



# WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 9<sup>th</sup> November 2016 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

| <b>Open Forum</b>                     | There were no members of the public or press present and so the meeting continued without adjournment.<br>A brief presentation was received from Town Planning Services (Chris Akrill) regarding proposals for an energy development within the Hoo Lane area, before the meeting was officially opened. Chris detailed the application was for a store scheme adjacent to the sub-station in Hoo Lane – 22 diesel generators, slightly smaller than a shipping container to be used short-term when energy dipped during peak usage on the local grid. The site would be screened from surrounding areas – a community fund of £10k was suggested, however further details were not yet known. Cllr Wallace queried funding for the development – Chris confirmed funding was available and plans would be submitted Q4 2016/Q1 2017. It was noted there would be no more than one fuel lorry per week visiting the site. Cllr Wallace asked that a travel plan be included in the planning application. The site would be remotely managed and secured – no light pollution was expected. Chris and his colleague then left the meeting at 7.50pm. |                     |               | Public Bodies (Admissions to Meetings) Act 1960, s1(1).    |
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| <b>Present</b>                        | Cllrs Lloyd (in the chair), Bygraves, Chalmers, Doggrell, Groves, Hensher, Noakes, Price, Quirk, Regmi, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |               |                                                            |
| <b>Absent (no apologies received)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |               |                                                            |
| <b>Agenda no</b>                      | <b>Agenda item title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Resolution</b>   | <b>Action</b> | <b>Power</b>                                               |
| <b>FC16/254</b>                       | <b>Apologies for absence.</b><br>Cllrs Bennett and Hall.<br>The Clerk (Sue Playford) was not in attendance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Resolved to accept. | N/A.          | Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40. |
| <b>FC16/255</b>                       | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A.                | N/A.          | Localism Act 2011, Ch 7, s31.                              |
| <b>FC16/256</b>                       | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A.                | N/A.          | Localism Act 2011, Ch 7, s33.                              |

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| <b>FC16/257</b> | <p><b>Report from outside organisations – for information only.</b><br/>To include a report from BBCllr/Cllr Wheeler.<br/>(Appendix 1).</p> <p>To receive crime figures for October 2016.<br/>(Appendix 1a).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>BBCllr/Cllr Wheeler’s report was circulated ahead of the meeting. He added the upper school had created a team to help within the community and to raise monies for the Bob Lunniss Annual lunch.</p> <p>Cllr Doggrell was concerned several events had taken place all within the Fields Road area. BBCllr/Cllr Wheeler stated Wootton still had a low crime rate against other areas within the Borough.</p> | Clerk to keep on file. | N/A.                                                 |
| <b>FC16/258</b> | <p><b>List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.</b><br/>(Appendix 2).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                     | Clerk to keep on file. | N/A.                                                 |
| <b>FC16/259</b> | <p><b>Minutes of the previous meeting.</b><br/><i>Minutes are published on the Wootton Parish Council Website: <a href="http://woottonpc.bedsparishes.gov.uk/">http://woottonpc.bedsparishes.gov.uk/</a>.</i><br/>Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12<sup>th</sup> October 2016.</p> <p>Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance &amp; General Purposes Committee meeting held on 28<sup>th</sup> September 2016.</p> <p>Members of Full Council are asked to receive the <b>DRAFT</b> minutes of the (advisory) Fun Fest Committee meeting held on 7<sup>th</sup> September 2016. Please note a further meeting of this committee is not due until Spring 2017 and so the minutes are for information only.</p> | <p>Minutes were received and adopted.<br/>Proposed: Cllr Quirk.<br/>Seconded: Cllr Chalmers.<br/>Resolved by all present.</p> <p>Minutes were received and adopted.<br/>Proposed: Cllr Quirk.<br/>Seconded: Cllr Bygraves.<br/>Resolved by all present.</p> <p>Minutes were noted for the file.</p>                                                                                                               | Clerk to keep on file. | Local Government Act 1972, Sch 12, Part VI, p41 (1). |
| <b>FC16/260</b> | <p><b>Matters arising from the minutes to include Issues log review – for information only.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                     | Clerk to keep on file. | N/A.                                                 |

