



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 12th October 2016 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(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Doggrell, Hall, Hensher, Noakes, Price, Quirk and Wallace. In Attendance: Sue Playford (Clerk). Cllr Chalmers arrived at 7.35pm.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC16/229	Apologies for absence. Cllrs Bennett, Groves, Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC16/230	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC16/231	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.
FC16/232	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for September 2016. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments were received. The Clerk agreed to filter future figures to include Wootton's figures	Clerk to keep on file.	N/A.

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		only. Cllr Noakes was concerned about the office – robbery of business property.		
FC16/233	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC16/234	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 14th September 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 24th August 2016. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 20th July 2016. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Footpaths Safety Steering Group meeting held on 20th July 2016. Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 7th September 2016.	Minutes were received and adopted. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Price. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Wallace. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lloyd. Seconded: Cllr Hall. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Lloyd.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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		Resolved by all present.		
FC16/235	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. • FC16/61 – 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	*FC16/61 – BBCllr/Cllr Wheeler had sent apologies ahead of this meeting as he was attending Bedford Borough’s Full Council meeting. It was hoped he would have the opportunity to request the Chair of the BBC’s Planning Committee resend the email.	BBCllr/Cllr Wheeler to take forward. Clerk to keep on file.	N/A.

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	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 (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.			
FC16/236	Chairman's report – for information only.	Cllr Lloyd asked members to start considering capital and revenue projects ahead of precept 2017/18 discussions, which would begin at next Full Council. He informed members the Local Council Award Scheme application for Quality status had been submitted. The criteria was not that	All to take forward.	N/A.

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		detailed in parts and so further answers may still need to be submitted before the award is made. He then asked for members to email the Clerk with their availability to open/close the village hall gates, as the caretaker would be on annual leave from 24 th -28 th October 2016. Cllr Chalmers confirmed he would be able to open the gates each morning. Cllr Wallace confirmed a letter to the village hall committee (asking them to close the gates after a late-finishing village hall activity) would be discussed at their next committee meeting (31 st October 2016).		
FC16/237	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.
FC16/238	Schedule of receipts and payments – statement(s) 28 (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.
FC16/239	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 Hensher. Proposed: Cllr Bygraves. Seconded: Cllr Price. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/240	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 Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/241	To review the Strategic Action Plan for 2016-17 and receive an update from all relevant councillors regarding ongoing projects for 2016-17. (Appendix 5).	Cllr Lloyd gave the following updates in addition to the actions noted within the SAP: The CCTV system at the	Cllr Doggrell/ BBCllr/Cllr Wheeler to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Memorial Hall was due to be installed during October half term 2016. • Neighbourhood Plan – the draft tender was to be approved at this meeting; • Cllr Doggrell confirmed wild seeds were ready to be sown but brambles were taking over once more. He added trees in the area needed either felling or crowning to allow more sunlight through. Neil Gates was unable to do the tree works as they were substantial. All works now would have to wait until spring 2017. Cllr Doggrell agreed to ask BBCllr/Cllr Wheeler to inform the lower school of the delay. • Wootton in Bloom – a contractor was to be appointed at this meeting. All other projects were detailed within the SAP.		
FC16/242	To receive and approve a risk assessment from Cllrs Noakes, Quirk and Regmi with regard to a ditch within the Berryfields development and to resolve a suitable course of action.	Cllr Quirk detailed the history behind the Risk Assessment – the ditch within Berryfields had been identified as a significant health and safety issue. Cllr Wallace detailed how it highlighted issues with an outside body looking after areas within the village. After discussion it was resolved: • The Clerk undertake spelling corrections and title change as	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		detailed by Cllr Hall; - The Clerk send a copy of the report to: - Bedford Borough Council – Jim Caffrey (Principal Planner), Paul Rowland (Assistant Director Planning), Phil Simpkins (Chief Executive BBC) and Dave Hodgson (Mayor). - Persimmon Homes Plc – Andy Lord (Planning Manager), Jeff Fairburn (Group Chief Executive); - RoSPA for their information. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.		
FC16/243	To consider a further response to Bedford Borough Council in relation to its ongoing consultation on Bedford Borough’s Library Service Strategy and to resolve a suitable course of action.	Resolved to accept without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/244	To consider a response to the National Association of Local Councils (NALC) regarding their Local Government Finance Settlement Technical Consultation on government plans to extend referendum principles to larger, higher spending local councils for the first time.	Resolved to accept without further comment. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/245	To consider whether Wootton Parish Council should formally support the Marston Moreteyne Action Group (MMAG) and others in opposing plans for the development of an incinerator at Rookery Pit South (Stewartby) and to resolve a suitable course of action.	Resolved to formally support the Marston Moreteyne Action Group (MMAG) and others in opposing plans for the development of an incinerator as detailed, but <u>not</u> to offer financial support. Proposed: Cllr Price. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC16/246	To receive and approve Terms of Reference for the newly formed Wootton Play Equipment Working Group and to resolve a suitable course of action.	Resolved to receive and approve the Terms of Reference for the Wootton Play Equipment Working Group without amendment. Proposed: Cllr Noakes. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/247	To receive and approve a draft Neighbourhood Plan Tender ahead of distribution to potential tenderers and to resolve a suitable course of action.	Resolved to receive and approve the Neighbourhood Plan Tender without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/248	To receive and approve a revised 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.	Resolved to receive and approve the revised draft (annotated Non-Charitable Deed of Dedication) and to execute it in accordance with Fields In Trust's recommendations (to be signed by Cllrs Lloyd and Wheeler and witnessed by the Clerk). Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/249	To receive a report from Cllr Hensher regarding additional signage proposed for the recreation ground car park and to resolve a suitable course of action.	A report was circulated ahead of the meeting highlighting areas where signs were to be considered along with types and wording (one detailed no overnight parking, the other detailed parking at owners' own risk). Cllr Hensher stated additional signs were needed, to reinforce the fact vehicles could not park overnight in the recreation ground car park (recognised as a public car park). His recommendation was vandal-proof signs that couldn't therefore be	Cllr Hensher to take forward.	Localism Act 2011, Ch 1, s1-8.

