



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 12th July 2017 at 7.37pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There was one member of the public present who wished to observe and comment on agenda item FC17/200. Whilst that agenda item was within the closed section of the meeting, members present resolved she be permitted to stay, as a representative of the Memorial Hall committee. There were no other members of the public or press present, however Cllr Hall commented on works to clear shrubs and hedgerow adjacent to 1 Keeley Farm Court, Bedford Road, had left the ground uneven. The meeting then continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Doggrell, Hall, Hensher, Martin, Noakes, O'Dell, Quirk and Regmi. Cllr Bygraves arrived at 8.25pm.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC17/168	Apologies for absence. Cllrs Hudson, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. The Clerk was unable to attend due to ill health.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC17/169	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC17/170	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.
FC17/171	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for May 2017.	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments received. No further comments received.	Clerk to keep on file.	N/A.

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	(Appendix 1a).			
FC17/172	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2). - Bedford Borough Council – confirmation that the impact of new developments on local communities and traffic congestion within Bedford (town only*) will be considered as part of the work programme for the Environment and Sustainable Communities Overview and Scrutiny Committee. The clerk received the following: <i>“the committee were aware of several parish council suggestions to broaden the traffic issue to incorporate villages. However, the town centre traffic is such a large issue on its own it was felt it would not do the issue justice to go beyond the town centre at this time”.</i> - Millbrook Power. - TwinWoods.	No further comments received.	Clerk to keep on file.	N/A.
FC17/173	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 14th June 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 31st May 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Fun Fest Committee meeting held on 15th February 2017.	Minutes were received and adopted. Proposed: Cllr Hall. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr O’Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Doggrell. Seconded: Cllr Lloyd. Resolved by all present. Minutes were received and adopted.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 31st May 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 1st March 2017.	Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Regmi. Seconded: Cllr Lloyd. Resolved by all present.		
FC17/174	Matters arising from the minutes to include Issues log review – for information only. - FC14/117 + FC15/217 + FC17/128 – Bedford Borough Council's Local Plan 2032 (now 2035). Resolved 10th May 2017 (FC17/128) (subject to clarification that Wootton currently faced no further development – which has since been confirmed) to object to proposals to develop within Kempston Rural, given its proximity to Wootton. Response submitted. - FC17/167 + FC17/201 – Community Centre at Berryfields. Refer to agenda item FC17/201. - FC16/169 + FC16/251 + FC17/53 + FC17/75 + FC17/199 – Wootton in Bloom. Sites have now been determined as Bedford Road, Cause End Road/Bedford Road junction and Mepham Road/Bedford Road junction. Street licences are in place with Bedford Borough Council – Cllr Lloyd is overseeing ground preparation works before proceeding further. Question has also been raised over amount of watering required and whether this may be too much for one person to take on. The planters officer has agreed to trial watering and assess the situation as needed. Refer to agenda item FC17/199. - 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 content of RoSPA's report and review the situation in six months' time, in the hope remedial works are complete.	No further comments received.	Clerk to keep on file.	N/A.

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	- FC16/271 + FC17/134 – Community Infrastructure Levy Funds (£22,346.57). Resolved 9th November 2016 (FC16/271) and 14th December 2016 (FC16/304) and 10th May 2017 (FC17/134) to consider the following: •Memorial Hall replacement flooring; •Neighbourhood Planning costs; •Upgrade of all bus stops in Wootton, to make them disable-friendly. - FC17/43 + FC17/112 + FC17/172– 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. Items have been taken forward for consideration by Bedford Borough Council. Refer to agenda item FC17/172. - FC17/125 + FC17/197 – Marston Vale Innovation Park (17/00666/MAO). The parish council has employed a professional planner to assist with a robust response to the proposal. The parish council's robust objection has been submitted to Bedford Borough Council and a response awaited. Refer to agenda item FC17/197. - FC17/136 + FC17/179 + FC17/190 – Remedial works to several footpaths within the village. Resolved 10th May 2017 (FC17/136) Cllr O'Dell would investigate revised designs for the kissing gates at Tithe Barn Road, ahead of appointing a contractor to undertake footpath works. Bedford Borough Council are likely to be found as owners of both Tithe Barn Road footpaths. Refer to agenda items FC17/179 and FC17/190.			
FC17/175	Chairman's report – for information only.	Cllr Lloyd thanked all who assisted at the Fun Fest on Saturday 8 th July.	Clerk to keep on file.	N/A.

		He requested members consider joining the following committees: • Finance & General Purposes; • Fun Fest; • Neighbourhood Plan; • Planning & Environment. At the present time, both Finance & General Purposes and Planning & Environment fell short of the minimum six members (as per Standing Orders). Insufficient numbers could result in both committees being dissolved with all duties passed to Full Council.		
FC17/176	To receive and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues arising. (Appendix 3).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/177	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC17/178	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Footpaths committee and to resolve a suitable course of action on any issues arising. (Appendix 5).	No meeting of the Roads & Footpaths committee held since last Full Council.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC17/179	To receive, review and adopt the Strategic Action Plan for 2017-18, including all updates and to resolve a suitable course of action on any issues arising. (Appendix 6).	No further comments received – no issues arising.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/180	To receive, review and adopt all Risk Assessments for 2016-17, to review all allocated to councillors/clerk for 2017-18, including all updates and to resolve a suitable course of action on any issues arising. (Appendix 7).	Resolved to adopt without further amendment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/181	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/182-184 below.	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.