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|  | <ul style="list-style-type: none"> <li>• FC14/117 + FC15/217 – Bedford Borough Council’s Local Plan 2032 (now 2035). Response submitted ahead of the deadline.</li> <li>• 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.</li> <li>• 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.</li> <li>• FC15/39 + FC16/247 – Designation of the whole civil parish of Wootton as a Neighbourhood Area. Resolved 12<sup>th</sup> October 2016 (FC16/247) to approve a draft Neighbourhood Plan.</li> <li>• FC15/53 + FC15/94 + FC16/42 + FC/220 – Local Council Award Scheme. Submission has been made.</li> <li>• FC16/61 – Bedford Borough Council’s decision-making processes for the Fields Road South development. Resolved 9<sup>th</sup> 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.</li> <li>• FC16/90 + FC16/118 + FC16/170 + FC16/199 + FC16/228 + FC16/253 + FC16/277 – Community Centre at Berryfields. Resolved 13<sup>th</sup> 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. No meeting has been forthcoming and the parish council’s concerns over inadequate ventilation and kitchen area remain unaddressed. Please refer to agenda item FC16/277.</li> <li>• FC16/139 + FC16/221 + FC16/248 – Memorial Hall play area (Fields in Trust - FIT). Resolved 12<sup>th</sup> October 2016 (FC16/248) to receive and approve the revised draft Deed and sign accordingly. Paperwork returned to FIT 28<sup>th</sup> October 2016.</li> <li>• FC16/159 – RoSPA inspection reports. Resolved 13<sup>th</sup> July 2016 (FC16/159) the Clerk take findings forward with the relevant contractors for remedial action. Works are ongoing.</li> </ul> |  |  |  |
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|  | <ul style="list-style-type: none"> <li>• FC16/169 + FC16/251 – Wootton in Bloom. Resolved 13<sup>th</sup> July 2016 (FC16/169) to purchase full planted containers. Further resolved 12<sup>th</sup> October 2016 (FC16/251) to appoint Plantscape and to purchase 3 x 3 tier planters with reservoirs.</li> <li>• FC16/191 – Storage at the changing rooms. Resolved 10<sup>th</sup> August 2016 (FC16/191) to request one storage room for the parish council's items. Storage now in use. Move to close.</li> <li>• FC16/194 – CCTV at the Memorial Hall. Resolved 10<sup>th</sup> August 2016 (FC16/194) to install a system. System installed 26<sup>th</sup> October 2016. Move to close.</li> <li>• 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 10<sup>th</sup> 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.</li> <li>• FC16/197 – Petition calling for the redevelopment of play equipment at the recreation ground. Resolved 10<sup>th</sup> August 2016 (FC16/197) to accept the petition and create a new working group – Wootton Play Equipment Working Group. Move to close.</li> <li>• FC16/222 + FC16/242 – Berryfields ditch. Resolved 14<sup>th</sup> September 2016 (FC16/222) to undertake a full risk assessment ahead of any other course of action. A Health &amp; Safety risk assessment and covering letter have been sent to members of Bedford Borough Council, Persimmon Homes and RoSPA. Clerk has been informed investigations will take place.</li> <li>• FC16/224 + FC16/275 – Gambles Amusements/Fun Fair. Resolved 14<sup>th</sup> September 2016 (FC16/224) to establish dates, ensure they didn't clash with St. Mary's holiday club and to permit a Fun Fair during the 2017 summer holidays. Motion received to revisit this agenda item. Please refer to agenda item FC16/275.</li> <li>• FC16/225 + FC16/249 – Car parking at the recreation ground car park. Resolved 14<sup>th</sup> September 2016 (FC16/225) to seek quotations for additional vandal-resistant signage, warning users car park gates would be locked overnight from 10pm until 8am). Resolved 12<sup>th</sup></li> </ul> |  |  |  |
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|                 | October 2016 (FC16/249) to approve wording – quotation requests are ongoing.                                                                                                                                                   |                                                                                                                                                               |                        |                                                                        |
| <b>FC16/261</b> | <b>Chairman's report – for information only.</b>                                                                                                                                                                               | Cllr Lloyd reminded all present about arrangements for the Remembrance parade. Cllr Bygraves confirmed all football teams would not play in the morning.      | Clerk to keep on file. | N/A.                                                                   |
| <b>FC16/262</b> | <b>To receive a report from the (Executive) Planning &amp; Environment Committee – for information only.</b><br>(Appendix 3).                                                                                                  | No further comments received.                                                                                                                                 | Clerk to keep on file. | N/A.                                                                   |
| <b>FC16/263</b> | <b>Schedule of receipts and payments – statement(s) 29 (Unity Trust Bank Ltd) as previously approved by the Finance &amp; General Purposes committee – for information only.</b><br>(Appendix 4).                              | No further comments received.                                                                                                                                 | Clerk to keep on file. | Governance and Accountability for Smaller Authorities in England 2016. |
| <b>FC16/264</b> | <b>To receive and verify the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories).</b>                                                                                             | Resolved to receive and verify – signed by Cllrs Noakes and Groves.<br>Proposed: BBCllr/Cllr Wheeler.<br>Seconded: Cllr Bygraves.<br>Resolved by all present. | Clerk to keep on file. | Governance and Accountability for Smaller Authorities in England 2016. |
| <b>FC16/265</b> | <b>To receive and verify the Income &amp; Expenditure report for all cost centres for 2016-17, to date.</b>                                                                                                                    | Resolved to receive and verify the report without amendment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Doggrell.<br>Resolved by all present.              | Clerk to keep on file. | Governance and Accountability for Smaller Authorities in England 2016. |
| <b>FC16/266</b> | <b>To review the Strategic Action Plan for 2016-17 and receive an update from all relevant councillors regarding ongoing projects for 2016-17.</b><br>(Appendix 5).                                                            | There were no further updates since the last meeting.                                                                                                         | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8.                                         |
| <b>FC16/267</b> | <b>To receive and adopt the Risk Assessment and Management (Financial) (Internal Best Practice Review – Q2 2016-17) and to resolve a suitable course of action.</b>                                                            | Resolved to accept without amendment.<br>Proposed: Cllr Price.<br>Seconded: Cllr Bygraves.<br>Resolved by all present.                                        | Clerk to keep on file. | Governance and Accountability For Smaller Authorities in England 2016. |
| <b>FC16/268</b> | <b>To receive and adopt the Christmas tree Risk Assessment 2017, to consider any other action required with regard to the switch on ceremony (Sunday 27<sup>th</sup> November) and to resolve a suitable course of action.</b> | Resolved to accept without amendment. Cllr Chalmers confirmed he had spoken to Richard Hull regarding the PA speaker system – Cllr                            | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                         |

