



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 14th December 2016 at 7.32pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were three members of the public present who wished to be considered for co-option to the parish council, to fill one casual vacancy. There were no other 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, Groves, Hall, Hensher, Noakes, Quirk, Regmi, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC16/278	Apologies for absence. Cllr Bennett.	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC16/279	Disclosure of local and/or disclosable pecuniary interests. BBCllr/Cllr Wheeler declared a local interest in agenda item FC16/292 and did not vote.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC16/280	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.
FC16/281	To receive résumés from four residents wishing to be co-opted as a member of Wootton Parish Council (filling one casual vacancy).	All résumés were circulated ahead of the meeting and three candidates were in attendance. Adrian Hudson, Hazel Martin and Stuart O'Dell each gave a brief presentation, informing members	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5). Local Government Act 1972, Sch 12, Part VI, p39.

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		why they wished to be considered for co-option. Following two rounds of voting, Adrian Hudson was co-opted as a member of the parish council, by majority vote. The remaining two candidates were reminded two further casual vacancies were due to be advertised (following the resignations of Cllrs Chalmers and Price). It was hoped they would stand again and they were also asked to consider joining a working group in the meantime. The Clerk informed both if no by-election were called, co-option would take place either at January or February's Full Council meeting. Both remaining candidates then left the meeting. Adrian Hudson completed his Declaration of Acceptance of Office form (witnessed by the Clerk to the Council as Proper Officer) and joined members for the rest of the meeting. The Clerk informed him his Register of Interests Form would be emailed to him for completion.		
FC16/282	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. He added a motion to scrap digitalisation of libraries in the Borough (including Wootton) was not carried at a recent Borough Full Council meeting – despite 400 volunteers being available to work as needed. He had also recently represented Wootton at the Civic Carol concert.	Clerk to keep on file.	N/A.

	To receive crime figures for November 2016. (Appendix 1a).	No further comments received.		
FC16/283	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received. Correspondence received from Bedford Borough Council regarding proposed new settlements (Lee Farm Sharnbrook, Thurleigh Airfield, Land at Twinwoods and Wyboston Garden Village was noted – the Clerk confirmed a consultation on those proposals would follow in Spring 2017.	Clerk to keep on file.	N/A.
FC16/284	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 9 th November 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 26 th October 2016. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure & Amenities Committee meeting held on 26 th October 2016.	Minutes were received and adopted. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC16/285	Matters arising from the minutes to include Issues log review – for information only. FC14/117 + FC15/217 – Bedford Borough Council's Local Plan 2032 (now 2035). Response submitted ahead of the deadline.	No further comments received.	Clerk to keep on file.	N/A.

