



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 6th August 2014 at 7.30pm in the Memorial Hall, Bedford Road, Wootton.

Open Forum	There were no members of the public or press were present and so the meeting continued with adjournment.			Public Bodies (Admissions to Meetings) Act 1960 s1(2) and Local Government Act 1972 s100.
Present	Cllrs Lloyd, Bennett, Dillistone, Doggrell, Groves, Price, Quirk, Wallace and Wheeler. In Attendance: Sue Playford (Clerk).			
Absent	Cllr Hall.			
Agenda no	Agenda item title	Resolution	Action	Power
FC14/107	Apologies for absence. Cllrs Brady, Bygraves and Chalmers. BBCllr Prescod.			Local Government Act 1972, Sch12 p40.
FC14/108	Disclosure of local and/or disclosable pecuniary interests. None.			Local Government Act 1972, s117.
FC14/109	Report from outside organisations – for information only. To include a report from BBCllr Prescod with regard to all outstanding issues (as detailed in the ongoing issues log). Requested 28 th July 2014 but not received. To receive crime figures for the period 30 th June 2014 – 31 st July 2014. (PCSOs Hales and Hurst were unable to attend the meeting.	BBCllr Prescod called the Clerk as she was en route to the meeting to send apologies. He confirmed works in the Squires Road area would be completed by 20 th August and also mentioned the additional bus stop on Bedford Road, as previously reported. Cllr Dillistone commented on an increase in figures, but it was thought the common assault figures related to the same incident. Please refer to Appendix 1.	Clerk to keep on file.	
FC14/110	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.	No further comments received. Please refer to Appendix 2.	Clerk to keep on file.	

FC14/111	Chairman's report – for information only.	Cllr Lloyd did not prepare a report ahead of the meeting due to annual leave, but reported on the Local Plan 2032 stating it was his intention to include an article in the September edition of the Wootton News. Cllr Wallace expressed his opinion it was unlikely all sites would be taken forward as part of the next Allocations & Designations Plan, but agreed the Parish Council should be proactive. Cllr Dillistone asked that the suggested wording be amended to include: "To register your comments, concerns...." and all members were in agreement. Cllr Wallace also stressed the importance of using the Borough Councils terminology for the avoidance of any doubt. Cllr Quirk reiterated it was a "call for sites" only at this stage, and Cllr Price added it was land identified for possible development. It was suggested land owners would seek inclusion in any plan – future sales with a caveat detailing the land could be used for possible development would be more attractive to potential purchasers. Cllr Quirk then added the Parish Council's ongoing intention to purchase additional land alongside the existing Lorraine Road cemetery, to extend further.	Cllr Lloyd to take forward.	
FC14/112	Schedule of receipts and payments – statement(s) 130 +131 – as approved by the Finance & General Purposes committee – for information only.	No further comments received. Please refer to Appendix 3.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/113	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 Groves. Seconded: Cllr Dillistone. Resolved by all present and signed by Cllrs Wallace and Price.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/114	To receive and verify the Income & Expenditure report for all cost centres, for 2014-15, to date.	Resolved to receive and verify. Proposed: Cllr Doggrell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/115	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9 th July 2014.	Minutes were received and adopted. Proposed: - Cllr Bennett. Seconded: - Cllr Groves.	Clerk to keep on file.	Local Government Act 1972, Sch 12 p41.