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|                 |                                                                                                                                                                                                                                                                                                                              | Lloyd confirmed the Boys/Girls brigade were switching on the lights.<br>Proposed: Cllr Groves.<br>Seconded: Cllr Price.<br>Resolved by all present.                                                                                                                                                                                                                                                                                 |                        |                                                |
| <b>FC16/269</b> | <b>To receive a recommendation from the (advisory) Leisure &amp; Amenities Committee to receive the quarterly inspection report from Dura-Sport (Leisure Care) Ltd (dated 3<sup>rd</sup> August 2016) relating to the Multi Use Games Area (MUGA) flooring without amendment and to resolve a suitable course of action.</b> | Resolved to accept the recommendation without amendment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                          | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8.                 |
| <b>FC16/270</b> | <b>To consider a response to Bedford Borough Council's Planning Department that Wootton Parish Council had previously agreed to their engineering suggestion (raised table with zebra crossing) to reduce speeding along Fields Road and to resolve a suitable course of action.</b>                                         | It was noted the parish council had not previously agreed to the installation of a raised table with zebra crossing (originally to have been a pelican crossing) in Fields Road.<br>Resolved the Clerk write to BBC's Planning Department stating the above and requesting any minute reference available to them.<br>Proposed: Cllr Price.<br>Seconded: Cllr Chalmers.<br>Resolved by all present.                                 | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                 |
| <b>FC16/271</b> | <b>To establish how best to allocate Community Infrastructure Levy (CIL) funds totalling £22,346.57 (14/02939/MAF – Land at Hall End) as detailed within Bedford Borough Council's letter dated 24<sup>th</sup> October 2016 and to resolve a suitable course of action.</b>                                                 | Resolved the following suggestions were put forward for consideration: <ul style="list-style-type: none"> <li>• New toilets for the recreation ground;</li> <li>• New in/out entrance/exit at the recreation ground;</li> <li>• Memorial Hall flooring;</li> <li>• St. Mary's church wall and railings.</li> </ul> Further discussions were needed.<br>Proposed: Cllr Groves.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to take forward. | Town & Country Planning Act 1990 & subsequent. |

