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Minutes of the Meeting of the **Full Council** held on Wednesday 14th September 2016 at 7.33pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	Two residents were present, who raised the issue of problem/nuisance vehicle parking in Foster and Mephram Road. On occasion vehicles were parked with all four wheels on the pavement. They were also concerned about a flatbed lorry which was regularly parked in Mephram Road. The police had been called to investigate the lorry previously, but the lorry was not in situ when they arrived. It was also parked on occasion near Hanover Court and they had also witnessed children playing on it. Cllr Noakes introduced himself as an ex-police officer with 30 years' service, now co-ordinator for Wootton's Street Watch programme. He explained how they carried 'polite notice' cards which were used to target vehicles parked on pavements. However, the parish council was not a prosecuting authority and was unable to do anything more in that respect. If anything was parked illegally then the police should be informed, however with cutbacks, it was unlikely anyone would attend – especially urgently. He added police powers to deal with parked cars were given to local authorities during his time as a serving officer. Bedford Borough Council was the other prosecuting authority with powers to ticket illegally parked cars. He added if the lorry was taxed and insured, it was not illegally parked and could remain on the road indefinitely and any children playing on it risked action being taken against themselves. The residents thanked Cllr Noakes and stayed to observe the rest of the meeting. There were no other members of the public or press present and so the meeting continued without further adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Chalmers, Doggrell, Hall, Hensher, Noakes, Price, Quirk, Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).				
Absent (no apologies received)					
Agenda no	Agenda item title	Resolution	Action	Power	
FC16/200	Apologies for absence. Cllrs Bennett, Groves and Wallace.	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.	
FC16/201	Disclosure of local and/or disclosable pecuniary interests.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	

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	None.			
FC16/202	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
FC16/203	To receive a signed Declaration of Acceptance of Office form from Samantha Sanderson following co-option in her absence at Full Council on 10th August 2016.	The Clerk reported she had received an email of resignation from Samantha Sanderson ahead of the meeting. As she had yet to sign her Declaration of Acceptance of Office form, a hardcopy signature addressed to the Chairman was not required.	Clerk to keep on file.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC16/204	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for August 2016. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. He added he and the Clerk had met with two representatives from Bedford Borough Council's Highways department to tour the village and discuss ongoing issues. He added white marks would be appearing on pavements, as Highways were currently surveying the village. Plans to resurface Fields Road were being brought forward and would take place after Anglian Water had finished their works in the same area. Cllr Noakes hoped once Street Watch came under police jurisdiction, more detailed information would be provided with the figures.	Clerk to keep on file.	N/A.
FC16/205	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2). Additional correspondence (listed below) was also noted: Bedford Borough Council – Recommendation to Executive NOT to consider closure of libraries in Bedford Borough.	No further comments received.	Clerk to keep on file.	N/A.

FC16/206	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 10th August 2016. 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 27th July 2016.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC16/207	Matters arising from the minutes to include Issues log review – for information only. • n/a – Traffic Management issues. Works to the double mini roundabout at the Church/Fields/Bedford Road junction are now complete. Move to close. • FC14/117 + FC15/217 – Bedford Borough Council’s Local Plan 2032 (now 2035). Response submitted ahead of the deadline. • FC14/192 + FC15/114 + FC15/132 – Submission of sites for consideration as Local Green Spaces. Information detailing all sites currently put forward as part of the call for sites (Local Plan 2035) remain as Local Green Spaces has been submitted to BBC. • FC15/17 + FC15/115 + FC16/19 – Trial of alternative Dog Control Order signage. Clerk detailed (FC16/19) that Bedford Borough Council had made an administrative error and is awaiting further advice from them on how they will seek to resolve the issue. • 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. Neighbourhood Plan Steering Group meetings are ongoing and the Clerk and Cllr Lloyd attended two training workshops, held by Bedford Borough Council. • FC15/53 + FC15/94 +FC16/42 – Local Council Award Scheme. Please see agenda item FC16/220.	*FC16/159 – The Clerk reported Gravity Engineering had stated the skate park findings were not a major concern and no remedial works were needed at this stage. Suggestion was made to monitor over the coming months and the Clerk had diarised accordingly for December 2016.	Clerk to keep on file.	N/A.

