



WOOTTON PARISH COUNCIL

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](http://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Meeting of the **Full Council** held on Wednesday 14th January 2015 at 8.10pm in the Memorial Hall, Bedford Road, Wootton.

Open Forum	There were several members of the public present who wished to observe and discuss agenda item FC15/16. As a result this agenda item followed FC15/04 and it was agreed they would comment during that agenda item rather than during Open Forum. No press were in attendance and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960 s1(2) and Local Government Act 1972 s100.
Present	Cllrs Lloyd, Bennett, Brady, Bygraves, Chalmers, Dillistone, Doggrell, Groves, Hall, Price, Quirk Wallace and Wheeler. In Attendance: Sue Playford (Clerk).			
Absent	BBCllr Prescod had informed the Clerk earlier that day he would attend the meeting, but did not show.			
Agenda no	Agenda item title	Resolution	Action	Power
FC15/01	Apologies for absence. None.			Local Government Act 1972, Sch12 p40.
FC15/02	Disclosure of local and/or disclosable pecuniary interests. None.			Local Government Act 1972, s117.
FC15/03	A brief presentation by Cllr Quirk to the retiring tree warden in recognition of 35 years' service.	This agenda item followed FC15/04. Cllr Quirk on behalf of the parish council, presented Pamela with a certificate in recognition of her 35 years' service as tree warden. A bench had previously been presented and was in situ in Pamela's garden. Cllr Quirk touched on several of Pamela's achievements including her election as a parish councillor in 1980. 1989 saw a call for tree wardens to be appointed and this was when Pamela first took up the position. Since that time she had planted some 700 trees in and around Wootton – including a Royal Anniversary roundel at Berry Farm, Hall End Roundel in 1992 which took first prize - best kept village and some 9 oak trees behind The Chequers PH to celebrate the 200 year anniversary of Trafalgar. Not many villages can claim their own Nelsons Column! Pamela then recounted stories from previous years, adding she would find it hard to delegate! Her files were now with the Clerk who was ensuring all were stored		N/A.

		electronically before they were passed to the library for reference by anyone wishing to take a look at their detailed history. Pamela was then warmly thanked by all present.		
FC15/04	To receive résumés from two residents wishing to be co-opted as members of Wootton Parish Council.	Only one résumé was received and circulated ahead of the meeting (Kenneth Harkett) and he gave a brief personal profile on the evening. He then answered several questions after which a paper ballot was held. Kenneth Harkett was subsequently co-opted as a member of the Parish Council. Cllr Lloyd formally welcomed him and Cllr Harkett then stayed to observe the rest of the meeting. (The Clerk witnessed the signing of his Declaration of Acceptance of Office form at the end of the meeting and Cllr Harkett agreed to provide her with his completed Register of Interests form at the earliest opportunity).	Clerk to inform the Borough Council and file paperwork as necessary.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC15/05	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 7 th January 2015 but not received. To receive crime figures for the period 30 th November 2014 – 31 st December 2014. No PCSO's were in attendance. (Please refer to Appendix 1).	No further comments received. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.
FC15/06	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Please refer to Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC15/07	Chairman's report – for information only.	Cllr Lloyd reported on the Local Council Award Scheme and agreed to circulate the information to all councillors. His hope was that members would agree to seek to achieve the Quality Award. He mentioned the need for a monthly councillor surgery (most likely at the library - possibly 2 hours on the first Saturday). A training programme for councillors (and Clerk) would also be required as would a yearly action plan stating the council's intentions for the following year. This could include capital projects intended for action/completion. He then asked if members thought it appropriate to hold a workshop for residents considering standing as a councillor (ahead of this May's elections) or merely	All.	N/A.

		looking for more information on the workings of the parish council. Cllr Wallace suggested including something in the March Wootton newsletter and it was thought the Annual Parish Meeting would be a good forum – to include refreshments also.		
FC15/08	Schedule of receipts and payments – statement 139 -141 – 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).
FC15/09	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 Groves. Resolved by all present and signed by Cllrs Dillistone and Doggrell.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC15/10	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 Hall. Resolved by all present.	Clerk to keep on file.	Audit Commission Act 1998 and Accounts and Audit (England) Regulations 2011.
FC15/11	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 were asked to receive and adopt the minutes of the Full Council meeting held on 10 th December 2014.	Minutes were received and adopted. Proposed: - Cllr Bygraves. Seconded: - Cllr Hall. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12 p41.
FC15/12	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Please refer to Appendix 4).	N/A – no meeting held since 26 th November 2014.	Clerk to keep on file.	N/A
FC15/13	Matters arising from the minutes to include Issues log review – for information only. (Borough Council) – Neale Way – overgrown hedge. The Clerk is investigating who is responsible for works to this hedge, having discovered paperwork from the old Bedfordshire County Council. 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		Clerk to keep on file.	N/A

