



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

WoottonParishCouncilBedfordshire

Minutes of the Meeting of the **Full Council** held on Wednesday 8th February 2017 at 7.35pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	One member of the public was present, who wished to be considered for co-option to the parish council. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Doggrell, Hensher, Hudson, Noakes, Quirk, Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk to the Council).			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC17/28	Apologies for absence. Cllrs Bennett, Groves, Hall and Wallace.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC17/29	Disclosure of local and/or disclosable pecuniary interests. Having been co-opted (FC17/31 below) Cllr O'Dell disclosed a local interest in all agenda items relating to Bedford Borough Council (as an employee). BBCllr/Cllr Wheeler declared a local interest in agenda item FC17/43 and took no part in voting.	N/A.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC17/30	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.
FC17/31	To receive résumés from two residents wishing to be co-opted as members of Wootton Parish Council (filling two casual vacancies).	Both résumés were circulated ahead of the meeting, however only one candidate was in attendance.	Clerk to take forward.	Local Elections (Parishes and

Full Council Minutes 8th February 2017

Chairman.....

Page | 1

Date.....

		A paper ballot was held and Stuart O'Dell was co-opted as a member of Wootton Parish Council. He signed his Declaration of Acceptance of Office form (witnessed by the Clerk as Proper Officer).		Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5). Local Government Act 1972, Sch 12, Part VI, p39.
FC17/32	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 adoption of Berryfields roads and footpaths (by Bedford Borough Council) was expected to take place in summer 2018 – he was unsure what plans were being made in respect of grass cutting (currently undertaken by Greenbelt). Development within Fields Road South (both ends) was due to start imminently – this had triggered Anglian Water to lay water pipes in Fields Road, after which the road was due to be resurfaced. He raised concerns over change of plans to the remodelling works at the Church Road/Cause End Road junction. More would be known after his meeting on Friday 10 th February with Highways. He was dealing with a number of parking issues within Manor Road – and stated plans to demolish the garages had now been withdrawn. Three garages were now due for refurbishing by bpha – these would be given to people in Manor Road and a further resident intended to purchase an area of land for parking. It was hoped this would relieve parking issues. He stated bpha intended to erect a	Clerk to keep on file.	N/A.

	To receive crime figures for January 2017. (Appendix 1a).	secure bin area (Manor Road flats) to reduce litter – and a closed area was due to be converted to a children's play area. A recent bpha consultation on parking within Manor Road would soon be made available to him. No further comments received.		
FC17/33	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.
FC17/34	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 11th January 2017. 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 30th November 2016. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 21st September 2016. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Footpaths Safety Steering Group meeting held on 21st September 2016.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. 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.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 8th February 2017

Chairman.....

Date.....

	Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 5 th October 2016.	Seconded: Cllr Lloyd. Resolved by all present. Minutes were not available ahead of this meeting and so the Clerk agreed to bring them to the next meeting of Full Council.		
FC17/35	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. - 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	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 8th February 2017

Chairman.....

Page | 4

Date.....

	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 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. Resolved 11th January 2017 (FC17/20) to note the disappointing			
--	--	--	--	--

Full Council Minutes 8th February 2017

Chairman.....

Page | 5

Date.....

	content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. • 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.			
FC17/36	Chairman's report – for information only.	CLlr Lloyd provided a verbal report at the meeting. Volunteers were still needed to attend Saturday surgeries	Clerk to keep on file.	N/A.

		at the library and Cllrs Hudson and O'Dell agreed to cover April and May, respectively. Cllr Noakes was due to cover March and Cllr Hall, August. He reminded all present of training opportunities with the Bedfordshire Association of Town & Parish Councils – the Clerk confirmed she would email Cllrs Hensher and Regmi when she had fuller information on the finance module and agreed to provide all training information to Cllr O'Dell.		
FC17/37	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.
FC17/38	To receive and approve the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/39-41 below.	Resolved to accept without amendment – the Clerk agreed to include the document with each Full Council agenda. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	N/A.
FC17/39	Schedule of receipts and payments – statement(s) 33 (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.
FC17/40	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 Doggrell and Noakes. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Hudson. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC17/41	To receive and verify the Income & Expenditure report for all cost centres for 2016-17, to date.	Resolved to receive and verify the report without amendment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.

