

WOOTTON PARISH COUNCIL

Minutes of the Meeting of Wootton Parish Council held on Wednesday 11th July 2012 at 7.25pm in the Memorial Hall, Wootton

- Present** Cllrs. Wheeler, Bennett (7.35pm), Bygraves, Cruse, Doggrell, Hall, Lloyd, Prescod, Price and Quirk.
In Attendance: Sue Playford (Clerk) and RFO (Sue Bolton), and two members from Wootton Ramps and Riders.
- FC12/66** **Apologies for absence.**
Cllrs Chalmers, Rowse, Wallace and Woolfenden.
- FC12/67** **Declarations of Interest on any items on this agenda.**
(*This is of a personal or prejudicial nature*).
Cllr Doggrell declared a prejudicial interest in agenda item FC12/74.
- FC12/68** **Reports from outside organisations - for information only.**
PCSO Hogg did not attend the meeting and had not provided recent crime figures to the clerk. It was resolved that the clerk contact PCSO Hogg for these figures*

Action - Clerk to contact PCSO Hogg as above.

*Figures were provided 12.7.12 as follows:

- 4 Assault without injury
- 3 Criminal Damage (one to a car, one to a fence and one to some dwarf trees)
- 2 Thefts (Both of Pedal cycle)
- 1 Fraud

BBCllr Prescod provided the following information to the clerk, ahead of the meeting:

1. Hall End Road footpath to be relaid.
2. Plans are afoot to look at other footpaths within the village - further details were not yet known.
3. Yellow lines were planned for September outside the lower school.
4. No parking signs outside the lower school to be updated with new times - 8.30am until 9.15am. Afternoon times were not known.

BBCllr Prescod then provided an update on the following issues:

Yellow lines on Cause End Road - these currently stop outside No 3 and investigations were ongoing with regard to moving them along to No 5 to help with parking issues.

White lining was planned for the village within the next 2 years.

Cecil Higgins Museum to hold a Pop-up Museum at Bedford Athletic track on the 4th August, with a flag day and Olympic Opening ceremony also.

A further meeting was planned with Andy Prigmore (Highways) upon his return from holiday.

This meeting would include the ongoing parking issues at Manor Road, possibly to include no parking on verges signs and the widening of the road entrance. Bedfordshire Pilgrims Housing Association (BPHA) were also considering removing bollards at the back of the flats to provide more parking - it was understood this was BPHA's land.

Speeding along Fields Road was discussed again and Cllr Wheeler mentioned previous attempts to slow traffic down, including the erection of gates to give the illusion of a narrowing road. No further response had been received from Borough and BBCllr Prescod agreed to follow up this issue. Cllr Wheeler was keen to ensure the area after the new roundabout be concentrated on, as this is a particular speeding hotspot.

BBCllr Prescod then raised the issue of Stagecoach sending buses down Fields Road - turning around at the new roundabout, however Cllr Lloyd pointed out that this was where all developer's vans were parked.

Naomi Groves attended the meeting with a view to being co-opted as a member of the parish council. Notice of the casual vacancy had been posted, and there had been no call for an election. Her résumé had been circulated to all members ahead of the meeting. Naomi then gave a brief introduction to all members. There were no further questions, and it was proposed by Cllr Price, seconded by Cllr Quirk and resolved by all present that she be co-opted as a member of Wootton Parish Council. A Declaration of Acceptance of Office was then completed and witnessed by the clerk.

Action - Clerk to inform Bedford Borough Council as above.

Open Forum - meeting to be adjourned.

There were no members of the public present so the meeting continued without adjournment.

- FC12/69 Clerk's report and list of correspondence received (copies of correspondence can be requested from the clerk) - for information only.**
Please see attached.
- FC12/70 To receive a report from the RFO - for information only.**
The RFO reported that nothing had changed since last full council, and that she was waiting for confirmation that all was in order from BDO regarding the recent audit.
- FC12/71 Chairman's announcements - for information only.**
Cllr Wheeler thanked all who helped with the Diamond Jubilee celebrations. He also thanked everyone for their good wishes and help following his recent traffic accident.
- FC12/72 Minutes of the meeting.**
Members of the Full Council are asked to receive and adopt the minutes of the Annual Council meeting held on the 23rd May 2012.
The minutes were signed as a true and accurate record of that meeting.

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- FC12/73 Matters arising from the full council minutes to include issues log review - for information only.**
FC11/21 - Highways inspection. Bedford Road, Wootton is programmed for works as is Fields Road. No others at this stage.

FC11/35 - Reduction in speed limits outside schools. Awaiting update from PCSO Hogg. Clerk chased 2.7.12. The clerk has learnt that he has no plans at this stage, however BBCllr Prescod has confirmed that he is still working on this issue.

FC11/40e - Scout Hut flooring - surplus money. The works are being carried out and the clerk is awaiting an invoice. Chased 11.5.12 and 2.6.12.

