



WOOTTON PARISH COUNCIL

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Minutes of the Meeting of the **Full Council** held on Wednesday 13th September 2017 at 7.35pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Doggrell, Hall, Hensher, Hudson, Lewis, Martin, Noakes, O'Dell, Quirk, Regmi and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC17/236	Apologies for absence. Cllr Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC17/237	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC17/238	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.
FC17/239	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. He added a reminder that the Remembrance Sunday parade would be Sunday 12 th November – he and Cllr Lloyd were making all necessary arrangements.	Clerk to keep on file.	N/A.

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	To receive crime figures for August 2017. (Appendix 1a).	Both Wootton schools would attend, alongside Holywell and Marston Vale. The Mayor (Dave Hodgson)'s service would be on Saturday 11th – a 10am start with a two minute silence at 11am outside Boots, Bedford. He would attend both services and added others were welcome to attend. Cllr Bygraves confirmed he would remind all football teams not to play on the Sunday morning. Cllr O'Dell asked how much ward funding remained and was told in the region of £5k. Monies had so far been given to several village organisations including the Baptist Church, Lower and Upper schools (the upper school was teaching senior citizens computer literacy). It was noted a serious incident at the recreation ground was not included in the figures and comment was also made that burglary figures were on the increase. Many incidents now reported tended to be domestic-related.		
FC17/240	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2) and including a report from Cllr Noakes following a recent Police/Parish Councillor Meeting.	No further comments received.	Clerk to keep on file.	N/A.
FC17/241	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk . Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9 th August 2017 (not 16 th August 2017 as detailed on the published agenda).	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Quirk. 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 26th July 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 26th July 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 July 2017.	Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Quirk. 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: BBCllr/Cllr Wheeler. Seconded: Cllr Hensher. Resolved by all present.		
FC17/242	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. - FC17/235 + FC17/261 – Community Centre at Berryfields. Refer to agenda item FC17/261. - FC17/199 – Wootton in Bloom. Resolved 12th July 2017 (FC17/199) to appoint Warners of Bedford to undertake all aspects of maintenance and watering. Parish council to consider further planters in future months. - FC17/229 – 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	*Bedford Borough Council had confirmed they were unable to site an additional litter bin in Potters Cross, as they didn’t have the resources to empty it. It was noted Forest of Marston Vale had previously said they too did not have the resources to empty a bin sited on their land, however it was agreed to ask BBCllr/Cllr Wheeler to take a further request forward.	BBCllr/Cllr Wheeler to take forward.	N/A.

	works are complete. A follow-up report has been submitted to Bedford Borough Council and Persimmon Homes (Northampton and Peterborough), requesting further remedial works. • FC17/134 + FC17/228 – Community Infrastructure Levy Funds (£89,476). 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. • FC17/172 – 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 has been informed both will be taken forward by Bedford Borough Council’s Environment and Sustainable Communities Overview and Scrutiny Committee – but that Traffic Management WILL focus only on Bedford Town. • FC17/222 + FC17/255 – Marston Vale Innovation Park (17/00666/MAO). The parish council has employed a professional planner to assist and a robust objection has been submitted to Bedford Borough Council. A response is awaited. Refer to agenda item FC17/255. • FC17/234 – 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. It is now known Bedford Borough Council are responsible for the footpaths leading to the recreation ground from Tithe Barn Road. Resolved 12th July 2017 (FC17/190) to remove the kissing gate nearest Church Road to enable better disabled			
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	access, in September 2017 – the clerk is now taking this forward. Resolved 9th August 2017 (FC17/234) to appoint Redlynch Leisure to undertake the footpath works at the recreation ground and St. Mary's churchyard. • FC17/186 – Lack of dog waste and general litter bins in the Potters Cross/Berryfields area. BBCllr/Cllr Wheeler was asked to establish to establish with Bedford Borough Council whether a general litter bin could be installed along Potters Cross – especially given a bin in that area was removed some time ago*. • FC17/225 – Upgrading CCTV system at the recreation ground. The clerk will be contacting Ace Fire & Security Ltd to obtain an outline cost to upgrade existing cameras, ahead of considering additional cameras. • FC17/226 – Bottle Bank. The clerk is sourcing a contractor to mark out two bays in the car park and has asked the caretaker to ensure it is monitored at least twice weekly to prevent it overflowing. • FC17/227 – Dog Control Order. Resolved 9th August 2017 (FC17/227) not to lift the order for the Fun Fest, to ensure Bedford Borough Council's Enforcement Team are on site for 2018's event and to establish whether CCTV images can be used for potential prosecutions. • FC17/230 – Policing. Resolved 9th August 2017 (FC17/230) that visible policing, speeding and nuisance parking be given priority in Wootton – with visible policing throughout the whole village given top priority. • FC17/231 – Football policy. The clerk is currently drafting a policy.			
FC17/243	Chairman's report – for information only.	Cllr Lloyd thanked those members who had assisted with the Neighbourhood Plan launch the previous weekend. Sandra Jackson (Neighbourhood Plan Steering Group member) was collating all responses – it was thought 144 residents had attended over the two days. A proposed scaled-down presentation of the same would take place at the upper	BBCllr/Cllr Wheeler to take forward.	N/A.

		school (BBCllr/Cllr Wheeler to confirm date/time) which would increase that final number. The content of some comments was noted – there were incidents when responders had requested further facilities to all (for example), but then failed to elaborate on what facilities were needed. Cllr Regmi agreed to attend councillor surgery (please note new time of 11am-noon) in October, as Cllr Hudson was now unavailable.		
FC17/244	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 4).	Resolved to receive and adopt – no further comments were received and there were no issues arising. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/245	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 5).	No further comments received.	Clerk to keep on file.	N/A.
FC17/246	To receive and adopt a report from the (Advisory) Wootton Play Equipment Working Group and to resolve a suitable course of action on any issues arising. (Appendix 6).	Resolved to receive and adopt – no further comments were received and there were no issues arising. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/247	To receive and adopt a report from Cllr Bygraves (Parish Council Representative – Recreation Ground Committee) and to resolve a suitable course of action on any issues arising. (Appendix 7).	Resolved to receive and adopt and to accept the request for two cuts of the grass in March and April – the rest to be spread as necessary. It was noted the request to release one storeroom in the changing rooms could not be met, as that was now assigned to the parish council.	Clerk and Cllr Bygraves to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Lloyd asked Cllr Bygraves to ensure a shopping trolley and goal posts be moved from the corridor in the changing rooms. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.		
FC17/248	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 8).	Resolved to receive, review and adopt – no further comments were received and there were no issues arising.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/249	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 9).	Resolved to receive, review and adopt. It was noted Christmas lighting would be discussed later in the meeting (FC17/261). Cllr Doggrell confirmed he would continue to investigate the siting of a duck house. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/250	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 10).	Resolved to receive, review and adopt – no further comments were received and there were no issues arising. Proposed: Cllr Hall. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/251	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/252-254 below.	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/252	Schedule of receipts and payments – statement(s) 42 (Unity Trust Bank Ltd) as previously approved by the Finance & General Purposes committee – for information only. (Appendix 11).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/253	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.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Doggrell and Noakes.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.