Full Council Minutes 8th February 2017

Chairman.....

Page | 7

Date.....

		Resolved by all present.		
FC17/42	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 explained the form had been changed slightly and provided detail on each item in turn. It was noted the drawings/specifications for the Wootton Village entrance sign would be in the region of £300 – but they would form the basis for quotations. It was noted the speed indicator sign on Bedford Road (near Keeley Farm Court) was no longer operational – resolved the Clerk seek to have it repaired. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Project managers to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/43	To consider a response to Bedford Borough Council in relation to its consultation on items for consideration/investigation by its four Overview and Scrutiny Committees and to resolve a suitable course of action.	BBCllr/Cllr Wheeler had earlier declared a local interest in this agenda item (as a member of the Children’s Services Overview and Scrutiny Committee) and provided details on their role within Bedford Borough Council. After discussion it was resolved the following findings be forwarded for consideration/investigation: • Traffic Management in Bedford Town be widened to include the entire Borough; • Investigation into the effect of planning on local communities (the Clerk was instructed to request other parish/town councils ask for the same investigation (to be carried out via an upcoming	Clerk to take forward.	Stakeholder Consultation.

		conference at Bedford Borough Council and the Bedfordshire branch of the Society of Local Council Clerks)). BBCllr/Cllr Wheeler requested he be copied in on the response to Bedford Borough Council. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.		
FC17/44	To consider a response to Bedford Borough Council in relation to a variation application for a Street Trading Consent and to resolve a suitable course of action.	Concerns were raised over precise locations, stopping points, timings and increased litter. Comment was made that the application lacked detail and would compete against an existing local food outlet. Resolved to request precise locations and timings before the application could be considered. Proposed: Cllr Doggrell. Seconded: Cllr Hudson. Resolved by majority vote.	Clerk to take forward.	Stakeholder Consultation.
FC17/45	To receive a training overview provided by Bedford Borough Council with regard to the Community Infrastructure Levy (CIL) (to form part of the ongoing councillor training matrix) and to resolve that the information provided has been understood.	Resolved the information provided was understood by all present. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to update training files.	Localism Act 2011, Ch 1, s1-8.
FC17/46	To consider a feasibility study in relation to a request from a Berryfields resident that Wootton Parish Council take over the management of all green spaces and play areas within that development and to resolve a suitable course of action.	The Clerk detailed an approach from a Berryfields resident, concerned over a lack of play equipment checks and poor maintenance of the play/open spaces within the estate. He had been invited to attend this meeting (but was not in attendance) to discuss a possible way forward – given the parish council had previously sought	BBCllr/Cllr Wheeler to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		to be appointed as the Management Entity, without success (the contract was awarded to Greenbelt). As Persimmon were customers of Greenbelt it was thought they should be instrumental in applying pressure for all necessary checks/works. Cllr Regmi understood the contract with Greenbelt could not be terminated until all houses were built and all homeowners were invoiced/paying. She agreed to provide the Clerk with a copy of her deeds, detailing exact contract terms and conditions. Cllr Lloyd stated only a handful of residents had complained about poor maintenance – any proposal to appoint the parish council as the Management Entity would need the full support of all Berryfields residents and it was suggested a residents association be formed for that purpose. Whilst the parish council had no legal foothold to seek change, it could lend support to a residents association. Cllr O’Dell queried whether planning conditions were in place governing maintenance of play areas and BBCllr/Cllr Wheeler agreed to investigate. Resolved his findings and Cllr Regmi’s deeds be used to determine any further course of action. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler.		
--	--	---	--	--