		damaged or sprayed. They would be fixed at points (detailed in his report) at a high enough level. Their finish would be reflective white to remain visible at night. Cllr Wallace believed the village hall committee would have no objections to any being placed on the hall walls. Resolved Cllr Hensher obtain quotations for both signs (wording to include Wootton Parish Council to identify them as owners of the car park) and report back to Full Council. Proposed: Cllr Bygraves. Seconded: Cllr Doggrell. Resolved by all present.		
FC16/250	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).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC16/251	To receive a report from Cllr Lloyd with regard to quotations received as part of the proposed Wootton in Bloom project and to resolve a suitable course of action.	It was resolved (FC16/169) that fully planted containers be purchased, but that the Clerk seek to obtain local quotations. She had been unable to do so, despite contacting local companies and chasing on several occasions. Cllr Lloyd's report detailed 4 tier planters however after discussion, the height was considered excessive. Resolved to appoint Plantscape as the successful contractor and to purchase 3 x 3 tier planters (fully planted with reservoirs) for the locations highlighted within the report – but move the one opposite the Cock Inn PH nearer the brick wall so as not to obscure the noticeboard and litter bin. The Clerk	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		would need to confirm the change of location with Bedford Borough Council Highways. The Clerk added she had asked the allotments officer if she would consider maintaining them. Proposed: Cllr Chalmers. Seconded: Cllr Noakes. Resolved by all present.		
FC16/252	To appoint a contractor to undertake remedial works to the MUGA (Multi Use Games Area) goal mouth and to resolve a suitable course of action.	Resolved to appoint Sam Helliwell to undertake remedial works to the MUGA goal mouth. The Clerk was also instructed to use her delegated powers to ask Sam to remove compacted built-up earth in front of the kick wall. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/253	To receive the latest report regarding the management and running of the community centre at Berryfields and to resolve a suitable course of action.	Cllr Wallace asked if there was a need to form a working group to work on Terms of Reference and Conditions, were the parish council appointed as Management Entity. Members considered that wasn't necessary at this stage – not least as Persimmon Homes had provided no further updates on the outstanding issues (ventilation and kitchen area) in recent months. Cllr Quirk was concerned over the lack of response – resolved the Clerk contact Bedford Borough Council and Persimmon Homes Plc to establish why this remained the case. Proposed: Cllr Noakes.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Wallace. Resolved by all present.		
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Meeting closed at 8.35pm.