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		Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present.		
FC17/254	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.	Resolved to receive and approve the Income & Expenditure report for all cost centres without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/255	To revisit Planning Application Ref 17/00666/MAO (Marston Vale Innovation Park proposal), receive any update and to resolve a suitable course of action.	Cllr Lloyd confirmed the proposal was due to be determined by Bedford Borough Council's Planning Committee on Monday 25 th September 2017 – he, BBCllr/Cllr Wheeler and a nominated resident would make representation at that time. Cllr Martin was also attending to observe. He was meeting with them and a further resident in the coming days. BBCllr/Cllr Wheeler confirmed Bedford Borough Council's Planning Committee members had undertaken a site visit earlier in the week. He had sought permission to attend and was able to answer questions directed to him, without risk of lobbying. Members had raised concerns over traffic in the village and at Marsh Leys – and the possibility that Wootton and surrounding villages could be used as “rat runs”. Members also noted plans for B8 units at Wixhams (Chimney Corner), Bell Farm and Houghton Conquest. It was noted the planning officer intended to recommend approval of the proposal – and that conditions raised by Wootton Parish Council did not feature in his recommendation report.	Cllrs Martin, Lloyd and Wheeler and the clerk to take forward.	Stakeholder Consultation. Town & Country Planning Act 1990 & Subsequent.

		BBCllr/Cllr Wheeler recommended sending a further letter (via Andrea Pellegram for approval) to Bedford Borough Council's Planning Committee members – reminding them of the parish council's planning conditions. Cllr Lloyd then detailed a historic request made by the parish council for the community centre (Berryfields) to be fitted out to crèche standards, as it was known Wootton by 2016, would require additional childcare places. This had been rejected by the planning officer, who stated at that time a further crèche would be provided within the Innovation Park. It has now emerged the proposed crèche will give priority to employees working at the Innovation Park – not Wootton residents. BBCllr/Cllr Wheeler recommended an additional letter be sent to Bedford Borough Council's Early Learning Department, asking why the parish council had previously been informed the crèche would be for Wootton residents. Resolved both letters be sent as detailed above. Proposed: Cllr Martin. Seconded: Cllr Noakes. Resolved by all present.		
FC17/256	To receive a report from BBCllr/Cllr Wheeler regarding the creation of a Staff Appraisal Sub-Committee for all Wootton Parish Council employees and to resolve a suitable course of action.	BBCllr/Cllr Wheeler detailed his proposal that a sub-committee be created to deal with all staff appraisals and contracts/financial issues as necessary. Resolved that Cllrs Martin, O'Dell and Regmi be appointed as members of that sub-committee and that Cllrs Martin and	Cllrs Martin and O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.

		O'Dell source a model appraisal document to be emailed to all for approval, ahead of recommendation by the Finance & General Purposes Committee and formal sign off at Full Council. The clerk added Terms of Reference would be needed for this new sub-committee, with amendments possibly needed to the same for both the Finance & General Purposes Committee and Full Council (possibly at the Annual Council Meeting 2018). Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.		
FC17/257	To receive a recommendation from the (advisory) Finance & General Purposes Committee (to increase the maximum grant amount to £1,000 per request, with immediate effect) and to resolve a suitable course of action.	Resolved to receive the recommendation without further amendment. Proposed: Cllr Bygraves. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/258	To receive, approve and accept BDO LLP's certification confirming they have completed the audit of Wootton Parish Council's year end accounts (31st March 2017) with no issues arising and to resolve a suitable course of action.	Resolved to receive, approve and accept BDO LLP's certification without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hall. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/259	To receive a report from BBCllr/Cllr Wheeler regarding the recent identification of additional s106 developer contribution monies, to consider how the monies may best be allocated and to resolve a suitable course of action.	BBCllr/Cllr Wheeler detailed the following monies: • £25k – Community Facilities (which could include items for the community centre kitchen, air conditioning units and/or sports equipment) – spend by Feb 2022; • £7k – Public Art (possibilities included the Village Entrance Sign proposed for Fields Road or an art installation, which Cllr Hudson would investigate) – spend by Oct	Cllr Hudson and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		2021; • £15k – Structured Play Areas (which could include the Jubilee Garden refurbishment) – spend by Oct 2021. His wish was to ensure Wootton Parish Council applied for all tranches at the earliest opportunity. Resolved the funds be used as follows: • £25k – Community Facilities – items as deemed necessary for the community centre; • £7k – Public Art – (decision not yet made between the village entrance sign or an art installation); • £15k – Jubilee Garden refurbishment. BBCllr/Cllr Wheeler also detailed a further sum - £32k for Sports facilities at Wootton Upper School or other such location as determined – deadline for spend Sep 2021. Safeguarding issues meant the upper school were struggling to find a suitable use for the funds – which had to be spent on sports equipment for use by the community. A suggestion was made regarding outdoor gym equipment and it was agreed to bring that back to Full Council for further discussion. Proposed: Cllr Martin. Seconded: Cllr Noakes. Resolved by all present.		
FC17/260	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).