	Members of the Full Council are asked to receive and adopt the minutes of the (Advisory) Leisure & Amenities Committee meeting held on 25th June 2014. Members of the Full Council are asked to receive and adopt the minutes of the (Advisory) Finance & General Purposes Committee meeting held on 25th June 2014.	Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Bennett. Seconded: - Cllr Groves. Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Wheeler. Seconded: - Cllr Price. Resolved by all present.	Clerk to keep on file. Clerk to keep on file.	
FC14/116	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 has provided an updated report. Clerk has written to The Crown Estate who own the land behind the hedgerow. A response has been received – ongoing. • 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 continues to chase – ongoing. • 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 Fire & Rescue service. Awareness session will take place at the Fun Day on 5th July 2014. A stall was held at the Fun Day – move to close. • 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. Clerk received confirmation on 25th July 2014 that an additional bus stop was being proposed for Bedford Road			

	(Cranfield bound) – opposite the Fox & Duck PH. • 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. Ongoing. • FC14/33 – Dog Control Order Consultation. All signage is in place and properties in Tithe Barn Road whose gardens back on to the recreation ground have received a letter informing them the exclusion zone is immediately behind their property and that they will be in breach of the order if dogs exit their rear gardens. Move to close. • FC14/62 – Replacement noticeboards project. Ongoing. • FC14/82 – Memorial Hall exterior and car park works. Works proposed for the start of August 2014. Quotations still needed with regard to the car park entrance/gully. • FC14/95 – New banking provider. The Clerk has the relevant forms from Unity Trust Bank to complete. Ongoing. • FC14/99 – Purchase of bench, tree and frame. Resolved to make the purchase. Ongoing. • FC14/103 – Purchase of new fireproof cabinet. Resolved to make the purchase. Ongoing.			
FC14/117	To resolve a course of action with regard to Bedford Borough Council's proposed Local Plan 2032, and to consider a response with regard to their request for information regarding village services and facilities.	Cllr Price mentioned earlier in the meeting, and reiterated again here, that the Parish Council had received assurances in the past (Appendix 1 or refer to Page 9 – Wootton News October 2012) that the land now owned by The Crown Estate would not be developed on – certainly in the short term. Cllr Quirk detailed how the Parish Council had objected some 15 years ago to the developments in Fields Road. The Borough Council had stated it was allocated development, and despite its objections the Parish Council had no alternative but to reluctantly accept it. This was also in spite of an action group – Wootton Against Village Expansion (WAVE). Cllr Bennett stated her wish for the village to retain that status and Cllr Quirk agreed there was sufficient development underway already. It was agreed that, whilst there was a national	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

		need for housing development, Wootton already had its fair share and enough was enough. The Clerk detailed the criteria as provided by the Borough Council at this stage: that members could express views on how development proposals would deliver community aspirations and how they might fit with a neighbourhood plan. After discussion, members resolved to respond stating it was a strong belief that community aspirations were for Wootton to remain a green village, with open spaces and public footpaths both in and around the parish. In terms of a neighbourhood plan, it was resolved to report that the focus was on existing facilities and infrastructure already in place. There were no plans or indeed a need to identify other areas and all members were in agreement that no proposed sites would be put forward. Cllr Quirk added some sites for 2032 had previously been put forward but not included in earlier plans and it was unsure if the land now owned by The Crown Estates was put forward before the sale was completed. The Clerk was instructed to circulate the response for all feedback before sending to the Borough Council. Proposed: Cllr Price. Seconded: Cllr Quirk. Resolved by all present. Discussions then centred on the Borough Council's request for evidence regarding services and facilities within the parish. The Clerk recommended it be completed after the meeting and Cllrs Bennett and Groves agreed they would provide the relevant information, before passing it to Cllr Lloyd who agreed to complete all map references. Resolved that Cllrs Bennett, Groves and Lloyd to the works as detailed above. (Appendix 2). Proposed: Cllr Dillistone.	Cllrs Bennett, Groves and Lloyd to take forward.	
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		Seconded: Cllr Groves. Resolved by all present.		
FC14/118	To review the latest Community Hall plans (as part of the Berryfields development) and to resolve what if any, comments to make in response.	Cllr Price asked if any further feedback had been received with regard to the Parish Council's previous resolution in April 2014 – that the Parish Council would take on the freehold ownership and management of the Community Hall IN PRINCIPLE , subject to certain proviso. (EM14/03 details further). The Clerk confirmed she had received no further correspondence. Cllr Price recommended a reminder be sent to Persimmon Homes. Cllr Lloyd detailed the height requirements for badminton, outlining the hall would not be of a sufficient specification even for social badminton. After further discussion it was resolved to accept the plans without further amendment. Proposed: Cllr Groves. Seconded: Cllr Bennett. Resolved by all present.	Clerk to take forward.	Town and Country Planning Act 1990 s106.
FC14/119	To consider Bedford Borough Council's Review of Parliamentary Polling Districts and Places, and resolve what if any, response to make.	Resolved to accept without further comment. Proposed: Cllr Dillistone. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Representation of the People Act 1983, s18.
FC14/120	To receive and adopt a Social Media and Noticeboard Policy.	Resolved to accept without amendment. Proposed: Cllr Doggrell. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s111.
FC14/121	To accept a quotation to tidy the hedge at the Jubilee Garden area, within the recreation ground.	Resolved to accept the quotation, including height reduction. Proposed: Cllr Dillistone. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Open Spaces Act 1906, s10.
FC14/122	To resolve to accept a recommendation from the Leisure & Amenities Committee that remedial works be undertaken, following recent Playsafety Ltd (RoSPA) inspections.	Resolved to accept the recommendation. Proposed: Cllr Quirk. Seconded: Cllr Bennett. Resolved by all present.	Clerk to take forward.	Local Government (Misc. Provisions) Act 1976, s19.