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	• FC16/61 – Bedford Borough Council’s decision-making processes for the Fields Road South development. Resolved 9th March 2016 (FC16/61) to make enquiries why several wishes and concerns raised by the parish council were not considered/answered. The Clerk received a truncated response from the Chair of Bedford Borough Council’s Planning Committee and has asked for it to be resent. • FC16/84 – Recycling trucks. Resolved 13th April 2016 (FC16/84) the parish council lobby Bedford Borough Council’s planning department on future planning applications to ensure a better road layout and design, the parish council add its voice to the proposal for a single national recycling scheme, BBCllr/Cllr Wheeler take the proposal forward as a motion for discussion by Bedford Borough Council, BBCllr/Cllr Wheeler liaise with Persimmon Homes to establish whether kerbs could be cut to enable the trucks to move more freely (all roads within the Berryfields estate remained unadopted by Bedford Borough Council). • FC16/90 + FC16/118 + FC16/170 +FC16/199 – Community Centre at Berryfields. Resolved 13th April 2016 (FC16/90) to continue to seek formal acceptance that the parish council be appointed the management entity and to arrange a meeting with Richard Colson and a representative from Persimmon Homes. Please refer to agenda item FC16/226. • FC16/159 – RoSPA inspection reports. Resolved 13th July 2016 (FC16/159) the Clerk take findings forward with the relevant contractors for remedial action. Works are ongoing. * • FC16/191 – Storage at the changing rooms. Resolved 10th August 2016 (FC16/191) to request one storage room for the parish council’s items. • FC16/194 – CCTV at the Memorial Hall. Resolved 10th August 2016 (FC16/194) to install a system. Works are expected to be undertaken on Monday 24th October 2016. • FC16/195 – Bedford Borough Council’s evaluation of several large-scale proposals for new settlements within the Borough as part of their Local Plan 2035 Call for Sites. Resolved 10th August 2016 (FC16/195) that the parish council lend it’s support to a joint letter			
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	(as prepared by Bromham Parish Council) calling for a thorough appraisal of all proposed sites by Bedford Borough Council. FC16/197 – Petition calling for the redevelopment of play equipment at the recreation ground. Resolved 10th August 2016 (FC16/197) to accept the petition and create a new working group – Wootton Play Equipment Working Group.			
FC16/208	Chairman's report – for information only.	Cllr Lloyd reported on the first meeting of the newly formed Wootton Play Equipment Working Group. The committee were looking at equipment for 1-5 year olds, and also older children/teenagers as well as the recreation ground as a whole. The Fun Fest committee had also recently met and agreed the date for 2017 as Saturday 8 th July.	Clerk to keep on file.	N/A.
FC16/209	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 3).	No further comments received.	Clerk to keep on file.	N/A.
FC16/210	Schedule of receipts and payments – statement(s) 25 (Unity Trust Bank Ltd) as previously approved by the Finance & General Purposes committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/211	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 – signed by Cllrs Noakes and Doggrell. Proposed: Cllr Bygraves. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/212	To receive and verify the Income & Expenditure report for all cost centres for 2016-17, to date.	Resolved to receive and verify the report without amendment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/213	To review the Strategic Action Plan for 2016-17 and receive an update from all relevant councillors regarding ongoing projects for 2016-17.	Cllr Lloyd gave the following updates in addition to the actions noted within the SAP: The CCTV system at the	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Memorial Hall was due to be installed during October half term 2016. - The draft Neighbourhood Plan tender would be approved at the next Neighbourhood Plan Steering Group meeting. - Cllr Doggrell confirmed works were continuing at Keeley End Pond.		
FC16/214	To consider a response to Bedford Borough Council regarding their consultation on their Learning Disabilities Accommodation Strategy 2016-2021 and to resolve a suitable course of action.	Cllr Lloyd and other members expressed their inability to comment due to lack of knowledge/qualifications on the issue. Resolved to receive and note the consultation without response. Proposed: Cllr Noakes. Seconded: Cllr Price. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC16/215	To consider a response to Bedford Borough Council regarding their consultation on pensioners and disabled pass holders travel and to resolve a suitable course of action.	Resolved to respond stating Wootton Parish Council did not agree with proposals to ask pensioners and disabled pass holders to pay £1 for any journey starting before 9.30am or after 11pm on weekdays – many of those affected would be travelling to hospital/other appointments before 9.30am. Proposed: Cllr Hall. Seconded: Cllr Price. Resolved by all present.	Clerk to take forward.	Stakeholder consultation.
FC16/216	To consider a response to the National Association of Local Councils (NALC) regarding their consultation on Community-Led Housing and to resolve a suitable course of action.	After discussion it was resolved all members submit their responses to the Clerk by Friday 23rd September. The Clerk would collate and use the majority response (if relevant) to	Clerk to take forward.	Stakeholder consultation.