FC17/261	To appoint a contractor to install Christmas street lighting and to resolve a suitable course of action.	Resolved to appoint Millennium Quest in principle*, to undertake the installation using option 2 (22 Off-Lamp Columns – Comet Burst). The clerk to ensure permission is granted from both Bedford Borough Council and UK Power Network at the earliest opportunity. *Cllr Hensher agreed to clarify the following: • Ownership of all units after the three year period; • Installation and removal schedule; • Whether timers are a requirement. Proposed: Cllr Martin. Seconded: Cllr Bygraves. Resolved by majority vote.	Cllr Hensher and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/262	To receive a report from Cllrs Bygraves and Wallace regarding the new Community Centre in Berryfields and to resolve a suitable course of action.	In the absence of Cllr Wallace, Cllr Bygraves confirmed he was finalising a draft business plan for submission to Joy Plummer (Hegarty LLP).	Cllr Bygraves to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.10pm.

FC17/239

Borough Councillor Update: September 2017

East Midlands Trains

A consultation is being held by the Department for Transport (DfT) on proposals to amend the East Midlands rail service which currently provides fast trains from Bedford to London St Pancras.

The consultation is to inform the drafting of a contract for the new East Midlands rail franchise from March 2019. Bedford is served by the Intercity (between London St Pancras and Sheffield / Derby / Nottingham / Leicester) and London Commuter (providing trains stopping at stations closer to London) lines.

In launching the consultation, the DfT stated that changes need to be made in order to address issues such as crowded trains and long journey times. It was identified, in particular, that these problems are evident on the Intercity route travelling from the midlands into London.

You may have seen there has been coverage in the local press around potential changes to the East Midlands service stopping at Bedford. It is proposed that Bedford will no longer be served by the Intercity service (as set out above) during peak hours, although trains travelling from Corby to London St Pancras will continue to stop here.

Our understanding is that Bedford will continue to be served by the same number of trains during peak hours, but these will begin their journey at Corby rather than further north as at present. Nevertheless, no decisions have been made so it is important that service users give their views through the consultation. Along with Alistair Burt MP, I cannot support any reduction in the East Midlands service for Bedford Borough and will be responding accordingly.

The consultation ends on the 11th October. You can view the document and details of how to respond at this link: <https://www.gov.uk/government/consultations/future-of-east-midlands-rail-franchise>

Library Services

From the 4th September the Council is to change the way its library services operate through establishing a 'Library Plus' model. This was the subject of a public consultation last year as the Council sought to realise efficiencies within the service to meet financial pressures.

Library Plus will see the introduction of self-service hours at Bedford Central Library, Wootton and Bromham with users accessing the services without assistance from staff. Core, staffed opening hours will also be reduced.

During the consultation, users of the libraries at Putnoe and Kempston made clear their desire not to join the Library Plus scheme, which means those facilities will see their overall opening hours reduced instead.

More information on the changes can be seen on the Council's website at the following link: http://virtual-library.culturalservices.net/webingres/bedfordshire/vlib/0.beds_libraries/bbc_changing.htm

Rural Crime

A scheme tackling rural crime has been deemed a success since its inception earlier in the year.

In March, the Bedfordshire Police & Crime Commissioner, Kathryn Holloway, announced the establishment of Operation Sentinel Rural. This has seen a team of an Inspector, Sergeant, 4 Police Constables and 4 Police Community Support Officers focus on rural policing issues.

Since the initiative was launched, the rural crime team has been involved in a range of operations including 900 speed checks, the seizing of 39 vehicles and carrying out 9 arrests.

The rural crime team can be contacted via opsentinel.rural@Bedfordshire.pnn.police.uk

A-Levels and GCSEs

In August pupils around the country received their GCSE and A-Level results.

GCSEs

Pupils undertaking their GCSEs this year did so under a new system which has reduced the emphasis on coursework. It also introduced a new grading system for English Language, English Literature and Maths with numerical grading of 1 (lowest score) – 9 (highest score) replacing the traditional A* - U grades (which remain for all other subjects). This new system is said to be more suited to differentiate the brightest pupils, with fewer attaining the highest grade of 9 compared with A* under the old system.

In the Borough:

-62.24% of Bedford Borough students attained Grade 4 or above, the required standard, in English and Maths.

-37.87% of Bedford Borough students attained Grade 5 or above (strong pass) in English and Maths.

-The Borough's average 'Attainment 8' score was 46.04 (this is the average score obtained by a student for their best 8 GCSE results). It is unclear as yet how this compares with the national average in 2017, although the Borough's average in 2016 was 49.4 against a national average of 48.5. This would suggest, therefore, that results are slightly down compared with last year, although this is in line with the national trend.

A-Levels

In the Borough, provisional figures showed that 78% of pupils achieved 3 or more A-Levels graded A* - E.

Careers Advice

The Jobs Hub, based in Bedford and established by the Council and the Jobs Centre, provides 1 to 1 support and careers guidance. It also has links with local businesses looking for new staff.

This may be of interest to anyone seeking an apprenticeship or employment and possibly those who are thinking about their next steps following education or training. For more information search 'Bedford Jobs Hub', call 01234 223510 or email the.jobshub@bedford.gov.uk

Special Educational Needs and Disabilities Free School

Bedford Borough is one of 20 local authorities selected by the Government to establish a new Free School for pupils with special educational needs and disabilities.

The Council is now searching for a partner to work with to establish the school, as well as to determine its size and location. It is unclear at this stage as to when the school will open.

A free school can be set up by community groups such as parents, teachers, charities or businesses where a local need for places can be demonstrated.

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Appendix 1
Ward Fund

I have now received notification of our Council Ward Funds 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.

