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Minutes of the Meeting of the **Full Council** held on Wednesday 11th March 2015 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, Brady, Bygraves, Chalmers, Dillistone, Doggrell, Hall, Price, Quirk and Wheeler. Cllr Bygraves arrived at 7.45pm. In Attendance: Sue Playford (Clerk).			
Absent	No apologies were received from Cllr Harkett.			
Agenda no	Agenda item title	Resolution	Action	Power
FC15/42	Apologies for absence. Cllrs Groves and Wallace.			Local Government Act 1972, Sch12 p40.
FC15/43	Disclosure of local and/or disclosable pecuniary interests. None.			Local Government Act 1972, s117.
FC15/44	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 4 th March 2015 but not received. To receive crime figures for the period 31 st January 2015 – 28 th February 2015. PCSOs Hales and a colleague arrived at 7.50pm. (Please refer to Appendix 1).	No further comments received. PCSO Hales provided further details on the crime figures. Cllr Quirk then asked if road traffic accident figures were included, as there had been a number of serious RTA’s involving vehicles from Kimberley College turning right onto the old A421. PCSO Hales confirmed they were not reported alongside the crime figures but added no action would be taken unless a large	Clerk to keep on file. Clerk to keep on file.	N/A.

		number of accidents or fatalities occurred. It was noted that area fell within the parish of Stewartby.		
FC15/45	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.
FC15/46	Chairman’s report – for information only.	Cllr Lloyd reiterated the content of his internet banking report circulated ahead of the meeting. He added the Annual Parish Meeting (1 st April) required the purchase of refreshments and it was agreed in principle (as this agenda item was for information only). The Clerk agreed to bring a further agenda item to Full Council, removing the need for such purchases to be pre-approved (previously agreed at Full Council on 9 th July 2014 FC14/98). Cllr Lloyd then provided an update with regard to issues he had raised with the Borough Council.	Clerk to take forward.	N/A.
FC15/47	Schedule of receipts and payments – statement(s) 143 (Co-operative Bank Plc) and statement(s) 7 (Unity Trust Bank Ltd) as previously approved by The Finance & General Purposes committee – for information only. (Appendices 3 and 3a).	Co-operative statement 144 was received after the agenda had been published but ahead of the meeting, so was added to the schedule of R&P. No further comments received.	Clerk to keep on file.	Local Government Act 1972, s150 (6).
FC15/48	To receive and verify the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories).	Co-operative statement 144 was circulated after the agenda had been published but ahead of the meeting. Resolved to receive and verify. Proposed: Cllr Price. Seconded: Cllr Bygraves. Resolved by all present and signed by Cllrs Doggrell and Dillistone.	Clerk to keep on file.	Local Government Act 1972, s150 (6).

FC15/49	To receive and verify the Income & Expenditure report for all cost centres for 2014-15, to date.	Resolved to receive and verify. Proposed: Cllr Hall. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Audit Commission Act 1998 and Accounts and Audit (England) Regulations 2011.
FC15/50	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 11 th February 2015. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 28th January 2015.	Minutes were received and adopted. Proposed: - Cllr Chalmers. Seconded: Cllr Wheeler. Resolved by all present. Minutes were received and adopted. Proposed: - Cllr Price. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to keep on file. Clerk to keep on file.	Local Government Act 1972, Sch 12 p41.
FC15/51	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
FC15/52	Matters arising from the minutes to include Issues log review – for information only. - 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. Sign is now in place. Move to close. - FC12/107 + FC14/173 + FC15/16 – 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. Residents, Michael Gleeson (Wootton Upper School) and Zoe Paget (Stagecoach) attended Full Council on 14th January 2015 and a further meeting is being organised. 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		Clerk to keep on file.	N/A

