request had been made to turn two of the MUGA lights to face onto the field, which would provide light and allow the teams to train during the darker evenings, whilst the MUGA is still in a state of disrepair. Cllr Lloyd had spoken to Highlights Floodlighting Ltd who installed the lights. They are fixed to the poles so this is not possible. It was agreed that they could use a temporary netting until

the MUGA is usable again. Mr Norman also asked of the light bulb had been replaced yet. The clerk has spoken to BBCllr Prescod and asked him to investigate. Mr & Mrs Norman then left the meeting.

Cllr Wheeler asked the clerk if she had received a report from BBCllr Prescod. The clerk replied she had not. Cllr Wheeler was concerned that no report had been received since election and that there were outstanding issues awaiting a response.

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).

Cllr Price commented on the clerk's speedy production of the last full council minutes - which were produced before she went on holiday. He also reminded everyone that apologies should be provided before every meeting - this is a requirement in the standing orders and not doing so is disrespectful.

FC11/124 Clerk's report and list of correspondence received (copies of correspondence can be requested from the clerk).
Please see attached.

FC11/125 To receive a report from the RFO.
Please see attached.
The RFO pointed out that the budget detail report was incorrect and will be reproduced. Income and expenditure was correct, although some percentages were shown as £. The RFO commented on the latest changing room water bill received which was £585 for the 6 month period as opposed to the usual £65-£70. She had asked Cllr Cruse to check the changing rooms for a leak, but had received no response. It could be related to the water leak at the beginning of the year. RFO to chase. Moving forward, it was agreed that the clerk should read the meters each month. Cllr Wheeler will get another key cut.

Action - RFO to chase Cllr Cruse.

Action - Cllr Wheeler to get another key cut for the clerk.

FC11/126 Chairman's announcements.
Please see attached.

FC11/127 Minutes of the meeting.
Members of full council are asked to receive and adopt the minutes of the full council meeting held on the 10th August 2011.
The minutes were signed as a true and accurate record of that meeting.

FC11/128 Matters arising from the full council minutes to include issues log review.
FC11/21 - Highways inspection. Clerk emailed 29.7.11 for an update - awaiting response. Clerk has established that Juan Vasquez's replacement has yet to be appointed which may be a factor to consider.

FC11/40b - Handover of Memorial Hall. See separate agenda item.

FC11/40e - Order for play equipment to be placed with PlayDale Ltd. Works completed - complaints received from two residents. Clerk investigating types of notices that might be erected.

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. Laura Pottinger intends to wait until the summer scheme is complete then have one larger display.

FC11/40e - Scout Hut flooring - surplus money. Peter Martin has confirmed that the scouts can use the money as they see fit - as long as it is for their use and they keep him informed.

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

FC11/76 - Clerk's office. On schedule for September.

FC11/37 - Update of Standing Orders. Clerk has a copy of 2011 Standing Orders. First draft completed 14.7.11. Part of clerk's CilCA portfolio - ongoing.

FC11/54 - Disrepair of footpaths. Clerk emailed 29.7.11 for an update - awaiting response. Clerk has established that Juan Vasquez's replacement has yet to be appointed which may be a factor to consider. Clerk has spoken with BBC with regard to the pathway on Foster Way (works to be completed in the next 2 weeks) and Cllr Price has emailed BBCllr Prescod with regard to the pathway on Hall End Road.

(Borough Council) - Canons Close - public footpath sign knocked down. Hazel Elmore (BBC) is awaiting confirmation from the Rights of Way team for this to be re-erected. No further update received.

(Borough Council) - Neale Way - overgrown hedge. Hazel Elmore (BBC) has confirmed it has been cut back in part to allow access, but will provide a further update in due course as further issues have arisen. No further update received.

FC11/51 - Siting of Memorial bench at Lorraine Road cemetery. No further update received.

(Borough Council) - Popes Way - ruts in green. No further update received.

(Borough Council) - traffic issue in Squires Road. To form part of Cllr Rowse's traffic report. Clerk emailed BBCllr Prescod 29.7.11 to request Cranfield Road sign be adjusted to improve vision. No further update received.

LA11/21 - MUGA insurance claim. Lights have been replaced. Issue with light "splash" to some houses. Awaiting further update.

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

LA11/23 - Toilets at the changing rooms. Clerk instructed Paul Brooks to complete work - awaiting further update.

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

FC11/74a,b,c - Summer Play scheme. Clerk awaiting invoice from BBC to pay donation.

FC11/69 - MUGA walls. Clerk emailed Cousins Builders instructing them to proceed. Awaiting further update.