		Resolved by all present.		
FC17/47	To consider the inclusion of other sites within the parish as part of Bedford Borough Council's new Public Space Protection Order (PSPO) for Dog Control Orders and to resolve a suitable course of action.	Resolved the following areas within Berryfields be considered for Dog Exclusion Orders, despite not being under the remit of the parish council: • Children's play area; • Area of grassland between the community centre and A421. (Cllr Lloyd to provide a map of both locations). Discussions then centred on signage – it was noted a number within the recreation ground had been vandalised or removed. Further resolved to ask Bedford Borough Council when new signage would be installed, reflecting legislation changes and to seek confirmation new legislation now permitted prosecution. Proposed: Cllr Hensher. Seconded: Cllr Regmi. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation. Localism Act 2011, Ch 1, s1-8.
FC17/48	To review delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to continue with current delivery arrangements for a further 12 months but to ensure Bespoke Media had delivery measures in place to account for ongoing village development. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/49	To receive a recommendation from the Finance & General Purposes committee (to approve a grant request in full from the Wootton Community First Responder Group - £118.76 for the purchase of clothing) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 8th February 2017

Chairman.....

Page | 11

Date.....

		Seconded: Cllr Noakes. Resolved by all present.		
FC17/50	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	No members of the public or press were present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC17/51	To appoint a contractor to undertake clearance works within the Jubilee Garden area at the Recreation Ground and to resolve a suitable course of action.	Cllr Hensher provided project background and a list of quotations was circulated ahead of the meeting. Resolved to appoint Neil Gates (works to be completed by the end of March 2017). Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/52	To appoint a contractor to undertake remedial works to the wooden flooring at the Memorial Hall, Bedford Road and to resolve a suitable course of action.	Concerns were raised over the one quotation received. Cllr Bygraves agreed to investigate further and report back. If no financial irregularities were discovered it was resolved to accept the quotation. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Cllr Bygraves to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/53	To appoint an individual/contractor to maintain proposed village planters and to resolve a suitable course of action.	Resolved to appoint Alison Reed Thomsett as the Village Planter Officer. Proposed: Cllr Bygraves. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/54	To receive the latest report regarding the management and running of the community centre at Berryfields and to resolve a suitable course of action.	Cllr O'Dell agreed to investigate whether the building had building regulations approval, given ongoing concerns regarding ventilation (since confirmed it does). It was noted white goods and other equipment had previously been	Cllr O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.

		discussed and agreed with Persimmon, should the parish council acquire the building.		
--	--	--	--	--

Meeting closed at 9.25pm.

FC17/32

Borough Councillor's Update – February 2017

Bedford Borough Council Budget 2017/18

At a meeting on the 1st February councillors agreed the Borough Council's budget for 2017/18. A 4.75% increase in Council Tax has been approved in response to the Council's challenging financial position, caused to a large extent by significant increases in demand for social care and constrained resources.

The budget agreed around £10m of service efficiencies in the next 3 years, including £3.7m of savings to be delivered in 2017/18. There will, therefore, be an array of service changes, some of which have been subject to public consultation. These include the end of the school transport subsidy for Post 16 pupils, the cessation of the Council's Out of House Noise Service responding to summer noise complaints and the closure of the Travel and Tourism Centre in the Bus Station.

In addition to departmental savings, PricewaterhouseCoopers (PWC) has been commissioned to undertake a comprehensive review of the Council, which has been labelled the 'Bedford Borough 2020' project. This work has been ongoing for a number of months, with the findings being compiled within a report to be considered by the Mayor's Executive at its meeting on the 22nd February. PWC is of the view that its recommendations will save £10.3m a year by the end of the decade.

The Council's Capital Investment Programme sets out its plans for 'one-off' spending, usually on the maintenance of assets to improve their condition in the long term and new building projects. The budget confirmed the value of the Capital Investment Programme at £167m to 2020. This includes £55.6m to convert school sites to accommodate the move to a 2 tier education system.

GCSE Results

Bedford Borough's schools have been ranked first in the east of England following the verification of 2016's GCSE results and a new measurement of performance.

The Government has decided to abandon the key standard of the percentage of pupils in each school attaining 5 A* - C grades including English and maths. Instead, 'Progress 8' has been introduced which measures each child's progress from their Key Stage 2 results (Year 6 / age 11) to their GCSE performance (Year 11 / age 16). School performance is, therefore, judged on whether pupils are attaining or exceeding their forecasted GCSE results.

