



WOOTTON PARISH COUNCIL



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

Open Forum	There were several members of the public present who wished to observe and comment on agenda item FC17/342, as were two representatives from Bedfordshire Pilgrims Housing Association (bpha). One other resident was also present, wishing to observe and comment on agenda item FC17/339. Cllr Wheeler proposed agenda item FC17/342 would be heard after FC17/323, followed by FC17/339. Resolved by all present. No other members of the public or press were present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Wheeler (in the chair in the absence of Cllr Lloyd, who arrived at 8.20pm), Bygraves, Hall, Hensher, Hudson, Martin, O'Dell, Quirk, Regmi and Wallace (who arrived at 7.55pm). Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC17/321	Apologies for absence. Cllrs Lewis and Noakes.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC17/322	Disclosure of local and/or disclosable pecuniary interests. None.	BBCllr/Cllr Wheeler declared a local interest in agenda item FC17/352 as Governor of Wootton Lower School.	N/A.	Localism Act 2011, Ch 7, s31.
FC17/323	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.

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FC17/324	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for November 2017. (Appendix 1a).	BBCllr/Cllr Wheeler’s report was circulated ahead of the meeting. He stated Wootton Charities had been very busy over the last two months, having provided vouchers to 14 families to help with Christmas expenses. He thanked Cllr Regmi for her involvement with the same. Following Judith Cunningham’s resignation from the Bob Lunniss charity there was now a vacancy and he asked that members consider filling that vacancy. Concerns continued to be raised over increasing numbers and in particular, assaults. It was understood the police no longer had a burglary department. After discussion, the Clerk was asked to write to Bedfordshire Police raising these concerns, asking who was now in charge of burglary crime, with a request for a representative to attend a Full Council meeting.	Clerk to take forward.	N/A.
FC17/325	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	N/A.	N/A.
FC17/326	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 8th November 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 25th October 2017.	Minutes were received and adopted. Proposed: Cllr Hall. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted.	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 Neighbourhood Plan Steering Group meeting held on 27th September 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 15th November 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Footpaths Safety Steering Group meeting held on 19th July 2017.	Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC17/327	Matters arising from the minutes – 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. - FC17/320 + FC17/350 + FC17/352 – Community Centre at Berryfields. Refer to agenda item FC17/350 + FC17/352. - 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 works are	No further comments received.	Clerk to keep on file.	N/A.