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	• 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 + FC16/247 – Designation of the whole civil parish of Wootton as a Neighbourhood Area. Resolved 12th October 2016 (FC16/247) to approve a draft Neighbourhood Plan. • FC15/53 + FC15/94 + FC16/42 + FC/220 + FC16/307 – Local Council Award Scheme. Please refer to agenda item FC16/307. • 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 chased most recently on 6th December 2016. • FC16/90 + FC16/118 + FC16/170 + FC16/199 + FC16/228 + FC16/253 + FC16/277 + FC16/311 – 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. No meeting has been forthcoming and the parish council’s concerns over inadequate ventilation and kitchen area remain unaddressed. Please refer to agenda item FC16/311. • FC16/139 + FC16/221 + FC16/248 + FC16/299 – Memorial Hall play area (Fields in Trust - FIT). Resolved 12th October 2016 (FC16/248) to receive and approve the revised draft Deed and sign accordingly. Paperwork returned to FIT 28th October 2016. Please refer to agenda item FC16/299. • FC16/159 – RoSPA inspection reports. Resolved 13th July 2016 (FC16/159) the Clerk take findings forward with the relevant			
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	contractors for remedial action. Ongoing works include infilling a MUGA goal mouth, removal of compacted earth adjacent to the kick wall and re-aligning an ill-closing gate at the Memorial Hall recreation area. • FC16/169 + FC16/251 – Wootton in Bloom. Resolved 13th July 2016 (FC16/169) to purchase full planted containers. Further resolved 12th October 2016 (FC16/251) to appoint Plantscape and to purchase 3 x 3 tier planters with reservoirs. Clerk is awaiting confirmation from Bedford Borough Council regarding street licences. • 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. Bromham Parish Council has since stated their joint letter has not been taken forward. Please refer to agenda item FC16/283. • FC16/222 + FC16/242 – Berryfields ditch. Resolved 14th September 2016 (FC16/222) to undertake a full risk assessment ahead of any other course of action. A Health & 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. • FC16/224 + FC16/275 – Gambles Amusements/Fun Fair. Resolved 14th 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. Since resolved 9th November 2016 to permit the Fun Fair to attend the recreation ground during the Easter 2017 holidays (week days). • FC16/225 + FC16/249 + FC16/310 – Car parking at the recreation ground car park. Resolved 14th September 2016 (FC16/225) to seek quotations for additional vandal-resistant signage, warning users car park gates would be locked overnight from 10pm until			
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	8am). Resolved 12th October 2016 (FC16/249) to approve wording. Please refer to agenda item FC16/310. • FC16/270 – Installation of a raised table with zebra crossing in Fields Road. Bedford Borough Council stated Wootton Parish Council were in agreement with this installation, which is not the case as no formal resolution to that effect was made. The Clerk has written to them to query why that statement was made and is awaiting a reply. • FC16/271 – Community Infrastructure Levy Funds (£22,346.57). Resolved 9th November 2016 (FC16/271) to consider the following: •New toilets for the recreation ground; •New in/out entrance/exit at the recreation ground; •Memorial Hall replacement flooring; •Remedial works to St. Mary's church wall and railings. Please refer to agenda item FC16/304. • FC16/272 – Installation of infra-red detectors to CCTV system at recreation ground. Resolved 9th November 2016 (FC16/272) to permit installation to stop false alarms. Works have now been completed. Move to close. • FC16/273 – Disclosure and Barring Service (DBS) checks. Resolved 9th November 2016 (FC16/273) the Clerk only (as CCTV Data Controller), undergo a check – results to be given to the Chairman/Vice-Chairman. Clerk will undertake the check using Bizzy Bees as the umbrella company and is awaiting further information from them.			
FC16/286	Chairman's report – for information only.	Cllr Lloyd provided a verbal report before agenda item FC16/281. He reported Cllrs Chalmers and Price had written, offering their resignations. It was noted one casual vacancy would be filled following this report, however the resulting two casual vacancies would have to be advertised, following notification to Bedford Borough Council. He thanked Malcolm	Clerk to keep on file.	N/A.

		Chalmers and David Price for their work on behalf of the parish council and community.		
FC16/287	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.
FC16/288	Schedule of receipts and payments – statement(s) 30 + 31 (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.
FC16/289	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 Groves and Doggrell. Proposed: Cllr Hall. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/290	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 Noakes. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC16/291	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 reminded members they needed to decide the best way forward with regard to the new village entrance sign, as a further ‘farming’ design was never received. After detailed discussion Cllr Bygraves agreed to seek specification and costings for the two most popular options (following an earlier Wootton Newsletter public consultation) – this would enable better budgeting. The Clerk agreed to send him the relevant designs and it was resolved to hold a further consultation in March 2017’s Wootton Newsletter, to choose the most popular of the two.	Cllr Bygraves and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Doggrell. Seconded: Cllr Noakes. Resolved by all present. No further updates were given with regard to other projects.		
FC16/292	To consider a response to Bedford Borough Council regarding their consultation on a proposal to expand Wootton Lower School in September 2018 and to resolve a suitable course of action.	Discussions centred on the need for additional school places, given ongoing development. Cllr Hall expressed his opposition to the current situation with one school, head and staff on two sites. After lengthy debate it was resolved to agree with the proposal to expand Wootton Lower School and respond accordingly. Proposed: Cllr Wallace. Seconded: Cllr Groves. Resolved by majority vote. Cllr Hall asked the minutes to reflect his vote against the proposal and BBCllr/Cllr Wheeler did not take part in the vote.	Clerk to take forward.	Stakeholder consultation.
FC16/293	To consider a response to Bedford Borough Council regarding their consultation on a draft Corporate Plan and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC16/294	To consider a response to Bedford Borough Council regarding their consultation on changes to transport for post statutory age students for the start of the 2017/18 academic year and to resolve a suitable course of action.	Resolved to object to proposals to change transport, stating free transport should be in place to catchment schools only. Proposed: Cllr Groves. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Stakeholder consultation.
FC16/295	To consider a response to Bedford Borough Council regarding their consultation on proposals to end the Out of Hours Noise Service (which	Resolved to note for the files but take no further action.	Clerk to keep on file.	Stakeholder consultation.