	proposed new community centre and pitches. Reserved matters application for the hall, sports pitches, play facilities and MUGA are currently with the Planning committee for consideration. Clerk has chased Andy Lord for an update on both the ME bid and the control of the community centre/pitches. Ongoing. • FC14/62 + FC14/175 +FC15/19 – Replacement noticeboards project. Noticeboards are with the handyman awaiting installation. • 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. • FC14/178 – 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 has prepared all responses and requested input from councillors ahead of their submission to Bedford Borough Council. Ongoing. • FC15/17 – Trial of alternative Dog Control Order signage. All identified areas have been submitted to the Borough Council. Ongoing. • FC15/39 – Designation of the whole civil parish of Wootton as a Neighbourhood Area. Resolved on 11th February 2015 this be taken forward with Bedford Borough Council. Ongoing.			
FC15/53	To receive a report from Cllr Lloyd regarding the Local Council Award Scheme and to resolve a further course of action.	Cllr Lloyd provided copies of a spreadsheet he had prepared ahead of the meeting, which listed the criteria for Foundation and Quality levels. Members were asked for suggestions on how better to engage with the community. He confirmed the councillor surgeries (first Saturday monthly at the library) were well received to date,	Clerk to take forward. Cllrs to continue to think of alternative suggestions.	N/A.

		adding he had asked residents what aspects of the village they considered good and/or bad. Cllr Dillistone suggested councillors being visible at church/village events and Cllr Lloyd confirmed all three churches would be attending this year's Annual Parish Meeting. The focus would be to hear what they had achieved during the last 12 months and their plans for the next 12. Cllr Dillistone stated there was a good deal of informal engagement. Cllr Wheeler added the lower school was due to leaflet the new development to promote its upcoming pre-school and suggested a paragraph on the parish council be included. The Clerk agreed to provide him with the relevant information. Cllr Dillistone suggested this should focus on asking residents what they wanted for the village. Cllr Bennett suggested the parish council take a more proactive stance at the fun day, maybe have a stall and wear name badges. Cllr Dillistone felt the parish council couldn't reinvent itself but could continue to put information in the public domain via its website, Facebook page and noticeboards. Cllr Chalmers suggested councillor profiles be included in		
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		the Wootton newsletter.		
FC15/54	To receive a report from the Clerk regarding distribution of the Wootton newsletter.	Cllr Bennett began by stating that distribution of the latest edition had been unavoidably delayed, adding it had already been necessary for her to seek additional help with two delivery rounds. She added it was not good publicity for the parish council when it was late and it was noted this would likely become worse as the village expanded. After further discussion it was resolved to accept the quotation from Dor-2-Dor (MK and Bedford) for a trial period of 3 deliveries (to be reviewed at trial end). Proposed: Cllr Bennett. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Local Government Act 1972, s142.
FC15/55	To receive a report from Cllr Bygraves regarding the siting of a memorial bench within the recreation ground.	Site details were circulated ahead of the meeting. Resolved to grant permission and permit a three seat wooden bench (on a concrete base) to be placed between the Fox & Duck PH entrance and the kick wall and between the hedge and the footpath on the recreation ground. Proposed: Cllr Price. Seconded: Cllr Brady. Resolved by all present.	Clerk to take forward.	Open Spaces Act 1906, s10.
FC15/56	To resolve to approve remedial works to play equipment at the Memorial Hall play area.	Resolved to accept the quotation from Miracle Design & Play Ltd. Proposed: Cllr Dillistone. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Local Government (Misc. Provisions) Act 1976, s19.

FC15/57	To receive a report from Cllr Lloyd regarding parking issues within the Manor Road area.		Cllr Lloyd detailed the Borough Council intended to remove the 'no parking on verges' signs in the area and add truck paving. He had visited residents in Manor Road over recent weeks and whilst this was welcomed, concerns remained it would still not meet demand. A petition had been signed by most residents living in the area, requesting the grass area at the end of the cul-de-sac be converted to provide additional parking. This would necessitate the removal of concrete bollards and two willow trees and it was not known if underground service pipelines were in the area. After discussion it was resolved the parish council would support the petition but not in financial terms and it would await a formal consultation process instigated by the Borough Council. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present.	Cllr Lloyd to take forward.	Road Traffic Regulation Act 1984, ss 57+63.
FC15/58	To approve changes to the attached CCTV policy in light of required access to the MUGA floodlights trip switch.		Resolved to accept the amendments. Proposed: Cllr Chalmers. Seconded: Cllr Brady. Resolved by all present.	Clerk to keep on file.	Local Government Rating Act 1997, s31.