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	complete. A follow-up report was submitted 31st August 2017 to Bedford Borough Council and Persimmon Homes (Northampton and Peterborough), requesting further remedial works – Andy Lord acknowledged receipt but no further correspondence received to date and it is understood the matter is now with Alex Kenny. The Clerk and several councillors are meeting with Alex Kenny on 7th December 2017 and it is hoped an update will be given at that time. • 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 (now approved FC17/200); •Neighbourhood Planning costs; •Upgrade of all bus stops in Wootton, to make them disable-friendly (now approved FC17/228). • 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			
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	Traffic Management WILL focus only on Bedford Town. • FC17/311 + FC17/339 – 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. The planning application has been approved and the parish council is now considering whether to refer the decision to the LGA Ombudsman or request a judicial review. Refer to agenda item FC17/339. • 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 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. Works at the recreation ground are now complete, however there are issues regarding the proposed works at St. Mary's churchyard. This is now being dealt with by the Planning & Environment Committee. Move to close. • 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			
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	a general litter bin could be installed along Potters Cross – especially given a bin in that area was removed some time ago. • FC17/225 + FC17/315 – Upgrading CCTV system at the recreation ground. Resolved 8th November 2017 (FC17/315) to upgrade the existing system and add further cameras. Works were due to be completed week ending 8th December 2017. • 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. • FC17/231 – Football policy. The Clerk has circulated the policy to all teams and received one signed copy to date. • FC17/259 + FC17/288 – Allocation of s106 monies. Resolved 13th September 2017 (FC17/259) that monies be allocated to the Jubilee Garden regeneration project, Public Art and Community Centre (subject to WPC being appointed as the Management Entity). Resolved 11th October 2017 (FC17/288) that £32k identified for sports facilities be earmarked for outdoor gym equipment at the recreation ground. BBCllr/Cllr Wheeler to make enquiries at Bedford Borough Council who operate a “green gym” scheme. • FC17/261 – Christmas Street Lighting. Resolved 13th September 2017 (FC17/261) to appoint Millennium Quest in principle to install lighting. Lighting due for instalment week ending 8th December 2017. • FC17/283 – Emergency lighting checks – changing rooms/toilet block. Steve Brown			
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	(electrical contractor) will advise the Clerk on the best means to undertake the checks which should be carried out weekly. • FC17/284 – Cranfield Road village sign. The Clerk has requested a risk assessment from Concept/Bedford Borough Council on dangers identified due to the signs' positioning, asked why the parish council was not consulted ahead of its installation and requested clarification on whether the 30MPH speed limit is yet legally enforceable. • FC17/290 – Apex360. Resolved 11th October 2017 (FC17/290) to agree in principle to Apex360 hosting children's sports clubs in Wootton but to aim to hold them at the community centre (Berryfields) should the parish council be appointed the Management Entity. Apex360's representative agreed to attend a further Full Council meeting (anticipated to be January 2018), with the company director. • FC17/312 – Criminal damage to the Multi-Use-Games-Area. A financial offer from the defendant has been accepted and the police are taking that forward.			
FC17/328	Chairman's report – for information only.	Cllr Lloyd requested volunteers to attend the councillor surgery in 2018 – Jan-Mar. The following agreed to attend: • Jan – Cllr Hensher; • Feb – Cllr Regmi; • Mar – Cllr O'Dell. Cllr Lloyd then requested that all present consider joining at least three committees, given ongoing levels of work across all. He also reminded members new councillor training should be completed within six months of co-option/election, so as not to impact on the parish council's Quality Council status.	Clerk to take forward.	N/A.

		Cllr Lloyd detailed comments made that the Christmas tree should have decorations in addition to the lights – and asked members to consider a tree dressing event before the lights were switched on. It was noted the Clerk would be including extra funding in the budget for a star. The Christmas street lights had been very well received and Cllr Hensher was thanked for his efforts in ensuring they were in place for Christmas 2017.		
FC17/329	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).	It was noted over 300 paper copies of the Neighbourhood Plan questionnaire had been completed – alongside 75 online versions. Cllr Lloyd was working to finalise the online link to allow the paper versions to be input (questionnaires were distributed at the end of the meeting). It was hoped all input would be completed by the end of January 2018. Resolved to receive and adopt the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/330	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.
FC17/331	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 5).	No report available as the working group meeting due on 1 st November 2017 was cancelled due to lack of business.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC17/332	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 6).	Resolved to receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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FC17/333	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 7).	Resolved to receive, review and adopt the Strategic Action Plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/334	To receive, review and adopt all Risk Assessments for 2017-18, including all updates and to resolve a suitable course of action on any issues arising. (Appendix 8).	The Clerk confirmed Cllr Martin had now completed her Risk Assessments – these would be formally approved at next Full Council. Cllr Bygraves confirmed his were ready to be written up. Resolved to receive, review and adopt all Risk Assessments without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.	Cllr Bygraves to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/335	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC17/336-338 below.	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/336	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA (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 Martin and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Hall. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/337	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 9).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC17/338	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 Hensher. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.