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| <b>FC16/272</b> | <b>To consider a request that infra-red detectors be added to the existing CCTV system at the recreation ground, to prevent in the region of 1,300 false alarm signals daily and to resolve a suitable course of action.</b>                                 | Resolved to add infra-red detectors as needed but to ask why they were not part of the original installation.<br>Proposed: Cllr Noakes.<br>Seconded: Cllr Wallace.<br>Resolved by all present.                                                                                  | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                          |
| <b>FC16/273</b> | <b>To consider Disclosure and Barring Service (DBS) checks for the Clerk and parish councillors, in relation to CCTV systems at the recreation ground and Memorial Hall sites and to resolve a suitable course of action.</b>                                | Resolved the Clerk only undergo a DBS check – results to be given to the Chairman/Vice-Chairman.<br>Proposed: Cllr Groves.<br>Seconded: Cllr Bygraves.<br>Resolved by majority vote.<br>Cllr Quirk wished to state for the minutes, his objection to the DBS scheme in general. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                          |
| <b>FC16/274</b> | <b>To resolve that developer contributions (Bellway 02/01445/OUT) be used (sum to be agreed) to fund remodelling works at the recreation ground and the provision of new play equipment and to resolve a suitable course of action.</b>                      | Resolved a sum of money could be used to fund remodelling works, when costings were known. It would however, not be 100% of costings.<br>Proposed: Cllr Wallace.<br>Seconded: Cllr Groves.<br>Resolved by all present.                                                          | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                          |
| <b>FC16/275</b> | <b>To revisit a previous resolution (FC16/224 – 14<sup>th</sup> September 2016) that dates given permitting a Fun Fair at the recreation ground be amended from summer holidays 2017 to Easter holidays 2017 and to resolve a suitable course of action.</b> | Resolved the Fun Fair be permitted to attend during the Easter holidays (week days) 2017.<br>Proposed: Cllr Groves.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                       | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                          |
| <b>FC16/276</b> | <b>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).</b>                                                     | There were no members of the public or press present.                                                                                                                                                                                                                           | N/A.                   | Public Bodies (Admissions to Meetings) Act 1960, s1(2). |
| <b>FC16/277</b> | <b>To receive the latest report regarding the management and running of the community centre at Berryfields and to resolve a suitable course of action.</b>                                                                                                  | Resolved the Clerk write again to Richard Colson to establish if power had now been supplied and whether the acoustic report was available to view (with any actions arising).                                                                                                  | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                          |

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|  |  | Proposed: Cllr Noakes.<br>Seconded: Cllr Chalmers.<br>Resolved by all present. |  |  |
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Meeting closed at 8.45pm.

**Borough Councillors report to W.P.C. 9<sup>th</sup> November 2016**

Further to my report last week I would like to report that the first stage of the safe route to school via Potters Cross has been completed, the path will be tarmacked. Lights and bollards will be erected sometime soon. Highways are also looking into upgrading pedestrian access from there to Bedford Road.

The new industrial estate is now in the final legal stages and work is now hoped to be started in the second quarter of next year. I can confirm that a nursery will be built on the site, more details to follow.

Bedford Borough has a winter webpage out now called [Bedford.gov.uk/winterupdates](http://Bedford.gov.uk/winterupdates) to give you updates re roads in the area – A and B roads and important local routes will be a priority for gritting. I shall be representing Wootton on Friday the 11<sup>th</sup> November at the Mayor's parlour for a remembrance service and later in the town centre.

As of this report it looks like Wootton Library will have one late opening night a week on a trial basis using the new system, there will be security staff making spot checks.

