

# WOOTTON PARISH COUNCIL

Minutes of the Meeting of Wootton Parish Council held on Wednesday 14<sup>th</sup> November 2012 at 7.05pm in the Memorial Hall, Wootton

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- Present** Cllrs. Wheeler, Bygraves, Chalmers, Cruse, Doggrell, Groves, Hall, Lloyd, Price, Quirk and Wallace.  
In Attendance: Sue Playford (Clerk).
- FC12/95 Apologies for absence.**  
Cllrs Bennett, Prescod and Rowse. RFO Sue Bolton.
- FC12/96 Declarations of Interest on any items on this agenda.**  
*(This is of a personal or prejudicial nature).*  
FC12/118 - Cllr Lloyd declared an interest.
- FC12/97 Reports from outside organisations - for information only.**  
PCSO Hogg was unable to attend the meeting, but provided the following crime figures for the previous month:
- 1 House Burglary
  - 3 Theft from Motor Vehicle
  - 2 Criminal Damage to Vehicles
  - 2 Criminal Damage to Dwelling
  - 1 Theft of Pedal Cycle
- PCSO Hogg also informed the clerk that he was leaving Bedfordshire Police with effect from the 19<sup>th</sup> November, to take a police officer's role with Cambridgeshire police.
- BBCllr Prescod - please see attached.
- Cllr Wheeler handed out leaflets promoting the Wootton Poor's Land Charity, and requested that members raise the Charity's profile when able to do so.
- Open Forum - meeting to be adjourned.**  
A member of the public arrived at 7.30pm and gave a detailed insight into her concerns regarding drug abuse in and around the village. She spoke of her own incident regarding one of her children who had recently been supplied with drugs and needed urgent medical attention at A&E. Having a nursing background meant she had realised immediately that there was a problem, and she spoke of the risk of heart attacks and strokes - which many children were not aware of.  
Cllr Quirk stated that whilst the parish council had no legal responsibility in this area, if the member of the public were to contact the Clerk after the meeting with fuller details, potential ways of highlighting this major concern could be investigated. The Clerk passed her details over and the member of the public then left the meeting at 7.55pm.
- FC12/98 Clerk's report and list of correspondence received (copies of correspondence can be requested from the clerk) - for information only.**  
Please see attached.
- FC12/99 Schedule of payments.**  
As agreed at the accounts sub-committee meeting on the 31<sup>st</sup> October 2012.  
Please see attached.
- FC12/100 To receive a report from the RFO - for information only.**  
Please see attached.

**FC12/101 Chairman's announcements - for information only.**

Please see attached.

Cllr Wheeler added his thanks to Sue Bolton for her work in getting the accounts into a healthy state.

Cllr Wheeler asked all members present to consider the possibility of taking over the Memorial Hall duties from the Clerk and RFO.

Cllr Wheeler then reminded all present that it was hoped the Christmas lights would be switched on, on 2<sup>nd</sup> December at 5pm by 1<sup>st</sup> Wootton Brownies.

**FC12/102 Minutes of the meeting.**

*Members of the Full Council are asked to receive and adopt the minutes of the Full Council meeting held on the 12<sup>th</sup> September 2012.*

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

**FC12/103 Matters arising from the full council minutes to include issues log review - for information only.**

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. Measures include times for parking outside the lower school (boards are being erected) and yellow lines are due to be added in September 2012. Move to close.

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. Still awaiting invoice.

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. Now programmed for repair in 2012-13 - definitive date not yet confirmed. BBCllr Prescod also confirmed that other footpaths were being considered - no further details available as yet.

(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. No further updates available.

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. Move to close.

(Borough Council) - traffic issue in Squires Road. Clerk spoke again with BBCllr Prescod 17.2.12 who will take the matter forward. BBCllr Prescod confirmed the sign had been moved - move to close.

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. No further updates received. Teams confirmed again in October 2012 that works were needed - for inclusion in next years precept requirements.

(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. Works due September. Move to close.

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.

BBC are undertaking a full review of No Dog Orders and will update WPC in due course. See separate agenda item.

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. Works completed but formal sign off required. Clerk will then request funding from Bedford Borough Council and WREN. See separate agenda item regarding the flooring.

(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. No further updates available.

FC11/130 - upgrade of CCTV. Works expected to commence w/c 14.5.12. Clerk has registered WPC with the ICO and is working with BBC regarding other Data Controller issues. System to be monitored for 6 months before deciding on a course of action for the Memorial Hall and Bedford Road (Baptist Church) sites.