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	operates annually during June, July and August only) and to resolve a suitable course of action.	Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC16/296	To consider a response to Bedford Borough Council regarding their consultation on proposals not to make changes to its Council Tax Reduction Scheme for 2017/18 and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC16/297	To consider a response to Historic England regarding their consultation on Wootton War Memorial, Church Road and whether it has special architectural or historic interest and to resolve a suitable course of action.	Resolved to request the memorial be declared 'of special architectural and/or historical interest'. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Stakeholder consultation.
FC16/298	To consider transferring existing Risk Assessments into a new template as provided by Cllr Hensher, to appoint a member(s) to complete the transfer plus new Risk Assessments covering the use of the marquee and generator, to receive updates on outstanding Risk Assessments and to resolve a suitable course of action.	Cllr Hensher explained his proposal to move from a three to a five tier risk matrix followed a similar exercise undertaken at his place of employment – they were advised a three tier matrix was not considered adequate, should a court case arise. Resolved to move all Risk Assessments to a five tier matrix (including new ones needed for the marquee and generator). Cllrs Bygraves, Groves and Lloyd confirmed they would deal with their outstanding Risk Assessments by the end of Q1 2017. Resolved Proposed: Cllr Hensher. Seconded: Cllr Groves. Resolved by all present.	Cllrs Bygraves, Groves and Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/299	To agree wording for a plaque to be erected at the Memorial Hall Recreation Area in recognition of its dedication as a Field In Trust (World War I Commemoration), to consider where to site the plaque, to	Resolved the plaque contain the following text: "Wootton Memorial Hall Recreation	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	consider holding an official unveiling and to resolve a suitable course of action.	Area'' – line 1. "A Field In Trust" – line 2. Plaque to be placed on the end of the Memorial Hall facing towards the car park/play area at least 6 foot off the ground. Proposed: Cllr Hall. Seconded: Cllr Groves. Resolved by all present.		
FC16/300	To receive a quarterly inspection report from Dura Sport (Leisure Care) Ltd with regard to the MUGA (Multi Use Games Area) flooring and to resolve a suitable course of action.	Resolved to accept the report without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/301	To consider a response from the Village Hall Committee regarding a request for assistance in closing the car park gates after late-night village hall functions and to resolve a suitable course of action.	After detailed discussion it was resolved the gates remain open on nights the village hall hosted a late-finishing event. The situation would be monitored for a 12 month period and complaints regarding noise and anti-social behaviour would be noted. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by majority vote.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/302	To consider a proposal from the Wootton Play Equipment Working Group that the Jubilee Garden area at the recreation ground be remodelled to accommodate sensory play equipment aimed at 0-5 year olds.	It was noted the 55 Club had given its approval for the remodelling works and for the parish council to maintain the Jubilee Garden area moving forward. After detailed discussion it was resolved to grant permission to take out hedgerows as necessary to open up the area and to move the fencing towards the footpath. Proposed: Cllr Hensher. Seconded: Cllr Wallace.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC16/303	To revisit the allocation of s106 monies and to resolve a suitable course of action.	Resolved the tranche (£24,823.40) for “provision and/or improvement of community facilities within the parish” be used to help pay for works to the Memorial Hall internal flooring, if approved by Bedford Borough Council. The Clerk was asked to establish whether VAT could be claimed back if works were invoiced via the parish council, but as this involved s106 monies, advice would be needed from the Borough Council (as holders of s106 monies). Proposed: Cllr Wallace. Seconded: Cllr Groves. Resolved by all present.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC16/304	To consider how Community Infrastructure Levy (CIL) monies totalling £22,346.57 (14/02939/MAF – Land at Hall End) should be allocated and to resolve a suitable course of action.	Resolved CIL monies be used towards Neighbourhood Planning costs. Proposed: Cllr Wallace. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
FC16/305	To consider a response to Bedfordshire Pension Fund with regard to their 2016 Valuation – Initial Indication of Employer Contributions from April 2017 and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/306	To consider a request from the Clerk that she continue with her Higher Level Community Governance studies for 2017-19 and to resolve a suitable course of action.	Resolved the Clerk be permitted to continue with her Higher Level Community Governance studies for 2017-19 (Level 5 – Foundation degree), including training material. Further resolved if the Clerk chose to leave the parish council before 2020 she repay a portion of costs (to be determined at that time). A further	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		review was needed ahead of continuing to Level 6. Proposed: Cllr Hall. Seconded: Cllr Hensher. Resolved by all present.		
FC16/307	To receive a report from Cllr Lloyd in respect of Wootton Parish Council's application for Quality Status as part of the Local Council Award Scheme.	Cllr Lloyd reported the parish council had been awarded Quality Status.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC16/308	To approve payments as per attached schedule(s). Details of Receipts and Payments are available to view as follows: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=6453212	Resolved to approve all payments. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/309	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).
FC16/310	To receive a report from Cllr Hensher with regard to signage for the village hall car park and to resolve to appoint a contractor to undertake works as agreed.	Resolved to accept the wording and appoint Graffit Ltd as the contractor to supply and fit signage. Proposed: Cllr Groves. Seconded: Cllr Doggrell. Resolved by all present.	Cllr Hensher and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC16/311	To receive the latest report regarding the management and running of the community centre at Berryfields and to resolve a suitable course of action.	The Clerk confirmed she was still awaiting an acoustic report and update on the kitchen area. She added Wootton New Life Methodist Church had enquired about any notice period on her current office (at The Hub). In the event the parish council resolved to take on the community centre (thus moving offices) it was agreed to give a minimum six months' notice. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 21.30pm.