Meeting closed at 8.30pm.

Chairman.....

Date.....

Crime report for Wootton- February 2015

Recorded Date	Committed Date	Committed Times	Offence	Street	Area	Details
04/02/2015	03/02/2015	15:20	Assault With Injury	Hall End Road	Wootton	Two school boys have had a fight. A community resolution was given.
15/02/2015	14/02/2015	23:00 to 00:30	Theft In A Dwelling Other Than From Automatic Mach	Church Road	Wootton	After a house party, numerous items have been stolen from the property. The property has since been returned and left on the door step and the IP doesn't want any further action to be taken.
27/02/2015	20/02/2015	15:00 to 13:00	Other Theft Or Unauthorised Taking	Fields Road	Wootton	70 brown plastic drainage pipes were taken from building site that was left insecure.
09/02/2015	08/02/2015	16:00 to 10:00	Criminal Damage - To Vehicles	Farrell Road	Wootton	Offender has used an unknown implement in order to scratch the driver's side door and also to dent the passenger side door to a car.

There were 5 crimes reported in Wootton in February 2015 (1 of which was domestic related and so is not detailed above). This is compared to 8 crimes for February last year.

There were 3 solved crimes in Wootton in February 2015 which are detailed below. This is compared to 0 for February last year.

Recorded Date	Detected Date	Offence	Disposal
03/02/2015	09/02/2015	Harassment	Charged
04/02/2015	12/02/2015	Assault With Injury	Community Resolution With Rj - Youth (10 To 17yrs)
23/01/2015	23/02/2015	Possession Of Controlled Drugs (Cannabis)	Charged

There were 2 calls regarding anti-social behaviour in Wootton in February 2015 which are detailed below. This is compared to 3 in February last year.

Date	Time	Street	Town	Final Class	Details
03/02/15	16:26	Manor Road	Wootton	Nuisance	Neighbour dispute
12/02/15	18:08	St Marys Road	Wootton	Environmental	Abandoned Vehicle

Appendix 2

Schedule of correspondence

Date received	Type	From	Brief details
4.2.15	Letter and enclosure	Bedford Borough Council	Electoral roll monthly update - February 2015
5.2.15	Letter	Bedford Borough Council	Acknowledgement of objection to Planning Application 14/03047/FUL - Construction of balancing pond (in conjunction with proposed residential development to its south), together with associated landscaping and maintenance access from Hall End Road
10.2.15	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 - 2nd February 2015 - 6th February 2015
12.2.15	Email	Bedford Borough Council	Decision sheet for Rural Affairs Committee, Tuesday 10th February 2015 6.30pm
17.2.15	Email	Bedford Borough Council	Planning weekly list - Week 6 + 7
17.2.15	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 - 9th February 2015 - 13th February 2015
18.2.15	Email	Bedford Borough Council	Minutes for Rural Affairs Committee, Tuesday 10th February 2015 6.30pm
18.2.15	Letter and enclosures	Bedfordshire Police & Crime Commissioner	Police Referendum information and posters (precept)
18.2.15	Letter and enclosure	Technical & Development Services (Midlands) Ltd	RoSPA inspection of play areas
24.2.15	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 - 16th February 2015 - 20th February 2015
25.2.15	Email	Bedford Borough Council	Planning weekly list - Week 8
26.2.15	Email	Bedfordshire Association of Town & Parish Councils	Bedfordshire Bugle March 2015
26.2.15	Email	Bedfordshire Rural Communities Charity	e-Bulletin February 2015
26.2.15	Letter	Bedford Borough Council	Commercial Waste Collection Charges - increase with effect from 9th March 2015
3.3.15	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 - 23rd February 2015 - 27th February 2015