Cllr John Wheeler
September 2017

FC17/239a August 2017				
Offence Class Description (All ASB)	First Committed	Address		
CRIMINAL DAMAGE - TO VEHICLES	02/8/2017 08:00	FOLKES ROAD	NORTH-766	WOOTTON
DOMESTIC DISPUTE/INCIDENT	06/8/2017 12:30		NORTH-766	WOOTTON
DOMESTIC DISPUTE/INCIDENT	06/8/2017 12:30		NORTH-766	WOOTTON
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	06/8/2017 16:00	CAUSE END ROAD	NORTH-766	WOOTTON
COMMON ASSAULT	07/8/2017 01:50	FOLKES ROAD	NORTH-766	WOOTTON
COMMON ASSAULT	07/8/2017 17:15	BEDFORD ROAD	NORTH-766	WOOTTON
VICTIMLESS CRIME - AWAITING UPDATE	07/8/2017 18:15		NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO VEHICLES	08/8/2017 15:00	PAYNE ROAD	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	10/8/2017 17:00	HALL END ROAD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO OTHER BUILDINGS	11/8/2017 00:00	FOLKES ROAD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - TO OTHER BUILDINGS	12/8/2017 13:00	FIELDS ROAD	NORTH-766	WOOTTON
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	14/8/2017 01:49	GRANBY WAY	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	13/8/2017 22:00	POTTERS CROSS	NORTH-766	WOOTTON
BURGLARY - BUSINESS AND COMMUNITY	14/8/2017 19:30	HALL END	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	14/8/2017 16:00	HALL END ROAD	NORTH-766	WOOTTON
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	15/8/2017 19:54	BEDFORD ROAD	NORTH-766	WOOTTON
HATE INCIDENT	01/3/2015 12:00		NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	17/8/2017 15:00	POTTERS CROSS	NORTH-766	WOOTTON
COMMON ASSAULT	20/8/2017 14:45	HAYCROFT	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	22/8/2017 21:30	SIMMS CLOSE	NORTH-766	WOOTTON
THEFT FROM MOTOR VEHICLE	23/8/2017 03:00	SUMMERFIELD DRIVE	NORTH-766	WOOTTON

FC17/240 Schedule of correspondence			
Date received	Type	From	Brief details
3.8.17	Letter and enclosure	Bedford Borough Council	Monthly update to the Electoral Register - 1st August 2017
6.8.17	Email	Andrea Pellegram Ltd	Planning Local Newsletter Issue 3, August 2017
7.8.17	Newsletters	Campaign to Protect Rural England	Countryside Voice Summer 2017 and Field Work Summer 2017

Police & Parish Councillors Meeting

Police HQ, Kempston

Tuesday 22nd August 2017

I attended the above meeting on behalf of Wootton Parish Council. Not much to report except that speeding data has been collected for Fields Road, Bedford Road and Keeley Lane. There have been a number of written warnings and prosecutions for each of the three locations, and the figures indicate there should be more enforcement activity in Bedford Road.

We were told that the Community teams will be liaising more closely with the response teams in an effort to bring greater continuity to general policing.

There is a need for volunteers to assist at the Community Policing hub (Biggleswade) in order that information can be passed out more timely to local contacts (Parish Clerks, Neighbourhood Watch etc).

There were discussions about the type of incidents that Police can deal with, i.e. nuisance behaviour, drug dealing etc, but the Police need information from the community before they can prioritise their actions towards any individual community. They also pointed out the incidents Police do not have powers to act on, in particular Travellers encampments, unless there are reports of criminal behaviour that can be tied to the travellers; Noise complaints; fly tipping; illegal parking and parking on footpaths, unless the parking prevents others from using the footpath or prevents other vehicles from passing. In all these cases the legislation directs responsibility to the local authority.

Once again I completed the Policing Priorities for Wootton. Once again I have listed the three priorities as being Visible Policing, parking and speeding. I have asked for the visible policing in particular at times the Upper School is being released in the afternoons, and during the evenings.

Jeff Noakes

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FC17/244

Neighbourhood Plan Steering Group report

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

30th August 2017

Resolutions

NP17/117 – Matters arising from the minutes – for information only.

- NP17/73 – Housing Needs Survey. Delivered and responses awaited.
- NP17/75 – Green Infrastructure Plan (GIP). First workshop was held 15th June 2017 and was well attended. Further information awaited from Bedfordshire Rural Communities Charity (BRCC).
- NP17/106 – Neighbourhood Plan Theme Groups. Call for more volunteers was made at Full Council 14th June 2017 and again (9th August 2017). Still require a volunteer to cover Sustainable Community. Request via Wootton Upper School for a prospective A level student to assist has been made and GL intends to replicate the GIP workshop at the upper school in September 2017.
- NP17/91 +NP17/104 – A4 posters have been displayed around the village and on Facebook. Letters of invitation were due to be delivered week beginning 28th August 2017.

NP17/118 - To consider progress against the Project Plan/Work Programme and to make recommendation to Full Council as necessary.

The following bullet points were noted:

- SP had post-it notes (5 colours), plus the large-scale map and would ensure all other stationery items were ordered in good time (including a note book for attendees to sign in with – name and postcode only);
- BH had all display posters and would purchase refreshments;
- GB agreed to collect the display boards from CVS on Thursday 7th September (and return Monday 11th) – SP to confirm those arrangements with CVS;
- SO would collect the remaining display boards from Bedford Borough Council (BBC);
- SP confirmed tables and chairs were already in the scout hut – extra tables would be sourced from the church hut next door;
- SO agreed to bring a TV screen to play the N Plan video currently available through the website – GL would check on cabling requirements;
- GL would investigate placing A-Frame advertising boards (for publicity) by the entrance to the scout hut;
- SP confirmed the letters of invitation would be distributed this week – members to advise when received.

NP17/119 – To receive an update from GL regarding the Neighbourhood Plan website.

GL confirmed he would work on the website this week, ahead of the launch.

NP17/120 - To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SP reported that SS was still working on the site assessment work.

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Appendix 4

NP17/121 - To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

No further comments received.

NP17/122 - To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No further comments received.

Sue Playford MILCM

Clerk to the Council

2nd September 2017

FC17/245

Planning & Environment Committee report

8th August 2017

P17/175 – To appoint Cllr Martin as a member of the Planning & Environment Committee

Cllr Martin was appointed as a member of this committee.

List of correspondence received (copies of correspondence can be requested from the Clerk)

Bedford Borough Council – Temporary Prohibition of Through Traffic, prohibiting any person proceeding on foot along the length of Wootton Footpath No 1 which extends from Ordnance Survey Grid Reference TL0061 4441 to TL0095 4362 until July 2018. This closure is required to enable construction of a new housing development to take place.

Matters arising from the minutes – for information only

See under 30th August 2017.

Planning Applications – for resolution

17/01196/LBC – Stewartby Brickworks – Broadmead Road, Stewartby – demolition of four former brickwork chimneys and associated kilns.

Although not within the parish, the parish council had commented previously stating **NO OBJECTIONS**, but requesting consideration be given to keep the one chimney bearing the Stewartby logo, alongside the associated kiln. However amended/additional plans detailed the poor condition of all – and this was noted. Suggestion was made that the bricks be reclaimed and used to mark in some way, the fact chimneys and kilns were once there (perhaps a replicated smaller-sized kiln).

