



WOOTTON PARISH COUNCIL

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Meeting of the **Full Council** held on Wednesday 11th January 2017 at 7.45pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There was one member of the public present who introduced himself as a Community First Responder (CRF) for Wootton. Alongside one other CFR, he covered an area within a four mile radius of St. Mary's Road (the late Bill Brady was previously co-ordinator and his address remained on file at the present time). He detailed how they were looking to recruit new members but also explained how funds were limited. Specific uniform items were needed and ideally, a second kit (containing a defibrillator and oxygen supply). He explained how a CFR worked. If an ambulance were called they aimed to attend within eight minutes. When that was not possible, a CFR was called to attend and bridge the gap, whilst the ambulance was en route. They did not attend children under one year of age, violent situations or road traffic accidents. Cllr Lloyd detailed the parish council's small grant scheme (maximum £600), which would supply uniform items and the Clerk confirmed all documents were available via the parish council's website to download. The Clerk also confirmed she was happy to publicise the need for volunteers via the website, Facebook page, Wootton newsletter, The Hub and noticeboards. The resident confirmed he would complete the application forms and email a poster to the Clerk. It was suggested he approach the shops and doctor's surgery also, for help with publicity. The Clerk also suggested he speak with Borough Councillor John Wheeler (yet to arrive due to a previous commitment at Borough) to see if ward monies could be used towards the cost of a second kit (costing £2,000). BBCllr/Cllr Wheeler arrived at 8pm and they had a brief conversation outside this meeting. BBCllr/Cllr Wheeler then joined the meeting at 8.10pm. There were no other members of the public or press present and so the meeting continued without further adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Hudson, Noakes, Quirk, Regmi, Wallace and Wheeler (arrived 8.10pm). Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk to the Council).				
Absent (no apologies received)	Cllrs Bennett and Groves.				
Agenda no	Agenda item title	Resolution	Action	Power	
FC17/01	Apologies for absence. Cllrs Doggrell and Hall.	Resolved to accept.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.	

Full Council Minutes 11th January 2017

Chairman.....

Page | 1

Date 8th February 2017

FC17/02	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC17/03	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.
FC17/04	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for December 2016. (Appendix 1a).	This agenda item was delayed due to BBCllr/Cllr Wheeler's late arrival and followed FC17/13). BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. He added members had voted earlier that evening at Bedford Borough Council's Full Council meeting against a 1% pay increase. He also stated the three emergency services were hoping to amalgamate certain services to improve responses and mentioned more fire stations were to be manned in the coming months. It was noted many crimes were of a violent nature.	Clerk to keep on file.	N/A.
FC17/05	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC17/06	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 14 th December 2016.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC17/07	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.

Full Council Minutes 11th January 2017

Chairman.....

Date 8th February 2017

	• 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 + FC17/18 – 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. Please see agenda item FC16/18. • 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. The parish council has now been awarded Quality Status. Move to close. • 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 + FC17/26 – 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 see agenda item FC17/26. • FC16/139 + FC16/221 + FC16/248 + FC16/299 – Memorial Hall play area (Fields in Trust - FIT). Clerk is awaiting a commemorative plaque. • FC16/159 – RoSPA inspection reports. Resolved 13th July 2016 (FC16/159) the Clerk take findings forward with the relevant			
--	---	--	--	--

Full Council Minutes 11th January 2017

Chairman.....

Page | 3

Date 8th February 2017

	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 has been informed the Borough Council will issue the relevant street licenses. • FC16/195 + FC16/283 – 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. Move to close. • FC16/222 + FC16/242 + FC17/20 – 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. Please see agenda item FC17/20. • 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 (FC16/275) 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 8am). Resolved 12th October 2016 (FC16/249) to approve wording			
--	--	--	--	--

	and resolved 14th December 2016 (FC16/310) to appoint Graffit Ltd as the contractor to supply and install. • 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) and 14th December 2016 (FC16/304) to consider the following: • Memorial Hall replacement flooring; • Neighbourhood Planning costs. • 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.			
FC17/08	Chairman's report – for information only.	Cllr Lloyd provided a verbal report at the meeting. He wished everyone a Happy New Year and asked all members to put themselves forward to attend a councillor surgery in the coming year (first Saturday monthly at the library – 10am-noon). He confirmed he would email everyone to get dates. He added members overseeing projects within the Strategic Action Plan needed to consider and report on timescales, using a step-by-step plan. This would lead to better planning and enable issues to be pushed forward as necessary. Anyone wishing to join an ongoing	Cllr Lloyd to take forward. Project managers to take forward. Clerk to keep on file.	N/A.