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. No further updates available.

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. No further updates available.

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. No further updates available.

F12/74 - Allotments. Wootton Poor's Land have approached WPC with a view to WPC leasing the allotment land from them. BATPC have recommended that Wootton Poor's Land take advice from the Charities Commission before proceeding further. See separate agenda item.

F12/78 - BMX course in Fields Road. Cllr Lloyd suggested approaching Persimmon to obtain soil to start the design - near the A421 flyover. Clerk approached Pegasus - initial response received but no further updates to date. BBCllr Prescod agreed to ask BBC if the soil could be placed by the flyover - no response to date. Persimmon have agreed to the request in principle - further update awaited from BBCllr Prescod.

F12/79 - Winter half-term play scheme. Agreed to donate up to £2500 from the Diamond Jubilee reserves to fund a play scheme run by Sports Traider subject to additional information received from BBCllr Prescod. No further updates received to date. Move to close.

**FC12/104 To receive a report from the Clerk regarding installation of a public access defibrillator in the village.**

The Clerk circulated the proposal ahead of the meeting. After discussion it was proposed by Cllr Hall, seconded by Cllr Chalmers and resolved by all present that the box be sited on the changing room wall at the recreation ground. Once in situ, it was recommended it be

advertised in the newsletter and on the website, and that users of the recreation ground be advised.

LGA 1972 s137.

**Action - Clerk to take forward as above.**

- FC12/105 To receive an update from the Clerk regarding a request received to hold celebrations on the recreation ground.**  
The Clerk had received and circulated further updates/responses ahead of the meeting. After discussion it was proposed by Cllr Price, seconded by Cllr Quirk and resolved by all present that the request be permitted.

**Action - Clerk to inform as above.**

- FC12/106 To receive a report from the Clerk regarding a Dog Control Order at the recreation ground.**  
Details were circulated ahead of the meeting and both the Clerk and Cllr Wallace provided background as to what had happened historically.  
The question was raised as to what enforcement procedures would be available to the parish council, should it decide to revisit the application process. After discussion it was agreed that the Clerk establish this before proceeding further.

**Open Spaces Act 1906 s15.**

**Action - Clerk to take forward as above.**

- FC12/107 To receive a report from Cllr Quirk regarding an additional bus stop and variation to the current 53 route.**  
After discussion it was agreed that Cllr Quirk draft a letter for the Clerk's signature to Stagecoach, requesting that an additional bus stop be sited between the Post Office and Cock Inn PH, and that route 53 be varied to include Fields Road, with stops either side near the Wootton Vale Healthy Living Centre. It was recommended that reference to the Persimmon development and s106 agreement be included.

**Action - Cllr Quirk to draft letter for Clerk's signature.**

- FC12/108 To receive a report from Cllr Wallace relating to the Persimmon development on Fields Road.**  
Cllr Wallace began by reiterating the importance of working with Persimmon to secure the best possible outcome for s106 facilities in the village. A meeting was arranged for Tuesday 20<sup>th</sup> November at 10.30am at The Hub, and Cllrs Wallace, Wheeler and the Clerk were set to attend, alongside Andy Lord and Wayne Worsdale from Persimmon. Cllr Wallace extended an invitation to attend, to all members present. It was hoped that Persimmon would then make a presentation at Full Council on the 9<sup>th</sup> January 2013.  
Cllr Wallace mentioned the Community lunch on the same day, which Persimmon were also attending. Cllr Wallace had been made aware of their proposal to potentially use a private maintenance company - permissible under the clauses currently in the s106 agreement - to look after the recreational facilities, as opposed to giving a commuted sum to the parish council for the same purpose. Cllr Wallace asked for other viewpoints at this stage, having stated it would be far better if the parish council looked after all village recreational facilities.  
Cllr Quirk asked if clarification could be sought as to who would own the areas of recreational land once the development was finished - touching on other areas in the village where ownership remains unclear. Cllr Hall asked if the commuted sum would be an annual figure or lump sum - Cllr Wallace agreed to clarify both points.