Under this new system, the Borough is also ranked 1st out of 11 statistical neighbours (areas deemed to have similar characteristics) and 25th of 152 local authorities nationwide.

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.

Full Council Minutes 8th February 2017

Chairman.....

Date.....

Appendix 1

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/>

'Mindful Sport'

Mindful Sport is an initiative sponsored by the Council, NHS and mental health charity MIND amongst others. It provides sports classes designed to improve attendees' wellbeing through social engagement and being active, as well as giving them the opportunity to discuss issues such as anxiety disorders, eating disorders, panic attacks and stress should they wish to do so.

The scheme began in 2016 with yoga but now also includes swimming, table tennis and walking. Each session costs £2.

For more information see www.bedford.gov.uk/justturnup or contact Steve Savva (Project Manager) via 01234 718836 or steve.savva@bedford.gov.uk. There is no need to book as you can just turn up on the following days / times:

Yoga: Bedford Central Library Third Floor, 1pm - 2pm, Wednesdays

Wellbeing Walk: Bedford Central Library First Floor, 11am – 12pm, Fridays

Table Tennis: Bedford Central Library Third Floor, 2.15pm – 3.15pm, Wednesdays

Swimming: Robinson Pool, 3pm – 4pm, Mondays

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 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

Full Council Minutes 8th February 2017

Chairman.....

Date.....

FC 17/32a January 2017				
Offence Class Description	First Committed	Address	Beat Code	Beat Name
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	08/1/2017 16:00	TITHE BARN ROAD WOOTTON	NORTH-766	WOOTTON
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	27/1/2017 15:20	BEDFORD ROAD WOOTTON	NORTH-766	WOOTTON
BURGLARY IN A BUILDING OTHER THAN A DWELLING	23/1/2017 09:00	BEDFORD ROAD WOOTTON	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	21/1/2017 12:00	ASHPOLE AVENUE WOOTTON	NORTH-766	WOOTTON
HAVING AN ARTICLE WITH A BLADE OR POINT IN A PUBLIC PLACE	20/1/2017 04:20	CRANFIELD ROAD WOOTTON	NORTH-766	WOOTTON
THEFT FROM SHOPS AND STALLS	01/1/2017 16:56	CAUSE END ROAD WOOTTON	NORTH-766	WOOTTON
THEFT FROM SHOPS AND STALLS	01/1/2017 16:56	CAUSE END ROAD WOOTTON	NORTH-766	WOOTTON
THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER	20/1/2017 14:00	ARTHUR BLACK WAY WOOTTON	NORTH-766	WOOTTON

FC17/33 Schedule of correspondence			
Date received	Type	From	Brief details
9.1.17	Letter and attachment	Bedford Borough Council	Electoral Register monthly update - January 2017
10.1.17	Email	Bedford Borough Council	Applications/Notices received by the Authority under the Licensing Act 2003 and Local Govt (Misc Provisions) Act and the Gambling Act 2005 - 19th December 2016 - 6th January 2017
12.1.17	Email	Bedford Borough Council	Planning weekly list - revised format
16.1.17	Email	Public Sector Deposit Fund	Net yield information
16.1.17	Email	Bedford Borough Council	Minutes for Standards Committee, Tuesday 10th January 2017
17.1.17	Email	Bedford Borough Council	Planning weekly list - revised format
17.1.17	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 - 9th January 2017 - 13th January 2017
24.1.17	Email	Bedford Borough Council	Planning weekly list - revised format
24.1.17	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 - 16th January 2017 - 20th January 2017
25.1.17	Email	Groundwork East	Impact Report 2016-17
31.1.17	Email	Bedfordshire Association of Town & Parish Councils	Letter from Marcus Jones MP - Council Tax Referendum Principles
31.1.17	Email	Bedford Borough Council	Planning weekly list - revised format

FC17/37

Planning & Environment Committee report

11th January 2017

Report from outside organisations – for information only

Bedford Borough Council – New Street Naming and Numbering (Fields Road South).

