



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 8th October 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 Bennett, Brady, Bygraves, Chalmers, Doggrell, Price, Quirk, Wallace and Wheeler. In Attendance: Sue Playford (Clerk).			
Absent	BBCllr Prescod.			
Agenda no	Agenda item title	Resolution	Action	Power
FC14/136	Apologies for absence. Cllrs Dillistone, Groves, Hall and Lloyd.			Local Government Act 1972, Sch12 p40.
FC14/137	Disclosure of local and/or disclosable pecuniary interests. None.			Local Government Act 1972, s117.
FC14/138	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 1 st October 2014 but not received. To receive crime figures for the period 31 st August 2014–30 th September 2014. No PCSO's were in attendance. (Please refer to Appendix 1). To receive a report from Olly Martins, Police and Crime Commissioner for Bedfordshire.	No further comments received. Cllr Chalmers mentioned a recent serious assault at the recreation ground (as reported to him by the Head of Wootton Upper School). Cllr Price asked if assault offences could be detailed as domestic or non-domestic. The Clerk agreed to email PCSO's Hales and Hurst accordingly. No further comments received.	Clerk to take forward. Clerk to keep on file.	

FC14/139	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Please refer to Appendix 2). The Clerk added that a traveller family currently in situ between the new A421 and old C94 (near Hoo Lane) had been visited by the Borough Council. The land they were occupying had been identified as Highways Agency land and a plan of action was in place to remove them from the area.	No further comments received.	Clerk to keep on file.	
FC14/140	Chairman's report – for information only.	Cllr Lloyd sent apologies ahead of the meeting and was unable to provide a report.	N/A	
FC14/141	Schedule of receipts and payments – statement(s) 132 +133 – as approved by the Finance & General Purposes committee – for information only. (Please refer to Appendix 3).	No further comments received.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/142	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 Price. Seconded: Cllr Bennett. Resolved by all present and signed by Cllrs Doggrell and Bygraves.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/143	To receive and verify the Income & Expenditure report for all cost centres, for 2014-15, to date.	Resolved to receive and verify. Proposed: Cllr Price. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC14/144	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk/ . Members of Full Council were asked to receive and adopt the minutes of the Full Council meeting held on 10 th September 2014. Members of Full Council were asked to receive and adopt the minutes of the Extra-ordinary Full Council meeting held on 3 rd September 2014. Members of Full Council were asked to receive and adopt the minutes of the (Advisory) Leisure & Amenities Committee meeting held on 30 th July 2014. Members of Full Council were asked to receive and adopt the minutes of the	Minutes were received and adopted. Proposed: - Cllr Price. Seconded: - Cllr Bennett. Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Price. Seconded: - Cllr Bennett. Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Bygraves. Seconded: - Cllr Bennett. Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Wheeler.	Clerk to keep on file. Clerk to keep on file. Clerk to keep on file. Clerk to keep on file.	Local Government Act 1972, Sch 12 p41.

	(Advisory) Finance & General Purposes Committee meeting held on 27 th August 2014.	Seconded: - Cllr Bygraves. Resolved by all present.		
FC14/145	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Please refer to Appendix 4).	No further comments received.	Clerk to keep on file.	N/A
FC14/146	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. - FC12/107 – 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. Ongoing. * - 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. - FC14/62 – Replacement noticeboards project. Ongoing. - FC14/82 – Memorial Hall exterior and car park works. External works now completed. Clerk has requested quotations with regard to the car park entrance/gully. Ongoing. - FC14/95 – New banking provider. The Clerk has submitted the account opening paperwork to Unity Trust Bank. Move to close. - FC14/99 – Purchase of bench, tree and frame. All purchased. Move	*Cllr Wallace enquired as to the latest regarding the new bus stop proposed on Bedford Road, opposite the Fox & Duck PH. Kerbing was in place but Cllr Chalmers confirmed not all buses were using it. He agreed to contact the Borough Council to make them aware.	Clerk to keep on file.	N/A