**Action - Cllr Wallace to take forward as above.**

**FC12/109 To receive an update regarding the allotments and Wootton Poor's Land Charity.**  
Cllr Price gave a brief report to all members present. Wootton Poor's Land had sought advice from The Charities Commission, who had confirmed that the arrangement whereby the parish council would take over responsibility for the allotments was sound, provided that the lease arrangement did not exceed 5 years. Cllr Price pointed out that if the Poor's Land Charity were to close their allotments, the parish council would have a statutory duty to provide the same. The Poor's Land Charity would also benefit, in that they would no longer have to provide Public Liability Insurance, and would be guaranteed a fixed income.  
It was understood that a fair rental cost would need to be established, along with the type of lease best preferred (yearly rolling or renew every 5 years) and so it was agreed the next step was to establish the same with the charity. Cllr Price also mentioned potential costs to convert the paddock to allotments.  
After further discussion it was proposed by Cllr Price, seconded by Cllr Wallace and resolved by all present that Cllrs Bygraves and Cruse attend the next meeting of the Poor's Land Charity. The Clerk confirmed she would contact the charity to find out the date of the next meeting, requesting an appropriate agenda item.  
**Smallholdings and Allotments Act 1908 ss23,26 & 42.**

**Action - Clerk to take forward as above.**

**FC12/110 To receive a report from the Clerk regarding the MUGA flooring.**  
The proposal was circulated ahead of the meeting and after discussion it was proposed by Cllr Price, seconded by Cllr Cruse and resolved by all present that Option 2 as detailed be chosen, and that the repairs be undertaken at the same time as the first maintenance visit.  
**LG(Misc Provisions) Act 1976 s19.**

**Action - Clerk to take forward as above.**

**FC12/111 To receive a recommendation from Finance & General Purposes with regard to the recent poppy wreath order (FG12/53).**  
It was proposed by Cllr Cruse, seconded by Cllr Hall and resolved by all present that the recommendation be accepted.  
**LGA 1972 s137.**

**Action - Clerk to take forward as above.**

**FC12/112 To receive a recommendation from Finance & General Purposes - NALC's (National Association of Local Councils) recommendations concerning the DCLG's (Department for Communities and Local Government) consultation on proposals for Localising Support for Council Tax Funding Arrangements (FG12/54).**  
It was proposed by Cllr Cruse, seconded by Cllr Hall and resolved by all present that the recommendation be accepted.

**Action - Clerk to take forward as above.**

**FC12/113 To receive a recommendation from Finance & General Purposes that Wootton Parish Council become a member of CPRE (Campaign to Protect Rural England) (FG12/55).**  
It was proposed by Cllr Hall, seconded by Cllr Lloyd and resolved by all present that the recommendation be accepted.  
**LGA 1972 s137.**

**Action - Clerk to take forward as above.**

**FC12/114 To receive a recommendation from Finance & General Purposes regarding**

**funding for the proposed skate park (FG12/52).**

It was proposed by Cllr Hall, seconded by Cllr Chalmers and resolved by all present that the recommendation be accepted.

**Town & Country Planning Act 1990 s106.**

**Action - Clerk to take forward as above.**

**FC12/115 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.**

**FC12/116 To receive a report from Cllr Quirk re land ownership/grass cutting and the grass cutting contract.**

Cllr Quirk explained that it had become apparent the grass cutting maps were out of date and needed reviewing - currently being undertaken by Cllr Quirk. Contracts for grass cutting and cemetery (FC12/117) were due for renewal on the 1<sup>st</sup> April 2013. A list of proposals had been circulated ahead of the meeting and after discussion it was proposed by Cllr Quirk, seconded by Cllr Wallace and resolved by all present that the existing contracts be renewed for a further year, to allow time for the review to be completed (with a proviso that a cost of living increase of 3% be permitted, IF contractors requested the same). Cllr Quirk agreed to draft a letter for the Clerk's signature.

**Highways Act 1980 s96.**

**Action - Cllr Quirk to draft letter for Clerk's signature.**

**FC12/117 To receive a report from Cllr Quirk regarding the cemetery maintenance contract.**

Please refer to FC12/116.

**Open Spaces Act 1906 ss9+10.**

**Action - Cllr Quirk to draft letter for Clerk's signature.**

**FC12/118 To receive a recommendation from Finance & General purposes regarding a contract for the parish newsletter graphic designer (FG12/57).**

Cllr Lloyd took no part in this agenda item. It was proposed by Cllr Wallace, seconded by Cllr Price and resolved by all present that the recommendation be accepted.

**LGA1972 s112.**

**Action - Clerk to take forward as above.**

**FC12/119 To receive a recommendation from Finance & General purposes regarding the caretaker and litter picker/handy man.**

It was proposed by Cllr Price, seconded by Cllr Groves and resolved by all present that the recommendation be accepted.

**LGA 1972 s112.**

**Meeting closed at 8.25pm**

Chairman.....

Date.....