FC11/54 - Disrepair of footpaths. Clerk has written to Nadine Dorries MP, Bedford Mayor and HSE informing them of the Borough's decision not to programme Hall End Road footpath for repairs in 2012/13 despite the parish council's request this be considered priority.

(Borough Council) - Neale Way - overgrown hedge. Keep on file. BBCllr Prescod is looking into the possibility of ward monies being used to cut the hedge back.

FC11/51 - Siting of Memorial bench at Lorraine Road cemetery. The plan is still for the bench to be sited but there have been delays.

(Borough Council) - traffic issue in Squires Road. Clerk spoke again with BBCllr Prescod 17.2.12 who will take the matter forward. Clerk notified BBCllr Prescod 22.3.12 that the sign should be lowered but not moved.

FC11/87 - Summer Play scheme. Clerk awaiting invoice from BBC to pay donation.

FC11/70 - Lack of disabled children's facilities. BBCllr is to meet with the Mayor to discuss. No further update received. Ensure provision is included in the new community facilities?

FC11/92 - Changing rooms. Clerk is awaiting a paper from the football teams with regard to requirements and costings. Chased.

(Borough Council) - Parking issue outside post office Bedford Road (and Church Road and Mepham Road). BBCllr Prescod is liaising with Highways and School Crossing Patrol department to establish when the works will be carried out to extend yellow lines and add reflectors to bollards.

n/a - clerk received notification that dogs are still being walked on the recreation ground. Clerk is awaiting legal advice from Sue Miller (BBC) who is currently on sickness leave. Chased again 10.5.12. Clerk advised to chase Paul Pace at Borough - emailed 28.6.12.

n/a - Traffic Management issues. Further meeting held 2.3.12 and Andy Prigmore (Highways) will take certain matters forward. Minutes circulated 7.3.12 - awaiting update from Andy Prigmore. Clerk has chased. Meeting arranged for the 11.6.12 did not take place. BBCllr Prescod and the clerk have chased for a new date.

FC11/119 - MUGA specification. Clerk awaiting contract from WREN before instructing the contractor to proceed. Chasing weekly.

(Borough Council) - query with regard to weed control within the village. BBCllr Prescod is looking at possibly using ward money to bring this under control. In the meantime, Andy Snelson has started on some areas.

FC11/130 - upgrade of CCTV. Works expected to commence w/c 14.5.12. Clerk is now registering with the ICO and obtaining further advice from Borough regarding data control issues.

FC11/145 - Education meeting. Meeting was held on the 7.12.11 and minutes were circulated to all. Clerk is awaiting a paper from the pre-schools with regard to their requirements for a new provision. Anne Adamson placed an article in the March newsletter asking for feedback - no further response.

(Borough Council) - Potters Cross ditch and brook. Resident informed BBCllr Prescod that there was a strange smell coming from a manhole cover at the top of Potters Cross. BBCllr Prescod is liaising with Anglian Water. Anglian Water have informed BBCllr Prescod they cannot find anything wrong. Clerk has requested the resident keep a diary of events.

FC12/33 - Tithe Barn Road gates. Email sent 15.3.12 to BPHA asking for advice. Response received stating that BPHA were unable to assist - clerk is investigating further.

n/a - Metal poles with no signage on. The clerk has informed Borough that the "Wootton" village sign is no longer in place - road leading from Wood/Bourne End into the village.

n/a - overgrown conifers in Bedford Road. Clerk has spoken to BBCllr Prescod who is taking the matter forward.

n/a - overgrown hedge in Bedford Road. Clerk has spoken to Amey who will be arranging to cut this back - charging the homeowner.

FC12/74 To receive a report from Cllrs Price and Wheeler regarding the leasing of allotments and adjacent paddock to the parish council.

Cllr Price provided a brief overview of the current situation regarding Wootton Poors Land's (WPL) involvement with the village allotments. Currently there are 18 allotments let to 27 people, with a further 10 on a waiting list. There is a paddock adjacent which is leased with 3 months notice - this could be considered for use as 18 further allotments. WPL have issues regarding insurance, in particular Public Liability insurance, and a suggestion was made at their recent meeting that the parish council (which has such cover) consider leasing the allotments and paddock from WPL. WPL would continue to deal with billing, and it was considered that most maintenance issues would be dealt with by the allotment holders themselves.

The parish council has a statutory duty to provide allotments, so after further discussion it was proposed by Cllr Prescod, seconded by Cllr Lloyd and resolved by all present that the clerk seek advice on how best to proceed.

Small Holdings and Allotments Act 1908 ss 23,26 & 42.

Action - Clerk to seek advice as above.

FC12/75 To adopt a revised Code of Conduct for councillors

It was proposed by Cllr Prescod, seconded by Cllr Doggrell and resolved by all present that the new Code of Conduct for councillors be adopted.

The clerk then handed new Register of Interest forms to all present - to be returned to her by the 25th July - remaining forms to be delivered to councillors as soon as practicable.

LGA 1972 s111.

Action - forms to be returned to the clerk as detailed above.

FC12/76 To review and adopt a Risk Assessment and Management (Financial) policy.