Matters arising from the minutes – for information only

See 25th January 2017.

Planning Applications – for resolution.

(Application not yet submitted) – Frazer Hickling (Phillips Planning Services Ltd) attended the meeting to inform members of his client's wish to apply for planning permission for the erection of a detached dwelling on land between 80-82 Keeley Lane. He introduced himself and thanked members for the opportunity to make the presentation.

He had been advised to speak to the parish council (without pre-determination) following advice received from Bedford Borough Council. The proposal was to infill a gap between 80-82 Keeley Lane – building a 3 bedroom detached dwelling with parking to the front. He showed members present a copy of the draft plans, which detailed a street scene in keeping with the current scene. The traditional style of dwelling was sympathetic to the area and feedback from Bedford Borough Council had been positive. It was noted however, the site was outside the existing settlement area, but having seen no objections to a similar scheme on Hall End Road, it was hoped this proposal would be considered (when received) in a similar light – taking into consideration Policy 55 of the National Planning Policy Framework.

Cllr Noakes asked how many parking spaces would be included and was informed two – in line with national requirements. No garage was proposed, however the driveway was in keeping with other frontages.

Cllr Quirk confirmed formal judgement could only be given upon receipt of the planning application from Bedford Borough Council but noted the infill would give opportunity for local people to stay in the area - adding Central Government now urged Local Planning Authorities to consider infilling. He noted the position of a Grade 1 listed building nearby, but it was understood the proposal caused no adverse impact to that property. Frazer confirmed the Borough Council's conservation officer had raised no concerns during pre-application discussions. No other comments were made.

Planning Approvals – for information only.

16/03125/FUL – 22 St. Mary's Road – one and two storey side and rear extensions.

This council previously recorded **AN OBJECTION**.

16/03281/FUL – 46 Cause End Road – garage conversion and alterations. Single storey rear extension.

This council previously recorded **NO OBJECTION**.

Full Council Minutes 8th February 2017

Chairman.....

Date.....

Resolutions

P17/12 – Resolved the Clerk print and distribute instructions on tree planting at Lorraine Road cemetery on an ad hoc basis.

P17/13 – Resolved the Clerk instruct the parish council's insurers to take matters forward with regard to the fallen ash tree (from private grounds) at St. Mary's churchyard. Further resolved remedial works to the damaged wall be undertaken at the same time (costs to be borne by Wootton Parish Council).

25th January 2017

Report from outside organisations – for information only

Bedford Borough Council – Temporary Prohibition of Through Traffic – Wootton Footpath No 1. An order is being made to cover a period of six months to temporarily close Footpath No 1. The temporary closure is required to enable construction of a new housing development to take place. Closure is expected to take place from 23rd January 2017 for up to six months.

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/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.
- P16/150 + P16/177 + P16/269 + P17/13 – Visual Tree Inspection. Resolved 26th October 2016 (P16/269) to undertake all priority 1 works. Resolved 11th January 2017 (P17/13) to request the parish council insurance company to liaise with the owners of Wootton House regarding a fallen ash tree at St. Mary's churchyard.
- 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 and the Clerk is working to achieve this*.
- 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. The Clerk and Cllrs Quirk and Wheeler met with BBC Highways on 16th January 2017 – a proposal including costings for Bedford Borough Council to take over all street lighting columns will be sent to the Clerk by the end of February 2017.

Full Council Minutes 8th February 2017

Chairman.....

Page | 19

Date.....

- 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 – bench is currently on order.

Planning Applications – for resolution.

17/00010/ADV – 14 Cause End Road – installation of one externally illuminated fascia sign and window graphics.

Noted for the files only as the sign was already in situ.

17/00027/FUL – 50 Cause End Road – single storey front extension and one and two storey rear extension.