17/01767/LBC – 18 Keeley Lane – replacement windows and door, removal of black paint from internal timbers, ground floor lowered to original level and new limecrete floor finished with square quarry tiles and addition of under floor heating. Exposure of original hair/lime ceiling including minor repairs and modern ‘divider’ to be replaced with new oak beam and supports.

Resolved **NO OBJECTIONS**.

17/01889/FUL – 75 Lorraine Road – single storey rear extension.

Resolved **NO OBJECTIONS**.

17/02001/FUL – 18 Payne Road – first floor side extension.

Resolved **NO OBJECTIONS**.

17/02124/FUL – Field House, Cranfield Road – single storey front porch extension, car port structure to side and alterations to external materials.

Resolved **NO OBJECTIONS**.

17/02155/FUL – 1 Orchart Gardens – installation of front and rear roof lights.

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Resolved **NO OBJECTIONS.**

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

17/01479/FUL – 9 Canons Close – proposed single storey front extension and rear roof dormer extension.
This council previously recorded **NO OBJECTIONS.**

17/01529/FUL – 92 Cause End Road – single storey rear extension.
This council previously recorded **NO OBJECTIONS.**

Resolutions

P17/184 – To receive a report from Andy Muskett Ltd Street Lighting Contractor relating to a recent visual inspection of all Wootton Parish Council owned street lighting columns and to resolve a suitable course of action.

Cllr Quirk detailed the background behind the need for this visual inspection – namely he no longer felt qualified to undertake an electrical risk assessment on those street lighting columns owned by the parish council.

Resolved the works detailed within the report be carried out at the earliest opportunity.

The Clerk was asked to include an agenda item for the next meeting to discuss other parish council owned street lighting columns (Keeley Lane and Potters Cross).

30th August 2017

Open Forum

There was one member of the public present who wished to speak under Open Forum in relation to the proposed Marston Vale Innovation Park (17/00666/MAO – not featured on this agenda). He enquired whether the date of an upcoming site visit (by members of Bedford Borough Council's Planning Committee) was known, but was informed it had not been made public. It was understood representation could not be made during that site visit. Cllr Lloyd believed that visit should be scheduled AFTER the proposal had been discussed by Bedford Borough Council – to allow for issues raised during the meeting to be visually considered on site. The resident stated the site visit should have taken place considerably sooner than now.

P17/188 – To appoint Cllr Hensher as a member of the Planning & Environment Committee.

Cllr Hensher was appointed as a member of this committee.

List of correspondence received (copies of correspondence can be requested from the Clerk)

Bedford Borough Council – Temporary Road Closure – Cranfield Road. To facilitate carriageway work relating to a new housing development. The closure is anticipated to be in operation 24 hours a day from Thursday 7th September 2017 to Thursday 28th September 2017 inclusive – specific dates will be advertised locally closer to the time. **DUE TO THE NATURE OF THE WORK IT WILL NOT BE POSSIBLE FOR EMERGENCY SERVICE VEHICLES TO GO THROUGH THIS CLOSURE.**

Alternative Routes: Proceed in a south-westerly direction along Cranfield Road, Wootton, then Wootton Green and then Upper Shelton Road to Beancroft Road, Marston Moretaine. Turn left and continue to the roundabout adjoining Marston Bypass, Marston Moretaine. Take the 1st exit and continue along Marston Bypass and then

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Woburn Road, Wootton to the roundabout adjoining Fields Road, Wootton. Take the 2nd exit and continue along Fields Road to Cranfield Road. Turn left and continue to site, and vice versa.

Question was raised as to why the closure was planned during school term time – this was due to other local road closures.

The Clerk confirmed the following correspondence had been received from Bedford Borough Council's School Transport Department regarding school buses to/from Cranfield:

"Bedford Borough transport are aware of the detour along the A421 the time to Holywell should be unchanged and maybe faster, the journey home should also be unaffected. They have advised they will monitor timings over the first couple of days and if changes are necessary parents will be advised by themselves. Any problems should be directed to school transport operations at Bedford Borough Council".

The resident observing proceedings then mentioned the footpath pinch point on Cranfield Road, which would be exacerbated when the Cranfield Road development came forward. He was informed the parish council had brought that fact to the attention of a Senior Engineer within Bedford Borough Council's Highways Department – however it was impossible to widen that area as no land was available.

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 + P17/157 – Visual Tree Inspection. Resolved 26th October 2016 (P16/269) to undertake all priority 1 works. Cabling works are due to be completed on 3rd August 2017. 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. Clerk to re-open insurance claim so works to make safe and clear the area can be undertaken and claimed back from the tree owner. Quotation for stage one works is currently with the parish council's insurers.
- 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). To date the Clerk has been unable to provide sufficient information to the Land Registry – adverse possession may be considered.
- P17/51 + P17/69 – Potentially dangerous ditch alongside the "Little Wootton" development, Hall End. Ditch has now been infilled. Move to close.
- 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 legal action and a possible court case.
- 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. Tree was removed on 3rd August 2017.

Appendix 5

- P17/170 – RoSPA report – Keeley End Pond. The report makes recommendation that the adjoining property owner consider works to the pond bank to better-support the drive way and garage. Clerk has contacted a relative of the owner and is awaiting a further response.
- P17/171 – Fly-tipping (ditch behind 48-62 Lorraine Road). Clerk has written to the tenant farmer requesting clearance works in the area.
- P17/184 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has been asked to carry out the necessary works to lights at Hall End. For discussions on parish council-owned street lighting columns at Keeley Lane and Potters Cross, refer to agenda item P17/197.

Planning Applications – for resolution

17/01673/FUL – Land between 51-53 Hall End Road – erection of one detached dwelling (amended/additional plans received). The Clerk has obtained an extension to the comments deadline – now 1st September 2017. Cllr Quirk reported he had already lodged a personal objection to the application. After discussion it was resolved **TO OBJECT** on the grounds amended/additional plans were still inaccurate and misleading. It was noted a telegraph pole, parish council noticeboard and royal mail post box fronting the site would impede access.

17/02112/FUL – 10 Hollies Walk – single storey side extension and conversion of garage to annexe. The Clerk has obtained an extension to the comments deadline – now 1st September 2017.