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FC17/182	Schedule of receipts and payments – statement(s) 37-40 (Unity Trust Bank Ltd) as previously approved by the Finance & General Purposes committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/183	To receive and approve the attached bank reconciliation(s) (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolve to receive and approve all bank reconciliation(s) without further comment. Proposed: Cllr Doggrell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/184	To receive and approve the Income & Expenditure report for all cost centres for 2017-18, to date and to resolve a suitable course of action.	Resolve to receive and approve the Income & Expenditure report for all cost centres without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/185	To consider a response to Bedford Borough Council regarding a renewal Street Trading Consent application for Mr Nirmal Badhan t/a Dave's Snax and to resolve a suitable course of action.	Resolved to approve the renewal Street Trading Consent application without amendment. Proposed: Cllr Quirk. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC17/186	To receive a report from Cllr Martin regarding a lack of dog waste and general litter bins in the Potters Cross/Berryfields area and to resolve a suitable course of action.	Resolved Bedford Borough Council be asked for advice on where a litter bin (which can accept dog mess) might best be placed within Potters Cross, given the old one had been removed. Proposed: Cllr Martin. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/187	To receive a report from Cllr Hensher regarding Dog Exclusion Signage at the Recreation Ground and Memorial Hall play areas and to resolve a suitable course of action.	Resolved to take no further action as all signs required were in place.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/188	To consider new signage at the Recreation Ground and Memorial Hall play areas following vandalism to existing signs (detailing ownership of the play equipment) and to resolve a suitable course of action.	Resolved that replacement signs be erected at both sites, detailing Wootton Parish Council's ownership and how to contact the parish council in case of need	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		(including reporting vandalism). Proposed: Cllr Hall. Seconded: Cllr Regmi. Resolved by all present.		
FC17/189	To receive and adopt a revised Asset Register following installation of three planters within the village and to resolve a suitable course of action.	Resolved to adopt the revised Asset Register without further amendment. Proposed: Cllr Martin. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/190	To receive a report from Cllr O'Dell regarding kissing gates at several sites within the Recreation Ground and to resolve a suitable course of action.	Cllr O'Dell's report was circulated ahead of the meeting. Resolved to remove one kissing gate in September (Tithe Barn Road – nearest Church Road) and review/monitor the situation. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/191	To approve the removal of Cllr Bennett as an authorised signatory to all bank accounts/deposit providers following her resignation and to resolve a suitable course of action.	Resolved Cllr Bennett be removed as an authorised signatory to all bank accounts/deposit providers with immediate effect. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/192	To revisit a report received from Persimmon Homes on the poor condition of a ditch within the Berryfields development, reported as unsafe (late 2016) and to resolve a suitable course of action.	Resolved Cllrs Noakes and Hensher revisit the RoSPA report (as provided by Persimmon Homes) and ensure proposed works had been completed ahead of reporting back at next Full Council. Clerk to email the report to both councillors. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/193	To consider the purchase of an online planning support service (Planning Local – Andrea Pellegram Ltd) and to resolve a suitable course of action.	The Clerk provided details of the online planning support ahead of the meeting. Resolved to purchase the same on a	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		one-year trial basis initially. Proposed: Cllr Hensher. Seconded: Cllr Hall. Resolved by all present.		
FC17/194	To consider styles of protective clothing for the caretaker and litter picker and to resolve a suitable course of action.	Resolved to supply safety shoes, gloves and hi-vis jackets (with Wootton Parish Council branding) for both the caretaker and litter picker – all to be worn whilst carrying out duties. Further resolved to purchase an additional supply of hi-vis jackets for use at events including the Fun Fest and Christmas tree lights switch on. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/195	To consider the appointment of a reserve litter picker to cover the caretaker and litter picker during holiday periods, to determine a rate of pay and job/contract specification (if appropriate) and to resolve a suitable course of action.	Resolved to contact Bedford Borough Council's Street Cleansing team, as and when needed. Proposed: Cllr Hall. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/196	To appoint volunteers to assist with the Neighbourhood Plan process and to resolve a suitable course of action.	Cllrs Martin and Quirk volunteered to assist alongside Neighbourhood Plan Steering Group members. Cllrs Martin and Noakes agreed to join the Neighbourhood Plan Steering Group. Agreed all themed reports be circulated to all councillors for proof reading and further suggestions.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/197	To revisit Planning Application Ref 17/00666/MAO (Marston Vale Innovation Park proposals) and to resolve a suitable course of action.	It was noted Andrea Pellegram would provide BBCllr/Cllr Wheeler, Wootton Parish Council and Wootton residents with a script each, to present at the appropriate Bedford Borough Council Planning Committee meeting. If that meeting took place in July, Cllrs	Clerk to take forward.	Stakeholder Consultation. Town & Country Planning Act 1990 & Subsequent.

		Martin and Noakes would make representation on behalf of Wootton Parish Council. If that meeting took place in August, Cllr Lloyd would attend alongside Cllrs Martin and Noakes. Resolved to accept these findings. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.		
FC17/198	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).
FC17/199	To consider the appointment of a contractor to undertake all maintenance aspects for the three village planters and to resolve a suitable course of action.	Cllr Quirk reported he had received positive feedback on the planters at the recent Fun Fest. Alison Reed-Thomsett was thanked for her efforts in watering the planters ahead of this appointment. Resolved to appoint Warners of Bedford as the contractor, for an initial period of one year (to be reviewed), with immediate effect. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/200	To receive a report from the Memorial Hall committee on proposals to replace/upgrade the wooden flooring within the building, to consider the appointment of a contractor to undertake the works, which will be covered from Community Infrastructure Levy monies and to resolve a suitable course of action.	Resolved to appoint Aztec as the contractor. Proposed: Cllr Quirk. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/201	To receive a report from Cllrs Bygraves and Wallace regarding the new Community Centre in Berryfields and to resolve a suitable course of action.	Resolved to approve the Management Entity Proposal and Business Plan and to appoint Joy Plummer (Hegarty Solicitors) to act as conveyancer on behalf of Wootton Parish Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr O'Dell reported Building Regulations (Part M) stipulated meeting rooms with a particular capacity have an aid to communication for people who were hard of hearing – be it an induction loop or infra-red system. Such a provision would ordinarily be checked as part of the final certification given to the building by the Building Control body (which could be an Independent Approved Inspector). This issue would require investigation by Joy Plummer. Further resolved to enquire of BBCllr/Cllr Wheeler about online booking systems. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.		
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Meeting closed at 9.10pm.

FC17/171

Borough Councillor Update: July 2017

Local Plan 2035

The Council's latest consultation on its Local Plan, which proposed sites to accommodate 8,000 new homes by 2035, ended on the 9th June. The Council's Planning department is now assessing around 1800 responses received.

The consultation document included an option to develop 1 or more new settlement(s) in the north of the Borough to accommodate around a quarter of this target, with sites in Wyboston, Sharnbrook, Twinwoods (between Milton Ernest and Thurleigh) and Thurleigh Airfield 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 have also been earmarked to accommodate just over 2,000 properties, while 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.