		project was asked to let him and the Clerk know.		
FC17/09	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.
FC17/10	Schedule of receipts and payments – statement(s) 32 (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.
FC17/11	To receive and verify the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories).	Resolved to receive and verify – signed by Cllrs Noakes and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC17/12	To receive and verify the Income & Expenditure report for all cost centres for 2016-17, to date.	Resolved to receive and verify the report without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC17/13	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 detailed each item in turn. Cllr Bygraves suggested allocating funds towards the cost of drawings for the proposed Wootton village entrance sign on Fields Road, as they would need to be owned by the parish council before submitting to potential contractors as part of the quotation process. Resolved a sum of £500 be earmarked from the current budget (£5k – to be £10k for 2017/18) to cover the cost of producing drawings. Cllr Bygraves agreed to pass this information to his contact and request the drawings and specifications. Proposed: Cllr Hudson.	Project managers to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Wallace. Resolved by all present.		
FC17/14	To consider a response to Bedford Borough Council regarding their consultation on an ongoing review of their Discretionary Rate Relief Policy and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC17/15	To consider a response to Bedford Borough Council regarding their consultation on their Rights of Way Improvement Plan 2017-2022 consultation and to resolve a suitable course of action.	Resolved Cllr Wallace would respond on behalf of the parish council. Members were also encouraged to respond individually. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Cllr Wallace to take forward.	Stakeholder consultation.
FC17/16	To consider a response to Bedford Borough Council regarding their consultation on their Budget 2017 and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC17/17	To consider a response to Bedfordshire Pension Fund regarding their consultation on their Draft Funding Strategy Statement and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC17/18	To consider a response to Bedford Borough Council regarding their latest correspondence regarding the adoption of new Public Space Protection Orders for Dog Control (confirming the Village Hall Recreation Ground and Memorial Hall Recreation Ground both remain within the Dog Control Orders – in both cases Dogs Excluded) and to resolve a suitable course of action.	Resolved to note for the files but take no further action. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Stakeholder consultation.
FC17/19	To consider a request from a resident offering to clean the War Memorial on Church Road and to resolve a suitable course of action.	Resolved to thank the resident for their offer to clean the War Memorial, but to take no action at this stage. It was noted the base was beginning to crack again. The Clerk was instructed to obtain quotations for remedial	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		works (to include the resident) and report back at a future meeting of the Leisure & Amenities committee. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.		
FC17/20	To consider a response to Persimmon Homes Midlands with regard to their comments and RoSPA findings, following a Wootton Parish Council Risk Assessment undertaken on a ditch within the Berryfields development.	Cllr Noakes feared the RoSPA findings left the parish council's hands tied and unable to take any further action at this stage, although it was noted the parish council had no jurisdiction over the ditch in any event. Cllr Noakes confirmed Street Watch would continue to monitor the ditch during patrols, for signs of deterioration and/or remedial repairs as detailed within the report. Resolved to note the disappointing content of RoSPA's report and to review the situation in six months' time, in the hope remedial works were complete. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present. During discussions on Berryfields, the Clerk reported she had been contacted by a resident, concerned over the poor state of play equipment. She had explained to the resident all play areas within the estate were maintained by Greenbelt and for comparison, detailed inspection checks the parish council had in place for its own play	Street Watch members to take forward. Clerk to keep on file. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		equipment (Village Hall and Memorial Hall recreation grounds). The resident had been invited to attend February's Full Council meeting to discuss the feasibility in the parish council taking over responsibility for the Berryfields play areas. The resident had been advised however, it was dependant on the terms and conditions of the Greenbelt contract and support of all Berryfields residents. BBCllr/Cllr Wheeler detailed he and two other Borough Councillors were meeting in three weeks' with senior planning officers at Bedford Borough Council to request they put pressure on developers, to meet their obligations with regard to maintenance. He requested members to provide him with a list of concerns for him to take to that meeting.	BBCllr/ Cllr Wheeler and all members to take forward.	
FC17/21	To resolve that s106 monies/developer contributions (02/01445/OUT Bellway) be used to replace worn wooden internal flooring at the Memorial Hall, Bedford Road, that Bedford Borough Council be advised of the same and that Wootton Parish Council be invoiced accordingly for VAT purposes.	Resolved that s106 monies/developer contributions (02/01445/OUT Bellway) be used for that purpose. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Town & Country Planning Act 1990, s106.
FC17/22	To approve the precept figure for 2017-18 and to resolve to formally demand the same of Bedford Borough Council.	After detailed discussion it was resolved to accept the Clerk's budget figures and request a 2% increase on the Council Tax Charge for a Band D property figure (currently £76.94) – resulting in a total precept demand of £154,965.49 for 2017/18. Proposed: Cllr Hensher.	Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