	to close. - FC14/103 – Purchase of new fireproof cabinet. Purchased. Move to close. - FC14/117 – Bedford Borough Council’s Local Plan 2032. Resolved at Full Council on 6th August 2014 to request that NO proposed sites be taken forward. Ongoing. - FC14/121 – Works to Jubilee gardens hedgerow. Completed. Move to close. - FC14/122 – RoSPA works (MUGA signage). Sign has been produced – awaiting installation. Ongoing.			
FC14/147	To consider a response to Bedford Borough Council with regard to their budget consultation.	Resolved to respond stating that whilst the opportunity to respond was welcomed, the parish council had no further observations to make. Proposed: Cllr Quirk. Seconded: Cllr Bennett. Resolved by all present.	Clerk to take forward.	N/A
FC14/148	To consider a response to Millbrook Power Ltd with regard to publication of their Statement of Community Consultation.	After discussion it was agreed to carry this forward to next Full Council to give members an opportunity to view additional documentation just recently received.	Clerk to take forward.	N/A
FC14/149	To receive and adopt the following Risk Assessments and to resolve: What, if any, remedial works should be taken forward; Who to appoint to undertake regular inspections as required.	After discussion it was resolved the two RA’s which detailed a high risk (Skate Park and Changing Rooms) be investigated immediately. (The Clerk believed the existing skate park signage to be adequate and agreed to forward RoSPA’s findings to members. She also agreed to contact an approved electrician with regard to the changing rooms). It was also resolved that all RA’s be taken to the relevant Committees for better analysis. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to take forward.	Financial Regulations
FC14/150	To receive and adopt the Internal Best Practice Review (Risk Assessment and Management (Financial) report and recommendations for Q1 2014-15, and to resolve what, if any, further action is required.	Resolved to accept without further action. Proposed: Cllr Wallace. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011.
FC14/151	To receive and adopt the externally audited year end accounts for 2013-14, as completed by BDO LLP Southampton.	Resolved to receive and adopt. Cllr Wallace commented on there being no findings raised by BDO LLP and thanked the Responsible Financial Officer (Clerk) for her efforts.	Clerk to keep on file.	Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011.

		Proposed: Cllr Price. Seconded: Cllr Bygraves. Resolved by all present.		
FC14/152	To receive and adopt amended Standing Orders in light of the NALC briefing regarding amendments to the Public Bodies (Admissions to Meetings) Act 1960.	Resolved to receive and adopt without further amendment. Proposed: Cllr Quirk. Seconded: Cllr Price. Resolved by all present.	Clerk to take forward.	Standing Orders
FC14/153	To resolve to accept a recommendation from the Leisure & Amenities Committee that wording chosen by them be used for signage at the village hall car park.	Resolved to accept without further amendment. Proposed: Cllr Brady. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Road Traffic Regulation Act 1984, s57.
FC14/154	To resolve to accept a recommendation from the Leisure & Amenities Committee that a site inspection report from Leisure Care (Dura-Sport) Ltd be accepted without amendment.	Resolved to accept without further amendment. Proposed: Cllr Brady. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Local Government (Misc Provisions) Act 1976, s19.
FC14/155	To resolve to accept a recommendation from the Leisure & Amenities Committee that the quotation received to repair broken and cracked tiles at the changing rooms be accepted.	Resolved to accept the recommendation. Proposed: Cllr Brady. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Local Government (Miscellaneous Provisions Act) 1976, s19.
FC14/156	To resolve to accept a recommendation from the Leisure & Amenities Committee that the astro turf maintenance contract with Dura-Sport (Leisure Care) Ltd be renewed.	Resolved to accept the recommendation (Option 2 – 4 x maintenance visits per year). Proposed: Cllr Brady. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Local Government (Miscellaneous Provisions Act) 1976, s19.
FC14/157	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.
FC14/158	To resolve that the payroll provider make the necessary adjustments to pay in relation to the increase (with effect from 1 st October) to the National Minimum Wage rates.	Resolved that the payroll provider be instructed to make the necessary adjustments. Proposed: Cllr Bennett. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Local Government Act 1972, s112.