Bedfordshire Clinical Commissioning Group

The body responsible for organising health services in Bedfordshire has announced that it is no longer under 'special measures' after losing control of its finances.

In 2014/15 the Bedfordshire Clinical Commissioning Group (BCCG) amassed a £43.2m spending deficit on a budget of around £500m after it failed to deliver a range of efficiencies. This led to NHS England placing 'legal directions' on the BCCG, meaning that it had to agree with NHS England an improvement plan to address its financial position and ineffective corporate governance.

The BCCG subsequently put in place a new Executive which oversaw a surplus financial position for 2016/17. NHS England is now content that the BCCG's position has improved to the extent that it can be given full autonomy once again.

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East West Rail

A consultation is being held from the 30th June – 11th August on the proposed East West Rail scheme.

The western section of East West Rail will connect Oxford, Milton Keynes and Bedford. In addition to this, a central section is planned which will extend the line to Cambridge.

Overall, 20 options were considered for the location of the route between Bedford and Cambridge, with the decision being taken for the line to pass through Sandy.

The Government backed the scheme in its 2016 Autumn Statement with £110m investment. A new East West Rail organisation is now taking the plans forward. For more information visit <http://www.networkrail.co.uk/east-west-rail>.

Ward Fund

I have now received notification of my Council Ward Fund for 2017/18 which allows me to make a financial contribution to local schemes benefitting the community.

If you feel you have a scheme you feel could benefit, please do not hesitate to get in touch.

Summer Sports Courses

The Council has announced a programme of sports courses for children to enjoy over the summer holidays.

From the 24th July – 1st September children aged 3 – 15 will be able to try their hand at sports such as tennis, cricket and water sports. For more details see www.bedford.gov.uk/summersportscourses.

Cllr John Wheeler

FC 17/171a June 2017		
Offence Class Description	First Committed	Address
ASSAULT OCCASIONING ACTUAL BODILY HARM (POLICE OFFICER/PCSO/SPECIALCONSTABLE ONLY)	26/6/2017 02:35	SUMMERFIELD DRIVE WOOTTON BEDFORD
ASSAULT OCCASIONING ACTUAL BODILY HARM (POLICE OFFICER/PCSO/SPECIALCONSTABLE ONLY)	26/6/2017 02:35	SUMMERFIELD DRIVE WOOTTON BEDFORD
COMMON ASSAULT	26/6/2017 02:35	SUMMERFIELD DRIVE WOOTTON BEDFORD
CRIMINAL DAMAGE - TO VEHICLES	17/6/2017 22:30	DIMMOCK ROAD WOOTTON BEDFORD
DOMESTIC	03/6/2017 13:30	
DOMESTIC	12/6/2017 12:50	
DOMESTIC	08/6/2017 17:45	
HARASSMENT	05/6/2017 17:45	
INTERFERENCE WITH MOTOR VEHICLE	09/6/2017 21:00	ELLIS CLOSE WOOTTON BEDFORD
KIDNAPPING	07/6/2017 12:40	
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	20/6/2017 13:30	LORRAINE ROAD WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	08/6/2017 20:30	LUNISS WAY WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	08/6/2017 20:30	MOORE CLOSE WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	19/6/2017 18:00	

FC17/172 Schedule of correspondence			
Date received	Type	From	Brief details
5.6.17	Email	Bedfordshire Police	Local Community Newsletter for North Communities June 2017 Issue 3
6.6.17	Email	Bedford Borough Council	Planning weekly list - revised format
13.6.17	Email	Bedford Borough Council	Planning weekly list - revised format
21.6.17	Email	Bedford Borough Council	Planning weekly list - revised format
23.6.17	E-On	Letter	Changes to terms and conditions
28.6.17	Email	Bedford Borough Council	Planning weekly list - revised format

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FC17/176

Neighbourhood Plan Steering Group report

(Please note items highlighted yellow require formal approval by members under this/an alternative agenda item)

28th June 2017

Resolutions

NP17/90 – To consider progress against the Project Plan/Work Programme and to make recommendation to Full Council as necessary.
On course.

NP17/91 – To consider progress on the launch event (8th/9th September 2017) and to make recommendation to Full Council as necessary.

- Feedback on posters and letter. No red on green as this can be hard for colour blind readers. A beige or cream background is best for those with poor eyesight. Need to update the workgroup members on the poster.
- A4 posters to be displayed around the village and on Facebook by Mid-August. Letters to homes by the first weekend in September.
- Need to get quotes for printing posters at A0. TR will update posters so they can be sent to our printers and colour shop for quotes.
- NP website linked from Parish website once the NP has been updated.
- For the launch 12 large tables are needed. Volunteers who know about the NP to work on the boards and volunteers for serving in the kitchen. Someone to take pictures at the event.
- A power point slide show of old to new Wootton be displayed at the launch.

NP17/92 – To receive an update on the assignment of members (two per theme) to the Neighbourhood Plan Theme Groups, consider progress to date (by theme) and to make recommendation to Full Council as necessary. SJ presented theme one, she still had to complete first three chapters ahead of the launch – help needed.

Volunteers needed for sustainable and local economy.

NP17/93 – To receive an update from APC Planning (Sally Stroman) regarding assignment of the “Site Assessment” deliverable and to make recommendation to Full Council as necessary.
SS had confirmed with SP she had begun this process but was still in the early stages.

NP17/94 – To receive an update from GL regarding the Neighbourhood Plan website.

Take words from posters for five key elements.

Events page use timeline poster.

NP17/95 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further information received.

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NP17/96 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No further information received.

NP17/97 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No further information received.

Sue Playford MILCM

Clerk to the Council

3rd July 2017.

FC17/177

Planning & Environment Committee report

14th June 2017

Matters arising from the minutes – for information only

See 28th June 2017.

Planning Applications – for resolution

17/01230/FUL – 12 Farrell Road – single storey rear extension and first floor front extension.

Resolved **NO OBJECTIONS**.

17/01479/FUL – 9 Canons Close – proposed single storey front extension and rear roof dormer extension.

