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WoottonParishCouncilBedfordshire

Minutes of the Meeting of Wootton Parish Council held on Wednesday 13th March 2013 at 7.30pm in the Memorial Hall, Wootton, Bedford Road.

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- Present** Cllrs. Wheeler, Chalmers, Dillistone, Doggrell, Groves, Hall, Lloyd, Price, Quirk and Wallace.
In Attendance: Sue Playford (Clerk).
1 member of the public.
- FC13/15 Apologies for absence.**
Cllrs Bennett, Bygraves, Cruse, Prescod and Rowse.
- FC13/16 Disclosure of local and/or disclosable pecuniary interests.**
Cllrs Price and Wheeler declared a local interest in FC13/23.
Cllr Lloyd declared a pecuniary interest in FC13/27.
- FC13/17 Report from outside organisations - for information only.**
BBCllr Prescod sent apologies ahead of the meeting and provided the Clerk with the following updates:
The fallen sign for Manor Road had been replaced.
The possibility of using ward monies to weed village footpaths and cut back the hedge in Neale Way was being investigated.
The gas board were continuing to investigate a smell in the Potters Cross area.
- Cllr Wheeler gave a report following his recent attendance at a meeting of the Bob Lunniss Charity. He stated that the charity was running at a loss which could only continue for a further six years before capital funds would have to be used. This year's lunch had been booked for Wednesday 4th December and would run in the usual format. A review for future years would then follow, although it was noted that donations following last year's event had been gratefully received.
- Angela Williamson (Anti Social Behaviour co-ordinator - Bedford Borough Council) then gave a presentation to members, with regard to anti-social behaviour and how to report and deal with it. Leaflets with further information were also circulated to all. Historically, Bedfordshire Police had been audited in this regard and a number of flaws found. Improvements had since been made, resulting in greater sharing of intelligence and information with partner agencies working together. There was now a shared database which all agencies could access.
- Angela then referred to an ASB referral management group who met on a monthly basis and dealt with the most vulnerable cases. It was stressed that urgent and vulnerable cases would not be left until this meeting, but that a review would often be undertaken to ensure nothing had been overlooked. 4 dedicated PCSO's now

specifically worked on ASB matters, with Angela spending 1 day a week with them. Policies were in place for Bedford Borough Council to manage cases, and performance was measured against these. All cases were risk assessed, and high risk cases could only be closed once that risk had reduced - always with input from the victim.

Angela stressed the importance of members of the public reporting all incidents. If a problem was repeatedly flagged, focus would be given. She then detailed how the Borough Council had put a number of acceptable behaviour contracts in place since June, stating that they continued to liaise with the children and their parents to agree a set of conditions, followed by monthly checks. All relevant organisations (schools, housing providers, social services etc) were equally involved.

Angela then reported that 4 people had been taken to court for breach of ASBO, which carried a potential penalty of up to 5 years in jail. All were over the age of 30, and a further 5 were due to go to court in the near future. A further police audit 6 months after the original highlighted improvements in many areas.

Cllr Price commented that the leaflet was misleading in places and detailed suggestions on how it could be improved upon. Angela confirmed she would take his comments on board and report back to the Borough Council.

Cllr Hall asked if there were generic policies in place in addition to the risk assessments and Angela confirmed there were terms of reference in place, which all agencies had signed up to. Cllr Hall then asked who decided when cases could be closed, and Angela confirmed again that the action plan had to show it had worked. This was always actioned using input from the victim.

The member of the public then asked if visits were made to schools to educate pupils. Angela confirmed this was the case, but was unsure if Wootton Upper had yet been visited. She also mentioned the Borough Council's "Why Would You?" campaign, and a troubled family scheme, which consisted of a group of agencies who worked with families on a number of areas, not just anti social behaviour.

Angela confirmed she would send posters to the Clerk for display, along with an article for inclusion in the Wootton Parish newsletter. She was thanked for attending the meeting and then left.

Representatives from Proactive Response Patrol Services were due to give a presentation with regard to their services - offering patrols to parishes and business estates, but did not attend.

No police representatives were available to attend the meeting, so the Clerk presented the crime figures for the period 31st December 2012-1st March 2013.

Crime figures 31.12.12-1.2.13.doc	Crime figures 31.1.13-1.3.13.doc
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No further comments were received.

Open Forum - meeting to be adjourned.

The member of the public detailed his experience of anti social behaviour following his recent visit to the Memorial Hall play area. Youths were smoking in the play area in spite of the fact small children were in the vicinity. The Clerk confirmed that a no smoking sign erected in that area last year had been removed and it was agreed to bring this to the attention of the Leisure & Amenities committee. The member of the public then left the meeting.

Action - Clerk to include as an agenda item for next Leisure & Amenities committee meeting.

FC13/18 Clerk's correspondence received - for information only.
(Copies of correspondence can be requested from the Clerk).

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No further comments were received.

FC13/19 Schedule of payments.
As agreed at the accounts sub-committee meetings on the 30th January and 27th February 2013.

2013-01-30 Schedule
30.pdf

2013-01-30 Schedule
31.pdf

2013-01-30 Schedule
33.pdf

2013-02-27 Schedule
34.pdf

2013-02-27 Schedule
35.pdf

2013-02-27 Schedule
37.pdf

No further comments were received.

FC13/20 Chairman's announcements - for information only.
Cllr Wheeler requested that members consider which committees they wished to sit on, ahead of the ensuing municipal year. Members were asked to inform the Clerk by mid-April.
Cllr Wheeler then stated he would be standing down as Chairman in May, having served 3 years in the role. He thanked all present for their hard work which had made his role easier, and whilst challenging at times, a lot had been achieved. He confirmed he would remain on several committees and said that his recent appointment as Chair of Governors at Wootton Lower School would also remain a priority.