It was proposed by Cllr Price, seconded by Cllr Bennett and resolved by all present that the policy be adopted.

LGA 1972 s111.

FC12/77 To review and adopt a Review of effectiveness of internal audit policy.

It was proposed by Cllr Prescod, seconded by Cllr Price and resolved by all present that the policy be adopted, and that Cllrs Bennett and Groves be appointed to undertake an internal audit.

LGA 1972 s111.

FC12/78 To receive a report from Cllr Lloyd with regard to a potential BMX course as part of the new Persimmon development.

Cllr Lloyd was keen to ensure that arrangements for a potential BMX track be made as soon as possible, bearing in mind that works have started at the Fields Road development. Best location was considered near the A421 flyover. After further discussion it was proposed by Cllr Wheeler, seconded by Cllr Cruse and resolved by all present that:

Cllr Prescod liaise with Bedford Borough Council (BBC) with regard to placing soil alongside the flyover;

The clerk liaise with Persimmon to establish if soil is available.

LG (Misc Provisions) Act 1976 s19.

Action - Cllr Prescod to take forward as above.

Action - Clerk to take forward as above.

FC12/79 To receive a report from BBCllr Prescod with regard to a proposed October play scheme.

Cllr Prescod outlined Sports Traiders' intention to manage, organise and run a sports scheme, for the children of Wootton, during the winter half-term. He confirmed that equipment purchased previously was being stored by Sports Traider, and that their administrator would

ensure children from the parish only were considered. Cllr Wheeler had spoken also with Sports Traider who confirmed that financial assistance would be available for those families struggling with costs and he confirmed that the lower school had agreed use of their premises. After further discussion it was proposed by Cllr Price, seconded by Cllr Bennett and resolved by all present that an amount of up to £2500 (from the Diamond Jubilee surplus) be allocated to this project, subject to Sports Traider providing all relevant information including risk assessments and insurance.

LG (Misc Provisions) Act 1976 s19.

Action - Cllr Prescod to ensure all information is forwarded to the clerk as above.

Cllr Prescod left the meeting at 8.40pm.

FC12/80 To receive a report from Cllr Bygraves with regard to securing funding for the proposed skate park.

Cllr Bygraves provided a report detailing possible sources of funding to be investigated, and stated that agreement was needed on a guide figure to represent WPC's contribution, as further funding investigation would require this. It was noted that if funding applications were unsuccessful, the project could not proceed, but that further consultations with the council, Wootton Ramps & Riders and parishioners (open evening) would still be needed. The clerk confirmed that BBC had agreed s106 monies could be used for a skate park, and Cllr Quirk stated provision could be made in the 2013/14 precept. After further discussion it was proposed by Cllr Price, seconded by Cllr Lloyd and resolved by all present that a guide amount of £20k be used, at this stage only, to assist with funding investigations.

LG (Misc Provisions) Act 1976 s19.

Action - Cllr Bygraves to take forward as above.

FC12/81 To resolve that under the terms of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) and Local Government Act 1972 ss100 & 102 any members of the public or press present please leave, in order that the following item(s) may be discussed.

Two members from Wootton Ramps and Riders left the meeting.

FC12/82 To receive a report from Cllrs Lloyd and Wheeler with regard to the installation of additional CCTV cameras in the Lower School/Baptist Church alleyway leading from Bedford Road to the recreation ground and also the Memorial Hall.

After discussion it was proposed by Cllr Price, seconded by Cllr Cruse and agreed by all present that the recently upgraded system be monitored for a period of 6 months to review it's effectiveness, before considering cameras in the above two areas.

LG Rating Act 1997.

Action - Clerk to diarise 6 months and inform the provider in the meantime.

FC12/83 To agree on the placement and number of CCTV signs required at the recreation ground/village hall area (and potentially two further sites if agreed under agenda item FC12/82).

After discussion it was proposed by Cllr Price, seconded by Cllr Bennett and resolved by all present that advice be sought from the CCTV provider as to the best positioning of signs - to include all entrances to the recreation ground - to a maximum of 6 signs.

LG Rating Act 1997.

Action - Clerk to liaise as above.

FC12/84 To receive a report from Cllr Lloyd with regard to the levelling of the grass area adjacent to the MUGA, at the recreation ground.

Cllr Lloyd discussed use of the 18 yard area, which is due to be repaired and reseeded by kind volunteers from the local football teams. It was agreed by all present that teams be asked not to train in this area to allow time for repairs to settle - and that it only be used when playing league and cup matches.

Action - Clerk to write as above.

After discussion it was proposed by Cllr Wheeler, seconded by Cllr Cruse and resolved by all present that proposed levelling works to the area near the MUGA (Multi Use Games Area) be left until the new facilities become available at Fields Road. This would give the parish council a clearer understanding of how best to provide facilities at both sites, and would also allow for closure of the recreation ground after levelling, to ensure the ground recovered before re-use.

Action - Clerk to inform contractors as above.

Meeting closed at 9.24pm

Chairman.....

Date.....