FC16/232

Borough Councillor Report for 12th October.

Could I bring to your attention to the new Borough Report it service, anybody can now report Highway issues direct rather than having to go via the Clerk or myself, I will be sent a report which I will let the clerk have each week. When you report a problem you will be given a reference number and Borough will keep you informed on the progress. The site is: highwaysreporting.bedford.gov.uk.

Just to remind you in November the fortnightly bin collection will start, a leaflet will be put on the bins informing residents of the collection days.

On 17th October there is an open meeting at Wootton Library at 1pm, if you are free please attended as it will be a good opportunity to express you views on the Library to Borough officials.

The fence by the Crown Estate has now been repaired not replaced, unfortunately it has been damaged on more than one occasion after this and Borough will not fix it anymore. I am still talking to Highways re this as I was under the understanding the fence was going to be replaced not just fixed.

Work on the new drains and water pipes are now due to be done soon on Fields Road and then resurfacing will be done early next year, I will keep you updated on this. I am also talking to Jim Caffrey re traffic calming on Fields road to coincide with this.

As you would have noticed work is now well under way behind Harris Way re the new MUGA, football pitches and Play Park.

As always I am continuing to deal with the many problems/requests from the residents of Wootton.

John Wheeler

FC 16/232a Sep 2016				
Offence Class Description	First Committed	Address	Beat Code	Beat Name
BURGLARY IN A BUILDING OTHER THAN A DWELLING	03/09/2016 12:00	FIELDS ROAD	NORTH-766	WOOTTON
BURGLARY IN A BUILDING OTHER THAN A DWELLING	15/09/2016 10:00	HALL END ROAD	NORTH-766	WOOTTON
BURGLARY IN A BUILDING OTHER THAN A DWELLING	19/09/2016 16:45	FIELDS ROAD	NORTH-766	WOOTTON
ROBBERY OF BUSINESS PROPERTY	09/09/2016 21:50	CAUSE END ROAD	NORTH-766	WOOTTON
THEFT OF PEDAL CYCLES	23/09/2016 00:00	TITHE BARN ROAD	NORTH-766	WOOTTON

FC16/233 Schedule of correspondence			
Date received	Type	From	Brief details
13.9.16	Email	Bedford Borough Council	Planning weekly list - revised format
13.9.16	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 - 22nd August 2016 - 9th September 2016
15.9.16	Letter and attachment	Bedford Borough Council	Electoral Register monthly updates - 1st September 2016
16.9.16	Leaflet	F A Bartlett Tree Experts	Tree Tips
20.9.16	Email	Bedford Borough Council	Planning weekly list - revised format
20.9.16	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 - 12th September 2016 - 16th September 2016
27.9.16	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 - 19th September 2016 - 23rd September 2016
27.9.16	Email	Bedford Borough Council	Planning weekly list - revised format
4.10.16	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 - 26th September 2016 - 30th September 2016
4.10.16	Email	Bedford Borough Council	Planning weekly list - revised format

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FC16/237

Planning & Environment Committee report

14th September 2016

List of correspondence received

- Bedford Borough Council – response from Paul Rowland (Assistant Director, Planning) following observations passed forward by Wootton Parish Council in relation to planning application 16/02067/LBC.
- Bedford Borough Council – correspondence received from Chenge Taruvinga, Senior Planning Officer) advising site 563 has been withdrawn by the site promoter from the Call for Sites process/Local Plan 2035.

Matters arising from the minutes – for information only

See 28th September 2016.

Planning Applications – for resolution

16/02356/LBC – 18 Keeley Lane – exposing the original timber frame on the exterior of the building. Replacing the windows with wider ones of the same style.

Resolved **NO OBJECTIONS**.

16/02361/FUL – 39 Keeley Lane – erection of detached timber garden room in rear garden for use as home office/leisure room.

Resolved **NO OBJECTIONS**.

Planning Approvals – 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.