Meeting closed at 8.20pm.

Chairman.....

Date.....

Appendix 1

Crime Report for Wootton, July 2014

Committed Date	Committed Times	Offence	Street	Area	Details
28/07/2014	06.30 to 07.30	Theft other	St. Mary's Road	Wootton	Offenders have stolen a phone while a group of friends were round a friend's house.
23/07/2014	13.30 to 17.30	Burglary	Tithe Barn Road	Wootton	Offenders have entered a back garden to gain entry to the back of the house. Lots of items have then been stolen.
20/07/2014	00.00 to 00.15	Common Assault	Bedford Road	Wootton	Verbal argument at a party turned into a fight. Being investigated.
07/07/2014	17.30 to 08.20	Theft From Motor Vehicle	Moore Close	Wootton	Offenders have gained access to a vehicle and removed a money pot from the glove box.
08/07/2014	01.00 to 07.45	Burglary Other	Robinson Close	Wootton	Offenders have entered an open garage and removed stolen several items.
03/07/2014	18.00 to 12.00	Theft Other	Bedford Road	Wootton	Offenders have stolen a parasol from a rear garden.
01/07/2014	21.00 to 21.14	Assault – ABH	Harris Way	Wootton	Neighbour Issue. Being investigated.

There were 16 crimes reported in Wootton for July 2014 (9 of these were domestic related and so are not detailed above). This is compared to 6 for the same time period the previous year.

There were 2 crimes detected in Wootton for July 2014. These are detailed below. This is compared to 2 for the same time period the previous year.

Recorded Date	Detected Date	Offence	Disposal
17/01/2014	10/07/2014	Shoplifting	A - Charged
13/07/2014	14/07/2014	Criminal Damage – other	B – Simple Caution

There were 8 anti-social behaviour incidents reported in the last 28 days (up to and including 8th July 2014). These were for: abandoned vehicles x2, party noise x2, youths x2, parking issues, and neighbour issues. This is compared to 10 ASB incidents reported for the same time period the previous year.

