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

Open Forum	There was one member of the public present (a member of the Neighbourhood Plan Steering Group) who wished to observe discussions on agenda items FC17/81 + 82. No other members of the public or press were present and so the meeting continued without adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bennett (arrived 7.40pm), Bygraves, Doggrell, Groves, Hall, Hensher, Hudson, Noakes, O'Dell, Quirk and Wallace. In Attendance: Sue Playford (Clerk to the Council).				
Absent (no apologies received)					
Agenda no	Agenda item title	Resolution	Action	Power	
FC17/55	Apologies for absence. Cllrs Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Resolved to accept.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.	
FC17/56	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC17/57	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.	
FC17/58	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. Cllr O'Dell was pleased to see he was moving forward with the aim to upgrade a number of bus stops in the village, to accommodate those with disabilities. It was hoped all stops would eventually be	Clerk to keep on file.	N/A.	

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	Bedford Borough Council. Email dated 17th February 2017 confirming they would not consider either the play area (Ashpole Avenue) or the area of land between the Community Centre and A421 for Dog Exclusion Orders (DEO), despite the parish council requesting both be included. Reasons given were: ○ Play Area – was not enclosed and therefore unenforceable; ○ Area of land between Community Centre/A421 – land is currently under construction and very large. Suggestion it be reviewed once construction complete and when current DEO's expire, in 2019. Historic England. Confirmation the War Memorial (Church Road) has received Listed Building Status – Grade 11. Members resolved 14th December 2016 (FC16/297) the memorial be declared “of special architectural and/or historical interest”. To receive crime figures for February 2017. (Appendix 1a).	included – with real time announcements (as seen elsewhere in the Borough). No further comments received. Cllr Hensher noted the accompanying questionnaire contained a safety checklist. The Clerk agreed to establish where any further action or works were required. No further comments received.		
FC17/59	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.
FC17/60	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 8th February 2017.	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).

	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 25th January 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Fun Fest Committee meeting held on 7th September 2016. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 18th January 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 5th October 2016.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Groves. Seconded: Cllr Lloyd. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC17/61	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 + FC17/47 – Public Spaces Protection Orders/Dog Control Orders. Resolved 11th January 2017 (FC17/18) that the Recreation Ground and Memorial Hall play areas remain as Dog Exclusion Areas. Further resolved 8th February 2017 (FC17/47) that the children’s play area and area of grassland between the community centre and A421 (both	No further comments received.	Clerk to keep on file.	N/A.

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	within the Berryfields development) both be considered by Bedford Borough Council as additional Dog Exclusion Areas. Please refer to FC17/59. • 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. • FC16/90 + FC16/118 + FC16/170 + FC16/199 + FC16/228 + FC16/253 + FC16/277 + FC16/311 + FC17/26 + FC17/54 and FC17/83 – Community Centre at Berryfields. Please see agenda item FC17/83. • FC16/139 + FC16/221 + FC16/248 + FC16/299 – Memorial Hall play area (Fields in Trust - FIT). The commemorative plaque is with the Clerk, who is sourcing someone to install it. Please see agenda item FC17/60. • 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. Contractors have been appointed and the Clerk is awaiting start/finish dates. • FC16/169 + FC16/251 + FC17/53 – 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. Resolved 8th February 2017 (FC17/53) to appoint Alison Reed Thomsett as the Village Planter Officer. The Clerk is working on her contract and Cllr Lloyd is due to provide Plantscape with location maps for the planters. • 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			
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	content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete. • FC16/224 + FC16/275 – Gumbles 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). Gumbles are now unable to attend during Easter 2017. Move to close. • FC16/225 + FC16/249 + FC16/310 – Car parking at the recreation ground car park. Vandal-resistant signage has been installed at the car park. Move to close. • 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 is currently completing the check. • FC17/43 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 8th February 2017 (FC17/43) that the following be considered/investigated by Bedford Borough Council: ○ Traffic Management in Bedford Town – to 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 investigations. Clapham Parish Council has confirmed it too will be asking for both issues to be taken forward. • FC17/46 – Management of green spaces and play areas within Berryfields. Cllr Regmi will provide the Clerk with a copy of her deeds, detailing the exact contract terms and conditions between			
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	residents and Greenbelt. Once known a way forward will be determined.			
FC17/62	Chairman's report – for information only.	Cllr Lloyd gave details of his meeting with the clerk, following her recent attendance at the annual Society of Local Council Clerks (SLCC) Practitioners' Conference. The parish council needed to be seen not as a building or just the clerk, but as councillors too, and the intention was to include councillor profiles in the next annual report. He was also trialling Twitter – using it for headline news which in turn would direct users to Facebook and the website. The clerk was making contact with a company offering multi-layer mapping software. The aim was to map assets, changing the underlying base map as needed, but without the need to re-calibrate other layers. Cllr Hudson explained the company would only host the software (at a cost) and suggested google fusion tables as a free alternative. Cllr Lloyd and the clerk agreed to investigate further. Cllr Lloyd finished by expressing his wish to complete CiLCA (Certificate in Local Council Administration) which was available to councillors also – many councillors had attended the conference.	Clerk to keep on file.	N/A.
FC17/63	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.
FC17/64	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/66-68 below.	No further comments received.	Clerk to keep on file.	N/A.
FC17/65	Schedule of receipts and payments – statement(s) 34 (Unity Trust Bank Ltd) as previously approved by the Finance & General Purposes committee – for information only.	No further comments received.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.