		prepare a reply on behalf of Wootton Parish Council. Response would be emailed to members for approval before submission to NALC. Proposed: Cllr Hall. Seconded: Cllr Chalmers. Resolved by all present.		
FC16/217	To receive a training overview as provided by Bedford Borough Council with regard to Ethical Governance/Code of Conduct (to form part of the ongoing councillor training matrix) and to resolve the information has been understood.	Resolved to accept the overview without further comment. Proposed: Cllr Price. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/218	To accept and approve the audited Annual Return, certificate and issues arising report, as completed by BDO LLP for the year ended 31st March 2016 and to resolve a suitable course of action.	Resolved to accept and approve the audited Annual Return, certificate and issues arising report. The one issue reported (a rounding issue of £1) was detailed by the Clerk as an accounts software bug. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8. Governance and Accountability For Smaller Authorities in England 2016.
FC16/219	To review and adopt Risk Assessments allocated to councillors at the Annual Council Meeting (11th May 2016) plus a subsequent Risk Assessment as drafted by the Clerk in respect of litter picking.	Resolved to review and adopt with one amendment as detailed by Cllr Hall. Proposed: Cllr Price. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/220	To receive and approve the completed Local Council Award Scheme (Quality Status) application form, to approve the application cost of £80 and to resolve a suitable course of action (to include confirmation that Wootton Parish Council publishes relevant information online and can provide other information to meet application requirements).	Resolved to receive and approve the application form (with one amendment as detailed by Cllr Hall), cost and that Wootton Parish Council published online/could provide other information as necessary to meet application requirements. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC16/221	To receive and approve a draft (annotated) Non-Charitable Deed of Dedication with regard to the Memorial Hall Recreation Ground Area – Fields In Trust – Centenary Fields and to resolve a suitable course of action.	Cllr Hall recommended changing the title to “Wootton Memorial Hall recreation area”, as the hall itself was not included within the proposed dedication. Resolved to receive and approve the draft deed, subject to the above. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/222	To receive a report from Cllr Noakes highlighting issues/concerns regarding an open ditch situated within the Berryfields Estate and to resolve a suitable course of action.	Cllr Noakes detailed the ditch, which ran from one side of the development to the other. Built as a land drain, it was filled in parts with water and was only partially (roughly 50%) fenced off. He was concerned that children were playing in water that could become stagnant (and deeper in the winter months – the ditch was some 2 metres deep itself) and its close proximity to a play area. He suggested it be fenced entirely or piped and in-filled. It was understood the water became stagnant least year and created a bad odour. Cllr Regmi said she had previously spoken to Persimmon Homes about fencing on both sides – existing fencing had large enough gaps even the builders climbed through, let alone children. She had been told by Persimmon Homes if they fenced it entirely then machinery would be unable to access the area for maintenance. Cllrs /Bygraves and Lloyd mentioned installing an access	Cllrs Quirk, Noakes and Regmi and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		gate. Cllr Regmi believed Greenbelt would maintain the ditch when it was handed over, however her neighbour had recently received a leaflet from Bedford Borough Council explaining riparian law ownership. Cllr Price asked if the ditch as was, reflected the original plans – if not, it would be for Bedford Borough Council's Planning Department to take the safety issues forward. Cllr Lloyd added grills were needed over open pipes to stop children/animals getting trapped. Cllr Quirk suggested the parish council undertake a full risk assessment of the situation before writing to Persimmon Homes and Bedford Borough Council. He and Cllrs Noakes and Regmi agreed to draft the risk assessment. Proposed: Cllr Price. Seconded: Cllr Chalmers. Resolved by all present.		
FC16/223	To receive a quotation from Dura-Sport (Leisure Care) Ltd with regard to the renewal of an ongoing Astro-Turf Maintenance contract for the MUGA (Multi Use Games Area) at the recreation ground and to resolve a suitable course of action.	Resolved to accept the same option as before – Option 2 (4 x maintenance visits per year - £1400). Proposed: Cllr Doggrell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/224	To consider a request from Gumbles Amusements that they be permitted to hold a children's Fun Fair on the recreation ground next summer holidays (2017) and to resolve a suitable course of action.	Resolved they be permitted to put a Fun Fair on during the summer holidays 2017 but to liaise with St. Mary's holiday club to ensure the dates didn't clash. If the event was a success, they could be considered for the Fun Fest 2018. The Clerk was	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		instructed to ensure public liability insurance, risk assessments and ride inspection/safety certificates were in order. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.		
FC16/225	To receive a report from Cllr Lloyd regarding issues with parked cars in the recreation ground car park at gate closing time(s) and to resolve a suitable course of action.	Cllr Lloyd detailed how the original issue with cars in the recreation ground car park was thought to be reluctance to approach drivers in their cars. However, the reality was empty cars as the caretaker was worried about being approached by irate drivers the following morning when re-opening the gates. After discussion it was resolved to source 10 vandal-proof signs to be displayed around the car park – wording to read: “Car park gates will be locked from 10pm until 8am”. Cllr Hensher agreed to obtain quotations and report back to the Clerk. Proposed: Cllr Noakes. Seconded: Cllr Hall. Resolved by all present.	Cllr Hensher and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/226	To consider a request from Marston Moreteyne Action Group (MMAG) that Wootton Parish Council purchase a 2mx1m banner (one of several to be displayed within other parishes) to be displayed within the village showing support for the campaign against the Covanta proposal at Stewartby and to resolve a suitable course of action.	After discussion it was resolved not to take the request forward. Proposed: Cllr Price. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/227	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	No members of the public or press were present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).