**John Wheeler**  
**Borough Councillor**

| FC 16/257a October 2016                                                         |                  |                           |           |           |
|---------------------------------------------------------------------------------|------------------|---------------------------|-----------|-----------|
| Offence Class Description                                                       | First Committed  | Address                   | Beat Code | Beat Name |
| BURGLARY IN A BUILDING OTHER THAN A DWELLING                                    | 09/10/2016 13:00 | FIELDS ROAD<br>WOOTTON    | NORTH-766 | WOOTTON   |
| CRIMINAL DAMAGE - TO VEHICLES                                                   | 20/10/2016 20:08 | A421 ROAD<br>WOOTTON      | NORTH-766 | WOOTTON   |
| CRIMINAL DAMAGE - TO VEHICLES                                                   | 29/10/2016 18:00 | STUDLEY ROAD<br>WOOTTON   | NORTH-766 | WOOTTON   |
| CRIMINAL DAMAGE - TO VEHICLES                                                   | 29/10/2016 17:00 | STUDLEY ROAD<br>WOOTTON   | NORTH-766 | WOOTTON   |
| OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE                             | 06/10/2016 18:13 | KEELEY LANE<br>WOOTTON    | NORTH-766 | WOOTTON   |
| PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS (POA 1986 S. 4A) | 14/11/2014 00:00 | ASHPOLE AVENUE<br>WOOTTON | NORTH-766 | WOOTTON   |
| PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)                  | 30/10/2016 15:00 | CAUSE END ROAD<br>WOOTTON | NORTH-766 | WOOTTON   |
| THEFT FROM MOTOR VEHICLE                                                        | 30/9/2016 23:00  | LORRAINE ROAD<br>WOOTTON  | NORTH-766 | WOOTTON   |
| THEFT FROM MOTOR VEHICLE                                                        | 24/10/2016 20:30 | OAK CLOSE<br>WOOTTON      | NORTH-766 | WOOTTON   |
| THEFT FROM SHOPS AND STALLS                                                     | 13/10/2016 13:15 | BEDFORD ROAD<br>WOOTTON   | NORTH-766 | WOOTTON   |
| THEFT OF MOTOR VEHICLE                                                          | 26/10/2016 16:30 | FIELDS ROAD<br>WOOTTON    | NORTH-766 | WOOTTON   |
| THEFT OF PEDAL CYCLES                                                           | 30/10/2016 14:00 | EMERTON WAY<br>WOOTTON    | NORTH-766 | WOOTTON   |

| FC16/258<br>Schedule of correspondence |                      |                         |                                                                                                                                                                                    |
|----------------------------------------|----------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date received                          | Type                 | From                    | Brief details                                                                                                                                                                      |
| 11.10.16                               | Email                | Bedford Borough Council | Planning weekly list - revised format                                                                                                                                              |
| 11.10.16                               | 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 - 3rd October 2016 - 7th October 2016   |
| 12.10.16                               | Email                | Bedfordshire Police     | PCC Newsletter September 2016                                                                                                                                                      |
| 12.10.16                               | Email                | Came & Company          | Council Matters Autumn 2016                                                                                                                                                        |
| 18.10.16                               | Email                | Bedford Borough Council | Planning weekly list - revised format                                                                                                                                              |
| 19.10.16                               | 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 - 10th October 2016 - 14th October 2016 |
| 19.10.16                               | Email                | Bedford Harriers        | Information regarding Bedford Harriers Half Marathon - Sunday 4th December 2016                                                                                                    |
| 25.10.16                               | Email                | Bedford Borough Council | Planning weekly list - revised format                                                                                                                                              |
| 26.10.16                               | 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 - 17th October 2016 - 21st October 2016 |
| 27.10.16                               | Email                | CCLA                    | Public Sector Deposit Fun Net Yield information                                                                                                                                    |
| 28.10.16                               | Letter and enclosure | Unity Trust Bank Ltd    | Unpaid cheque - Refer to Drawer - £12 (allotment fee - since paid in cash)                                                                                                         |

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**FC16/262**

**Planning & Environment Committee report**

**12<sup>th</sup> October 2016**

**List of correspondence received**

- Bedford Borough Council – Schedule of Rates used by them to invoice parish councils for repairs carried to parish council maintained street lighting.

**Matters arising from the minutes – for information only**

See 26<sup>th</sup> October 2016.

**Planning Applications – for resolution**

16/02805/FUL – 19 Hollies Walk – single storey rear extension.  
Resolved **NO OBJECTION**.

**Planning Approvals – for information only**

16/02028/FUL – 61 Studley Road – single storey side extension.  
This council previously recorded **NO OBJECTION**.