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FC16/282

Borough Councillor Update – December 2016

Post 16 School Transport Policy Consultation

Sixth Form pupils could be charged £1000 a year to access school transport under plans being considered by the Mayor's Executive.

In a move to save the Council £150k, a public consultation is requesting views on 2 options to amend the Council Post Statutory School Age Transport Policy, namely:

- Provide transport assistance for eligible students of post statutory school age and charge the full cost of transport based on the average cost per pupil (it is estimated that the cost would be approximately £1000 per pupil per year), or;
- Remove all transport assistance for students of post statutory school age.

The Policy will not apply to pupils subject to an Education, Health and Care Plan.

The consultation ends on the 13th January 2017. You can respond via the following:

By post: Consulting Bedford, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

By email: consultingbedford@bedford.gov.uk

By phone: (01234) 276713.

There will also be a meeting where officers will discuss the options with residents at Borough Hall on the 19th December at 2pm.

Great Ouse Primary School

The Sharnbrook Academy Federation (SAF – Sharnbrook Upper School and its feeder schools) is to open a new school north of Bedford for pupils aged 5 – 11 after the plans were agreed with the Department for Education.

The location of the Great Ouse Primary Academy is not currently known despite its proposed opening date of September 2017.

Autumn Statement

The Chancellor, Phillip Hammond MP, has confirmed Government funding for 2 new infrastructure schemes linking Cambridge and Oxford which will in turn benefit Bedford Borough.

Firstly, around £100m has been guaranteed to deliver the western section of the East West Rail scheme which will link Oxford and Bedford, as well as a number of stops in between, including

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Milton Keynes. The intention is then in future years to extend the line from Bedford to Cambridge via Sandy.

Secondly, £27m has been set aside to provide a new 'expressway' between Oxford and Cambridge. This could be delivered through a number of options including improving existing road links and developing a new road between Oxford and Milton Keynes.

Car Parking Charges

Motorists will be able to park at Queen Street Multi-Storey Car Park (MSCP) for 2 hours free of charge every day from January 2017 as part of an array of changes to charges at the Council's town centre car parks.

There will also be a number of charge rises, however, as part of a plan to increase parking income to the Council by £60k a year. The standard 2 hour charge at Lurke Street and Allhallows MSCPs will, for instance, rise to £1.90, while the charge for 30 minutes of on-street parking will go up to £0.80.

IVF

The Bedfordshire Clinical Commissioning Group (BCCG), the body responsible for organising health services locally, has agreed to retain IVF treatment after considering ending the service. Following a public consultation it was agreed that 1 cycle of treatment will continue to be offered.

Bedford Roman Villa

Bedford Borough Council's Environment and Sustainable Communities Committee meeting on the 17th November was entirely devoted to receiving a presentation on the Roman dig on Manton Lane.

The presentation was jointly delivered by Stephen Cockings and Elizabeth Sayer, both part of the Bedford Roman Villa Project team.