FC16/228	To receive the latest report regarding the management and running of the community centre at Berryfields and to resolve a suitable course of action.	BBCLlr/Cllr Wheeler reported Persimmon Homes had not met with noise pollution requirements when building the community centre and Bedford Borough Council's Planning department were asking them to rectify the issue. He added original plans were for a commercial kitchen, not domestic (as has been delivered). After discussion it was resolved to request a site visit AFTER Bedford Borough Council had confirmed Persimmon Homes had made the necessary alterations. Proposed: Cllr Price. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
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Meeting closed at 8.46pm.

FC16/204

Borough Councillor Report for Wootton Parish Council 14th September.

August has been a bit quite mostly dealing with ongoing problems re overgrown hedges, trees and pot holes. The work on pruning various trees around the village will be starting soon and will include some ditches as well. Sue and myself are trying to arrange a meeting with Iain Booth from Highways to go round the village ascertaining who is responsible for what and hopefully getting Highways to sort there bits out.

There has been a lot of concern re the pedestrian crossings at Berryfields in particular the one by the Lower School; I have been informed there was never a crossing on the original plans so I have arranged for Children Crossing signs to go up plus to widen the access on the pavement along with arranging for the Borough School safety department to make a visit to see is pressure can be put on Persimmon to install a Pelican Crossing in the near future. Also I have arranged for a new path to be put in by the intended Shops and the three stories affordable housing flats, going into the school via a new secure gate, this will take children off Folks road and parents can use the shop car park as a drop off point rather than clogging up Folks road. Along with this a hedge will be planted soon to screen the School from the flats. The shops should be now started middle to end of next year, 1x 4500 sq feet and 2x 1000 sq feet units.

Plans are now underway to start Phase two of the Lower School at Harris Way and this will be ready for use for the September Term 2018.

On Sunday 18th September I shall be representing Wootton at the High Sheriff's Justice Service for HM Judges at St. Pauls church Bedford, I shall be wearing my official robes along with the Mayor and other Councillors.

I still have some Ward money left if anybody has any ideas re community projects.