		Seconded: Cllr Bygraves. Resolved by all present.		
FC17/23	To consider the Clerk's attendance at the Society of Local Council Clerk's Practitioner's Conference (23rd/24th February 2017) in recognition of her award of the Certificate of Higher Education Community Governance: Local Council Management (with Distinction) and to resolve a suitable course of action.	Resolved the Clerk be permitted to attend. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/24	To approve a proposed agreement between the Clerk and Wootton Parish Council with regard to continuation of her studies (Foundation Degree – Community Governance) and to resolve a suitable course of action.	Resolved to approve the proposed agreement subject to the following additions: • 2020 – 66% £3062.40; • 2021 – 33% £1531.20. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/25	To consider an additional increment to the Clerk's pay in recognition of her award of the Certificate of Higher Education Community Governance: Local Council Management (with Distinction) and to resolve a suitable course of action.	Resolved the Clerk be awarded the next Spinal Column Point (SCP) increment (as long as that fell below SCP35). It was confirmed after the meeting the Clerks' current SCP was 33, therefore an increase to SCP34 would be awarded, with effect from 1 st April 2017. Proposed: Cllr Bygraves. Seconded: Cllr Henshaw. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/26	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).
FC17/27	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 continued to chase Richard Colson (CC Town Planning) for regular updates – including site of the acoustic report and details on the kitchen area. No further updates were available. BBCllr/Cllr Wheeler reported the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		building was due to be handed over to Stride Treglown on the 18th January and the Clerk confirmed she had asked Richard Colson to clarify this and provide fuller information. BBCllr/Cllr Wheeler added the acoustic report had been completed and the kitchen had been finished to domestic standard only. Discussions then centred on ventilation and acoustics and possible recourse with Persimmon if noise issues occurred during the building's future use. After further discussion it was resolved the Clerk request Jim Caffrey's assistance (Principal Planner, Bedford Borough Council) in obtaining a copy of the acoustic report (cc BBCllr/Cllr Wheeler and Paul Rowland, Assistant Director, Planning, Strategic Transport & Housing, Bedford Borough Council). Once that report had been analysed, then it was hoped members would be able to view the centre internally and consider whether the kitchen area was fit for purpose also. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.		
--	--	---	--	--

Meeting closed at 9.20pm.

FC17/04

Borough Councillor Update – January 2017

Bedford Borough Council Budget 2017/18

The Council's meeting on the 1st February will see councillors vote on the proposed budget for 2017/18.

In September, the Mayor's Executive set out plans to bridge an estimated £21.3m savings gap by the end of the decade, caused to a large extent by increasing demand for social care.

The plans include £9.6m of service efficiencies, £3.7m of which will be delivered in 2017/18. Some of the proposals have been and will be subject to public consultation, such as the proposed end to the school transport subsidy for Post 16 pupils, the cessation of the Council's Out of House Noise Service and the relocation of the Travel and Tourism Centre out of the Bus Station.

Some of the changes have already been agreed, including amendments to the schedule of charges at the Council's town centre car parks, as well as plans to introduce a digitalised / self-service library service. A full list of the budget proposals can be seen at [this link](#) (or via the 'Council and Democracy' section at www.bedford.gov.uk and accessing the Executive papers from its meeting on the 7th September 2016).

In addition, the Executive has commissioned consultants from PricewaterhouseCoopers (PWC) to undertake a comprehensive review of the Council as an organisation. PWC's findings, which it feels will save £10.3m a year by the end of the decade, are to be considered at a meeting of the Executive on the 22nd February.

Health and Social Care Review

A committee of councillors from Bedford Borough, Luton, Central Bedfordshire and Buckinghamshire had the opportunity in December to question those overseeing a review of health and social care services in Bedfordshire and Milton Keynes.

Sustainability and Transformation Plans (STP) began at the behest of NHS England last year as a means of bringing NHS and social care commissioners and providers together to design the future delivery of services across the country.

The local STP, covering Bedfordshire and Milton Keynes, will include a review of how Bedford, Luton & Dunstable and Milton Keynes Hospitals can work more closely and share services. It is not clear at this stage whether the proposal of the now defunct Bedfordshire and Milton Keynes Healthcare Review to close Bedford Hospital's maternity unit will be taken forward, although the councillors were told that further details on plans for hospital services will be provided in March.

Full Council Minutes 11th January 2017

Chairman.....