Resolved **NO OBJECTIONS**, but to pass the following observation back to Bedford Borough Council: Concerns were raised that the garage conversion could lead to future parking issues in the vicinity.

17/02217/FUL – 59 Fields Road – single storey front extension/porch and side window to new loft bedroom with roof lights front and rear.

Resolved **NO OBJECTIONS**.

17/02342/FUL – 52 Folkes Road – single storey rear/side extension.

Resolved **NO OBJECTIONS**.

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

17/01507/FUL and 17/01551/LBC – Wood Farm, Wootton Green – single storey rear extension. This council previously recorded **NO OBJECTIONS**.

17/01845/FUL – 30 Hollies Walk – loft conversion with dormer to rear and roof lights to front. This council previously recorded **NO OBJECTIONS**.

17/01889/FUL – 75 Lorraine Road – single storey rear extension. This council previously recorded **NO OBJECTIONS**.

Resolutions

P17/195 – To request above applications be considered by the Full Planning Committee of Bedford Borough Council.

Resolved that Planning Application 17/01673/FUL be considered by the Full Planning Committee of Bedford Borough Council.

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P17/196 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.

Resolved that Cllr Quirk make representation at the appropriate Full Planning Committee meeting, on behalf of Wootton Parish Council in relation to Planning Application 17/01673/FUL.

P17/197 – To consider further examinations/works to street lighting columns at Keeley Lane and Potters Cross, following a report from Andy Muskett Ltd Street Lighting Contractor relating to a recent visual inspection of all Wootton Parish Council owned street lighting columns and to resolve a suitable course of action.

Cllr Quirk reported he was meeting with Andy Muskett on 31st August 2017 to oversee remedial works to street lighting columns at Hall End, and would discuss whether similar works were required at Keeley Lane and Potters Cross.

**Sue Playford MILCM
Clerk to the Council
2nd September 2017**

FC17/246

Wootton Play Equipment Working Group report

2nd August 2017

Matters arising from the minutes – for information only

- WPE17/12 – This committee can have input regarding proposed play areas within the Fields Road South development, when plans are received by JW.
- WPE16/21 – Developer Contributions for play areas. JW confirmed 5th October 2016 (WPE16/21) two tranches totalling £40k could be used for offsite sports and play area provision, plus provision of sports pitches and structured play areas. Spend timetable was 2022 and Bedford Borough Council (BBC) had confirmed both could be used for phase 1 (resolved by Wootton Parish Council (WPC) 9th November 2016 (FC16/274))*.
- WPE17/32 + WPE17/40 – Funding. The following members are investigating funding opportunities: GB, JC and NR. SG and JW can offer limited support – SP to sign off as necessary. WPC has agreed to earmark a sum of £25k from s106 developer contributions for match funding (FC17/161). Please refer to agenda item WPE17/40.
- WPE17/06 – Use of Jubilee Garden area. Works to clear the area have been completed and the area was recently rotivated. Worboys to continue to maintain the area until development can commence.
- WPE17/31 + WPE17/39 – Design ideas and equipment. A list of generic equipment was agreed 1st February 2017 (WPE17/06) and relevant contractors have been asked to submit quotations based on specifications/timescales laid down within WPE17/06. Caloo and Proludic were the two favoured designs as agreed 7th June 2017 (WPE17/20). Both have been asked to quote again with various amendments and details were available to view at the Fun Fest (8th July 2017), ahead of a formal consultation. Please refer to agenda item WPE17/39.
- WPE16/20 – Two way access system/coffee shop/similar for the recreation ground. Resolved 5th October 2016 (WPE16/20) to leave the proposal on file and review in two years.
- WPE17/06 + WPE17/41 – Consultation. June-October will see the creation of an online consultation and links on the parish council's website and Facebook page - other Facebook pages will be included. Potential designs were on display at the Fun Fest and a playground design in paper and electronic form will be available in September 2017. Please refer to agenda item WPE17/41.

Resolutions

WPE17/39 – To receive a report from the working group following further discussions with Caloo and Proludic (including site/equipment/layout options) and to make recommendation to Full Council as necessary.

SG reported the mowing strip would allow for a buffer area between the residential garden and proposed play area. Caloo had quoted for fencing close to the neighbouring fencing, however Proludic had included the strip as they were concerned tree roots in the area would cause difficulties installing the fencing close to the neighbouring fencing. Proludic were also concerned the roots could weaken the fencing.

SG added Proludic had been pro-active during this process, highlighting issues as they arose. It was noted the neighbouring fencing was 6 feet tall, whereas proposed new fencing would be 4 feet tall.

It was undecided whether to allow a potential buffer area and if yes, what to do with it – plant wild flowers, concrete it over or another alternative. The issue would be revisited in the future.

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Copies of detailed spreadsheets put together by Dominic Stanton were circulated and SG provided detailed information on both. It was noted it could be possible to use equipment from both providers, especially if funding was limited and the spreadsheets would help identify and prioritise that equipment. It was noted Proludic had quoted for groundwork and landscaping – that information, along with the spreadsheets themselves would be useful during the funding application process(es).

WPE17/40 – To receive a report from the funding sub-committee who are investigating funding possibilities and to make recommendation to Full Council as necessary.

Firstly – it was noted the funding sub-committee needed more volunteers. Both GB and NR would be available to assist, but not until September due to other commitments. SP suggested GL make a request at Full Council (9th August 2017). It was stressed however, that GB had undertaken previous funding applications with Veolia (hoped to be the primary funding source) and his input was valuable – hence the need to wait for his availability. SP agreed to speak with him after the next Full Council meeting (August). JW mentioned the possibility of funding from Bedford Borough Council’s Rural Grants scheme – BH agreed to investigate.

SP agreed to establish with Bedford Borough Council (7th August) whether they could be used as the 3rd party contributor.

JW then detailed a further sum of s106 developer contribution monies which (with Full Council agreement) could also be used towards this project - £15k. SP agreed to include an agenda item for September’s Full Council meeting.

SG also suggested investigating Sport England in more detail.

It was agreed to display the design posters at the Neighbourhood Plan launch (8th/9th September) and use publicity and feedback from that to help with the Veolia funding process.

SG had prepared some answers ahead of this meeting and agreed to do what she could before emailing her findings to all committee members for their input. SP would do a final check before sign off.

WPE17/41 – To discuss the ongoing consultation process and to make recommendation to Full Council as necessary.