	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 + FC14/173 – Bus Route 53 and general. Issues on Church Road have been reported to all relevant stakeholders (Road Safety - Bedford Borough Council, Traffic Management – Bedfordshire Police and the upper school) and remain ongoing. Please see agenda item FC15/15. • 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. Reserved matters application for the hall, sports pitches, play facilities and MUGA are currently with the Planning committee for consideration. Ongoing. • FC14/62 and FC14/175 – Replacement noticeboards project. Please see agenda item FC15/17. • FC14/82 and FC14/177 – Memorial Hall exterior and car park works. External works now completed. Clerk has requested quotations with regard to the car park entrance/gully. CUT Services have been appointed to undertake the gully works – anticipated this will be carried out during the Christmas holidays. Works completed – 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. • FC14/176 – Richard Gates appointed to undertake remedial works to the ditch at the recreation ground. Works completed – move to close. • FC14/178 – A R Worboys Ltd appointed to undertake remedial works to the paddock hedgerow. This has been attempted, however the horses were in situ despite assurances to the contrary. All parties have now agreed to leave the works until early spring 2015. • FC14/179 – Transfer of Lorraine Road green. Resolved on 10th December 2014 (FC14/191) that the Borough Council be asked to make an annual financial contribution to enable the parish council to continue grass cutting (in addition to the annual sum received from Highways in respect of highway			
--	--	--	--	--

	verges). Ongoing. FC14/192 – Submission of sites for consideration as Local Green Spaces. Resolved that all sites previously considered for inclusion in the Local Plan 2032 (as yet undecided) be considered as Local Green Spaces. Clerk is preparing a response to Bedford Borough Council. Ongoing.			
FC15/14	To formally approve all capital projects for 2015-16.	Resolved to take the £11,287 deficit from reserves and merge the earmarked reserves toilet block (this year's figure of £16,000) with the proposed amount of £5,000 for next year and rename it 'Remodelling works to recreation ground – term undefined'". Proposed: Cllr Price. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC15/15	To formally approve the precept demand for 2015-16.	Resolved the amount be £123,116. Proposed: Cllr Wallace. Seconded: Cllr Brady. Resolved by majority vote.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC15/16	To receive a report from the Clerk and Cllr Wallace regarding issues with bus services within the village.	Please refer to Appendix 5.	Clerk to take forward.	Local Government and Rating Act 1997, s29.
FC15/17	To receive a report from Bedford Borough Council regarding their intention to trial alternative Dog Control Order signage.	Resolved to accept the Borough's request to trial the alternative signage. Councillors were requested to let the Clerk have a list of proposed areas by Friday 16th January 2015. Proposed: Cllr Groves. Seconded: Cllr Dillistone. Resolved by all present.	Cllrs and Clerk to take forward.	Stakeholder consultation.
FC15/18	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.
FC15/19	To resolve to appoint a contractor to supply noticeboards at several sites within the village.	Resolved to leave the Berryfields development for the time being but to appoint Signscape & Signconex Ltd to supply the remaining two noticeboards (Manor Road flats and Hall End) – post mounted side hinge opening. Proposed: Cllr Groves. Seconded: Cllr Bennett. Resolved by all present.	Clerk to take forward.	Local Government Act 1972, s142.

Meeting closed at 9.25pm.

Chairman.....

Date.....

Appendix 1

Crime figures - Wootton for the period 30/11/2014 to 01/01/2015

Offence Class Description	First Committed	Address	Beat Code	Beat Name
DRUGS - CLASS B CANNABIS - POSSESSION OF A CONTROLLED DRUG	08/12/2014 21:30	BEDFORD ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	23/12/2014 14:00	CHURCH ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	03/12/2014 18:00	ELMSDALE ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
BURGLARY IN A DWELLING	04/12/2014 20:00	FARRELL ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	27/12/2014 23:45	HAYCROFT WOOTTON BEDFORD	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	27/12/2014 23:00	HAYCROFT WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	30/11/2014 23:15	MANOR ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	29/11/2014 22:00	MANOR ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	24/12/2014 15:00	MANOR ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	31/12/2014 10:00	MANOR ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
INTERFERENCE WITH MOTOR VEHICLE	03/12/2014 15:00	MEPHAM ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON
DANGEROUS DOG INJURE PERSON OR ASSISTANCE DOG - IN ANY PLACE (WHETHER PUBLIC OR NOT)	18/12/2014 07:55	SHERWOOD CLOSE WOOTTON BEDFORD	NORTH-766	WOOTTON