The Committee was presented with the story of the excavations as well as a possible scenario as to the role of the site in Roman Britain. Part of this story is developing evidence that Bedford in the later Roman Empire may have been the site of a major administrative centre managing wheat production in the Ouse Valley. Described as the 'bread basket' of Roman Britain, what may have been a large imperial estate could have been responsible for supplying the Roman army defending the frontiers of both Hadrian's Wall and the Rhine.

Winter Weather Updates

The Council has a dedicated winter updates page on its website to keep residents informed of changes to public, school and adult services transport as well as waste collection changes. There

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is also information on road gritting. The page can be accessed via www.bedford.gov.uk/winterupdates

Residents can also report highways issues to the Council by using the 'ReportIt' tool. Matters can be logged on the system include, but are not limited to potholes, flooding and traffic signals. The issue will then be followed up by Council officers who will provide an update of action taken on the map. You can access the service at <https://highwaysreporting.bedford.gov.uk>

Advice on Keeping Warm in Winter

Age UK Bedfordshire is offering advice to older persons about staying warm this winter. For more information call 01234360510 or visit <http://www.ageuk.org.uk/bedfordshire/>

John Wheeler
Borough Councillor

FC 16/282a November 2016				
Offence Class Description	First Committed	Address	Beat Code	Beat Name
CRIMINAL DAMAGE - TO VEHICLES	20/11/2016 23:35	BEDFORD ROAD WOOTTON	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	17/11/2016 10:30	FIELDS ROAD WOOTTON BEDFORD	NORTH-766	WOOTTON

FC16/283 Schedule of correspondence			
Date received	Type	From	Brief details
10.11.16	Letter and enclosure	Bedford & Milton Keynes Waterway Trust	B & MK News - November 2016 Volume 14 no 3
11.11.16	Magazine	War Memorials Trust	November 2016 No 71
12.11.16	Yearbook	Bedfordshire Rural Charities Commission	2016 Yearbook
16.11.16	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 - 7th November 2016 - 11th November 2016
17.11.16	Email	Rialtas Business Solutions	Fees and charges information 2017
23.11.16	Email	Churches, Charities and Local Authorities	Public Sector Deposit Fund Net Yield information
28.11.16	Magazine	Campaign to Protect Rural England	Countryside Voice Winter 2016 and Field Work Winter 2016
29.11.16	Email	Bedford Borough Council	Planning weekly list - revised format
30.11.16	Email	Bedfordshire Association of Town & Parish Councils	Appointment of External Auditor information
30.11.16	Email	Churches, Charities and Local Authorities	Interim Short Report - Public Sector Deposit Fund - 1st April 2016-30th September 2016
1.12.16	Email	Society of Local Council Clerks	News Bulletin December 2016
1.12.16	Email	Bedford Borough Council	Request for copies of the Full Electoral Register
1.12.16	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 - 21st November 2016 - 25th November 2016

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Appendix 2

5.12.16	Email	Bedford Borough Council	Housing Strategy Review 2016-2020. The HSR has now been adopted and is available for download at the following webpage: http://www.bedford.gov.uk/housing/housing_development_and_policy.aspx
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FC16/287

Planning & Environment Committee report

9th November 2016

Report from outside organisations – for information only

Bedford Borough Council – Industrial Area 106a Bedford Road.

Matters arising from the minutes – for information only

See 30th November 2016.

Planning Applications – for resolution

16/02983/FUL – Wood Farm, Wood End Road, Kempston – new access to hay barn. (This parish council has been informed as an **adjoining** parish to the site location).

Resolved to note for the file.

16/03008/FUL – 17 Manor Road – partial demolition of existing outbuilding and erection of a part single part two storey rear extension.

Resolved **NO OBJECTION**.

16/03042/FUL – 4 Cranfield Road – two storey rear extension and insertion of dormer window to front roof slope.

Resolved **NO OBJECTION**.

Planning (other) – for information only

16/01467/FUL – Belmont, Woburn Road, Wootton – demolition of existing dwelling house and erection of a two-storey office building and single storey compound building (Class B1) and associated car parking, change of use of residential curtilage and the adjacent paddock to compound to store scaffold (Class B8), construction of a balancing pond and the closure of two vehicular accesses and creation of one replacement vehicular access.

Bedford Borough Council has informed Wootton Parish Council that this application will be included in the agenda for their Planning Committee meeting on 7th November 2016 – officer recommendation is to **grant permission**.