The Facebook page “likes” would provide limited proof that residents were in agreement with the proposal and so it was agreed to also undertake a Facebook poll – yes/no answers only. The September edition of the Wootton Newsletter would carry the proposal and draft design scheme(s) also.

SG agreed to speak to Autism Bedfordshire to get their opinion and potential input with regard to the proposal. All these actions would help to provide proof of consultation and public input/feedback – needed also for the funding process(es).

**Sue Playford MILCM
Clerk to the Council
2nd September 2017**

Footb.

Rec Meeting 12th July.

Present Tracy = Phil Kears (Wootton Rangers) -
Graham Robinson (Wootton Village) -
Andy Watts (Wootton Wanderers) .

- 1/ Pitch use for Teams for 2017/18 season were allocated .
(Same layout as last year).
Main Pitch NW (Sat) NW (Sun) .
St 4 Pitch a Rest of Rec as Wanderers training & matches .

- 2/ Grass cutting . per next Spring .
Request 2 cuts in March & April spread the rest out .

- 3/ Earth by the Kute Goal . - This is gradually being used,
Graham will look to spread out when we have a wet spell .

- 4/ Goals Posts in Storage . PK to look at disposing of 2 sets .

- 5) Second changing room to be redesigned, PK to set
quotes .

- 6) Request that Wootton Players release one of the store rooms to
the ~~club~~ Wootton .

- 7/ locks to be changed - ^{store} caretakers to be ~~locks~~ padlock, others
to be ~~locks~~ coded. Graham to organise - now complete .

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 Homes 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 15th 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. JW reported it fell to Persimmon to deal with the footpath. He confirmed it should be tarmacked and include bollards to stop fast access into Potters Cross and have street lights. Potters Cross was too narrow for a footpath unless it were made single track with traffic passing points.	JW

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				It was understood a footpath was part of the original planning application for Berryfields and it was possible Persimmon were in breach of planning conditions. Agreed SP would source the original planning application and conditions to see what was proposed. Any findings to be reported to Paul Rowland, Assistant Director, BBC Planning, for a planning enforcement officer to take forward. Further agreed JW would check the relevant s106 agreement and SP would see if other Bedford Borough Parishes had experienced similar issues with Persimmon.	
Bus stops – upgrade to ensure stops are disable-user friendly	SO	TBC	TBC	WPC resolved 8th 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). BBC has confirmed s106 Developer Contributions cannot be used to upgrade bus stops as they form part of a specific transport contribution. Resolved at Full Council 10th May 2017 (FC17/134) to use CIL¹ monies to the same effect and BBC has agreed. SP has passed maps detailing all bus stops to JW/BBC – BBC wish to use their own contractors to undertake the works and a quotation is awaited. SP confirmed the quotation would be taken to	SP/JW

¹ Community Infrastructure Levy
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				Full Council in August. Agreed to leave Fields Road for the time being, given works were proposed along that road to widen the footpath, install a new crossing and resurface it.	
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. It is hoped JW will have further information regarding schedules and timings. It was unclear whether BBC Highways would be able to widen the area in question, given the lack of available land. It was also noted the entrances into the new development along Cranfield Road were too narrow for two cars – could cause back-up issues and accidents. Agreed JW would ask Dave Bennett, Senior Project Engineer, BBC to meet with members of this committee and SP to establish what, if any, works could be taken forward. If none could, then BBC needed to re-consider the current proposal to route pedestrians (including school children) through Barnes Road. Suggestion was made to create a footpath behind Russell Way as an alternative route.	JW

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Church Road footpath – too narrow in parts	Committee discussion and CB	Mar 17	TBC	Andy Prigmore to be questioned at the committee meeting on 15th 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. Agreed JW would ask Dave Bennett, Senior Project Engineer, BBC to meet with members of this committee and SP to establish what, if any, works could be taken forward.	SP
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 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. Talks centred around the continued need for a footpath on both sides of the road, to take the	To be appointed

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				pressure away from the Cranfield Road footpath also. It was thought plans to widen the existing footpath were not necessary – IF a footpath on the south side of the road was installed (as above). Agreed JW would ask Dave Bennett, Senior Project Engineer, BBC to meet with members of this committee and SP to establish what, if any, works could be taken forward.	
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). Costs would be in the region of £10k for an	SP

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				island, £40k for a zebra crossing and £85k for an electronic-style crossing. Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward, starting with Bedfordshire Police. <i>JW detailed his aim to secure a new crossing outside the Lower School (Bedford Road).</i> <i>A traffic study had been completed – a pedestrian movement study would take place in September. It was recognised the proposal for Hanover Court may not be taken forward if the Lower School proposal was.</i> <i>Agreed to push for the installation of an island crossing near Hanover Court, once the Lower School crossing was in place.</i>	
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, after which discussions were needed regarding petitions/consultations ahead of completing this PAP.	To be appointed

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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 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 Mephram Road and also Mephram 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	To be appointed
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				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 (john.loughlin@bedfordshire.pnn.police.uk) Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward without amendment. SP received figures from John Loughlin which included data for Fields Road, Keeley Lane and Church Road. However, John had stated the police placed boxes in situ to cover speed complaints – it was for BBC to collect data for ASC projects. It was recognised Fields Road and Keeley Lane were speeding hotspots – agreed to ask Speed Watch to focus on both areas and leave the issue of ASC's on file for the present time. Further agreed to include an article in the December Wootton Newsletter reinforcing the need to comply and stick to the speed limit – including the statistics provided by John Loughlin.	
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				Further agreed SP would obtain costings for Speed Indicator Devices (SID) – for all village entrance points.	
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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. Clerk will be liaising with Ace Fire & Security to get indicative costs to upgrade all existing cameras at the recreation ground, before considering the addition of further cameras	CLlr Lloyd
Christmas street lighting	Budget/precept discussions January 2017	2017	£10,000	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. Refer to agenda item FC17/261.	Clerk

² Wootton Parish Council

³ Full Council

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Appendix 9

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
Keeley End Pond regeneration	Following transfer to WPC from Persimmon Homes	2017	£6,656	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 installation has yet to be taken forward. Members are asked to consider using a professional to undertake the installation	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	£29,271	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	Resolved 9th August (FC17/234) to appoint Redlynch Leisure to undertake all works to footpaths within the recreation ground	Clerk