	(Appendix 4).			
FC17/66	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 Wallace. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC17/67	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 Doggrell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
FC17/68	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 and the following was noted: • Tree works at Keeley End Pond were now programmed for 20th March 2017 after a delay – the clerk had contacted Worboys to arrange clearance works including rotivation. Bat and bird boxes would follow; • Cllr Bygraves agreed to chase a contractor for quotes to repair various footpaths in the village; • Jubilee Garden regeneration – play equipment had been identified and the area cleared; • Average Speed Cameras – it was hoped Andy Prigmore (Highways) would attend an upcoming Roads & Footpaths Safety Steering Group meeting, to address this and other ongoing issues; • Transfer of street lighting – it was noted Bedford Borough Council were now unable to consider taking ownership until March 2018. Resolved to accept the SAP and information above.	Project managers to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Groves. Seconded: Cllr Bennett. Resolved by all present.		
FC17/69	To consider a response to Bedford Borough Council in relation to its consultation on the expansion of Wootton Lower School.	Resolved to accept without further comment. Proposed: Cllr Wallace. Seconded: Cllr Groves. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC17/70	To consider a request from the East Anglian Air Ambulance Service that a clothing bank be sited within the parish and to resolve a suitable course of action.	Resolved not to consider a further site, given the siting of other clothing banks in the village, but to recommend the EAAAS approach the parish council again in two years, given ongoing development within the village. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/71	To receive, review and accept the updated paddock lease agreement between Wootton Parish Council and Mesdames Lovell and Spelman ahead of renewal on 1st April 2017 and to resolve a suitable course of action.	Resolved to accept without further amendment. Proposed: Cllr Groves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/72	To receive, review and accept an Electrical Condition Report from Highlights (Floodlighting) Ltd on the MUGA (Multi Use Games Area) lighting (a three-yearly inspection requirement) and to resolve a suitable course of action.	Resolved to accept without further comment. Proposed: Cllr Groves. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/73	To review the graphic design and printing of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to continue with current graphic design and printing arrangements for a further 12 months. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/74	To review the allocation of recycling credits received from Bedford Borough Council (currently split 50/50 between the annual Fun Fest	Resolved recycling credits in full be given to the Wootton Church & Poor's Land Charity, with effect from 1 st April 2017 for one year	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	budget heading and Wootton Church & Poor's Land Charity) and to resolve a suitable course of action.	– to be reviewed at the Annual Council Meeting in May 2018. Proposed: Cllr Groves. Seconded: Cllr O'Dell. Resolved by all present.		
FC17/75	To reconsider sites for at least one of three planters ordered from Plantscape, in light of ongoing works along Fields Road and to resolve a suitable course of action.	Cllr Lloyd explained the original proposal for a planter on Fields Road could not be actioned, as the area was currently being used as an access point for ongoing development. It was thought this would continue for at least six months. Resolved the following sites be used: • Opposite the Cock Inn PH on Bedford Road (unchanged); • Cause End Road/Bedford Road junction (unchanged); • Hanover Court side of Mephram Road/Bedford Road (changed from Fields Road). The clerk confirmed she would inform Andy Prigmore as a revised street licence would be required and Cllr Lloyd agreed to provide a map of the new location. Proposed: Cllr Bygraves. Seconded: Cllr Groves. Resolved by all present.	Clerk and Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/76	To consider the feasibility in implementing an annual grant scheme (or similar) to the Wootton Community First Responder Group and to resolve a suitable course of action.	Resolved not to take the proposal forward. Proposed: Cllr Groves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to leave on file.	Localism Act 2011, Ch 1, s1-8.