Bedford Borough Council's Planning Committee resolved to grant permission (CIL liable) at their meeting on 15th August 2016.

This council had previously recorded **AN OBJECTION**.

16/01987/TPO – Ashglade House, 155a Bedford Road – T1 Ash, crown reduce by 2m and deadwood T2 Ash, reduce back from building to achieve 1.5-2m clearance crown lift to 3.5m.

This council previously recorded **NO OBJECTIONS**.

Resolutions

P16/229 – Resolved Cllr Quirk take repair issues to the church wall and railings forward with the church and planning officers. Further resolved he also take forward with the church the issue of trip hazards involving some graves within St. Mary's cemetery. Further resolved to accept the cemeteries risk

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assessment in light of the above. Lastly – resolved Bedford Borough Council (BBC) be asked to undertake an annual risk assessment/programme of repairs to street lighting owned by the parish council.

P16/230 – Resolved to remove the small bins to prevent broken glass being a further hazard and to review in one month whether to replace them.

28th September 2016

Report from outside organisations – for information only

- Bedford Borough Council – Brickhill Parish Council. Bedford Borough Council has designated Brickhill 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, Brickhill Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.

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/Clr 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/Clr 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. Water lilies are now out of season – the Clerk has ordered wild flower seeds.
- 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 Clr 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.

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- P16/216 – Tithe Barn Road footpaths. Clerk and BBCllr/Cllr Wheeler to meet with Bedford Borough Council Highways Engineer to view this and other sites in order to establish a way forward with regard to all remedial works.
- P16/229 – Street lighting Risk Assessment. Resolved 14th September 2016 (P16/229) to request Bedford Borough Council undertake annual risk assessments.
- P16/230 – Bins at Lorraine Road cemetery. Resolved 14th September 2016 (P16/230) to remove all small bins from the cemetery to prevent soil and broken glass being placed, causing a potential hazard for the cemeteries caretaker. To be reviewed after one month.

Planning approvals – for resolution

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.

Bedford Borough Council's Planning Committee resolved to grant permission (CIL liable) at their meeting on 15th August 2016.

This council had previously recorded **AN OBJECTION**.

16/01533/FUL – 12 St. Mary's Road – first floor side extension.

This council had previously recorded **NO OBJECTION**.

Resolutions

P16/242 – Resolved to note the consultation and keep on file.

P16/243 – Resolved to accept CUT Services Ltd's quotation to replace the wooden casing surrounding the existing tap and to defer additional works.

P16/244 – Resolved to seek quotations to re-lay the surface tarmac or use a cold finish surface (as used by Bedford Borough Council contractors in Jenkyn Road) on the footpath leading from Church Road to St. Mary's Church North Entrance.

Sue Playford

Clerk to the Council

1st October 2016

FC16/238

Unity Trust Bank Ltd - Receipts & Payments presented - 1st September 2016 - 1st October 2016				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
£ 30.00		M Flynn Building	Wootton news advertising income	N/A
£ 30.00		Allthingsgreen	Wootton news advertising income	N/A
£ 30.00		Complete Underground Technology	Wootton news advertising income	N/A
	£ 167.27	E-on	Street lighting	No
	£ 90.94	E-on	Changing room electricity	No
£ 220.00		Wrighton & Barker	Memorial fees re Darlow & Tory	N/A
	£ 53.00	Bedford Borough Council	Cemetery rates	No
£ 68,677.25		Bedford Borough Council	Precept 2nd tranche 2016/17	N/A
£ 30.00		Paul Jackson	Wootton news advertising income	N/A
	£ 39.98	EE & T-Mobile	Clerk's mobile	No
	£ 26.76	BT	Phone line	No
£ 230.00		Abbotts	Interment fee re Pestell	N/A
£ 240.00		Steel & Partners	Interment fee re Burns	N/A
	£ 510.00	BRCC	Playground equipment inspection training x 3	Yes
	£ 28.69	Anglian Water	Allotments water rates	No
	£ 33.36	BT	Broadband	No
	£ 85.00	Anglian Water	Changing rooms water rates	No
£ 160.00		Seamer	Interment fee re Barley	N/A
	£ 90.00	A J Book keeping Services	Payroll services Q2 2016/17	No
	£ 4,028.99		Wages Sep 2016	No
	£ 950.00	J Dennis Garden & Property Services	Cemeteries maintenance	No
	£ 1,190.00	Bespoke Media Ltd	Wootton newsletter Sep 16 - graphic design, printing and delivery	No