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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 – now delayed until September 2017	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
St. Mary's footpath repairs	Budget/precept discussions January 2017	2017	£2,000	Resolved 9th August (FC17/234) to appoint Redlynch Leisure to undertake remedial works to the footpath at St. Mary's	Clerk
St. Mary's brick cemetery wall and cemetery railings	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. Neil Gates has been appointed to undertake clearance works and fence off the gap in the damaged brick wall. Further works to the brick wall are yet to be determined	Cllr Quirk
Speed cameras	R&FSSG Committee ⁴	2018	£10,000	Recommendation made by the R&FSSG Committee to leave speed cameras on file ufn	Cllr Lloyd
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 lanterns more energy and financially efficient. Hope is BBC will see if testing required ahead of the transfer can be brought forward	Cllr Quirk

⁴ Roads & Footpaths Safety Steering Group
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Wootton in Bloom	Budget/precept discussions January 2016	2017	£7,773	Planters are in place and Warners of Bedford were appointed to undertake all watering and maintenance. Additional planters will be considered in December 2017	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; • Nov 17 – award contract and determine build date; Project now on hold in light of the Marston Vale Innovation Park proposal	Cllrs Bygraves and Lloyd

To be reviewed monthly at Full Council.

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FC17/250**RISK ASSESSMENTS PLAN 2017-18**

WPC⁵ 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:

Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
Cemeteries *	N/A		Cllrs O'Dell and Quirk	Jul 2017 (to be added to website)	Jul 17 SO/PDQ

⁵ Wootton Parish Council
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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 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 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. Equipment now in use. Review monthly until complete (still awaiting alarms)	
Lone & Isolated Working *	Cllr Hensher	Lone Working – contact designated person to advise on shifts being worked (start	Clerk	Jun 17 – Clerk can obtain free personal alarms from PCSO	

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		and finish times) – advise any incidents/observations Issues staff with protective equipment where appropriate		Dancer. Jul 17 – still not received – Clerk has chased. 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. Equipment now in use. Review monthly until complete (still awaiting alarms)	
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 ⁶ - 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 considered necessary by Full Council.	Jun 17 BH/Clerk

⁶ Member(s) of the public
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				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; Bus Shelters; Litter and Dog Bins*:	BBCllr/Cllr Wheeler	*Litter and Dog Bins – bins are emptied weekly (Wednesday) and the clerk has a schedule which includes locations. Paul Pace has confirmed BBC do not	

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		Contractors and MOP impacting with the bin due to bad siting; Health hazard due to dropped or overflowing faecal matter. Street lighting**		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. Andy Muskett has undertaken some works to street lighting columns at Hall End. Further works may follow in Keeley Lane and Potters Cross Review monthly until complete	
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
Village Planters	Cllr Hensher	Not yet available on the website	Cllr Hensher	Review once maintenance contract is in place. Maintenance contract is now in place.	

Appendix 10

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	A crack in the base has been identified	Cllr Hensher (to add matrix)	Review every six months for signs of further deterioration	
Work Station (Clerk)	Cllr Lloyd	None identified	N/A	Mar 17	Mar 17 GL

To be reviewed monthly at Full Council.

FC17/252 Unity Trust Bank Ltd - Receipts & Payments presented - 1st August 2017 – 1st September 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM16/22
£ 30.00		F & D Kitchens	Wootton news advertising fee	N/A
	£ 35.93	E-on	Street lighting electricity Jul 17	No
	£ 22.93	E-on	Changing rooms electricity - Jul 17	No
£ 240.00		Nevilles	Interment fee late J Hudson	N/A
	£ 57.00	Bedford Borough Council	Cemetery rates - Aug 17	No
£ 30.00		Maria's sewing services	Wootton news advertising fee	N/A
£ 1,959.60		Bedford Borough Council	Grass cutting grant (1,682.49) and recycling credits Q1 2017-18 (£277.11)	N/A
	£ 27.06	EE	Clerk's mobile - Jul 17	No
	£ 28.44	BT	Changing rooms phone line - Aug 17	No
	£ 894.36	A R Worboys Ltd	Grass cutting instalment	No
£ 182.50		M Murton	Paddock rent	N/A
	£ 100.00	Anglian Water	Changing rooms water rates - Aug 17	No
	£ 35.04	BT	Methodist Church broadband - Aug 17	No
£ 30.00		Brehony mobile hairdresser	Wootton news advertising fee	N/A
£ 30.00		Granny Patch	Wootton news advertising fee	N/A
	£ 36.00	Bedford Borough Council	Litter clearance - recreation ground (caretaker cover)	No
	£ 50.00	Neil Gates	Works to Keeley End Pond	Yes
	£ 54.00	Ace Fire & Security Ltd	Faulty CCTV camera engineer works - recreation ground	Yes
	£ 55.00	Warners of Bedford Ltd	Planters maintenance Jul 17	No
	£ 88.57	Bedford Borough Council	Litter clearance - recreation ground (caretaker cover)	No
	£ 109.99	Warners of Bedford Ltd	Planters maintenance Aug 17	No
	£ 139.20	Rialtas Business Solutions	Accounts software renewal	No
	£ 200.00	Regeneration Positive	Neighbourhood Plan retainer fee Jul 17	No
	£ 218.22	Bedford Borough Council	Lorraine Road cemetery trade refuse	No

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	£ 232.31		Expenses Aug 17	Yes
	£ 277.11	Wootton Poor's Land Charity	Recycling credits Q1 2017-18	No
	£ 4,229.25		Salaries Aug 17	No
	£ 486.00	FA Bartlett Tree Expert Company	Removal of horse chestnut tree (Lorraine Road cemetery) and cabling works (St. Mary's churchyard)	No
	£ 1,040.00	J Dennis Garden and Property Services	Cemeteries maintenance Aug 17	No
	£ 1,360.10	Andrea Pellegram Ltd	Planning advice - Marston Vale Innovation Park proposal	Yes
£ 30.00		Louise Ward book keeping	Wootton news advertising fee	N/A
	£ 86.84	BT	Methodist Church Phone line Aug-Oct 17	No
£2,532.10	£9,863.35			
b/f	£ 116,946.52			
Income	£ 2,532.10			
Expenditure	£ 9,863.35			
Balance c/f	£ 109,615.27			