John Wheeler

FC 16/204a Aug 2016				
Offence Class Description	First Committed	Address	Beat Code	Beat Name
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	12/08/2016 21:30	TITHE BARN ROAD	NORTH-766	WOOTTON
BURGLARY IN A BUILDING OTHER THAN A DWELLING	25/08/2016 16:30	FIELDS ROAD	NORTH-766	WOOTTON
BURGLARY IN A DWELLING	03/08/2016 08:40	CRANFIELD ROAD	NORTH-766	WOOTTON
BURGLARY IN A DWELLING	16/08/2016 10:45	FIELDS ROAD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	08/08/2016 13:05	BEDFORD ROAD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	17/08/2016 00:45	BEDFORD ROAD	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	05/08/2016 00:00	FOSTER WAY	NORTH-766	WOOTTON
THEFT FROM SHOPS AND STALLS	09/08/2016 17:50	CAUSE END ROAD	NORTH-766	WOOTTON

FC16/205 Schedule of correspondence			
Date received	Type	From	Brief details
4.8.16	Letter and newsletter	Bedford & Milton Keynes Waterway Trust	July 2016 newsletter Volume 14 no 2
5.8.16	Letter	Bedford Borough Council	16/00983/FUL - 50 Tithe Barn Road - demolition of existing outbuilding and erection of new 3 bedroom end of terrace dwelling adj to existing dwelling. Letter confirming application to be determined by BBC Planning Committee on 15th August 2016 (Officer Recommendation to Grant Permission - CIL Liable)
5.8.16	Letter	The Pensions Regulator	Automatic Enrolment Duties - Acknowledgement of declaration of compliance
5.8.16	Letter and attachment	Bedford Borough Council	Electoral Register monthly updates - 1st August 2016
9.8.16	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 August 2016 - 5th August 2016
10.8.16	Letter	Unity Trust Bank Ltd	Change to prepaid envelope details
10.8.16	Magazine x 2	Campaign to Protect Rural England	Countryside Voice Summer 2016 and Field Work Summer 2016
16.8.16	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 August 2016 - 12th August 2016
24.8.16	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 August 2016 - 19th August 2016
6.9.16	Email	Bedford Borough Council	Planning weekly list - revised format

FC16/180

Planning & Environment Committee report

10th August 2016

Report from outside organisations – for information only

- Bedford Borough Council – Harrold Parish Council. Bedford Borough Council has designated Harrold Neighbourhood Area which is the whole civil parish. Further information and a copy of the Council's decision statements, including a map of the Neighbourhood Area can be viewed on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford. As a result of the designation, Harrold Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.
- Bedford Borough Council - application for the designation of a Neighbourhood Area – Brickhill Parish Council. The proposed area is the whole civil parish. (This is a re-consultation due to an error in the parish map. Further information and a copy of the application, including a map of the proposed Neighbourhood Area, can be viewed during office hours at the Customer Service Centre, Horne Lane, Bedford and on the Council's web site at www.bedford.gov.uk/neighbourhoodplanning.
- www.bedford.gov.uk/neighbourhoodplanning. Anyone wishing to comment on the Neighbourhood Area application must do so before 5.00pm on Monday 11th July 2016 by sending comments in an email to planningpolicy@bedford.gov.uk or writing to Paul Rowland, Assistant Director (Planning), Bedford Borough Council, Cauldwell Street, Bedford, MK42 9AP. All comments received will be publicly available and attributed to source.
- Bedford Borough Council – street naming and numbering for Fields Road South.

Matters arising from the minutes – for information only

See 24th August 2016.

Planning Applications – for resolution

16/00207/LBC – 23 Church Row – replacement exterior rear door.

BBCllr/Cllr Wheeler stated he had been contacted by the resident who had submitted planning application 16/02067/LBC. The resident expressed his concerns over the regulations and obstacles he had faced when dealing with Bedford Borough Council's planning department during submission of the application.

Resolved **NO OBJECTIONS** but to write to the Chief Planning Officer and Dave Hodgson, Mayor to make them aware of the residents' findings.

Resolutions

P16/203 – Resolved to accept the renewal application for a Street Trading Consent for Dave's Snax without further comment.

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P16/204 – Resolved to forward names from the memorial plaque in the Memorial Hall not yet used, to Bedford Borough Council when Cllr Doggrell confirmed with the Clerk details of a previous parish council chairman.

24th August 2016

Report from outside organisations – for information only

- Anglian Water – notice of road closure to facilitate essential remedial works to surface reinstatement. Location is between 6a and 15 Cause End Road. Proposed dates are 7th – 9th November 2016 and diversions will be via Bedford Road and Church Road/vice versa. Anglian Water have confirmed local residents and business will be notified in writing.