Meeting closed at 8.22pm.

Chairman.....

Date.....

Appendix 1

Crime statistics from 31 August 2014 to 30th September 2014

Offence Class Description	First Committed	Address	Beat Code	Beat Name
AGGRAVATED VEHICLE TAKING CAUSE INJURY, DAMAGE TO PROPERTY/VEHICLE	12/9/2014 16:30	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	20/9/2014 18:30	NEALE WAY WOOTTON BEDFORD	NORTH-766	WOOTTON
BURGLARY IN A DWELLING	25/9/2014 11:30	MANOR ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	26/9/2014 22:30	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO OTHER BUILDINGS	26/9/2014 17:00	DIMMOCK ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
HARASSMENT - SINGLE INCIDENT ONLY	22/8/2014 00:01	TITHE BARN ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
NON COUNTING FRAUD - INVESTIGATION	22/9/2014 19:50	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	02/9/2014 01:33	HALL END WOOTTON BEDFORD	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	26/9/2014 14:30	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
THEFT OF MOTOR VEHICLE	11/9/2014 20:17	TITHE BARN ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
UNAUTHORISED TAKING OF MOTOR VEHICLE (NOT INCLUDING DRIVING/BEING CARRIED KNOWING IT HAS BEEN TAKEN))	20/9/2014 02:20	MEPHAM ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
VICTIMLESS CRIME - AWAITING UPDATE	26/9/2014 00:00	GROVEBURY COURT WOOTTON BEDFORD	NORTH-766	WOOTTON
WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM - OAPA 1861 SECTION 18	08/9/2014 20:00	BAMFORD ROAD BEDFORD (The Clerk has been assured the crime was in Wootton and has asked for the correct location - to follow)	NORTH-766	WOOTTON

Appendix 2

Clerk's correspondence FC Oct14

Schedule of correspondence			
Date received	Type	From	Brief details
8.9.14	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 - 1st September 2014 - 5th September 2014
9.9.14	Email	Came & Co	Insurance newsletter - Autumn Council matters
9.9.14	Email	Bedfordshire Rural Communities Charity	E-bulletin September 2014
9.9.14	Brochure	The Higgins Museum, Bedford	What's On - Sep 2014 - Jan 2015
15.9.14	Letter and enclosures	Bedford Borough Council	Electoral Register (updates and new Open Register - 1 September 2014)
15.9.14	Email	Bedford Borough Council	Agenda for Standards Committee, Tuesday 23rd September 2014 - 6.30pm
16.9.14	Email	Bedford Borough Council	Planning weekly list - Week 37
17.9.14	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 - 8th September 2014 - 12th September 2014
21.9.14	Letter and enclosures	RBS - Rialtas Business Solutions Ltd	Fees and charges 2015-16
23.9.14	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 - 15th September 2014 - 19th September 2014
23.9.14	Email	Bedford Borough Council	Planning weekly list - Week 38
25.9.14	Letter	Bedford Borough Council	Review of Parliamentary Polling Districts and Places 2014 (this was discussed at Full Council in August 2014 (FC14/119) and the Borough's recommendations were accepted without further comment
30.9.14	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 - 22nd September 2014 - 26th September 2014
30.9.14	Email	Bedford Borough Council	Planning weekly list - Week 39