Resolved **NO OBJECTIONS**.

17/01507/FUL – Wood Farm, Wootton Green – single storey rear extension.

Resolved **NO OBJECTIONS**. (Resolved by majority vote – Cllr Noakes did not take part in voting).

17/01529/FUL – 92 Cause End Road – single storey rear extension.

Resolved **NO OBJECTIONS**.

Planning (other – including Bedford Borough Council and the Secretary of State) – for information only.

17/00375/FUL – 41-43 Cause End Road – refurbishment and extension of the existing cottages and the construction of 3 additional detached dwellings, together with off-road parking, private amenity space and associated landscaping.

Notification received that the above proposed development is for inclusion on the agenda for Bedford Borough Council's Planning Committee meeting on 22nd May 2017. Officer recommendation is to **GRANT PERMISSION (CIL LIABLE)**.

This council previously recorded **NO OBJECTIONS**.

Resolutions

P17/145 - To consider a request for parking restrictions on Bedford Road, opposite the junction for Grovebury Court and to resolve a suitable course of action.

Resolved not to take the request forward.

28th June 2017

Report from outside organisations – for information only

Bedford Borough Council – proposed temporary road closure – Green Lane, Stewartby. From a point approx. 20 metres east of the level crossing to a point approx. 20 metres west of the level crossing. Closure is anticipated to be in operation between 2300hrs Saturday 15th July 2017 and 1200hrs Sunday 16th July 2017 – specific dates will

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be advertised locally closer to the time. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signing.

Matters arising from the minutes – for information only

- 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.
- P16/150 + P16/177 + P16/269 + P17/13 + P17/36 + P17/118 – Visual Tree Inspection. Resolved 26th October 2016 (P16/269) to undertake all priority 1 works. Works have been completed bar cabling. The fallen ash tree at St. Mary's churchyard has now been cleared and further works to damaged headstones, wall et al are to be taken forward. Please refer to agenda item P17/157.
- 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.
- P16/268 + P17/50 – New bench opposite the Cock Inn PH, Bedford Road. Bench is now in situ. Clerk is working with the family of the late Bill Brady on a plaque inscription.
- P17/51 + P17/69 – Potentially dangerous ditch alongside the "Little Wootton" development, Hall End. Resolved 22nd February 2017 (P17/51) to send Bedford Borough Council a copy of Cllr Quirk's findings. Bedford Borough Council responded stating it had no intention to erect fencing in the area. Cllr Quirk responded 29th March 2017 stating a danger had been presented now the hedge had been cut back – ditch was deep enough for someone to fall in (particularly those with limited mobility). Cllr O'Dell was asked to investigate and find fuller information ahead of asking Bedford Borough Council to undertake a risk assessment. A further report has been drafted and sent to Bedford Borough Council.
- n/a – Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council's Highways department and the owner of 50 Cause End Road, to resolve ongoing issues regarding the infilling of a ditch alongside Popes Way Green and placement of his front/side boundary fencing. Bedford Borough Council instructed the owner to take down the fence panels (possibly pending an application to purchase highways land) and gave recommendations on how best to infill the ditch to ensure surface water continued to drain appropriately. Bedford Borough Council are now implementing an enforcement order as the owner has taken no further action.
- P17/90 – Request to review the height and materials used in the construction of fencing within the new play area on the Berryfields Estate. Resolved 12th April 2017 (P17/90) no action can be taken until the management entity is known. Clerk to keep on file.
- P17/146 – Horse Chestnut tree – Lorraine Road cemetery. Resolved 31st May 2017 (P17/146) to remove the tree and plant a replacement away from fencing and houses. Clerk has met with the retired tree warden who will recommend a suitable replacement and new position.

Planning Applications – for resolution

17/01608/FUL – 29 Foster Way – two storey extension to side with single storey front extension.
Resolved **NO OBJECTIONS**.

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Planning Approvals (by Bedford Borough Council) – for information only

17/01129/LDP – 32 Neal Way – single storey rear extension.

This council was not consulted on the proposal which was permitted under lawful development.

17/01164/FUL – 23 Elmsdale Road – first floor side extension.

This council previously recorded **NO OBJECTIONS**.

Planning (other – including Bedford Borough Council and the Secretary of State) – for information only

17/00231/FUL – 80-82 Keeley Lane – erection of new infill dwelling following demolition of garage. Appeal has been made to the Secretary of State following Bedford Borough Council's decision to refusing the above planning application. Reason for refusal:

The proposed dwelling would be located in the open countryside where there is a general policy of restraint in place for new housing development. The proposal would not meet the special circumstances required for new dwellings in the open countryside specified in paragraph 55 of the National Planning Policy Framework and no local policy exceptions have been identified in this application. For this reason the scheme is considered to be contrary to policy AD1 of the Allocations and Designations Local Plan, policies CO2 (v), CP13, CP14 of the Core Strategy and Rural Issues Local Plan 2008 and saved policy H26 of the Bedford Borough Local Plan 2002.

Resolutions

P17/157 – To receive a report from Cllr Quirk regarding developments following the removal of the fallen ash tree at St. Mary's cemetery, proposed works required by the parish council to make safe those areas it has responsibility to maintain (church wall/headstones/trees damaged by the ash tree) and to resolve a suitable course of action.

Resolved to re-open the insurance claim to that works can proceed to make the area safe (using local contractors). Clerk to contact the insurance company to re-open the case and request local contractors undertake the following works:

- Two damaged trees to be trimmed;
- Remove broken wall, rubble and stabilise the remaining wall;
- Level the ground where the fallen tree landed;
- Install safety fencing around the wall.

Sue Playford MILCM

Clerk to the Council

3rd July 2017.

FC17/178**ROADS AND FOOTPATHS SAFETY STEERING GROUP PROJECT ACTION PLAN 2017-18**

Wootton Parish Council (WPC) publishes a Strategic Action Plan annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year.

The Roads & Footpaths Safety Steering Group committee will produce its own project plan, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the Strategic Action Plan.