16/02455/TCA – 17 Jenkyn Road – 2 x Elm remove, Ash remove, 2 x Elder remove.  
Details not provided to this council for comment.

**Resolutions**

**P16/256** – Resolved Wootton Parish Council appoint a contractor to undertake remedial works to both footpaths leading from Tithe Barn Road into the recreation ground, to include:

- cutting back all overhanging shrubs;
- new tarmac surface;
- new kissing gates with additional catches to be re-sited at the Tithe Barn Road end of both footpaths to the recreation ground.

The Clerk was also instructed to seek to register both footpaths in the name of Wootton Parish Council.

**26<sup>th</sup> October 2016**

**Report from outside organisations – for information only**

- E-on Energy. Receipt of revised Unmetered Supply Certificate relating to street lighting for which the parish council has responsibility. Following the Borough Council's acquisition of several street lighting columns following a recent programme of upgrades, the Estimated Annual Consumption for the parish council has reduced resulting in a refund of £865.51.

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- Bedford Borough Council. Proposed temporary road closure – Cause End Road. From the easternmost junction of Lorraine Road to Bedford Road. Anticipated to be in operation from 8am to 6pm on up to 3 days from Monday 7<sup>th</sup> November to Wednesday 9<sup>th</sup> November 2016 – specific dates will be advertised locally closer to 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**

- P13/40 + P15/64 + P16/70 – Roads and footpaths. Resolved 9<sup>th</sup> 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. Wild flower seeds and water lilies will be planted in spring following weeding and pruning of trees. Animal/bat houses and the duck house will then be taken forward.
- P16/84 – Illuminated Wootton village sign – Fields Road entrance. Resolved 30<sup>th</sup> 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 1<sup>st</sup> 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. No other submissions have been received – the latest consultation in the Wootton Newsletter remains ongoing.
- P16/137 – Replacement trees. Resolved 25<sup>th</sup> 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 8<sup>th</sup> June 2016 (P16/150) to request a quotation for a further inspection in accordance with FA Bartlett Tree Experts' findings in June 2015. Please refer to agenda item P16/269.
- P16/175 – Popes Way. Bedford Borough Council have completed 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 13<sup>th</sup> July 2016 (P16/175) that the Clerk continue to try and register the area in the name of the parish council.
- P16/216 + P16/256 – Tithe Barn Road footpaths. Resolved 12<sup>th</sup> October 2016 (P16/256) that remedial works be undertaken to both footpaths – to include cutting back all overhanging shrubs, new tarmac surfaces and new kissing gates to be sited at the Tithe Barn Road end of both footpaths.
- P16/229 – Street lighting Risk Assessment. Resolved 14<sup>th</sup> September 2016 (P16/229) to request Bedford Borough Council undertake annual risk assessments.
- P16/230 – Bins at Lorraine Road cemetery. Resolved 14<sup>th</sup> 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. Bins have now been removed.
- P16/243 – Works to tap(s) at Lorraine Road cemetery. Resolved 28<sup>th</sup> September 2016 (P16/243) to replace the wooden casing surrounding the existing tap but not to add additional taps at this stage. Works completed 12<sup>th</sup> October 2016. Move to close.
- P16/244 – Remedial works to footpaths at St. Mary's Church cemetery. Resolved 28<sup>th</sup> September 2016 (P16/244) to seek quotations to re-lay the surface tarmac or use a cold finish surface on the one footpath leading from Church Road to St. Mary's Church North Entrance.

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### **Planning applications – for resolution**

[16/02843/FUL](#) – 10 St. Mary's Road – single storey front and side extension following the removal of existing outbuilding.

Resolved **NO OBJECTION**.

### **Planning approvals – for information only**

16/02356/LBC – 18 Keeley Lane – exposing the original timber frame on the exterior of the building, rebuilding plinth and replacing windows.

This council previously recorded **NO OBJECTION**.

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

This council previously recorded **NO OBJECTION**.

16/02445/AOC – 15/02060/MAF – Land South of Fields Road and East of Cranfield Road – condition 26 archaeological mitigation strategy (erection 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works).

Details not provided to this council for comment.

### **Planning refusals – for information only**

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. To view associated documents, decision notices and officer reports please see below for further information.