Appendix 2

Schedule of correspondence			
Date received	Type	From	Brief details
9.12.14	Email	Bedford Borough Council	Planning weekly list - Week 49
10.12.14	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 December 2014 - 4th December 2014
11.12.14	Letter and enclosures	Bedford Borough Council	Full Electoral Register plus one edited copy
11.12.14	Email	Bedfordshire police	Neighbourhood Watch December newsletter
11.12.14	Letter and enclosures	Bedfordshire Association of Town and Parish Councils	Affiliation fees 2015-16 and form of nomination - Summer 2015 Garden Party at Buckingham Palace (Chairman)
15.12.14	Email	Bedford Borough Council	Precept demand 2015-16
16.12.14	Email	Bedford Borough Council	Planning weekly list - Week 50
16.12.14	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 December 2014 - 12th December 2014
18.12.14	Email	BRCC	e-bulletin December 2014
19.12.14	Email	CCLA	Report and Accounts - Public Sector Deposit Fund
23.12.14	Email	Bedford Borough Council	Planning weekly list - Week 51
23.12.14	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 December 2014 - 19th December 2014
31.12.14	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 December 2014 - 26th December 2014
31.12.14	Email	Bedford Borough Council	Planning weekly list - Week 52
6.1.15	Email	Bedford Borough Council	Planning weekly list - Week 1
6.1.15	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 - 29th December 2014 - 2nd January 2015
12.1.15	Email	Resident	Email of thanks re 2014 Christmas tree

Appendix 3

Receipts & Payments presented - 12th November 2014 - 22nd December 2014			
Credit	Debit	To/From	Description
£ 30.00		WRFC u 12's	MUGA hire income
£ 50.00		WRFC u 10's	MUGA hire income
£ 1,052.22		HMRC	VAT refund
£ 60.00		Wrighton & Barker	Interment income - cemetery
	£ 281.68		Salaries Oct 14
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 1,192.84		HMRC	VAT refund
£ 40.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 40.00		Advertising	Wootton newsletter income
£ 30.00		WRFC u 11's	MUGA hire income
£ 40.00		Advertising	Wootton newsletter income
	£ 520.92	A R Worboys Ltd	Grass cutting
£ 40.00		Advertising	Wootton newsletter income
£ 60.00		Bedford FC U15's	MUGA hire income
£ 40.00		Advertising	Wootton newsletter income
£ 10.00		WRFC Angels U14's girls	MUGA hire income
£ 40.00		Advertising	Wootton newsletter income
	£ 3,717.67		Salaries Nov 14
	£ 102.60		Expenses Nov 14
£ 105.00		Wootton Village FC	MUGA hire income
	£ 252.14	Viking Payments	Stationery
	£ 1,481.04	A R Worboys Ltd	Grass cutting
	£ 4.68	British Gas	Final gas bill - changing rooms
	£ 44.46	EE	Clerk's mobile
£ 6.68		Co-operative	Untaxed interest
£ 40.00		Advertising	Wootton newsletter income
	£ 30.00	A J Book Keeping Services	Payroll services
	£ 198.77	Bedford Borough Council	Trade refuse Lorraine Road cemetery
£ 25.00		Advertising	Wootton newsletter income
£ 160.00		Abbotts	Interment income - cemetery
£ 40.00		WRFC U12's	MUGA hire income
	£ 950.00	J Dennis Garden & Property Maintenance	Cemeteries maintenance
	£ 420.00	Durasport (Leisure Care) Ltd	MUGA flooring contract
£ 30.00		WRFC U10's	MUGA hire income
£ 20.00		WRFC U14's	MUGA hire income
	£ 3,516.39		Salaries Dec 14
£ 40.00		Advertising	Wootton newsletter income
	£ 397.54	Wootton Village Hall	50% trade refuse

£ 3,266.74 £ 11,917.89

b/f	£ 41,703.36
Income	£ 3,266.74
Expenditure	£ 11,917.89
Balance c/f	£ 33,052.21

FC15/16

Several members of the public were present as was Michael Gleeson (Executive Principal, Wootton Upper School) and Zoë Paget (Operations Director, Stagecoach East). The agenda item was moved forward and discussed after FC15/04. Cllr Lloyd began by requesting deliberations be as brief as possible, with a further meeting to be arranged if no firm decision could be reached in a timely manner.