The Roads & Footpaths Safety Steering Group committee's projects for 2017-18 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields footpath via Potters Cross – lack of continuity between Potters Cross and Bedford Road	Committee discussion and TI	Mar 17	TBC	Pavement to be installed at the Berryfields entrance/exit in Potters Cross – as far as Bedford Road. Persimmon will tarmac and add bollard(s) – unclear as yet whether they or Bedford Borough Council (BBC) will install lighting. Following a meeting with Andy Prigmore (AP - Service Manager, Highways, BBC) on 15 th March 2017, it remained unclear whether the footpath would now extend as far as Bedford Road due to width restrictions and who would install lighting	To be appointed
Bus stops – upgrade to ensure stops are disable-user friendly	SO	TBC	TBC	WPC resolved 8 th March 2017 (FC17/77) to request s106 Developer Contributions be used at six bus stops for all necessary works (including tactile paving and raised kerbs). WPC also requested an additional bus stop near the proposed pedestrian crossing on Fields Road (medical centre side). Bedford Borough Council has confirmed s106 Developer Contributions	To be appointed

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				cannot be used to upgrade bus stops as they form part of a specific transport contribution. Resolved at Full Council 10 th May 2017 (FC17/134) to use CIL ¹ monies to the same effect.	
Cranfield Road footpath – too narrow to accommodate pedestrians exiting via Barnes Road	Committee discussion and GL	Mar 17	TBC	Pinch point is outside the old cottages just before the new double mini-roundabout and the Fields Road South (FRS) development will see many pedestrians existing onto Cranfield Road via Barnes Road. AP confirmed the pinch point had been identified but works at present were simply to access the site. Trigger points and therefore timescales were not yet known. JW expected to know more about schedules and timings in a week	To be appointed
Church Road footpath – too narrow in parts	Committee discussion and CB	Mar 17	TBC	Andy Prigmore to be questioned at the committee meeting on 15 th March 2017. AP confirmed the pinch point had been identified alongside the one above – the same information applied. He added land would be taken from highway NOT privately owned land	To be appointed
Fields Road footpath – concerns over shared access space between vehicles and pedestrians	Committee discussion and TI	Mar 17	TBC	GL detailed how the new development at Fields Road South (FRS) would see residents exiting the development via Summerfield Drive onto Fields Road, which they would have to cross to reach the only footpath. Was it possible to have a footpath on the south side of Fields Road, ideally from the Murco garage to the medical centre. AP explained Riparian Law did not cover ditches (it was disputed whether this was a ditch rather	To be appointed

¹ Community Infrastructure Levy
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				than a watercourse), meaning BBC were only responsible for the land to the north edge of the ditch. That, and the risk of pedestrians falling into the ditch meant a footpath in that area was not an option as it wouldn't be wide enough either. GL added a request from WPC to pipe and infill the ditch had been rejected by BBC in the past. s106 Developer Contributions would be available for works to improve the existing footpath.	
Lack of safe route to/from school – (Harris Way/Bedford Road sites)	Committee discussion and TI	Jan 18	N/A	TI previously detailed his wish for a safe route between both sites via Monoux Road. It was previously noted Monoux Road residents were already concerned with littering and a good number had attended WPC meeting(s) to strongly object to any such proposal. TI had then stated the possibility of a gated area with a Public Space Protection Order. Now Potters Cross was open, agreed to leave this on file for 12 months. Any further spend should be put towards ongoing improvements to the Potters Cross route, rather than creating further one(s)	N/A
Pedestrian crossing on Bedford Road between Mephram Road and Cause End Road roundabout	Gerald Bygraves (non-committee member)	Mar 17	TBC	Request was made by residents from Hanover Court as they struggle to cross Bedford Road due to speeding traffic. AP confirmed BBC could survey the area and look at the potential for demand, and assess those likely to use one. It was noted in addition to residents at Hanover Court, a crossing would be used by children walking to Bizzy Bees and also Harris Way lower school (via Potters Cross).	To be appointed

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				Costs would be in the region of £10k for an island, £40k for a zebra crossing and £85k for an electronic-style crossing. Resolved at Full Council 10 th May 2017 (FC17/132) to take the proposal forward, starting with Bedfordshire Police.	
Recruitment of volunteers to assist with gathering ideas, information and signatures	Committee discussion	Mar 17	TBC	Previously resolved to action: • Sort survey page (GL); • Add information to WPC's Facebook page (SP); • Add information to WPC's website (SP); • Add information to "Stop Proposed Housing" and "Wootton Past & Present" Facebook pages (GL); • Add information to "Berryfields" Facebook page (TI). Further information on speed restrictions was needed before actioning the above (see *) after which discussions were needed regarding petitions/consultations ahead of completing this PAP	To be appointed
Speed restrictions – identifying what would work best and in what areas	Committee discussion	Mar 17	TBC	GL previously produced a list of pros and cons and TI detailed Sustrans (Safe Routes concept), providing information on surface treatments, kerb buildouts and 'change in priority' markers (like chicanes). The preferred speed restriction for Wootton was Average Speed Cameras (ASC's). It was noted ASC's had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important	To be appointed

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				to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety. AP recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mepham Road and also Mepham Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of residents before proceeding further, and police support also. Speeding data recorded is validated at police HQ and is labour-intensive as it has to be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford	
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				Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's (john.loughlin@bedfordshire.pnn.police.uk) Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment	
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To be reviewed at each committee meeting.

STRATEGIC ACTION PLAN 2017-18

WPC² 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 FC³ 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 BBC⁴); - Apr 17 – Clerk has received an email objecting to the proposal and asking that WPC reconsider the style of lighting (suggestion was made to have something along the lines of Woburn's street lights). The clerk is sourcing pictures and has asked the objector for examples – no response to date.	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

² Wootton Parish Council

³ Full Council

⁴ Bedford Borough Council

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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
Keeley End Pond regeneration	Following transfer to WPC from Persimmon Homes	2017	£6,808	All tree works and clearance has been completed and the area has been sprayed with round-up. • Apr 17 – bat houses installed; • Apr 17 – consider purchasing wood for insect housing? • Apr 17 – remaining grass seed and bark chippings spread; • May 17 – duck house to be 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	2017	£30,000	Now a monthly Full Council report agenda item	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	Refer to agenda item FC17/190. Please note there is an ongoing dispute over ownership of both footpaths between BBC and WPC *.	Clerk
Recreation ground remodelling works – Jubilee Gardens	Budget/precept discussions January 2017	2017	TBC	• Mar 17 – equipment identified; • Apr 17 – contractor quotations awaited; • May 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.