(Please note this is within the adjoining parish of Elstow and Stewartby but Bedford Borough Council consulted Wootton Parish Council nonetheless. This council previously noted **NO OBJECTIONS**, but for the files only).

Resolutions

P16/283 – Agenda item not discussed. Carried forward to the next meeting.

P16/284 – Noted the following had already been agreed (P16/271):

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- £5,000 Lorraine Rd cemetery extension;
- £5,000 St. Mary's church wall and railings.

Resolved to put the following suggestions forward also:

- £5,000 Memorial Hall flooring;
- £2,000 Removal of ash tree;
- £2,000 Repairs to St. Mary's footpath;

30th November 2016

Matters arising – for information only

•P13/40 + P15/64 + P16/70 – Roads and footpaths. Resolved 9th March 2016 (P16/70) that BBC/CLlr Wheeler chase BBC/CLlr 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. An alternative design as discussed with one resident was not forthcoming. An ongoing project – now covered as part of the Strategic Action Plan (Full Council). Move to close.

▪P16/137 – Replacement trees. Resolved 25th May 2016 (P16/137) a sapling oak be planted at Lorraine Road cemetery. Works are now complete. Move to close.

▪P16/150 + P16/177 +P16/269 – 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. Latest tree inspection report was submitted to this committee 26th October 2016. Resolved (P16/269) to undertake all priority 1 works. The Clerk is currently awaiting a further report from Bartlett Tree Experts on a tree sited near St. Mary's church, but in the grounds of Wootton House.

▪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 13th 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 12th 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. Clerk is still awaiting quotations.

▪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. Please refer to agenda item P16/296.

▪P16/244 – Remedial works to footpaths at St. Mary's Church cemetery. Resolved 28th 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. Clerk is still awaiting quotations.

▪P16/268 – New bench opposite the Cock Inn PH, Bedford Road. Resolved 26th October 2016 (P16/268) to re-site the bench previously destroyed.

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Planning applications – for resolution

16/03116/FUL – 99a Bedford Road – garage extension to form triple garage.
Resolved **NO OBJECTION**.

16/03125/FUL – 22 St. Mary's Road – one and two storey side and rear extensions.
Resolved **TO OBJECT** on the following material considerations:

- Adverse effect on the street scene;
- Overdevelopment of site.

It was also noted ongoing concerns over the lack of parking in the area would be exacerbated. The dwelling contained 4 bedrooms but only 2 road spaces had been allocated.

16/03281/FUL – 46 Cause End Road – garage conversion and alterations. Single storey rear extension.
Resolved **NO OBJECTION**.

Planning approvals – for information only

15/02060/MAF (16/02449/AOC) – Conditions 2, (External hard surface materials), 6 (Affordable housing parking), 10 (Bin collections points), 11 (Car parking strategy), 13 (Energy audit), 14 (Energy statement), 30 (Junction details), 31, (Pedestrian access), 36 (Visibility splays). Erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works. Land South of Fields Road and East of Cranfield Road.

16/02805/FUL – 19 Hollies Walk – single storey rear extension.
This council previously recorded **NO OBJECTION**.

16/02843/FUL – 10 St. Mary's Road – single storey front and side extension following the removal of existing outbuilding.
This council previously recorded **NO OBJECTION**.

Resolutions

P16/296 - Resolved to leave the agenda item on file with no further action, as no complaints had been received following the removal of smaller bins from Lorraine Road cemetery.

P16/297 – It was noted the following had already been agreed (P16/271 + 284):

- £5,000 Lorraine Rd cemetery extension;
- £5,000 St. Mary's church wall and railings.
- £5,000 Memorial Hall flooring;
- £2,000 Removal of ash tree;
- £2,000 Repairs to St. Mary's footpath.

Cllr Lloyd queried why monies were being allocated for the Memorial Hall flooring and removal of ash tree, given the parish council were responsible for neither.

Resolved the description (£2,000 removal of ash tree) be amended to 'remedial works as necessary to ash tree' (a branch overhangs St. Mary's cemetery and church). The clerk confirmed she was awaiting a written tree inspection report from FA Bartlett Tree Experts – a copy of which would be passed to Wootton House (as owners of the ash tree). It was noted the Memorial Hall committee would approach Full Council Minutes 14th December 2016

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the parish council for funding assistance to replace the wooden floor. Further resolved to use Community Infrastructure Levy (CIL) monies to that effect and remove £5,000 from revenue projects.