Appendix 3

Receipts & Payments presented - 21st August 2014 - 22nd September 2014			
Credit	Debit	To/From	Description
	£ 24.87	BT	Changing rooms phone line
£ 40.00		Advertising	Wootton newsletter income
£ 380.00		Wrighton & Barker	Interment income - cemetery
£ 10,000.00		CCLA	Transfer from deposit account
	£ 43.70	Anglian Water	Allotments water rates
	£ 91.00	Anglian Water	Changing rooms water rates
	£ 30.60	BT	Broadband
£ 272.94		Bedford Borough Council	Recycling credit (bottle bank)
	£ 3,707.59		Salaries Aug 14
	£ 200.81	Andy Snelson	Expenses Aug 14
	£ 68.40	BT	Office phone line
	£ 20.56	Anglian Water	Cemetery water rates
	£ 500.00	Wootton New Life Methodist Church	Office rent
£ 40.00			Interment income - cemetery
	£ 290.00	Neil Gates	Tree and hedgerow works
	£ 44.46	EE	Clerk's mobile
	£ 1,100.00	A R Palmer	Memorial hall exterior works
	£ 420.00	Durasport (Leisure Care) Ltd	MUGA flooring contract
	£ 198.77	Bedford Borough Council	Cemetery trade refuse
	£ 950.00	J Dennis Garden & Property	Cemeteries maintenance
£ 1.33		Co-operative Bank Plc	Untaxed interest
	£ 30.00	BATPC	Councillor training
	£ 30.00	BATPC	Councillor training
	£ 30.00	A J Book Keeping Services	Payroll services
	£ 62.72	E-On	Changing rooms electricity
	£ 1,000.00	Unity Trust Bank	Initial deposit re new account
	£ 120.32	E-On	Street lighting electricity
	£ 52.00	Bedford Borough Council	Cemetery rates
£ 60,458.00		Bedford Borough Council	Precept and council tax support grant (final tranche)
	£ 1,078.80	The Safe Shop	Clerk's fireproof/waterproof filing cabinet
	£ 603.72	A R Worboys Ltd	Grass cutting
	£ 225.99	Barnicoat Ltd	Dog Control Order public notice
	£ 23.02	BT	Changing rooms phone line
	£ 91.00	Anglian Water	Changing rooms water rates

£ 71,192.27 £ 11,038.33

b/f	£ 5,531.94
Income	£ 71,192.27
Expenditure	£ 11,038.33
Balance c/f	£ 65,685.88

FC14/145 Planning & Environment Committee report

10th September 2014

Correspondence

Email received from Bedford Harriers AC – Road running event planned for Sunday 14th December 2014.

Matters arising – for information only

See under 24th September.

Planning Applications

14/02049/FUL – Acorn Cottage, 30 Bedford Road – single storey front, side and rear extension.
Resolved no objections.

14/01962/FUL – Fox Cottage, 27 Church Road – single storey front extension.
Resolved no objections.

Resolutions

Correspondence received relating to Highways issues – no further response required.

Ongoing issue regarding fencing at St. Mary's cemetery extension – resolved to place wire and plant in the gap but that no further works were required.

Dead tree in St. Mary's cemetery extension – resolved to cut down and remove.

Replacement street lights – resolved to seek quotations to replace two on Hall End Road and three in Potters Cross.

24th September 2014

Correspondence

Email received from Bedford Borough Council – application for the designation of a Neighbourhood Area – Roxton Parish Council.

Email received from Bedford Borough Council – tree works.

Matters arising – for information only

- P11/47 - Overgrown alleyway Lorraine Road/Hoo Close. Clerk has written to the new owners The Crown Estate, to request remedial works to the brook, ditch and hedgerow. An acknowledgement has been received. Ongoing.
- P12/142 & 14/85 – Pond near Keeley Lane. Letter sent to resident. Ongoing.