Appendix 2

Schedule of correspondence			
Date received	Type	From	Brief details
3.7.14	Email	Bedford Borough Council	Planning weekly list - Week 26
3.7.14	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 - 23rd June 2014 - 27th June 2014
3.7.14	Newsletter	Clerks & Councils Direct	Issue 94 July 2014
4.7.14	Letter and enclosure	Bedford Borough Council	Updates to the Electoral Register - 1st July 2014
4.7.14	Letter and enclosure	Bedford & Milton Keynes Waterway Trust	Summer 2014 newsletter and enclosure "Cruise the Great Ouse" Summer & Autumn 2014
7.7.14	Magazine	The Clerk magazine (SLCC)	July 2014 Volume 45
7.7.14	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 - 30th June 2014 - 4th July 2014
10.7.14	Email	Bedford Borough Council	Planning weekly list - Week 27
15.7.14	Email	Bedford Borough Council	Planning weekly list - Week 28
15.7.14	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 - 7th July 2014 - 11th July 2014
16.7.14	Email	Bedford Borough Council	Minutes for Standards Committee, Tuesday 24th June 2014
22.7.14	Email	Bedford Borough Council	Planning weekly list - Week 29
23.7.14	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 - 14th July 2014 - 18th July 2014
28.7.14	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 - 21st July 2014 - 25th July 2014
29.7.14	Email	Bedford Borough Council	Planning weekly list - Week 30
31.7.14	Newsletter	CPRE	Newsletter summer 2014

Appendix 3

Receipts & Payments presented - 11th June 14 - 14th July 2014			
Credit	Debit	To/From	Description
£ 80.00			Interment income - cemetery
	£ 24.92	P C Wallman	Expenses
£ 160.00			Interment income - cemetery
	£ 52.00	Bedford Borough Council	Cemetery rates
	£ 273.40		Salaries May 14
	£ 207.00	SLCC (Society of Local Council Clerks)	Annual subscription 2014-15
	£ 35.00	F Bavington	Bus shelter cleaning
	£ 27.13	Anglian Water	Allotments water rates
	£ 29.40	BT	Broadband
	£ 20.64	BT	Phone line
	£ 91.00	Anglian Water	Changing rooms water rates
£ 80.00			Interment income - cemetery
£ 25.00		Advertising	Wootton newsletter income
£ 40.00		Advertising	Wootton newsletter income
	£ 3,706.60		Salaries Jun 14
£ 40.00		Wootton & Stewartby churches	Contribution re fun day flyers
	£ 13.65	Clerk	Expenses
£ 182.50		Spelman and Lovell	Rental income - paddock
	£ 86.34	Viking Direct	Stationery
	£ 714.72	A R Worboys Ltd	Grass cutting
	£ 40.79	Viking Direct	Stationery
	£ 46.30	EE	Clerk's mobile
	£ 875.00	CopyKatz Ltd	Newsletter printing
	£ 30.00	A J Book Keeping Services	Payroll services
	£ 173.57	Signpost solutions	Poles for Dog Exclusion signage
	£ 92.00	CopyKatz Ltd	Fun Day flyers
	£ 35.00	Information Commissioner's Office	Annual subscription 2014-15
£ 3.22		Co-operative Bank Plc	Untaxed interest
	£ 950.00	J Dennis Garden & Property	Cemeteries maintenance
	£ 420.00	Leisure Care (Dura-Sport) Ltd	MUGA surface maintenance
	£ 390.00	Playsafety Ltd - RoSPA	Annual inspection reports 2014
£ 40.00		Advertising	Wootton newsletter income
	£ 198.77	Bedford Borough Council	Trade refuse - Lorraine Road cemetery
	£ 106.46	Bedford Borough Council	Removal of waste from St. Mary's extension cemetery
	£ 456.00	Bedford Borough Council	Installation of two plaza bins
	£ 116.44	E-On	Street lighting
	£ 43.72	E-On	Electricity- changing rooms
£ 120.00			Interment income - cemetery
	£ 800.00	BATPC (Bedfordshire Association of Town and Parish Councils)	Annual subscription 2014-15
	£ 180.00	Miracle Design and Play	Supply and installation of replacement cradle seats - Memorial Hall recreation ground
	£ 150.00	Artistic Layout	Newsletter graphic design

£ 770.72 £ 10,385.85

b/f	£ 20,951.04
Income	£ 770.72
Expenditure	£ 10,385.85
Balance c/f	£ 11,335.91