Page | 12

Date 8th February 2017

Appendix 1

The STP will also look at closer working between the NHS and local authority social care, as well as GP services. See <http://www.blmkstp.co.uk/> for more information.

Schools Funding

The Government has announced a new funding formula which will see an overall increase in the budget for schools in the Borough from 2018/19.

At present, the Borough's schools receive £100,585,808, but the new formula, should it be implemented following a consultation, will see the sum rise to £106,913,007.

Rights of Way Improvement Plan 2017 - 2022

The Council is asking residents for their views on how to improve around 1000km of footpaths, bridleways and byways under its control.

The consultation has been launched with a view towards prioritising maintenance works in the context of the Council's challenging budgetary outlook.

The online questionnaire can be accessed via <http://www.forms.bedford.gov.uk/row>.

Broadband

Since 2014 the Council has been working with BT to increase broadband coverage across the Borough. The scheme, which is being funded by both organisations as well as central government, sought initially to increase superfast broadband coverage (speeds of 24 Megabits per second (Mbps) or above) to 90% of properties and the basic provision (2Mbps) to all properties.

A second phase is now underway which will increase superfast coverage to 97% of properties. It may be the case that outlying properties are still without superfast access at the end of the second phase. To address this, the Council says it has identified funding with its partners with a view towards achieving 100% superfast coverage.

For more information, including a 'postcode checker' to see whether your street has or will have access to superfast broadband, see www.bedford.gov.uk/broadband.

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 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

Full Council Minutes 11th January 2017

Chairman.....

Page | 13

Date 8th February 2017

Appendix 1

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>.

Cllr John Wheeler

5th January 2017

FC 17/04a December 2016				
Offence Class Description	First Committed	Address	Beat Code	Beat Name
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	09/12/2016 23:45	BEDFORD ROAD WOOTTON	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	09/12/2016 18:10	GROVEBURY COURT WOOTTON	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	12/12/2016 11:00	HALL END ROAD WOOTTON	NORTH-766	WOOTTON
COMMON ASSAULT	12/12/2016 11:00	HALL END ROAD WOOTTON	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	21/12/2016 19:00	ASHPOLE AVENUE WOOTTON	NORTH-766	WOOTTON
INTERFERENCE WITH MOTOR VEHICLE	18/12/2016 00:00	MEPHAM ROAD WOOTTON	NORTH-766	WOOTTON
INTERFERENCE WITH MOTOR VEHICLE	17/12/2016 03:30	BEDFORD ROAD WOOTTON	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	12/11/2016 08:00	ST. MARYS ROAD WOOTTON	NORTH-766	WOOTTON
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS (POA 1986 S. 4A)	01/12/2016 14:30	FIELDS ROAD WOOTTON	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	17/12/2016 16:30	HOLLIES WALK WOOTTON	NORTH-766	WOOTTON
THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER	11/7/2016 00:01	CYNTHIA COURT WOOTTON	NORTH-766	WOOTTON

FC17/05 Schedule of correspondence			
Date received	Type	From	Brief details
7.12.16	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 - 28th November 2016 - 2nd December 2016
12.12.16	Email	Royal British Legion	Letter of thanks and official receipt re poppy wreath 2016
13.12.16	Email	Age UK Bedfordshire	Bedford Winter 2016 and Voice Magazine Nov 2016
14.12.16	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 - 5th December 2016 - 9th December 2016
20.12.16	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 - 12th December 2016 - 16th December 2016
21.12.16	Email	Bedford Borough Council	Planning weekly list - revised format
3.1.17	Email	Bedford Borough Council	Planning weekly list - revised format

FC17/09

Planning & Environment Committee report

14th December 2016

Matters arising from the minutes – for information only

- P13/40 + P15/64 + P16/70 – Roads and footpaths. Resolved 9th March 2016 (P16/70) that BBC/CIlr Wheeler chase BBC/CIlr 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/CIlr 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.
- P16/150 + 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 + P16/296 – 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. Was reviewed after one month – no complaints had been received, so no further action required. Move to close.
- 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.

Resolutions

P16/309 – Resolved not to respond to a national campaign to scrap children's burial fees but to amend Wootton Parish Council's fees so none aged 18 or under incur any charge.

Full Council Minutes 11th January 2017

Chairman.....