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. Glenn Dynes

(BBC) emailed clerk 1.8.11. Offensive graffiti has been removed (free of charge) from the teen shelter at the recreation ground. Costings to follow regarding remaining graffiti. No further update received.

FC11/92 - Changing rooms. Awaiting further details regarding the Fields Road development and s106 arrangements.

FC11/95 - Request to demolish kick wall. Resolved that the wall be left intact - clerk to email the caretaker to establish how bad the problem is with broken glass and litter.

FC11/96 - Purchase of football goal nets. Order was completed on 10.8.11 - awaiting confirmation of receipt from Paul Brooks.

(Borough Council) - Wooden posts knocked over outside chemists. Clerk chased Amey for an update 29.7.11. No further update received. Clerk has established that Juan Vazquez's replacement has yet to be appointed which may be a factor to consider.

Cllr Woolfenden confirmed that the posts had been replaced. Move to close.

(Borough Council) - Parking issue outside post office Bedford Road. Clerk emailed BBCllr PP to take forward 22.7.11. No further update received.

(Borough Council) - Overgrown hedge outside library. Clerk requested BBCllr PP to take forward 22.7.11. No further update received.

Cllr Price confirmed that the hedge had been trimmed. Move to close.

(Borough Council) - clerk received notification that dogs are still being walked on the recreation ground. Bye-law is still in place but some signs have been removed - clerk investigating how best to replace them.

FC11/119 - MUGA specification. Damaged wall is being made good - investigations in hand to see how best to bring the whole MUGA up to an acceptable standard.

(Borough Council) - field off Fields Road. Gate has been removed - concerns that squatters may move in. JW emailed BBCllr Prescod requesting gate or barricade be put in place.

(Borough Council) - footpath on Foster Way. Parishioner fell and injured themselves on an area which had already been marked for repair by Amey. Clerk has established that Amey will now prioritise this work which is expected to be completed within the next 2 weeks.

(Borough Council) - query with regard to weed control within the village. DP has emailed BBCllr Prescod. No further update received.

FC11/129

To discuss the possibility of taking over responsibility for the Memorial Hall.

To recap, Cllr Price began by explaining that the open meeting had concluded with the parish council being set to take over the Memorial Hall, running it as a sole corporate trustee. The current charity would then close, and the parish council would include the Memorial Hall as an additional asset, for insurance purposes. He mentioned two Memorial Hall employees who are not currently paid via PAYE. If the parish council became sole corporate trustee, this would have to change.

An alternative suggestion was put forward. The parish council should have two representatives on the Memorial Hall committee. If the clerk were to join and become chair/booking officer and the RFO were to join and become treasurer, then the Memorial Hall committee could continue to run as it currently does, and there would be no financial implications. Cllr Price believed that some other committee members may continue - including himself. There was a discussion about insurance. It was agreed to let the current Memorial Hall insurance policy run its course, with the parish council then taking it over at that time. The RFO confirmed that there was no budget at present for this, although it was felt the parish council would pay less than the Memorial Hall committee have been. She also

asked what would happen to the money saved by the Memorial Hall committee in not having to pay insurance. Cllr Price confirmed it would go towards upkeep. The RFO will contact the parish council insurers to establish the extra premium and Cllr Price will provide details of the current policy to her. Cllr Wheeler enquired as to whether the parish council would have to still pay rent - if not, the money saved could offset the insurance cost. Cllr Price confirmed this would have to be discussed by the Memorial Hall committee. Cllr Wheeler stated this should be done at the appropriate time. Cllr Price also confirmed that Diane (caretaker) would continue to open and close up the hall after use, and that most bookings are long-standing regular ones, with few ad-hoc. After further discussion it was agreed that the clerk and RFO be added as trustees of the Memorial Hall committee (roles as above).

Action - Cllr Price to provide insurance details to the RFO so she can contact the parish council insurers.

Action - Cllr Price to contact the clerk and RFO for their relevant contact details.

FC11/130 To discuss updating the CCTV cameras at the Recreation ground and moving one camera to the Memorial Hall site.

Cllr Lloyd confirmed at present there are 2 cameras on the recreation ground site - one fixed and one rotating. Both are of poor quality. After discussion it was agreed that Cllr Lloyd continue obtaining quotes (likely to be in the region of £5,000) to upgrade the cameras (including infra-red) and increase their numbers to 7-8. One company wish to visit the site and Cllr Price confirmed he could attend on Monday afternoon (19th September). Cllr Price mentioned his original objections to the current system being installed, which he felt would not be of benefit. It was agreed by all that anything installed must be of a high enough specification to be effective. Cllr Wheeler mentioned a BT system called Redcare, which can provide alerts to a mobile phone. He will obtain costings, as will Cllr Lloyd.