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Replacement trees	Ongoing commitment	N/A	£500	To be actioned as need arises	Clerk
St. Mary's footpath repairs	Budget/precept discussions January 2017	2017	£2,000	Clerk is awaiting revised quotations following the dispute above *.	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 ⁵	2018	£10,000	Mar 17 – BBC Highways engineer attended R&FSSG Committee meeting and the following was noted: It was noted ASC's had worked well in other parishes and AP confirmed they were most effective in reducing speeding. It was important to ensure their locations did not permit vehicles to use other routes – it was noted cars only travelling along a section of cameras before turning into side streets would still travel at reduced speed if they were following others passing through the village in its entirety. The Highways engineer recommended four sets of cameras at the following locations: • Bedford Road – between Keeley Lane and Mepham Road and also Mepham Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of	Cllr Lloyd

⁵ Roads & Footpaths Safety Steering Group
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				residents before proceeding further, and police support also. Speeding data recorded is validated at police HQ and is labour-intensive as it has to be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were currently ongoing although funding may be available in the future. AP was unsure on timescales but did suggest WPC consider using Community Infrastructure Levy (CIL) monies. To move forward AP suggested SP contact John Loughlin (Traffic Management Police) to arrange for a black box (traffic data recording device) to be installed at appropriate points in Bedford Road and Fields Road to collate speed statistics. This evidence base and possibly petition(s) would highlight the community's wish for ASC's • May 17 – Clerk to establish best locations for the black box(es) and take to FC. Clerk has been informed by John Loughlin that data captured in 2015 is still valid and is taking that information back to the Roads & Footpaths Safety Steering Group	
Transfer of street lights (ownership) to BBC	Discussions on record anomalies between WPC and BBC in 2012 and 2016	2018	£20,000	BBC were to provide costings to transfer ownership of all street lights from WPC to BBC. Deadline has now been put back to March 2018 as officers are focusing efforts on implementing an upgrade scheme to make	Cllr Quirk

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				lanterns more energy and financially efficient. Hope is BBC will see if testing required ahead of the transfer can be brought forward	
Wootton in Bloom	Budget/precept discussions January 2016	2017	£10,000	Resolved FC16/251 to purchase 3 x 3 tier planters. - Feb 17 – determine appointment of Village Planter Office (completed 8th February 2017); - Feb 17 – place order for planters (order ongoing); - Apr 17 – BBC street licences are now in place; - Apr 17 – Cllr Lloyd is overseeing ground preparation works before proceeding further. Question has also been raised over amount of watering required and whether this may be too much for one person to take on. - Apr 17 – anticipated delivery of planters; - Dec 17 – review additional sites Watering issues are ongoing. Refer to agenda item FC17/199.	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; - Sep/Oct 17 – tender process for winning design;	Cllrs Bygraves and Lloyd

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				Nov 17 – award contract and determine build date; Project now on hold in light of the Marston Vale Innovation Park proposal	
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To be reviewed monthly at Full Council.

FC17/180**RISK ASSESSMENTS PLAN 2017-18**

WPC⁶ assigns and reviews all Risk Assessments annually in May. This plan details who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Where indicated*, risk assessments can be viewed via the following link: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=10152736, but be aware they may not be the latest version.

Wootton Parish Council's Risk Assessments still outstanding for 2016-17 are:

Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
Changing Rooms and Toilet Block	Cllr Bygraves	Not yet identified	N/A	Mar 17	N/A
Keeley End Pond	Cllr Groves	Not yet identified	Cllr Martin	Mar 17	N/A
Memorial Hall Play Area	Cllr Groves	Not yet identified	Cllr Martin	Mar 17	N/A

Wootton Parish Council's Risk Assessments for 2017-18 are:

⁶ Wootton Parish Council
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Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
Benches	Cllr Hensher	Periodic visual checks needed to the areas around benches and benches themselves	Merged with Street Furniture	N/A	N/A
Bus Shelters	N/A		Merged with Street Furniture	N/A	N/A
Cemeteries *	N/A		Cllrs O'Dell and Quirk	Jul 2017 (to be added to website)	Jul 17 SO/PDQ
Changing Rooms and Toilet Block	Cllr Bygraves	Still with Cllr Bygraves 2016-17 – not available via the website	Cllr Bygraves	Review monthly until complete	
Christmas Tree *	Cllr Hensher		N/A	November 2017	
Defibrillator	Cllr Quirk		Wootton Community First Responder Group	Community First Responder now completes monthly checks	Ongoing – monthly checks required
Generator	Cllr Hensher	List of authorised users established (Mark Atkins and Cllr Lloyd)	Cllr Hensher	Mark Atkins to sign document at Fun Fest (8 th July 2017) before adding to website	Jul 17 Clerk
Keeley End Pond	Cllr Groves	Still with Cllr Groves 2016-17 – not available via the website	Cllr Martin	Review monthly until complete	
Litter & Dog Bins	Cllr Hensher		Merged with Street Furniture	N/A	N/A
Litter Picking *	Cllr Hensher	Lone Working – contact designated person to advise on shifts being worked (start and finish times) – advise any incidents/observations	Clerk	Jun 17 – Clerk can obtain free personal alarms from PCSO Dancer. Jul 17 – still not received – Clerk has chased	

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				Charlotte (caretaker – recreation ground) has confirmed it will be difficult to inform a designated person to notify her shifts. Alison (allotments officer) informs her husband, Lorna (litter picker), her mother. Recommendation made at Full Council (FC17/124) 10th May 2017 that hi-viz jackets and suitable footwear (supplied by WPC) must be worn by both Charlotte and Lorna. Clerk is awaiting equipment requirements from Charlotte and Lorna. Refer to agenda item FC17/194. Review monthly until complete	
Lone & Isolated Working *	Cllr Hensher	Lone Working – contact designated person to advise on shifts being worked (start and finish times) – advise any incidents/observations Issues staff with protective equipment where appropriate	Clerk	Jun 17 – Clerk can obtain free personal alarms from PCSO Dancer. Jul 17 – still not received – Clerk has chased Charlotte (caretaker – recreation ground) has confirmed it will be difficult to inform a designated person to notify her shifts. Alison	