### **Resolutions**

**P16/268** - Resolved that the Clerk be instructed to seek quotations to install a wooden bench opposite the Cock Inn PH, set in a concrete base – total cost not to exceed £1,000. Further resolved the Clerk would email her findings and select the appropriate contractor using delegated powers (thus avoiding the need to bring the proposal back to a future committee meeting).

**P16/269** – Resolved to accept FA Bartlett Tree Experts visual tree inspection report and instruct them to undertake all priority 1 works.

**P16/270** – Resolved not to consider remedial works to kissing gates at Bedford Road lower school, Multi Use Games Area, Emergency Access gate and Jubilee Gardens (all within the recreation ground) and to review in 12 months' time.

**P16/271** – Resolved to put forward the following capital/revenue projects for 2017-18:

- £5,000 Lorraine Rd cemetery extension (Clerk was instructed to approach a land agent for a formal valuation on the land in question – the field adjacent to Lorraine Road cemetery extension, in the vicinity of Canons Close, next to a balancing tank for the Studley Road surface water drainage point);

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- £5,000 St. Mary’s Church wall and railings (amend existing earmarked budget heading to reflect railings also).

Further resolved members consider other capital/revenue projects and bring those, alongside those listed above and revenue budget headings (which the Clerk would work on) back to this committee for approval, before submission to Full Council.

**Sue Playford**  
**Clerk to the Council**  
**1<sup>st</sup> November 2016**

## FC16/263

| Unity Trust Bank Ltd - Receipts & Payments presented - 1st October 2016 - 1st November 2016 |          |                                                    |                                                                                    |                                                    |
|---------------------------------------------------------------------------------------------|----------|----------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------|
| Credit                                                                                      | Debit    | To/From                                            | Description                                                                        | Authorised using Clerk's delegated powers ACM16/22 |
|                                                                                             | £ 10.30  |                                                    | Expenses September 2016                                                            | Yes                                                |
|                                                                                             | £ 25.53  | Viking Direct                                      | Stationery                                                                         | Yes                                                |
|                                                                                             | £ 50.00  | Bedfordshire Association of Town & Parish Councils | New councillor induction training                                                  | Yes                                                |
|                                                                                             | £ 80.00  | Neil Gates                                         | Hedgerow works - Memorial Hall/Paddock and Hall End noticeboard                    | Yes                                                |
|                                                                                             | £ 108.00 | Flitwick Town Council                              | Emergency First Aid at work course x 2                                             | Yes                                                |
|                                                                                             | £ 600.00 | Wootton Church & Poors Land charity                | Allotment/paddock rent Q3 + Q4 2016/17                                             | No                                                 |
|                                                                                             | £ 650.00 | Miracle Design & Play Ltd                          | Remedial works to play equipment at Memorial Hall and Recreation Ground play areas | Yes                                                |
| £ 240.00                                                                                    |          | Mrs Melrose Miller                                 | Plot reservation - Lorraine Road cemetery                                          | N/A                                                |
| £ 40.00                                                                                     |          | Wootton Rangers FC U9 girls                        | MUGA hire Oct 16                                                                   | N/A                                                |
| £ 50.00                                                                                     |          | Wootton Village FC                                 | MUGA hire Oct 16                                                                   | N/A                                                |
| £ 152.00                                                                                    |          | Various                                            | Allotment rent 2016/17                                                             | N/A                                                |
|                                                                                             | £ 90.65  | E-on                                               | Changing room electricity                                                          | No                                                 |
| £ 136.00                                                                                    |          | Various                                            | Allotment rent 2016/17                                                             | N/A                                                |
| £ 120.00                                                                                    |          | Various                                            | Allotment rent 2016/17                                                             | N/A                                                |
|                                                                                             | £ 53.00  | Bedford Borough Council                            | Cemetery rates                                                                     | No                                                 |
|                                                                                             | £ 12.00  | P Russell/Unity Trust Bank Ltd                     | Unpaid cheque re allotment rent                                                    | No                                                 |
| £ 80.00                                                                                     |          | Nevilles undertakers                               | Interment fee re late Mr Nelson                                                    | N/A                                                |
| £ 1,682.49                                                                                  |          | Bedford Borough Council                            | Grass cutting grant 2016/17                                                        | N/A                                                |
| £ 160.00                                                                                    |          | Nevilles undertakers                               | Memorial fee x 2 re late Mr Nelson                                                 | N/A                                                |
| £ 20.00                                                                                     |          | Wootton Rangers FC U12's                           | MUGA hire Oct 16                                                                   | N/A                                                |