FC17/77	To consider a recommendation that Bedford Borough Council use s106 monies (Developer Contributions – Fields Road North) currently earmarked for bus company generic improvements, to undertake works to bus stops within the village (to include tactile paving/raised kerbs) to make them disable-friendly and to resolve a suitable course of action.	Cllr O'Dell stressed the need for this to be taken forward – to include all Wootton bus stops (possibly as part of an annual programme) – especially as all buses were now fitted with platforms providing disabled access.	Clerk and BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Wallace stated an official bus stop was needed on Fields Road outside the Healthy Living Centre (HLC) – not all buses stopped at that location. Resolved Bedford Borough Council be asked to use s106 monies (Developer Contributions – Fields Road South – not North as detailed in the agenda) for that purpose, with a recommendation to consider (as priority) alongside the proposed new pedestrian crossing, a bus stop outside the HLC. Proposed: Cllr Groves. Seconded: Cllr Noakes. Resolved by all present.		
FC17/78	To receive a recommendation from the Finance & General Purposes committee (to approve a grant request in full from Autism Bedfordshire towards Bedford 'Wanted Fun' project – young people with Asperger Syndrome or high functioning autism - £200) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/79	To receive a recommendation from the Finance & General Purposes committee (to approve a grant request in full from the Wootton Good Neighbour Scheme for a new mobile phone - £160) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Noakes. Seconded: Cllr Groves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/80	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).	One member of the public was present, but as a member of the Neighbourhood Plan Steering Group, members resolved they be permitted to remain. Proposed: Cllr Groves. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC17/81	To consider the appointment of the Bedfordshire Rural Communities Charity (BRCC) to aid in the production of a Neighbourhood Plan and to resolve a suitable course of action.	Resolved to appoint BRCC to aid in the following ways: • Production of a Housing Needs Survey; • Production of a Green Infrastructure Plan.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Both projects to be taken forward at the earliest opportunity. Proposed: Cllr Groves. Seconded: Cllr Wallace. Resolved by all present.		
FC17/82	To consider the appointment of a professional contractor to aid in the production of a Neighbourhood Plan and to resolve a suitable course of action.	It was noted the original tender was drafted in the belief contractors would undertake all the tasks – now known not to be the case given initial budget limitations. The clerk confirmed she, Cllr Hensher and possibly Cllr Lloyd were meeting with a professional planner on 22 nd March 2017 to discuss their involvement in the process. After detailed discussion it was resolved to submit a request for proposal (Cllr Hudson to draft – clerk to circulate to members before distribution) to potential contractors AND to follow up Regeneration Positive's proposal (meeting to be arranged for April 2017). Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	AH and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/83	To receive the latest report regarding the management and running of the community centre at Berryfields, including a report and business plan outlining whether to formally agree the parish council be considered as Management Entity and to resolve a suitable course of action.	Cllr Bygraves stated the recent acoustic report provided by Persimmon Homes (PH) clearly showed the tests had been undertaken without opening any doors to the community centre. A quotation to install air conditioning units had been obtained – this needed further discussion with PH. Cllr Quirk detailed in order to move forward it was crucial to establish whether the potential transfer would be freehold. After detailed discussions it was resolved to contact Persimmon Homes, stating the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		parish council agreed IN PRINCIPLE to take on the management of the community centre, subject to final negotiations and a meeting with all parties (including Andy Lord (PH), Richard Colson (CC Town Planning) and Jim Caffrey (Principal Planner, Bedford Borough Council)). Meeting to be arranged within the next two weeks. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 9.35pm.