- P13/40 – Poor state of roads and footpaths within the village. Borough will consider major works to Bedford Road, and have listed proposals for the footpaths leading to Tithe Barn Road from Church Road, Squires Road and Russell Way. Clerk has since requested they look at Elmsdale Road, and the footpath by the post office on Bedford Road. Amey have responded regarding the Bedford Road footpath to say they believe no remedial works are required at this stage, but that they will continue to monitor. A resident has contacted the Clerk to say he also did a walk about with members from the Highways Department – Cllr Doggrell will be liaising with him to ensure a uniform approach (the resident has been told to expect remedial works before the end of February 2014). Several pot holes have now also been reported and the Clerk has been informed Amey intend to visit the village 17.1.14. No further updates received – the resident has recently requested an update from Highways. The Clerk met with BBCllr Prescod on 10.3.14 and requested he continue to chase. Cllr Doggrell and the Clerk are to undertake a further walk around the village, in order to see what works have been undertaken to date. Cllr Doggrell has completed an updated report, and the Clerk has requested the same from Highways. Cllr Lloyd and the Clerk met with the Mayor and Deputy Mayor on 20th August 2014 to point out the poor state of roads and footpaths at various sites within the village – including recently undertaken repairs in the Church Road/Jenkyn Road area. Other areas have since been reported to the Deputy Mayor. Ongoing.
- P13/87 – Transfer of ownership of Lorraine Road Green. Completed paperwork has been returned to Bedford Borough Council. Clerk has received an acknowledgement from Linda Stevens and chased again 16.1.14. The Mayor has granted approval and a cooling off period is now taking place. Clerk has queried the peppercorn rent as detailed by Linda Stevens, as the paperwork states this is only applicable in certain cases. The Mayor has agreed to chase on the Clerk's behalf. Ongoing.
- P13/109 – Studley Road grass area. It was resolved at Planning on 11th December to leave this on file pending the outcome of the proposed development behind Studley Road. Clerk has since written to BNP Paribas Real Estate UK and Bedford Borough Council (who adopted the footpath) informing them of their Health & Safety obligations. Bedford Borough Council has since undertaken an inspection of the fence and stated as it is not impeding on the public highway, they will not take any further action. Clerk chased BNP Paribas Real Estate UK again 30.4.14. No response received to date. A resident has informed the Clerk is has also taken the issue forward with Bedford Borough Council, as vermin have been spotted in the vicinity. The Clerk has asked another Licensed Insolvency Practitioner to liaise with Maidment Judd and/or BNP to help progress the matter and has also contact the Borough Council. Ongoing.
- P14/50 – Identification of Parish Council/Borough Council street lights. Records differ between the two organisations and the Clerk and Cllr Quirk will be working to resolve this, and a meeting was held with the Borough Council, who confirmed their records were out of date. A proposal was made that the Borough Council adopt all street lights, and the Clerk is waiting for a further update. Ongoing.
- P14/84 & P14/152 – Parking problems/yellow lines proposals. The Clerk and several councillors met with Bedford Borough Highways on 1st July 2014 to discuss proposals for double yellow lines at several points within the village. Resolved at planning meeting on 30th July 2014 (P14/152) to accept some but not all proposals. Clerk has fuller details if needed. Ongoing.
- P14/125 & P14/137 – Lime tree at Lorraine Road cemetery. Resolved to undertake remedial works at planning meeting on 9th July – ongoing. Investigations as to whether the tree should

be crowned every number of years remain ongoing. Remedial works have been completed and the Clerk continues to look for correspondence regarding its crowning. Ongoing.

- P14/139 – Request for remedial works to tree and undergrowth in St. Mary's extension cemetery. Works have been carried out and a further complaint has been responded to. Ongoing.
- P14/149 – Revisit tree inspection report. Resolved at planning meeting on 30th July 2014 that the Clerk seek quotations to undertake another inspection of all Parish Council trees. Ongoing.
- P14/151 – Possible purchase of additional land to extend Lorraine Road cemetery. Resolved at planning meeting on 30th July 2014 that Cllr Quirk provide the Clerk with the information required by The Crown Estate. Ongoing.
- P14/176 – Commemoration of the centenary of the outbreak of World War 1. A tree is on order, the Clerk is to order a bench and plaque (wording has been agreed with the Wootton branch of the Royal British Legion). A service of dedication is planned for 3pm on Friday 31st October.

Planning Applications

14/02139/FUL – 87 Cause End Road – single storey front extensions to include new garage and single storey rear extension.

Resolved to object to the garage element of the plan only – adverse effect on the nearby Grade 1 listed building (St. Mary's Parish church).

14/02018/FUL – 7a Potters Cross – erection of conservatory at front to link main dwelling to existing detached garage.

Resolved no objections.

Resolutions

None.