Appendix 3

Co-operative Bank Plc Receipts & Payments presented - 30th January 2015 - 27th February 2015			
Credit	Debit	To/From	Description
	£ 3,760.07		Salaries Jan 15
£ 40.00		WRFC u 12's	MUGA hire income
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 40.00		Advertising	Wootton newsletter income
£ 40.00		WRFC u 8's	MUGA hire income
£ 25.00		Advertising	Wootton newsletter income
	£ 125.33	Viking Direct	Stationery
	£ 100.00	Wootton Memorial Hall	Hall hire
£ 25.00		Advertising	Wootton newsletter income
£ 40.00		Advertising	Wootton newsletter income
	£ 88.92	EE	Clerk's mobile
	£ 1,839.60	Signscape/Signconex	Replacement noticeboards x2
£ 5.62		Co-operative Bank Plc	Untaxed interest
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
	£ 825.00	CopyKatz Ltd	Newsletter printing
	£ 359.64	Allan Peacock (Lighting) Ltd	Street light remedial works
	£ 678.00	Cut Services Ltd	Remedial works to Memorial Hall car park entrance
£ 260.00		Wrighton & Barker	Interment income - cemetery
	£ 950.00	J Dennis Garden & Property Maintenance	Cemeteries maintenance
	£ 450.00	Richard Gates	Works to recreation ground ditch
£ 40.00		WRFC u 14's	MUGA hire income
£ 80.00		Abbotts	Interment income - cemetery
£ 65.00		Advertising	Wootton newsletter income
£ 40.00		Wootton Lower School	MUGA hire income
£ 5.40		Toolhireexpress	Refund re generator hire
£ 25.00		Advertising	Wootton newsletter income

	£ 30.00	A J Book Keeping Services	Payroll services
	£ 420.00	Durasport (Leisure Care) Ltd	MUGA flooring contract
	£ 150.00	Artistic Layout	Newsletter graphic design
	£ 35.00	Bedfordshire Rural Communities Charity	Annual subscription renewal
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 25.00		Advertising	Wootton newsletter income
£ 931.02	£ 9,811.56		

b/f	£ 33,435.43
Income	£ 931.02
Expenditure	£ 9,811.56
Balance c/f	£ 24,554.89

Appendix 3a

Unity Trust Bank Ltd - Receipts & Payments presented - 1st February 2015 - 1st March 2015			
Credit	Debit	To/From	Description
	£ 19.96	E.on	Street lighting
	£ 52.00	Bedford Borough Council	Cemetery rates
	£ 44.71	EE	Clerk's mobile
	£ 35.00	F Bavington	Bus shelter cleaning
	£ 23.98	BT	Broadband
	£ 30.60	BT	Broadband
	£ 91.00	Anglian Water	Changing rooms water rates
£ 140.00		Shires Funerals	Interment income - cemetery
	£ 600.00	Society of Local Council Clerks	Community Governance Training - University of Gloucester
	£ 50.35	Viking Payments	Stationery
	£ 79.70	Bedford Borough Council	Pest control treatment
	£ 136.47	Wootton Church & Poors Land charity	Recycling credits Q3 2014
	£ 145.08	Allan Peacock (Lighting) Ltd	Street lighting repairs
	£ 3,719.83		Salaries Feb 15
	£ 324.00	Highlights (Floodlighting) Ltd	MUGA floodlights investigations
	£ 950.00	J Dennis Garden & Property Maintenance	Cemeteries maintenance
£ 140.00	£ 6,302.68		

b/f	£ 8,456.73
Income	£ 140.00
Expenditure	£ 6,302.68
Balance c/f	£ 2,294.05

FC15/51 Planning & Environment Committee report

11th February 2015

Correspondence

Bedford Borough Council - Proposed Temporary Road Closure – Ampthill Road, Kempston Hardwick/Ampthill Road, Houghton Conquest (the B530). For the construction of a new water main. From the roundabout adjoining Kiln Lane, Kempston Hardwick to Thickthorn Lane, Houghton Conquest.

The closure is anticipated to be in operation between 2000hrs and 0600hrs on weeknights from Wednesday 25th February 2015 to Friday 3rd April 2015. Specific dates will be advertised nearer the time – where possible access will be maintained to property and premises but may be restricted from time to time according to local signing.