FC17/58

Borough Councillor Update: March 2017

Local Plan 2035

Since 2014 the Council has undertaken work towards its new Local Plan, setting out sites for the development of thousands of new homes and employment growth to 2035.

At its meeting on the 22nd February, the Mayor's Executive agreed the latest Local Plan document that will be subject to public consultation between 18th April – 2nd June.

The report provides an updated housing need target of 19,000 to meet estimated population growth. Just over half of this figure is already catered for via existing planning permissions or is included in existing plans. There is a need, therefore, for the Council to find sites for just over 8,000 new dwellings.

The Council is pursuing an option to develop 1 or more new settlement(s) in the north of the Borough to accommodate around a quarter of this target. The document confirms that sites in Wyboston, Sharnbrook, Twinwoods (between Milton Ernest and Thurleigh) and Thurleigh Airfield are being considered. One or more of these settlements could go forward and are likely to provide around 4,000 – 6,000 dwellings each (although it is thought that only 2,000 could be developed within the Local Plan period to 2035).

Sites earmarked for development in the urban and edge of urban areas are set to accommodate just over 2,000 properties. In addition, a number of villages have been designated as having 'Group 1' status, namely: Wilstead; Bromham; Sharnbrook; Clapham, and; Great Barford and are all set to increase substantially in size with between 500 – 600 new properties in each. An allocation of 1,000 homes has been earmarked for the brownfield site at the former Stewartby brick works.

Group 2 villages across the Borough will see development of between 25 – 50 new homes. Included in Group 2 are: Carlton; Harrold; Milton Ernest; Oakley; Roxton, and; Turvey. Willington is also a Group 2 village but does not have a housing allocation.

The other villages are included in Groups 3 and 4. They do not have specific allocations but these communities may wish to bring forward sites for development through implementing Neighbourhood Plans.

At the meeting, it was agreed by the Executive to remove a site situated at Freeman's Common, adjoining Ravensden's Cleat Hill. This means that other sites will now have to take on the 200 dwellings that will no longer be accommodated here.

For more information see www.bedford.gov.uk/localplan2035

Council Tax Resolution 2017/18

As a reminder, a meeting of all councillors on the 1st February agreed the Borough Council's budget for 2017/18. This included a 4.75% increase in Council Tax in response to the Council's challenging Full Council Minutes 8th March 2017

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financial position, caused to a large extent by significant increases in demand for social care and constrained resources.

A further meeting of all councillors on the 22nd February was required to agree formally the Borough's Council Tax resolution for 2017/18.

This sets out how much each property Band will have to pay next year. The overall average Band D Council Tax (including: Council; Police; Fire Service; parish, and; Special Area Charge precepts) will be £1,704.11; a 4.26% rise on the current year.

Council Tax bills agreed for Bedford, Kempston and each parish can be seen at [this link](#) at Appendix A.

Post-16 School Transport Policy

The Mayor's Executive will decide at its meeting on the 8th March whether or not to agree a change in the eligibility for school transport for Sixth Form pupils from September 2017.

A public consultation was held between November – January on initial proposals to end the current subsidy for Post 16 pupils or to remove the option of school transport entirely. Either of these approaches were earmarked to achieve a £150k a year for the Council.

Officers' recommendations to the Executive are now to narrow eligibility, meaning that pupils will only be able to access transport if they are attending their nearest school, as opposed to attendance at their catchment school as at present. This change will not apply to current Sixth Formers while it is recommended that the areas included in the below table, taken from the report, will be exempt from this change:

Area	School
Boinhurst	Sharnbrook Secondary
Bromham	Currently commercial options exist to Sharnbrook Secondary
Clapham	Sharnbrook Secondary
Keysoe	Sharnbrook Secondary
Little Staughton	Sharnbrook Secondary
Pavenham	Sharnbrook Secondary
Milton Ernest	Sharnbrook Secondary
Oakley	Sharnbrook Secondary
Stevington	Sharnbrook Secondary
Thurleigh	Sharnbrook Secondary
Turvey	Sharnbrook Secondary

Those who are eligible to use school transport will, should the proposal be agreed, also have to pay £890 per year to travel to school, as opposed to the current charge of £381. The current subsidy for low-income families will, however, be retained, which will see these pupils charged £190 a year.

