



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 11th June 2014 at 7.30pm in the Memorial Hall, Bedford Road, Wootton.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960 s1(2) and Local Government Act 1972 s100.
Present	Cllrs Lloyd, Bennett, Bygraves, Chalmers, Dillistone, Doggrell, Groves, Hall, Price and Wheeler. In Attendance: Sue Playford (Clerk).			
Absent	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC14/69	Apologies for absence. Cllrs Quirk and Wallace.			Local Government Act 1972, Sch12 p40.
FC14/70	Disclosure of local and/or disclosable pecuniary interests. None.			Local Government Act 1972, s117.
FC14/71	Report from outside organisations. To include a report from BBCllr Prescod with regard to all outstanding issues (as detailed in the ongoing issues log). To receive crime figures for the period 30 th April 2014 – 1 st June 2014. Appendix 1. (PCSOs Hales and Hurst were unable to attend the meeting).	A report was requested on 3 rd June 2014 but not received. The number of assaults for the period were noted.	Clerk to keep on file. Clerk to keep on file.	
FC14/72	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. Appendix 2.	No further comments received.	Clerk to keep on file.	
FC14/73	Chairman’s report – for information only. Appendix 3.	No further comments received.	Clerk to keep on file.	

FC14/74	Schedule of receipts and payments – statement(s) 127 – as approved by the Accounts committee. Appendix 4.	No further comments received.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/75	To receive and verify the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories).	Resolved to receive and verify. Proposed: Cllr Dillistone. Seconded: Cllr Wheeler. Resolved by all present and signed by Cllrs Doggrell and Price.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/76	To receive and verify the Income & Expenditure report for all cost centres, for 2014-15, to date.	Resolved to receive and verify. Proposed: Cllr Groves. Seconded: Cllr Bygraves Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/77	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:http://woottonpc.bedsparishes.gov.uk/.</i> Members of the Full Council are asked to receive and adopt the minutes of the Annual Council meeting held on 28 th May 2014. Members of the Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 28 th May 2014.	Minutes were received and adopted. Proposed: - Cllr Bennett. Seconded: - Cllr Dillistone. Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Hall. Seconded: - Cllr Groves. Resolved by all present.	Clerk to keep on file. Clerk to keep on file.	Local Government Act 1972, Sch 12 p41.
FC14/78	Matters arising from the minutes to include Issues log review – for information only. • (Borough Council) – Neale Way – overgrown hedge. Clerk met with Amey and Bedford Borough Council on 11th September who agreed to consider works to the hedgerow. Cllr Doggrell to provide an updated report. • 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. Leave on file pending outcome of proposed works for Fields Road and the Cranfield/Bedford/Church/Fields Road junction. • 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. Highways have confirmed it will be replaced, but dates as yet are not known. Clerk chased 15.5.14. • FC12/104 – Public Access Defibrillator. Defibrillator now installed and the litter picker/handy man is undertaking the weekly and monthly checks. Clerk is waiting to hear about an awareness session to be provided by the Beds	No further comments received.		

	Fire & Rescue service. Awareness session will take place at the Fun Day on 5th July 2014. - FC12/107 – Bus Route 53. Clerk has received confirmation from Highways department following their recent meeting that they are seeking to meet with the head of Stagecoach to push for this variation. Clerk has chased the Borough Council for a further update, as has Cllr Chalmers. Cllr Chalmers continues to chase. - FC12/108 – s106 changes to Fields Road development. ME bid has been submitted but no further response received. Andy Lord attended FC on 8th January 2014 and has now asked if WPC intend to take control of the proposed new community hall. Plans are ongoing. - FC14/33 – Dog Control Order Consultation. Resolved to proceed with both proposals. Clerk is awaiting details of signage from the Borough Council. Ongoing.			
FC14/79	To receive and adopt the following policies: Disciplinary policy Health & Safety policy Sickness Absence policy	No further comments received, and resolved to receive and adopt. Proposed: Cllr Groves. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.
FC14/80	To receive and adopt a Risk Assessment for the Fun Day (Saturday 5th July 2014).	No further comments received, and resolved to receive and adopt. Proposed: Cllr Wheeler. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s145.
FC14/81	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.			Public Bodies (Admissions to Meetings) Act 1960, s1(2) and Local Government Act 1972, s100.
FC14/82	To receive a report from Cllrs Dillistone and Groves, regarding proposed works to the Memorial Hall exterior and car park entrance.	Cllr Groves detailed the report and it was resolved to accept the quotation from A R Palmer. Proposed: Cllr Hall. Seconded: Cllr Bennett. Resolved by all present.	Cllrs Dillistone and Groves to take forward.	Local Government Act 1972, s133 and Local Government Act 1894, s8.

Meeting closed at 7.48pm.

Chairman.....

Date.....