Page | 17

Date 8th February 2017

Sue Playford
Clerk to the Council
3rd January 2017

FC17/10

Unity Trust Bank Ltd - Receipts & Payments presented - 1st December 2016 - 1st January 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
	£ 36.00	Campaign to Protect Rural England	Annual subscription renewal	No
£ 120.00		Abbotts undertakers	Interment fee late baby Wright	N/A
£ 30.00		Brennan School of Dance	Wootton news advertising	N/A
£ 30.00		Time to Clean	Wootton news advertising	N/A
	£ 4.14	Legal & General	Ill Health Insurance Policy increment	No
£ 80.00		Mrs K Brady	Plot reservation fee	N/A
£ 30.00		Allthingsgreen	Wootton news advertising	N/A
	£ 211.19	E-on	Changing room electricity	No
£ 20.00		Wootton Rangers	MUGA hire	N/A
£ 120.00		Wrighton & Barker	Memorials x 2 late Mrs Beard	N/A
	£ 35.00	Royal British Legion	Poppy Wreath 2016	No
	£ 53.00	Bedford Borough Council	Cemetery rates	No
	£ 9.42	Viking Direct	Changing room paper towels	Yes
	£ 30.00	Wootton Pet Care	Refund re Wootton news advert - omitted in error	Yes
	£ 4,107.39		Wages Dec 2016	No
	£ 90.00	A J Bookkeeping Services	Payroll Q3 2016/17	No
	£ 400.00	Wootton New Life Methodist Church	Office Rent Q4 2016	No
	£ 420.00	Dura Sport (Leisure Care) Ltd	Power sweep and sand redistribution/maintenance to MUGA flooring	No
	£ 540.00	Ace Fire & Security Ltd	Installation of infra-red detectors to CCTV system at recreation ground	No
	£ 950.00	J Dennis Garden & Property Services	Cemeteries maintenance	No
	£ 1,190.00	Bespoke Media	Graphic design, printing and delivery - Wootton news Dec 2016	No

Full Council Minutes 11th January 2017

Chairman.....

Date 8th February 2017

Appendix 4

£	30.00		Paul Jackson decorator	Wootton news advertising	N/A
£	12.00		P Russell	Allotment rent 2016/17	N/A
£	20.00		Wootton Village FC Youth	MUGA hire	N/A
	£	37.46	EE & T-Mobile	Clerk's mobile	No
	£	26.76	BT	Phone line	No
£	30.00		Platinum Plumbing	Wootton news advertising	N/A
	£	21.60	Anglian Water	Allotments water rates	No
	£	33.36	BT	Broadband	No
	£	85.00	Anglian Water	Changing rooms water rates	No
£	277.11		Bedford Borough Council	Recycling credits Q2 2016/17	N/A
£	182.50		Spelman/Lovell	Paddock rent Q4 2016/17	N/A
£	40.00		Land Registry	Refund of Fields In Trust registration fee	N/A
£	80.00		Mr J Beard	Plot reservation fee	N/A
	£	35.70	Unity Trust Bank Ltd	Service charge	No

£1,101.61

£8,316.02

b/f	£ 79,775.40
Income	£ 1,101.61
Expenditure	£ 8,316.02
Balance c/f	£ 72,560.99

FC17/13**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 precept requirements are being approved at this Full Council meeting	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*	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

Full Council Minutes 11th January 2017

Chairman.....

Date 8th February 2017

Appendix 5

• Duck house and opening**					
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 is seeking a formal valuation for the land in question for ongoing budgeting purposes	Clerk and Cllr Quirk
Neighbourhood Plan	Local Plan 2035	2018	£30,000	Resolved FC16/247 to approve the draft tender document. Tenders have been sent to a number of prospective contractors, however it has since become apparent an insufficient budget was allocated. Revised figures are available to view as part of the precept discussions at this Full Council meeting	Cllr Lloyd
Neighbourhood Plan project costs	Local Plan 2035	TBC	NIL	Full budget is now included within the item above and is available to view as part of the precept discussions at this Full Council meeting	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. The Clerk and Cllrs Quirk and Wheeler are due to meet again with Bedford Borough Council on 18 th January 2017	Cllr Quirk

Full Council Minutes 11th January 2017

Chairman.....

Page | 22

Date 8th February 2017

Appendix 5

Wootton in Bloom	Budget/precept discussions January 2016	TBC	£10,000	Resolved FC16/251 to purchase 3 x 3 tier planters. Clerk has been advised street licenses can be obtained by Bedford Borough Council	Clerk and Cllr Lloyd
Wootton village entrance sign	Old sign was removed as part of ongoing development along Fields Road	TBC	£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. Cllr Bygraves has now agreed to seek specifications and costings for the two most popular design options, following the earlier public consultations. A further consultation (to select the most popular of the two) is expected to take place in March 2017's Wootton newsletter.	Cllrs Bygraves and Lloyd

To be reviewed monthly at Full Council.