Post 16 transport for Bedford College, Bedford 6th Form, Kimberley College and Shuttleworth College will be withdrawn entirely.

Sustainability and Transformation Plan (STP)

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Appendix 1

The STP review of health and social care services across Bedfordshire, Luton and Milton Keynes (BLMK) (Luton has its own Clinical Commissioning Group, responsible for organising health services, and is therefore distinct from Bedfordshire in this context) is now in full swing, with the 16 partners (see [here](#)) working on progressing the review's 5 stated priorities, namely (taken from the [STP's website](#)):

- **Priority 1: Illness prevention and health promotion:** Preventing ill health and promoting good health by giving people the knowledge and ability, individually and through local communities, to manage their own health effectively
- **Priority 2: Primary, community and social care:** Delivering high quality and resilient primary, community and social care services across Bedfordshire, Luton and Milton Keynes
- **Priority 3: Secondary care:** Delivering high quality and sustainable secondary (hospital) care services across Bedfordshire, Luton and Milton Keynes
- **Priority 4: Digital programme:** Working together to design and deliver a digital programme, maximising the use of information technology to support the delivery of care and services in the community and in primary and secondary care
- **Priority 5: Demand management and commissioning:** Working together to make sure the right services are available in the right place, at the right time for everyone using health and social care in Bedfordshire, Luton and Milton Keynes

While all Borough councillors agree with the objectives of the STP, there is a feeling that councillors and indeed the public have yet to be included in determining the shape of the review in any meaningful way. As a result, councillors unanimously agreed a motion at the last meeting of the Council, calling on the STP leads to be more open about the plans.

There is particular concern around Priority 3, which is set to amalgamate services between Bedford, Milton Keynes and Luton & Dunstable Hospitals. It is unclear at this stage how this will effect services, or if a proposal from the now defunct Bedfordshire and Milton Keynes Healthcare Review to transfer maternity services from Bedford Hospital to Milton Keynes Hospital will be taken forward. All councillors agreed, therefore, to request a commitment from the STP leads that key services, namely A & E, paediatrics and obstetrics (maternity and childbirth) will be retained at Bedford Hospital.

Public meetings have now been arranged to set out the review's current position. If this is of interest, you may wish to attend the Borough's meeting on Wednesday 8th March in the Addison Centre, Kempston from 2.30pm – 5pm or 6.30pm – 9pm.

As from 1st April the Criteria for ward members fund has changed to be in line with the Councils corporate plan to include 4 key themes as follows:

- Providing a healthy future;
- Protecting and preserving the local environment;
- Brighter futures for children;
- Serving residents effectively.

Cllr John Wheeler

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FC 17/58a February 2017				
Offence Class Description	First Committed	Address	Beat Code	Beat Name
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	23/2/2017 08:30	TURLAND CLOSE WOOTTON	NORTH-766	WOOTTON
COMMON ASSAULT	20/2/2017 15:15	BEDFORD ROAD WOOTTON	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO DWELLINGS	22/2/2017 23:00	FOLKES ROAD WOOTTON	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO DWELLINGS	25/2/2017 19:15	TITHE BARN ROAD WOOTTON	NORTH-766	WOOTTON
INTERFERENCE WITH MOTOR VEHICLE	05/2/2017 00:15	ASHPOLE AVENUE WOOTTON	NORTH-766	WOOTTON