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				(allotments officer) informs her husband, Lorna (litter picker), her mother. Recommendation made at Full Council (FC17/124) 10 th May 2017 that hi-viz jackets and suitable footwear (supplied by WPC) must be worn by both Charlotte and Lorna. Clerk is awaiting equipment requirements from Charlotte and Lorna. Refer to agenda item FC17/194. Review monthly until complete	
Marquee	Cllr Hensher	Not yet available on the website	Cllr Hensher	Jul 2017 (to be added to website)	Jul 17 BH/Clerk
Memorial Hall Play Area	Cllr Groves	Still with Cllr Groves 2016-17 – not available via the website	Cllr Martin	Review monthly until complete	
MUGA (Multi Use Games Area) *	Cllr Hensher	Injury through confrontation with MOP ⁷ - consider issuing personal alarms to lone workers	Cllr Bygraves	Review monthly until complete	
Recreation Ground Play Area *	Cllr Hensher	MOP – accident risk of slipping, tripping or falling due to damaged fencing or surface	Cllr Bygraves	Jun 17 – consider future installation of safety surfaces around equipment. Not	Jun 17 BH/Clerk

⁷ Member(s) of the public
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				considered necessary by Full Council. Wootton Play Equipment Working Group is obtaining quotations to add surfaces within the existing play area	
Skate Park *	Cllr Hensher	MOP – accident risk of falling from height into skate park MOP – accident risk of slipping/falling due to wet or icy surface MOP – accident risk slipping, falling or impacting due to poor visibility MOP – accident risk of slipping, tripping or falling from height	Cllr Bygraves	Jun 17 – consider erecting safety fencing around raised areas. Not considered necessary by Full Council. Jun 17 – consider signage advising area should not be used in bad conditions and is done so at individuals own risk. Not considered necessary by Full Council. Jun 17 – consider installing time-controlled flood lighting. Not considered necessary by Full Council. Jun 17 – consider providing stair or step access to raised areas. Not considered necessary by Full Council.	Jun 17 BH/Clerk
Street Furniture	Cllr Hensher	To include: Benches;	BBCLr/Cllr Wheeler	*Litter and Dog Bins – bins are emptied weekly (Wednesday)	

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		Bus Shelters; Litter and Dog Bins*: Contractors and MOP impacting with the bin due to bad siting; Health hazard due to dropped or overflowing faecal matter. Street lighting**		and the clerk has a schedule which includes locations. Paul Pace has confirmed BBC do not include signage as bins are emptied asap if reported as overflowing **Street lighting - Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Report awaited Review monthly until complete	
Street Lighting	Cllr Quirk	Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Not available via the website	Merged with Street Furniture	N/A	N/A
Trees *	Cllr Hensher	MOP – accident risk of slipping on surrounding surface	Clerk	To be reviewed alongside a regular tree inspection regime, including a visual inspection report	Ongoing – regular checks required as determined by a visual inspection report

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Village Planters	Cllr Hensher	Not yet available on the website	Cllr Hensher	Review once maintenance contract is in place	
Village Sign(s)	Cllr Hensher	Contractor or MOP – fall resulting from climbing onto plinth (village sign at junction of Bedford/Cause End Road	Clerk	Jun 17 – consider placing no climbing sign on plinth Not considered necessary by Full Council.	
War Memorial *	Cllr Noakes				
Work Station (Clerk)	Cllr Lloyd	None identified	N/A	Mar 17	Mar 17 GL

To be reviewed monthly at Full Council.

FC17/182 Unity Trust Bank Ltd - Receipts & Payments presented - 1st April 2017 – 26 th April 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
	£ 12.65	Anglian Water	Allotments water rates	No
	£ 147.08		Expenses Mar 2017	Yes
	£ 342.97	Bedford Borough Council	Pest control treatment - Memorial Hall	Yes
	£ 473.12	S Brown Electrical Contractors	Electrical works to changing rooms and toilet block	Yes
£ 80.00		Abbotts	Interment fee re late Slade	N/A
£ 77,482.75		Bedford Borough Council	Precept - first half	N/A
	£ 59.83	Bedford Borough Council	Cemetery rates	No
	£ 153.30	E-on	Changing rooms electricity	No
	£ 27.06	EE	Clerk's mobile	No
	£ 35.04	BT	Broadband	No
	£ 28.44	BT	Phone line	No
£ 10.00		Wootton Rangers FC u12's	MUGA hire Mar 17	N/A
	£ 106.80	BT	CCTV broadband	No
	£ 100.00	Anglian Water	Changing rooms water rates	No
£ 184.00		Spelman/Lovell	Paddock rent Q2 2017	N/A
£ 40.00		Wootton Village FC	MUGA hire Apr 17	N/A
£77,796.75	£1,486.29			
b/f	£ 7,745.33			
Income	£ 77,796.75			
Expenditure	£ 1,486.29			
Balance c/f	£ 84,055.79			

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FC17/182 Unity Trust Bank Ltd - Receipts & Payments presented - 1st May 2017 - 3rd June 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM17/21
	£ 36.49		Expenses Apr 17	Yes
	£ 40.00	Neil Gates	Clearance of fallen shrub - recreation ground	No
	£ 54.00	Bedford Borough Council	Graffiti removal - various sites	Yes
	£ 90.00	A R Worboys Ltd	Grass cutting various sites	No
	£ 285.00	M Flynn Building	Installation of bench on Bedford Road	Yes
	£ 4,151.39		Salaries Apr 17	No
	£ 1,040.00	J Dennis Garden and Property Services	Cemeteries maintenance April 17	No
	£ 2,016.00	Gravity Engineering Ltd	Remedial works to skate park	Yes
£ 316.70		Bedford Borough Council	Recycling credits	N/A
	£ 40.13	E-on	Changing rooms electricity	No
£ 80.00		Abbotts undertakers	Interment fee re late F Sanders	N/A
	£ 57.00	Bedford Borough Council	Cemetery rates May 17	No
£ 30.00		F&D Kitchens	Wootton news advertising fee	N/A
£ 30.00		D Houghton	Wootton news advertising fee	N/A
£ 30.00		Crystal Care Grooming	Wootton news advertising fee	N/A
£ 30.00		NAO Cattery	Wootton news advertising fee	N/A
£ 30.00		NAO Cleaners	Wootton news advertising fee	N/A
£ 3.00		C McDougall	Allotment fee (part)	N/A
£ 30.00		The Look	Wootton news advertising fee	N/A
	£ 27.06	EE	Clerk's mobile - Apr 17	No
	£ 28.44	BT	Changing rooms phone line - May 17	No
	£ 100.00	Anglian Water	Changing rooms water rates - May 17	No
	£ 894.36	A R Worboys Ltd	Grass cutting instalment	No
£ 30.00		K W Decorating	Wootton news advertising fee	N/A
£ 30.00		Marias sewing services	Wootton news advertising fee	N/A