The Clerk began by detailing two items of correspondence she had received – one of which related to the new bus stop on Bedford Road (opposite The Fox & Duck PH) and the fact Stagecoach were no longer using it. She had also received correspondence regarding a lack of signage within the Berryfields development – residents were unsure where they could catch the bus. Ms Paget responded by first stating that whilst Stagecoach were no longer using the stop on Bedford Road, Grant Palmer were (albeit on an infrequent basis). She acknowledged the bus loop needed additional markings but stated these would not be done until building works in the area had finished.

A resident of Church Road detailed his concerns with the number of upper school students who congregated each afternoon in front of his property. He had lived there for some 35 years and explained how the front garden and pavement/driveway were open plan. September 2014 had seen a large intake of children from Kempston – requiring transport to and from home. Most afternoons the children were outside his property for 20 minutes. He reported that he and his wife had been intimidated by children when trying to leave/access their property and his gravel had been kicked into the road and his lawn used to play football. He had witnessed members of the general public crossing the busy road to avoid the congestion in that area. He praised Mr Gleeson and his staff for their efforts to date in keeping good order but felt Stagecoach had failed to acknowledge the issue. Their suggestion that PCSO's be appointed to keep law and order was not well received.

A second resident reiterated the same, reporting that he had seen children sitting on his car bonnet. He suffered additional problems with buses frequently blocking access to his driveway. He also acknowledged the upper school's efforts in sending teachers to assess the situation but added it wasn't possible for them to attend every day. He queried why the Church Road stop was still used as a terminus, now that Stagecoach were making use of the bus loop on the Berryfields development (Fields Road North). He also reported the terminus was in use from 6.20am – with most standing for some 5 minutes with engines running. He had sent in the region of 30-40 emails to Stagecoach but was unhappy with their lack of response.

Cllr Wallace began by stating that whilst he too lived in Church Road, he was not directly affected. His concerns were that "children would be children" and at that age, were inclined to play around without concerns for their safety. He thanked Ms Paget for attending and asked that comments and findings from this meeting be taken back to Stagecoach.

Appendix 5

Cllr Lloyd asked if it was possible for Stagecoach to change the one afternoon pick up from Church Road to the upper school, then continue with their normal route. Ms Paget replied stating it was a public service and so needed to remain unchanged to make it both familiar, viable and popular. She added there would be health and safety issues at the upper school if the children congregated there and stated other users would not want a detour there either. Cllr Lloyd felt it made commercial sense to make the detour – with some 70 children paying for the service. He stressed it would only need to be that one afternoon service (3.30pm). Ms Paget felt it unfair that Stagecoach were being held to account for the actions of children and added the suggestion to have PCSO's on site was only meant as a temporary measure.

Cllr Dillistone stated the issue had to be the safety of the children, adding it was not possible for 70 of them to congregate safely on the Church Road pavement – regardless of behaviour. The needs of the upper school, children and residents had to be addressed.

Cllr Wallace asked again why buses continued to use Church Road as a terminus. Ms Paget explained timings had been factored to include the future service for Fields Road South. Cllr Wallace suggested an easy solution until Fields Road South was up and running would be to keep the buses at the Berryfields development. Ms Paget agreed to take that suggestion back to Stagecoach for consideration but pointed out any changes would be subject to an 8 week registration period. The Clerk requested she be kept informed of any future changes or developments.

Cllr Price asked why the stop on Cause End Road was not as heavily used. It was thought this was because anyone joining the bus there would not get a seat.

Mr Gleeson then added his concerns over the narrow footpath leading from Hall End Road into Church Road. He had witnessed a number of students hit by wing mirrors and on one occasion, a school bus. He extended his sympathies to the residents present. He went on to say the problem would get worse in the coming years as fewer catchment children were predicted to attend. The current figure of 70 from Kempston/Bedford would increase to 150 in the next two years – untenable.

Cllr Bygraves asked if the school could supply transport but was informed as the children are out of catchment the Local Authority has no responsibility.

Cllr Lloyd suggested a site visit to see the situation and requested that both Mr Gleeson and Ms Paget agree a suitable date – to include parish council members. Cllr Wallace stressed the need to include Jonathan Farr also (Public Transport Team Leader, Bedford Borough Council). It was agreed a date would be provided at the earliest opportunity.