FC17/60 Schedule of correspondence			
Date received	Type	From	Brief details
4.2.17	Letter and enclosure	Bedford Borough Council	Monthly Electoral Register updates - February 2017
1.2.17	Email	Unity Trust Bank Ltd	Confirmation of the addition of Cllr Hensher as an authorised signatory and the removal of Cllrs Chalmers and Price
4.2.17	Letter	Unity Trust Bank Ltd	Confirmation of the addition of Cllr Hensher as an Internet Banking user
10.2.17	Email	Bedford Borough Council	Planning weekly list - revised format
13.2.17	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 - 30th January 2017 - 10th February 2017
14.2.17	Email	Bedford Borough Council	Planning weekly list - revised format
14.2.17	Email	Bedford Borough Council	Bedford Borough Local Plan 2035
21.2.17	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 - 13th February 2017 - 17th February 2017
21.2.17	Email	Bedford Borough Council	Planning weekly list - revised format
27.2.17	Email	Public Sector Deposit Fund	Net Yield Information
27.2.17	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 - 20th February 2017 - 24th February 2017
28.2.17	Email	Bedford Borough Council	Planning weekly list - revised format

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FC17/63

Planning & Environment Committee report

8th February 2017

Matters arising from the minutes – for information only

See 22nd February 2017.

Planning Applications – for resolution

16/03641/S73A – 9 Keeley Farm Court – retrospective planning permission application – retention of existing fence and erection of two additional fence panels.

Resolved **NO OBJECTION**.

Resolutions

P17/36 – Resolved the Clerk write again to establish what course of action Palmers intended to take regarding the fallen ash tree and to send the letter by recorded delivery (copy to St. Mary's authorities).

P17/37 – Resolved to accept the tender documents for Amenity/Highways Grass Cutting and Cemeteries Maintenance without amendment. Clerk to advertise in the newspaper and distribute to existing and known/recommended contractors.

22nd February 2017

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.
- P16/150 + P16/177 + P16/269 + P17/13 + P17/36 – 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. Both issues ongoing.
- P16/175 – Popes Way. Bedford Borough Council have completed works to overhanging trees and are investigating the infill of an adjoining 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 Wootton Parish Council (WPC). The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process. Bedford Borough Council are currently liaising with a local resident regarding the piping and infilling of the ditch.
- 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

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Appendix 3

awaiting quotations. The Clerk also aims to register both footpaths in the name of WPC. The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process

- 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.
- 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. Please see agenda item P17/50.
- P17/37 – Tender documents for Grass Cutting and Cemeteries Maintenance. Clerk has placed an advert with the Bedfordshire on Sunday newspaper, Society of Local Council Clerks and parish council's Facebook page, seeking tender applicants.

Planning Applications – for resolution

17/00231/FUL – 80-82 Keeley Lane – erection of new infill dwelling following demolition of garage.
Resolved **NO OBJECTION**.

Resolutions

P17/49 – Resolved to continue to permit graveyard plot reservations for family members only. Further resolved an addition be made to the reservation certificate stating the plot would revert back for further use by the parish council, if unused after 75 years.

P17/50 – Resolved a plaque be placed on the bench due to be sited opposite the Cock Inn PH in memory of the late Bill Brady, subject to agreement with his family (family to determine wording).

P17/51 – Resolved to send a copy of Cllr Quirk's report on a potentially dangerous ditch running alongside the "Little Wootton" development to Bedford Borough Council, for them to take forward with the developer.

P17/53 – Resolved a resident be permitted to undertake tree works (under the jurisdiction of Albion Tree Surgeons and at their cost) to trees alongside their boundary with Lorraine Road cemetery. Further resolved to revisit the area with a view to the parish council appointing a contractor to undertake other works.