Matters arising – for information only

See under 25th February 2015.

Planning Applications

14/02717/MAR – Land North of Fields Road - erection of community centre, sports pitches, play facilities and MUGA (Multi Use Games Area). Reserved matters application for access, appearance, landscaping layout and scale pursuant to outline approval 11/01502/EIA.

Resolved no objections.

14/03056/FUL – Land adjacent to 19 Bedford Road – erection of detached dwelling with integral garage.

Resolved no objections.

Planning Approvals.

None.

Planning Applications withdrawn.

None.

Resolutions

P15/38 – Resolved that the Parish Council's response to all proposals remain as previously stated.

P15/39 – Resolved to accept the retiring tree warden’s recommendations but to leave the works on file until autumn (better planting conditions) and carry forward the relevant budget to 2015-16.

P15/40 – Indications are that the Borough Council would make good the fence and hedgerow on the footpath side. Once those works were completed a request would be made to the Borough Council to examine the tree.

P15/41 – Resolved that on the grounds of public safety and as an interim measure only, to cut back the brambles.

25th February 2015

Correspondence

None.

Matters arising – for information only

- P11/47 + P15/40 - Overgrown alleyway Lorraine Road/Hoo Close. Remedial works are due to be completed in the coming weeks. Clerk has been informed works are complete to the brook and ditch but that the fencing has yet to be replaced. She has also been asked by a local resident to take forward with the Borough Council the overgrown hedgerow on the footpath side. Cllr Lloyd has passed this information to the Deputy Mayor. This now includes the ash tree in the same area (P15/40).
- P13/40 – Poor state of roads and footpaths within the village. Works have been carried out at several sites within the village including Church Road, Squires Road and Russell Way. BT have since dug up part of the footpath in Russell Way and are due to return to make good. Patch work has been carried out in other areas. Cllr Doggrell and the Clerk will be revisiting all areas. 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. Bedford Borough Council has made a proposal with costings for them to adopt all street lights. That adoption remains ongoing but it was resolved 10th December 2014 (FC14/196) to replace failing columns at Hall End (two) and Potters Cross (three).
- P14/84 & P14/152 & P15/10 – Parking problems/yellow lines proposals. 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. The Crown Estate have confirmed via their land agents Carter Jonas that they are not willing to enter into discussions at the present time as they consider there are sufficient allocations within the existing cemetery.
- P14/248 & P15/11 – Replacement programme of trees within the parish. Resolved 11th November 2015 (P15/39) to accept the retiring tree warden’s recommendations but leave the works on file until autumn (better planting conditions).
- P14/250 – Revisit tree inspection report. Resolved 26th November 2014 (P14/250) to appoint Bartlett Tree Experts to undertake a visual inspection of all trees within the parish for which the parish council has responsibility. There has been a delay with the inspection due to weather conditions and staffing issues. Ongoing.
- n/a – Removal of grid (previously protecting a drainage pipe entrance within the recently cleared ditch behind Lorraine Road) which could lead to a small child or animal being carried under Lorraine Road green. The Crown Estate have confirmed via their land agents Carter Jonas that they do not have responsibility for the

drain. They have contacted Bedford Borough Council and requested they deal with this issue and Cllr Lloyd has been asked to pass this information to the Deputy Mayor.

- P15/41 – Brambles in Emerton Way. The Parish Council does not have responsibility for any land in that area. Resolved 11th February 2015 (P15/41) to cut them back nonetheless on the grounds of public safety and as an interim measure only. Ongoing.

Planning Applications

None.

Resolutions

P15/51 – Resolved that all findings listed within Appendix 1 be reported to Optimis Consulting Ltd and Bedford Borough Council.

P15/52 – Resolved that the proposals received from the Borough Council be accepted with the addition of one further name – Orchart.

P15/53 – Resolved that the bench be permitted but not at the site chosen by the proposer.

P15/54 – Resolved to the damaged fence be removed and conifers cut back – to be revisited if necessary.

Sue Playford

Clerk to the Council

4th March 2015