Matters arising – for information only

- P11/47 + P15/40 - Overgrown alleyway Lorraine Road/Hoo Close. The ash tree has been removed by the Crown Estate although the trunk remains. The Clerk has asked BBCllr Wheeler to establish what the Borough Council intend to do regarding the damaged fencing and now the brook which is full of fly-tipping.
- P13/40 + P15/64 + P16/70 – Roads and footpaths. Resolved 9th March 2016 (P16/70) that BBC/Cllr Wheeler chase BBCllr Royden (Portfolio Holder for Environment and Transport) on a regular basis to get repairs done throughout the village.
- P14/84 + P14/152 + P15/10 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – clerk and BBC/Cllr Wheeler continue to chase.
- P15/75 + P15/136 + P15/137 + P15/152 – Regeneration of Keeley End Pond. Rotavating/clearance works have now been completed and two rounds of planting have been undertaken. Clerk is sourcing water lilies before wildlife housing is added.
- P16/71 + P16/107 + P16/191 – Footway vehicle parking. A6 postcards have now been handed to members of Street Watch. Move to close.
- P16/84 – Illuminated Wootton village sign – Fields Road entrance. Resolved 30th March 2016 (P16/84) to include designs to date in June 2016's edition of the Wootton Newsletter and to ask for residents votes/comments by 1st August 2016. Results to be published in September 2016's edition. One resident has said she wishes to submit her own design, and Cllr Quirk has suggested including an area of concrete hardstanding behind the sign to accommodate a second Christmas tree.
- P16/137 – Replacement trees. Resolved 25th May 2016 (P16/137) a sapling oak be planted at Lorraine Road cemetery. This will now take place Sep/Oct 2016.
- P16/150 + P16/177 – Visual Tree Inspection. Resolved 8th June 2016 (P16/150) to request a quotation for a further inspection in accordance with FA Bartlett Tree Experts' findings in June 2015. Resolved 13th July 2016 (P16/177) to accept their costings of £100 + VAT per site, and FA Bartlett Tree Experts have confirmed they will undertake the inspection by the end of August for submission to the Clerk by the end of September 2016
- P16/175 – Popes Way. Bedford Borough Council are due to undertake works to overhanging trees and it is hoped they will do the same with an overgrown ditch near the entrance to Cause End Road. Resolved 13th July 2016 (P16/175) that the Clerk continue to try and register the area in the name of the parish council.

Planning applications – for resolution

16/02224/FUL – 70 Tithe Barn Road – one and two storey side extension.

Resolved **NO OBJECTIONS**.

16/02253/FUL – 116 Bedford Road – first floor side and rear extensions.

Resolved **NO OBJECTIONS**.

16/02268/FUL – Hall End House, 66 Hall End Road – proposed change of use of small part agricultural land to domestic use with proposed 'log cabin' for use as playroom/storeroom and convert existing building to be used as family annexe.

Resolved **TO OBJECT** on the grounds members did not wish to set a precedent in allowing agricultural land (however small the area) to be changed to domestic use, nor did they wish for an agricultural building to be converted for domestic use.

Planning (other) – for information only

16/00983/FUL – 50 Tithe Barn Road – demolition of existing outbuilding and erection of new 3 bedroom end of terrace dwelling adjacent to existing dwelling; associated landscaping works.

This council previously recorded **AN OBJECTION**.

Notification received that the above proposed development was included on the agenda for Bedford Borough Council's Planning Committee meeting on 15th August 2016. At the time of preparing this agenda the meeting had yet to take place, however officer recommendation was to **GRANT PERMISSION (CIL LIABLE)**.

(Letter circulated to all planning members on 5th August 2016).

Resolutions

P16/216 – Resolved to include the area in a planned tour of the village with the Clerk, BBCllr/Cllr Wheeler and a Bedford Borough Council Highways engineer – to look at areas needing remedial works.

P16/217 – Resolved to continue numbering plots past 10 – from 11 to as far as the existing tarmac driveway goes.