Appendix 1

Offence Class Description	First Committed	Address	Beat Code	Beat Name
COMMON ASSAULT	20/1/2014 00:01	ST. MARYS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	30/4/2014 12:00	HOO CLOSE WOOTTON BEDFORD	NORTH-766	WOOTTON
AFFRAY	07/5/2014 12:18	NEALE WAY WOOTTON BEDFORD	NORTH-766	WOOTTON
DRUGS - CLASS B CANNABIS - POSSESSION OF A CONTROLLED DRUG	07/5/2014 12:30	TITHE BARN ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
DRUGS - CLASS B CANNABIS - POSSESSION OF A CONTROLLED DRUG	07/5/2014 13:05	ST. MARYS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
COMMON ASSAULT	10/5/2014 15:25	CHURCH ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	10/5/2014 15:30	CHURCH ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER	14/5/2014 00:01	THORPE WAY WOOTTON BEDFORD	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	17/5/2014 20:30	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	17/5/2014 21:45	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	18/5/2014 18:30	MEPHAM ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	27/5/2014 15:00	CRANFIELD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON

Appendix 2

Schedule of correspondence			
Date received	Type	From	Brief details
21.5.14	Letter and enclosure	Bedford Borough Council	(European Parliamentary Election 22nd May 2014) - Updates to the Electoral Register - Final Election Notice of Alteration 15th May 2014.
22.5.14	Email	Broxap Street Furniture	Selection of Seats and Benches.
27.5.14	Email	Public Sector Executive	E-newsletter.
27.5.14	Email	Proludic	Newsletter May 2014.
27.5.14	Email	Bedford Borough Council	Planning weekly list - Week 21.
28.5.14	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 19th May 2014 - 23rd May 2014.
28.5.14	Email	Stackstage	Stage system for use in community halls and venues.
28.5.14	Email	Broxap Street Furniture	Litter and recycling bins.
2.6.14	Email	Ordnance Survey	Download of order number 0001489335
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3.6.14	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 26th May 2014 - 30th May 2014.
3.6.14	Email	Bedford Borough Council	Planning weekly list - Week 22.

Appendix 3

I'd like to start by saying I am looking forward to another 12 months as Chairman – there are a number of projects that will be taken forward during this time, which will help improve the village and the efficiency of the Parish Council.

I would like to draw your attention to two issues that will be discussed at **July's** Full Council meeting;

Now that we are allowed to move from the dark ages into the modern world of electronic banking, this is the time to consider a new banking provider. The Clerk will be sending out information from HSBC, NatWest and Unity Bank well in advance of the July agenda, not least because of the volume of information that must be read, but because of the importance in choosing the best and right option. Members will need to formulate an opinion on which solution will be best for the Parish Council. Consideration must be given to costings (initial setup and ongoing charges), how easy it will be to pay in both cash and cheques **AND** (possibly the most important) how many members should electronically approve each payment.

Continuing with the theme of banking, it was proposed at May's Full Council meeting, that revenue from the bottle bank be reinvested within the village (and an advert placed in the Wootton News to encourage more to use our bottle bank rather than one elsewhere). I believe people would be more willing to utilise the facility, if it were clear where the proceeds were going. Please give some thought to what might be best – my thoughts are the Wootton Charities, Fun Day or tree planting – you may have other ideas!

Thank you.

Gareth Lloyd

3rd June 2014

Appendix 4

Receipts & Payments presented - 1st May 14 - 27th May 14			
Credit	Debit	To/From	Description
	£ 150.00	Artistic Layout	Graphic design for newsletter
	£ 156.00	Ace Fire & Security	CCTV annual contract
	£ 30.00		Salaries April 2014
£ 9.24		Co-operative Bank Plc	Interest
£ 25.00		Advertising	Wootton newsletter income
	£ 950.00	J Dennis Garden & Property	Cemeteries maintenance
	£ 70.00	SLCC	Clerks study day
£ 25.00		Advertising	Wootton newsletter income
	£ 116.44	Eon	Street lighting
£ 7.56		Co-operative Bank Plc	Interest
£ 40.00		Advertising	Wootton newsletter income
	£ 31.43	Eon	Changing rooms electricity
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 105.00		Advertising	Wootton newsletter income
	£ 52.00	Bedford Borough Council	Cemetery rates
£ 40.00		Advertising	Wootton newsletter income
	£ 35.00	F Bavington	Bus shelter cleaning
£ 40.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
	£ 20.64	BT	Phone line
	£ 91.00	Anglian Water	Changing rooms water rates
£ 70.00		MUGA hire	MUGA hire income
£ 140.00		MUGA hire	MUGA hire income
	£ 29.40	BT	Broadband

£ 576.80 £ 1,731.91

b/f	£ 84,417.39
Income	£ 576.80
Expenditure	£ 1,731.91
Balance c/f	£ 83,262.28