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	£ 35.04	BT	Methodist Church broadband - May 17	No
£ 30.00		Granny Patch	Wootton news advertising fee	N/A
	£ 85.75	BT	Methodist Church phone line - 1 May 17-31 Jul 17	No
	£ 225.00	Society of Local Council Clerks	Membership fees 2017-18	No
	£ 25.00	Bedfordshire Association of Town & Parish Councils	New councillor training - Cllr Martin	Yes
	£ 54.62	Bedford Borough Council	Graffiti removal - various sites	Yes
	£ 120.00	Wootton Memorial Hall	Hall hire Jan-Mar 2017	No
	£ 135.00	Gill Wiggs	Internal audit fee	No
	£ 158.35	Wootton Church and Poor's Land Charity	50% recycling credits Q4 2016-17	No
	£ 180.00	A R Worboys Ltd	Paddock spraying	Yes
	£ 218.22	Bedford Borough Council	Trade refuse - Lorraine Road cemetery	No
	£ 256.65	Viking Direct	Stationery items	No
	£ 319.20	Playsafety Ltd (RoSPA)	Annual RoSPA inspections to all play areas/equipment	No
	£ 460.00	Neil Gates	Clearance works at Lorraine Road cemetery	Yes
	£ 1,029.00	Bedfordshire Association of Town & Parish Councils	Affiliation fees 2017-18	No
	£ 1,040.00	J Dennis Garden and Property Services	Cemeteries maintenance May 17	No
	£ 1,574.40	Miracle Design and Play Ltd	Replacement of cracked slide - Memorial Hall play area	Yes
	£ 3,599.97	Came & Company	Insurance premium 2017-18	No
	£ 85.50		Expenses May 17	Yes
	£ 4,250.35		Salaries May 17	No
£ 9,000.00		Groundwork UK (Locality)	Funding to aid production of Neighbourhood Plan	N/A

£9,669.70

£22,711.92

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b/f	£ 84,055.79
Income	£ 9,669.70
Expenditure	£ 22,711.92
Balance c/f	£ 71,013.57

FC17/182 Unity Trust Bank Ltd - Receipts & Payments presented - 3rd June 2017 - 1st July 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM17/21
£ 30.00		M Flynn Building	Wootton news advertising fee	N/A
£ 1,995.87		HM Revenue and Customs	VAT rebate	N/A
	£ 88.53	E-on	Changing rooms electricity	No
£ 30.00		Wootton Pharmacy	Wootton news advertising fee	N/A
	£ 57.00	Bedford Borough Council	Cemetery rates Jun 17	No
	£ 27.22	EE	Clerk's mobile - May 17	No
£ 30.00		S Brown Electrical	Wootton news advertising fee	N/A
	£ 894.36	A R Worboys Ltd	Grass cutting instalment	No
	£ 28.44	BT	Changing rooms phone line - Jun 17	No
	£ 100.00	Anglian Water	Changing rooms water rates - Jun 17	No
	£ 35.04	BT	Methodist Church broadband - Jun 17	No
£ 67,129.52		Bedford Borough Council	Community Infrastructure Levy monies	N/A
£ 120.00		Abbotts undertakers	Interment fee re late K Petty	N/A
£ 230.00		Abbotts undertakers	Interment fee re late M Rudd	N/A
£ 30.00		Brehony mobile hairdresser	Wootton news advertising fee	N/A
£ 30.00		L Ward book keeping	Wootton news advertising fee	N/A
£ 30.00		Homeworks	Wootton news advertising fee	N/A
£ 80.00		Land Registry	Refund of registration fee	N/A
	£ 231.42		Expenses Jun 17	No
	£ 29.81	Viking Direct	Stationery	No
	£ 58.74	M C A Entertainment	Fun Fest 17 banners - reimbursement	Yes

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	£ 75.60	Lexis Nexis	Arnold-Baker on Local Council Administration	Yes
	£ 79.80	Playsafety Ltd (RoSPA)	Annual RoSPA inspection - Keeley End Pond	No
	£ 105.00	A J Book keeping Services	Payroll Q1 2017-18	No
	£ 250.00	M C A Entertainment	Fun Fest 17 acts - reimbursement	Yes
	£ 4,200.87		Salaries Jun 17	No
	£ 300.00	Regeneration Positive	Neighbourhood Plan set up costs	No
	£ 420.00	Dura Sport (Leisurecare) Ltd	MUGA surface inspection	No
	£ 506.50	Bespoke Media	Fun Fest 17 flyers - printing and delivery	Yes
	£ 1,040.00	J Dennis Garden and Property Services	Cemeteries maintenance Jun 17	No
	£ 1,761.00	Bespoke Media	Jun 17 newsletter - graphic design, printing and delivery plus Neighbourhood Plan flyers printing and delivery	No (Yes for N Plan flyers)
	£ 2,672.40	Plantscape Ltd	Village planters x 3	No
£ 105.00		A J Book keeping Services	Returned payment	N/A
£ 240.00		Mrs P Campion	Plot reservation	N/A
	£ 34.80	Unity Trust Bank Ltd	Quarterly service charge	No

£70,080.39 £12,996.53

b/f	£ 71,013.57
Income	£ 70,080.39
Expenditure	£ 12,996.53
Balance c/f	£ 128,097.43

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