Sue Playford

Clerk to the Council

3rd September 2016

FC16/210

Unity Trust Bank Ltd - Receipts & Payments presented – 1 st August 2016 – 1 st September 2016				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
	£ 275.96	Legal & General	Ill Health Insurance cover renewal	No
£ 40.00		Abbotts	Late Mrs Flynn	N/A
£ 30.00		F&D Kitchens	Wootton news advertising income	N/A
£ 30.00		AR Rehab Sports Therapy	Wootton news advertising income	N/A
£ 30.00		Crystal Care Grooming	Wootton news advertising income	N/A
£ 30.00		Wootton Pet Care	Wootton news advertising income	N/A
£ 30.00		Music Bugs Parent & Toddler group	Wootton news advertising income	N/A
£ 30.00		NAO Catery	Wootton news advertising income	N/A
£ 30.00		NAO Cleaners	Wootton news advertising income	N/A
£ 30.00		Wootton pharmacy	Wootton news advertising income	N/A
£ 30.00		Time to Clean cleaning services	Wootton news advertising income	N/A
£ 30.00		The Look	Wootton news advertising income	N/A
£ 30.00		The Legstraps PH	Wootton news advertising income	N/A
£ 30.00		Homeworks	Wootton news advertising income	N/A
	£ 167.27	E-on	Street lighting	No
	£ 35.40	E-on	Changing room electricity	No
	£ 53.00	Bedford Borough Council	Cemetery rates	No
£ 30.00		K W Decorating	Wootton news advertising income	N/A
£ 327.53		Bedford Borough Council	Recycling credits Q1 2016/17	N/A
	£ 85.50	St. Mary's Wootton PCC	60% costs for Fun Fest/Open Air Service flyers	Yes
	£ 38.16	EE & T-Mobile	Clerk's mobile	No

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£ 30.00		Zully Coleman	Wootton news advertising income	N/A
	£ 26.76	BT	Phone line	No
	£ 85.00	Anglian Water	Changing rooms water rates	No
£ 2.00		M Crampton	Allotment plot rent in part	N/A
	£ 33.36	BT	Broadband	No
£ 30.00		Brennan School of Dance	Wootton news advertising income	N/A
£ 30.00		Brehony mobile hairdressing	Wootton news advertising income	N/A
£ 30.00		Platinum Plumbing	Wootton news advertising income	N/A
	£ 480.00	Society of Local Council Clerks	Balance of Clerks higher level training	No
	£ 4,025.79		Wages August 2016	No
	£ 60.99		Expenses August 2016	Yes
	£ 83.61	Bedford Borough Council	Removal of offensive graffiti from teen shelter/skate park	Yes
	£ 90.00	A J Bookkeeping Services	Payroll services Q1 2016/17	No
	£ 102.49	Viking Direct	Stationery	No
	£ 135.60	Rialtas Business Solutions Ltd	Renewal of accounts software maintenance	No
	£ 163.76	Wootton Church & Poor's Land charity	50% recycling credits Q1 2016/17	No
	£ 200.00	Neil Gates	Remedial works to hedgerow and platform at Keeley End Pond	Part
	£ 216.21	Bedford Borough Council	Trade refuse Lorraine Road cemetery	No
	£ 420.00	Dura-Sport (Leisure Care) Ltd	Power sweep and sand redistribution to MUGA flooring	No
	£ 480.00	BDO LLP	External audit fee year end 2015/16	Yes
	£ 500.00	Wootton New Life Methodist Church	Office rent	No
	£ 522.00	S J Helliwell Fencing Contractors	Remedial works to seating within the teen shelter	Yes
	£ 950.00	J Dennis Garden & Property Services	Cemeteries maintenance	No
	£ 972.00	S J Helliwell Fencing Contractors	RoSPA inspection works to fencing and gates (Memorial Hall and Recreation Ground), re-installation of signs and repair of MUGA goal frame (Recreation Ground)	No

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	£ 1,475.00	M Flynn Building	Alterations to changing rooms and toilet block	No
£ 30.00		Louise Ward bookkeeping	Wootton news advertising income	N/A
	£ 80.45	BT	Phone line	No
£ 30.00		Belts & Braces maintenance	Wootton news advertising income	N/A
£ 30.00		Graham Electrical & Son	Wootton news advertising income	N/A
	£ 694.21	A R Worboys Ltd	Grass cutting installment	No
	£ 20.78	Anglian Water	Lorraine Road cemetery water rates	No
£ 30.00		Marston Vale Forest School	Wootton news advertising income	N/A

£999.53 £12,473.30

b/f	£ 22,702.36
Income	£ 999.53
Expenditure	£ 12,473.30
Balance c/f	£ 11,228.59