Sue Playford

Clerk to the Council

1st March 2017

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FC17/65

Unity Trust Bank Ltd - Receipts & Payments presented - 1st February 2017 - 3rd March 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
£ 30.00		Wootton Rangers FC	MUGA hire	N/A
£ 30.00		Granny Patch	Wootton news advertising	N/A
£ 30.00		Crystal Care Grooming	Wootton news advertising	N/A
£ 30.00		Wootton Pet Care	Wootton news advertising	N/A
£ 30.00		The Look	Wootton news advertising	N/A
	£ 55.00	Krisgar Entertainment	Deposit - Fun Fest magician	Yes
	£ 152.15	E-on	Changing room electricity	No
£ 30.00		Hyde Software Solutions	Wootton news advertising	N/A
	£ 53.00	Bedford Borough Council	Cemetery rates	No
£ 40.00		Wootton Rangers FC	MUGA hire	N/A
£ 30.00		Club Towers	Wootton news advertising	N/A
£ 20.00		Wootton Rangers FC	MUGA hire	N/A
£ 30.00		K W Decorating	Wootton news advertising	N/A
	£ 15.78	EE & T-Mobile	Clerk's mobile	No
	£ 26.76	BT	Phone line	No
£ 30.00		Homeworks	Wootton news advertising	N/A
£ 30.00		Maria sewing	Wootton news advertising	N/A
	£ 33.36	BT	Broadband	No
	£ 85.00	Anglian Water	Changing rooms water rates	No
£ 30.00		Wootton Pharmacy	Wootton news advertising	N/A
£ 30.00		W & H Peacock	Wootton news advertising	N/A
	£ 544.40	Society of Local Council Clerks	Practitioners' conference 2017	No
	£ 25.00	BATPC	New councillor training - Cllr O'Dell	Yes

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	£ 60.00	Gemini Locks	Remedial works to the toilet block doors	Yes
	£ 70.00	Neil Gates	Infill hedgerow planting - Lorraine Road cemetery	Yes
	£ 99.28	Viking Payments	Refuse sacks and stationery	Yes
	£ 216.21	Bedford Borough Council	Trade refuse - Lorraine Road cemetery	No
	£ 350.00	Barry Sullivan	Specification for proposed Wootton Village Entrance sign	No
	£ 384.00	Highlights Floodlighting Ltd	Electrical inspection - MUGA lighting	No
	£ 576.00	S J Helliwell Fencing Contractors	Infill works to MUGA goalmouths	No
	£ 840.22	Graffit Ltd	Installation of parking signs - recreation ground	No
	£ 950.00	J Dennis Garden & Property Services	Cemeteries maintenance	No
	£ 1,032.00	F A Bartlett Tree Expert Company	Visual tree inspection report works	No
	£ 4,027.39	Wages Feb 2017		
	£ 698.72	Expenses Feb 2017		
	£ 1,716.00	Bedford Borough Council	Christmas tree 2016	No
£ 207.11		Bedford Borough Council	Recycling credits	N/A
£ 60.00		NAO Cattery & Cleaners	Wootton news advertising	N/A
£ 10,000.00		Unity Trust Bank Ltd	Internal transfer from deposit account	N/A
£ 30.00		Brehony hairdressing	Wootton news advertising	N/A
£ 30.00		S Brown Electricals	Wootton news advertising	N/A
£ 30.00		Marston Vale Forest School	Wootton news advertising	N/A
	£ 83.64	BT	Broadband	No
£ 30.00		O'Dell & Sons	Wootton news advertising	N/A

£10,807.11 £12,093.91

b/f	£ 22,269.54
Income	£ 10,807.11
Expenditure	£ 12,093.91
Balance c/f	£ 20,982.74

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FC17/68**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 (Clerk continues to chase BBC³); - 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

³ Bedford Borough Council

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Appendix 5

Keeley End Pond regeneration	Following transfer to WPC from Persimmon Homes	2017	£6,808	- Mar 17 – tree works completed. Consider purchasing wood for insect housing (cuttings will be too small to use); - Mar 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. Please refer to agenda items FC17/81-82.	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	- Mar 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

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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 ⁴	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	- Mar 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. - Mar 17 – BBC obtaining street licences; - Feb 17 – determine appointment of Village Planter Office (completed 8th February 2017); - Feb 17 – place order for planters (order ongoing); - 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 received from Barry Sullivan. Further quotations are now being obtained; - Jun 17 – consultation in Wootton News to favour one of two designs; - Aug 17 – end date for consultation;	Cllrs Bygraves and Lloyd

⁴ Roads & Footpaths Safety Steering Group
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Appendix 5

				• Sep/Oct 17 – tender process for winning design; • Nov 17 – award contract and determine build date	
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To be reviewed monthly at Full Council.