Resolved **NO OBJECTIONS**, however the following observation to be passed to Bedford Borough Council was noted:

- Query was raised whether the land on which the new boundary fence stood belonged to the property or was, in fact, previously Highway footpath. Members stated it was for Bedford Borough Council to establish correct ownership and enforce accordingly, as according to the plans, it appeared land had been taken to ease parking issues at the property.
- It was further noted a ditch running to the side of the property from Popes Way had now been infilled. Cllr Quirk understood a 6 inch pipe had been laid, which linked/ran nowhere. Surface rainwater from Popes Way would now overflow onto Cause End Road. BBCllr/Cllr Wheeler confirmed he had already raised this issue with Bedford Borough Council and an inspector was due to assess the works. Whilst not related to the planning application it was considered supplementary and worthy of note.

17/00055/FUL – 20 Robinson Close – two storey rear extension.

Resolved **NO OBJECTIONS**.

Sue Playford

Clerk to the Council

1st February 2017

FC17/39

Unity Trust Bank Ltd - Receipts & Payments presented - 1st January 2017 - 1st February 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
£ 50.00		Wootton Rangers FC	MUGA hire	N/A
£ 40.00		Wootton Rangers FC	MUGA hire	N/A
£ 40.00		Wootton Rangers FC	MUGA hire	N/A
£ 40.00		Wootton Rangers FC	MUGA hire	N/A
£ 60.00		Wrighton & Barker	Memorial late Mr Poole	N/A
£ 30.00		Wootton Rangers FC	MUGA hire	N/A
£ 60.00		Wrighton & Barker	Memorial late Mr Brady	N/A
	£ 645.60	Furnitubes Ltd	Replacement bench for Bedford Road	No
	£ 53.00	Bedford Borough Council	Cemetery rates	No
	£ 176.48	E-on	Changing room electricity	No
£ 40.00		Wootton Village FC Youth	MUGA hire	N/A
	£ 26.76	BT	Phone line	No
	£ 37.46	EE & T-Mobile	Clerk's mobile	No
	£ 33.36	BT	Broadband	No
	£ 85.00	Anglian Water	Changing rooms water rates	No
£ 160.00		Nevilles	Memorials x 2 late Mr Birkett	N/A
	£ 100.08	BT	CCTV broadband charges	No
	£ 21.00	Bespoke Media	Street Watch parking notices	Yes
	£ 35.00	Bedfordshire Rural Communities Charity	Annual subscription renewal	No
	£ 100.00	Wootton Memorial Hall	Hall hire Oct-Dec 2016	No
	£ 138.55	Wootton Church and Poors Land Charity	Recycling credits	No
	£ 144.33	Viking Direct	Stationery and refuse sacks	Yes
	£ 4,027.39		Wages Jan 2017	No
	£ 432.42	Wootton Village Hall	Trade refuse 50% - Apr 2016-Mar 2017	No

Full Council Minutes 8th February 2017

Chairman.....

Page | 21

Date.....

Appendix 4

	£ 950.00	J Dennis Garden & Property Services	Cemeteries maintenance	No
£ 30.00		Wootton Rangers FC	MUGA hire	N/A
	£ 45,000.00	Unity Trust Bank Ltd	Internal transfer from current to deposit acc	Yes
	£ 210.00		Expenses Jan 17	Yes
£ 40.00		Wootton Rangers FC	MUGA hire	N/A
£ 1,334.98		HM Revenue and Customs	VAT rebate Q3 2016-2017	N/A
£1,924.98	£52,216.43			

b/f	£ 72,560.99
Income	£ 1,924.98
Expenditure	£ 52,216.43
Balance c/f	£ 22,269.54

FC17/42**STRATEGIC ACTION PLAN 2016-17**

WPC¹ 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.

WPC will review the action plan on a monthly basis and will amend it as necessary. It will be formally reviewed by FC² 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
CCTV	Budget/precept discussions January 2017	2017	£5,000	To coincide with regeneration of Jubilee Garden area	CLlr Lloyd
Christmas street lighting	Budget/precept discussions January 2017	2017	£10,000	- Feb 17 – obtain specification and ongoing maintenance/installation fees; - Apr 17 – FC to approve location/quantity	Clerk
Community Centre Contingency	Budget/precept discussions January 2017	TBC	£10,000	Recommendation made to ring-fence monies to contribute towards costings if WPC take it on	All
Conversion of paddock into additional allotments/parking	Commencement of lease agreement between WPC and Wootton Poor's Land Charity	Annual review during precept discussions	£8,000	To be take forward when sufficient demand identified	Clerk

¹ Wootton Parish Council

² Full Council

Full Council Minutes 8th February 2017

Chairman.....