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|---------------------------|------------|----------------------------------------------------|--------------------------------------------------------------------------------------|-----|
|                           | £ 37.46    | EE & T-Mobile                                      | Clerk's mobile                                                                       | No  |
|                           | £ 80.00    | Bedfordshire Association of Town & Parish Councils | Local Council Award Scheme accreditation fee                                         | No  |
|                           | £ 26.76    | BT                                                 | Phone line                                                                           | No  |
|                           | £ 33.36    | BT                                                 | Broadband                                                                            | No  |
|                           | £ 85.00    | Anglian Water                                      | Changing rooms water rates                                                           | No  |
| £ 40.00                   |            | Wootton Rangers FC U10 girls                       | MUGA hire Nov 16                                                                     | N/A |
|                           | £ 100.08   | BT                                                 | Broadband                                                                            | No  |
|                           | £ 162.00   | Complete Underground Technology Services Ltd       | Supply and install new weatherproof insulation box for tap at Lorraine Road cemetery | No  |
|                           | £ 4,027.39 |                                                    | Wages Sep 2016                                                                       | No  |
|                           | £ 260.00   | Wootton Memorial Hall                              | Hall hire                                                                            | No  |
|                           | £ 350.00   | Neil Gates                                         | Remedial works to hedgerow at Church Road/Recreation Ground                          | Yes |
|                           | £ 950.00   | J Dennis Garden & Property Services                | Cemeteries maintenance                                                               | No  |
| £ 22,346.57               |            | Bedford Borough Council                            | Community Infrastructure Levy monies                                                 | N/A |
|                           | £ 694.21   | A R Worboys Ltd                                    | Grass cutting instalment                                                             | No  |
| £ 2,715.68                |            | HMRC                                               | VAT refund Q2 2016/17                                                                | N/A |
| £27,782.74      £8,485.74 |            |                                                    |                                                                                      |     |

|             |             |
|-------------|-------------|
| b/f         | £ 69,636.40 |
| Income      | £ 27,782.74 |
| Expenditure | £ 8,485.74  |
|             |             |
| Balance c/f | £ 88,933.40 |

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**FC16/266****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. Recommendation is being made to Full Council by Finance & General Purposes (FG16/100) to change the budget heading to Community Centre contingency | All                  |
| 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 completed October 2016. Move to close                                                                                                                                                                                                                                                             | Clerk and Cllr Lloyd |
| Keeley End Pond regeneration: <ul style="list-style-type: none"> <li>Clearance and planting*</li> </ul> | Following transfer to WPC from Persimmon Homes                              | *Spring 2017<br>**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. Works now delayed until Spring 2017                                                                                                                            | Cllr Doggrell        |

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|                                                                            |                                                                                 |                 |         |                                                                                                                                                                                                                                                                                      |                      |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <ul style="list-style-type: none"> <li>Duck house and opening**</li> </ul> |                                                                                 |                 |         |                                                                                                                                                                                                                                                                                      |                      |
| Lorraine Road cemetery extension                                           | Local Plan 2035                                                                 | N/A             | £2,000  | Recommendation made to ring-fence additional monies (£5,000 for 2017/18) to purchase additional land for burial purposes. Clerk to seek a formal quotation for the land in question                                                                                                  | Clerk and Cllr Quirk |
| Neighbourhood Plan                                                         | Local Plan 2035                                                                 | 2018            | £5,000  | Resolved FC16/247 to approve the draft tender document                                                                                                                                                                                                                               | Cllr Lloyd           |
| 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<br>**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 additional monies (£5,000 for 2017/18) 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 | Resolved FC16/251 to purchase 3 x 3 tier planters. Clerk to secure street licences ahead of any works                                                                                                                                                                                | Clerk and 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. The majority vote was in favour of the chimney design. A resident who attended Full Council earlier this year has yet to submit her design | Cllr Lloyd           |

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|  |  |  |  | based around a farming theme. Members therefore, are asked to decide how best to proceed. |  |
|--|--|--|--|-------------------------------------------------------------------------------------------|--|

To be reviewed monthly at Full Council.