Action - Cllr Lloyd to continue with quotes for an upgraded CCTV system and inform that Cllr Price is available on the 19th September. Cllr Wheeler to also obtain costings as above.

Discussion then turned to the existing cameras being resited at the Memorial Hall. It was agreed this should be done.

Action - Cllr Lloyd to investigate the moving of the existing cameras to the Memorial Hall site.

FC11/131 To bring ideas to the meeting for a village blue print and decide on a suitable start and way forward.

Cllr Lloyd explained how a vision was needed with regard to spending and planning for the future within the village. Example - if the parish council were planning exercise equipment for the recreation ground, then a CCTV camera would be earmarked to monitor it. Also, if there was a 3 year plan to also tie in with budgets, funding could be applied for. After discussion it was agreed that F&GP could run with this and produce a format for all capital projects, expanding from the initial idea to point of purchase and liaising with all relevant people. The clerk will contact Sue Norman (BRCC) for a format that might be of use.

Action - clerk to contact Sue Norman as above.

FC11/132 To discuss two issues raised by Cllr Rowse regarding his ongoing traffic management report. 1. Zebra crossing on Bedford Road. 2. Parking outside the village hall.

No response had been received from BBC so it was resolved to carry this over to the next full council meeting.

FC11/133 To discuss a request to all football clubs to delay match kick-off at the recreation ground until after the Remembrance Sunday service.

After discussion it was resolved that the clerk would write to all the football teams to request that NO matches be played on that Sunday (as last year). It was also agreed to include in

the letter a note that if any parent or supporter takes their dog on to the recreation ground, the whole team will be asked to leave. There is a by-law in place which forbids dogs on this area.

Action - Cllr Lloyd will provide the clerk with contact details for all teams so that letters can be sent.

FC11/134 To discuss the creation of a sub committee or working party to help coordinate a celebration with other village organisations in recognition of the Diamond Jubilee in June 2012.

Cllr Wheeler suggested combining the May Fun day with a Diamond Jubilee celebration, which would be held in early June. The Fun day could be expanded - with an outside bar, BBQ and music into the evening. If the parish council are to sponsor the event, this would need to be included in next year's precept. The clerk had suggested mugs be given to children in the village - Cllr Price suggested they be given to the schools to be handed out - might ward money be available for this? Cllr Price also mentioned planting a tree or trees, and asked members to give this some thought. After discussion it was agreed that the clerk write to all organisations, schools and churches in the village asking if they have anything planned and would they like the parish council to assist? It was suggested that 2 members of the parish council and 1 member from each organisation form a working party.

Action - clerk to obtain all contact details and email/write to all organisations.

FC11/135 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(s) may be discussed.
There were no members present.

FC11/136 To discuss the addition of a Photo Electric cell and cabling to control the switching on and off of the MUGA floodlights, and possible replacement of the existing time clock.

It was agreed that the existing timer did need replacing, and after discussion it was agreed to accept the quotation, including the replacement of the existing time clock.

Action - clerk to inform Highlights Floodlighting accordingly.

FC11/137 To discuss the Wootton newsletter graphic designer.

Cllr Lloyd left the room and took no part in discussions or voting. All present had previously received the three quotations - two of which also contained artwork. It was agreed the quotation for £150 was of better quality as well as being cheaper and it was resolved to proceed with that quotation.

Action - Cllr Lloyd to inform the designers.

FC11/138 To confirm the ordering of a poppy wreath for Remembrance Sunday.

It was agreed to purchase the wreath and include a donation, sending a total of £30 to the Royal British Legion.

Action - clerk to arrange.

FC11/139 To receive a request from the RFO that a transfer be made from contingency to staffing costs.

After discussion it was resolved that the RFO could make the necessary arrangements.

Action - RFO to take forward.

FC11/140 To receive a request from the RFO that this minute reference be used to pay all monthly regular payments.

All present had previously received a list of regular payments. Cllr Cunningham asked if a variance had been agreed and after discussion it was resolved that any regular payment with a variance in excess of 2.5% would have to be presented for authorisation. It was resolved that this minute reference be used for all regular payments with no variances, or variances of less than 2.5%.

Action - RFO to take forward.

FC11/141 To discuss the clerk's contract and end of probation.

It was resolved that the clerk now become a permanent employee of the parish council.

FC11/142 To discuss the renewal of the RFO's rolling contract for 1 year.

It was resolved that the RFO's contract be amended to an annual contract, and that it continue for a further year.

Meeting closed at 9.30pm

Chairman.....

Date.....