Date.....

Appendix 5

Keeley End Pond regeneration	Following transfer to WPC from Persimmon Homes	2017	£6,808	- Feb 17 – tree works completed. Consider purchasing wood for insect housing (cuttings will be too small to use); - Feb 17 – clearance and rotavation completed; - Mar 17 – all gaps to be infilled with additional planting, spreading grass seed and siting water lilies; - Mar 17 – bat houses installed – 3 per pole; - Apr 17 – duck house installed	Cllr Doggrell
Lorraine Road cemetery extension	Local Plan 2035	TBC	£7,000	Recommendation made to ring-fence £5,000 per year. Clerk is seeking a formal valuation for the land in question for ongoing budgeting purposes	Clerk and Cllr Quirk
Neighbourhood Plan	Local Plan 2035	TBC	£30,000	Feb 17 – meeting arranged with Regeneration Positive to discuss tender findings and best way forward	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
Recreation ground footpaths	Budget/precept discussions January 2017	2017	£20,000	- Mar 17 – costings expected from BBC; - Apr 17 – FC to approve	Clerk
Recreation ground remodelling works – Jubilee Gardens	Budget/precept discussions January 2017	2017	TBC	- Feb 17 – equipment identified; - Mar 17 – contractor quotations required; - Apr 17 – consultation/fundraising	Cllr Lloyd
Recreation ground remodelling works – Phase Two	Budget/precept discussions January 2017	2018	£5,000	To follow after the works to the Jubilee Gardens have been completed.	Cllr Lloyd.
Replacement trees	Ongoing commitment	N/A	£500	To be actioned as need arises	Clerk

Full Council Minutes 8th February 2017

Chairman.....

Page | 24

Date.....

Appendix 5

St. Mary's footpath repairs	Budget/precept discussions January 2017	2017	£2,000	- Mar 17 – costings expected from BBC; - Apr 17 – Full Council to approve	Clerk
St. Mary's stone and railing cemetery wall	Cemetery Risk Assessment 2015	N/A	£15,000	Recommendation made to ring-fence additional monies (£5,000 for 2017/18) to repair/replace as needed	Cllr Quirk
Speed cameras	R&FSSG Committee ³	2018	£10,000	Mar 17 – BBC Highways engineer attending R&FSSG Committee meeting to provide fuller information	Cllr Lloyd
Transfer of street lights (ownership) to BBC	Discussions on record anomalies between WPC and BBC in 2012 and 2016	2017	£20,000	- Feb 17 – BBC providing transfer costings; - Mar 17 – Planning Committee to approve	Cllr Quirk
Wootton in Bloom	Budget/precept discussions January 2016	2017	£10,000	Resolved FC16/251 to purchase 3 x 3 tier planters. - Feb 17 – BBC obtaining street licences; - Feb 17 – determine appointment of Village Planter Office; - Feb 17 – place order for planters; - Apr 17 – anticipated delivery of planters; - Dec 17 – review additional sites	Clerk and Cllr Lloyd
Wootton village entrance sign	Old sign was removed as part of ongoing development along Fields Road	2017	£10,000	- Mar 17 – receipt of specification for the “chimney” sign; - Jun 17 – consultation in Wootton News to favour one of two designs; - Aug 17 – end date for consultation; - Sep/Oct 17 – tender process for winning design; - Nov 17 – award contract and determine build date	Cllrs Bygraves and Lloyd

³ Roads & Footpaths Safety Steering Group
Full Council Minutes 8th February 2017

Chairman.....

Date.....

Appendix 5

To be reviewed monthly at Full Council.

Full Council Minutes 8th February 2017

Chairman.....

Date.....