Sue Playford
Clerk to the Council
6th December 2016

FC16/288

Unity Trust Bank Ltd - Receipts & Payments presented - 1st November 2016 - 1st December 2016				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
£ 240.00		Mr & Mrs Cooper-Wright	Plot reservation - Lorraine Road cemetery	N/A
£ 50.00		Wootton Rangers	MUGA hire	N/A
£ 40.00		Wootton Rangers	MUGA hire	N/A
£ 50.00		Wootton Rangers	MUGA hire	N/A
£ 30.00		Crystal Care Grooming	Wootton news advertising	N/A
£ 30.00		Wootton Rangers	MUGA hire	N/A
£ 30.00		Wootton Pet Care	Wootton news advertising	N/A
£ 30.00		The Look	Wootton news advertising	N/A
£ 30.00		K W Decorating	Wootton news advertising	N/A
£ 30.00		F & D Kitchens	Wootton news advertising	N/A
	£ 55.10	E-on	Changing room electricity	No
£ 30.00		Wootton Pharmacy	Wootton news advertising	N/A
£ 30.00		Homeworks	Wootton news advertising	N/A
	£ 53.00	Bedford Borough Council	Cemetery rates	No
£ 50.00		Wootton Village FC Youth	MUGA hire	N/A
	£ 26.76	BT	Phone line	No
	£ 37.46	EE & T-Mobile	Clerk's mobile	No
£ 30.00		Complete Underground Technology Services Ltd	Wootton news advertising	N/A
£ 30.00		A R Sports Therapy	Wootton news advertising	N/A
	£ 33.36	BT	Broadband	No
	£ 85.00	Anglian Water	Changing rooms water rates	No
£ 30.00		O'Dell & Sons	Wootton news advertising	N/A

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£ 30.00		D Brehony mobile hairdressing	Wootton news advertising	N/A
£ 30.00		Louise Ward bookkeeping	Wootton news advertising	N/A
£ 30.00		Granny Patch	Wootton news advertising	N/A
£ 30.00		NAO Cleaners	Wootton news advertising	N/A
£ 30.00		NAO Cattery	Wootton news advertising	N/A
£ 40.00		Abbotts undertakers	Interment fee late Mr Stringer	N/A
£ 120.00		Abbotts undertakers	Interment fee late Mr Lowe	N/A
£ 30.00		Wootton Rangers	MUGA hire	N/A
£ 80.00		Nevilles undertakers	Memorial fee re late Emily Wright	N/A
£ 30.00		M Flynn Building	Wootton news advertising	N/A
	£ 80.28	BT	Phone line	No
	£ 694.21	A R Worboys Ltd	Grass cutting instalment	No
£ 20.00		Wootton Rangers	MUGA hire	N/A
£ 30.00		Zully Coleman	Wootton news advertising	N/A
	£ 16.24	Anglian Water	Lorraine Road cemetery water rates	No
	£ 70.00	Neil Gates	Remedial works to overgrown recreation ground hedgerow	Yes
	£ 100.00	Viking Direct	Stationery	Yes
	£ 184.80	Viking Direct	Office shredder	Yes
	£ 4,027.39		Wages Nov 2016	No
	£ 474.00	Bedford Borough Council	Replacement bin at Memorial Hall recreation ground	Yes
	£ 950.00	J Dennis Garden & Property Services	Cemeteries maintenance	No
	£ 3,590.40	Ace Fire & Security Ltd	Installation of CCTV system at Memorial Hall	No
£ 30.00		Wootton Rangers	MUGA hire	N/A
£ 30.00		Wootton Rangers	MUGA hire	N/A

£1,320.00 £10,478.00

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b/f	£ 88,933.40
Income	£ 1,320.00
Expenditure	£ 10,478.00
Balance c/f	£ 79,775.40

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. 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
Keeley End Pond regeneration: • Clearance and planting* • Duck house and opening**	Following transfer to WPC from Persimmon Homes	*Spring 2017 **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
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	Clerk and Cllr Quirk

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				additional land for burial purposes. Clerk to seek a formal quotation for the land in question	
Neighbourhood Plan	Local Plan 2035	2018	£5,000	Resolved FC16/247 to approve the draft tender document. Tenders have been sent to a number of prospective contractors	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 **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 based around a farming theme. Members therefore, are asked to decide how best to proceed.	Cllr Lloyd

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To be reviewed monthly at Full Council.

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