FC13/21 Minutes of the meeting.
Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on the 9th January 2013.
The minutes were signed as a true and accurate record of the meeting.

FC13/22 Matters arising from the Full council minutes to include issues log review.
FC11/40e - Scout Hut flooring - surplus money. Invoice to cover the surplus is now with the Clerk for payment.

FC11/54 - Disrepair of footpaths. Discussed at a Planning committee meeting on 27th February - now P13/40. Move to close.

(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.

FC11/70 - Lack of disabled children's facilities. Ensure provision is included in the new community facilities.

FC11/92 - Changing rooms. Provision to be made in 2013-14 precept. Cllr Bygraves has confirmed that following a recent recreation ground committee meeting the teams are happy with the current facilities.

n/a - clerk received notification that dogs are still being walked on the recreation ground. Clerk has asked BBC what, if any, enforcement procedures would be available to the parish council. A representative from the Borough Council's Environmental Services department will attend a L&A meeting.

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. It is now hoped the next meeting will take place on 5.3.13.

FC11/119 - MUGA specification. Funding notification received from WREN. Awaiting confirmation from Borough - invoice has been paid. Flooring contract now in place. All works complete - move to close.

(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. Still ongoing.

FC11/130 - upgrade of CCTV. Memorial Hall site remains ongoing. Lower school to source own camera for the Bedford Road site. No further updates received.

FC11/145 - Education meeting. Clerk has chased the lower school re questionnaires. No further updates received.

(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.

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 received.

FC12/74 - Allotments. Wootton Poor's Land have approached WPC with a view to WPC leasing the allotment land from them. See separate agenda item.

FC12/78 - BMX course in Fields Road. Cllr Lloyd suggested approaching Persimmon to obtain soil to start the design - near the A421 flyover. Plan details remain ongoing.

FC12/104 - Public Access Defibrillator. Clerk has informed the fire service that the parish council wishes to install one on the changing room wall and will hear from them again in the New Year. They are expecting delivery in early March.

FC12/107 - Bus Route 53. Clerk has written and emailed Stagecoach. Stagecoach have confirmed they will give the matter their consideration and the Clerk has requested a meeting with Chris Pettifer, Head of Transport Operations at Bedford Borough Council.

FC12/108 - s106 changes to Fields Road development. Cllr Wallace has been liaising with Borough and Persimmon. Ongoing.

FC13/04 - Community Speedwatch scheme. Council members received a presentation at full council on the 9th January 2013 from members of the scheme. Volunteers are needed to operate the Speed Indicator Devices - to date, only one volunteer has come forward. Ongoing.

FC13/23 To receive a report from representatives of Wootton Poor's Land charity with regard to the parish council taking over responsibility of their allotments.

It was previously recognised that the parish council had a statutory duty to provide allotments if there was a demand (FC12/74). Cllr Price reported that Wootton Poor's Land (WPL) were looking for an annual rent of £1200 - payable every 6 months, on a rolling 5 year lease. WPL had contacted the Charities Commission who had confirmed this was in order as long as the least did not exceed a 7 year period.

Other costs included water rates (£20-£30 per year) and Clerk's fees (£80 per year). The Clerk for WPL had previously confirmed she would continue to undertake all invoicing and administration as necessary. Total income was thought to be in the region of £670 per year, including the adjoining paddock, currently let to an individual. Cllr Wallace enquired about insurance and it was noted that the allotments and paddock would need to be included on the insurance schedule. The paddock was earmarked for conversion into further allotments to address the waiting list, and it was noted that a local farmer had agreed to plough it at the appropriate time. Current allotment rental fees were £15 per year - considered very good value. After further discussion it was proposed by Cllr Wallace, seconded by Cllr Groves and resolved by all present (Cllrs Price and Wheeler abstained from the vote) that the Clerk undertake the following:

Contact the insurance company to ensure their records are updated.

Contact Bedfordshire Association of Town & Parish Councils to establish whether a letter detailing the transfer of responsibility would be sufficient, or whether a formal lease agreement would be required. It was hoped if a letter was sufficient, to complete the transfer by 1st April 2013.

It was noted that the Clerk to WPL would inform all allotment holders accordingly.

Smallholdings and Allotments Act 1908 ss23,26 & 42.

Action - Clerk to take forward as above.

FC13/24 To resolve that the Co-Operative bank shall continue as bankers to Wootton Parish Council in accordance with it's original application.

It was proposed by Cllr Quirk, seconded by Cllr Wallace and resolved by all present that Sue Bolton be removed as a signatory and replaced by Sue Playford, and that the Co-Operative bank continue as bankers to Wootton Parish Council.

LGA 1972 s111.

Action - Clerk to take forward as above.

FC13/25 To receive a recommendation from the Finance & General Purposes committee that affiliation fees for the Bedfordshire Association of Town & Parish Councils be formally approved.

It was proposed by Cllr Quirk, seconded by Cllr Price and resolved by all present to accept the recommendation as above.

LGA 1972 s143.

Action - Clerk to arrange payment within the relevant time scales.

FC13/26 To resolve that under the terms of the Public Bodies (Admissions to Meetings) Act1960 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.

FC13/27 To receive a recommendation from the Finance & General Purposes committee that the newsletter graphic designer's contract be extended until March 2016.

It was proposed by Cllr Price, seconded by Cllr Groves and resolved by all present to accept the recommendation as above (Cllr Lloyd abstained from the vote).

LGA1972 s112.

Action - Clerk to take forward as above.

Meeting closed at 8.35pm

Chairman.....

Date.....