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Appendix 4

	£ 1,508.64	Ace Fire & Security Ltd	Annual CCTV maintenance contract	No
	£ 1,917.45	A R Worboys Ltd	Additional grass cutting instalment	No
	£ 694.21	A R Worboys Ltd	Grass cutting instalment	No
£ 30.00		Wootton Rangers FC U10's	MUGA hire Oct 16	N/A
£ 182.50		Spelman and Lovell	Paddock rent Q2 16/17	N/A
	£ 37.65	Unity Trust Bank Ltd	Service charge	No

£69,859.75 £11,451.94

b/f	£ 11,228.59
Income	£ 69,859.75
Expenditure	£ 11,451.94
Balance c/f	£ 69,636.40

STRATEGIC ACTION PLAN 2016-17

Wootton Parish Council will publish an action plan annually in May. The Plan will be drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year.

Wootton Parish Council will review the action plan on a monthly basis and will amend it as necessary. It will be formally reviewed by Full Council also on a monthly basis – to include an update on issues detailed, the addition of new issues identified and sign off of any completed issues.

Wootton Parish Council's objectives for 2016-17 are:

Action	How identified?	Timescale	Budget	Update	Project Manager
Community Cohesion	Budget/precept discussions January 2016	TBC	£10,000	Recommendation made to ring-fence monies to hold a community cohesion project involving Fields Road North and South as development draws to a close	Cllr Wallace
Conversion of paddock into additional allotments/parking	Commencement of lease agreement between WPC and Wootton Poor's Land Charity	TBC	£8,000	On hold until sufficient demand is identified	Clerk
Define costings to install CCTV at the Memorial Hall	Request made by hall users and committee	Sep 2016	£3,000	Works are expected to be completed in October 2016	Cllr Groves
Keeley End Pond regeneration: • Clearance and planting* • Duck house and opening**	Following transfer to WPC from Persimmon Homes	*Sep 2016 **May 2017	£6,808	£10,000 was given by Persimmon to WPC and is ring-fenced within earmarked reserves for the regeneration project and ongoing maintenance	Cllr Doggrell
Lorraine Road cemetery extension	Local Plan 2035	N/A	£2,000	Recommendation made to ring-fence monies (total not yet confirmed) to purchase additional land for burial purposes	Cllr Quirk
Neighbourhood Plan	Local Plan 2035	2018	£5,000	Please refer to agenda item FC16/247	Cllr Lloyd

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Chairman.....

Date 9th November 2016

Appendix 5

Neighbourhood Plan project costs	Local Plan 2035	TBC	£10,000	Recommendation made to ring-fence monies for potential project costs identified as part of the Neighbourhood Plan project	Cllr Lloyd
Noticeboards	New development – Fields Road North* and South**	*2018 **2021	£2,000	Locations at both sites to be identified as development draws to a close	Clerk
Replacement trees	Ongoing commitment	N/A	£500	To be actioned as need arises	Clerk
St. Mary's stone and railing cemetery wall	Cemetery Risk Assessment 2015	N/A	£10,000	Recommendation made to ring-fence monies (totalling £40,000) to repair/replace as needed	Cllr Quirk
Transfer of street lights (ownership) to Bedford Borough Council	Discussions on record anomalies between WPC and Bedford Borough Council in 2012	TBC	TBC	Bedford Borough Council are currently completing a programme of replacement columns within the village	Cllr Quirk
Wootton in Bloom	Budget/precept discussions January 2016	TBC	£10,000	Please refer to agenda item FC16/251	Cllr Lloyd
Wootton village entrance sign	Old sign was removed as part of ongoing development along Fields Road	End of 2016	£5,000	Designs were placed in June 2016's Wootton newsletter for residents to vote – and have been again in September 2016's Wootton newsletter. Residents have been asked again to submit their own designs – one design expected earlier this summer has not yet been received.	Cllr Lloyd

To be reviewed monthly at Full Council.