FC17/339	To revisit Planning Application Ref 17/00666/MAO (Marston Vale Innovation Park proposal), receive any update and to resolve a suitable course of action.	The Clerk detailed findings from an informal meeting held with members of the parish council and Andrea Pellegram (Planning Professional, Andrea Pellegram Ltd) and David Pilgrim (Consultant Solicitor, DLS Law). It was noted a number of planning conditions remained outstanding (including Highways) and the hope was the parish council could influence their outcome (including any travel plans and lorry timings). BBCllr/Cllr Wheeler confirmed monies thought for improvement works to the Marsh Leys roundabout were actually earmarked for infrastructure works on site. One resident present confirmed he had a point of contact at Goodmans who was willing to be involved in a liaison group, to be formed of parish council members, residents, Bedford Borough Council representatives (including the planning officer) and representatives from all developers. BBCllr/Cllr Wheeler confirmed he had already spoken with the planning officer and Jon Shortland (Chief Officer, Planning & Highways) would be Bedford Borough Council's representative. He agreed to take matters forward with Jon to organise an initial meeting and it was agreed an initial meeting of parish council members would need to take place in early January 2018 to determine robust Terms of Reference (to be formally approved by Full Council) and agree a formal agenda before meeting with all other parties. It was noted this liaison group would deal with all large-scale developments and could operate for 10+ years. The Clerk agreed to provide a link to the s106 agreement in relation to the Innovation	BBCllr/Cllr Wheeler to take forward. Clerk to take forward.	Stakeholder Consultation. Town & Country Planning Act 1990 & Subsequent
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		Park/Fields Road South development. The following members agreed to be members of the liaison group: • Cllr Bygraves; • Cllr Lloyd; • Cllr Martin; • Cllr Wallace. The Clerk stated she would also attend and it was noted two members of the public would join also. BBCllr/Cllr Wheeler confirmed he would attend as Borough Councillor and act as a liaison between parties, as necessary. At this stage, there was no need to retain the services of Andrea Pellegram. Resolved to form the liaison group and accept the findings, as above. Proposed: Cllr Hensher. Seconded: Cllr Hall. Resolved by all present.		
FC17/340	To consider a representation to the Planning Inspectorate following acceptance of an application for a Development Consent Order for the Millbrook Gas Fired Generation Station Order and to resolve a suitable course of action.	Wootton Parish Council had raised no objections to previous consultations on the understanding the proposal would have no adverse effect on the village. Resolved to note this latest development for the records. Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation. Town & Country Planning Act 1990 & subsequent.
FC17/341	To consider a request made by Bedfordshire Rural Communities Charity that a copy of the draft Housing Needs Survey be provided to Bedford Borough Council and to resolve a suitable course of action.	After discussion, it was resolved not to provide a copy at this stage as the document was not yet complete. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/342	To receive a report from Bedfordshire Pilgrims Housing Association (bpha) regarding a proposal to convert an	BBCllr/Cllr Wheeler detailed meetings he had attended with representatives from bpha to	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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	area of grassland in the vicinity of Manor Road flats for additional parking and to resolve a suitable course of action.	address ongoing parking issues in the area. Proposals to address that issue were circulated and it was noted one representative from bpha was not in attendance to deliver his report. The Clerk stated she had sought advice with regard to land disposal – land could not be given away or sold for less than the market valuation without consent from the Secretary of State. There was uncertainty on whether bpha wished to take control of the land or look for a contribution from the parish council. BBCllr/Cllr Wheeler had previously understood bpha wanted the land only with no financial contribution. The two bpha representatives stated their wish to continue to drive a proposal (albeit amended) forward to help resolve parking issues and it was hoped a revised scheme would suit all parties. Resolved to revisit this agenda item when bpha were able to provide an alternative proposal. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Quirk. Resolved by all present.		
FC17/343	To consider a request from Bizzy Bees pre-school for a removable sign to be erected on the exterior of the Memorial Hall building and to resolve a suitable course of action.	The Clerk had not received a formal proposal or specification for the sign. Resolved to revisit this agenda item when received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC17/344	To receive a report from Cllr Hensher regarding proposed additional Christmas street lighting for Fields Road (Christmas 2018) and to resolve a suitable course of action.	Costings for Christmas 2018 were noted - £21k, reducing to £15k in future years (covering Bedford Road and Fields Road). Cllr Hensher explained it might be possible to secure refurbished lighting in January 2018 which would significantly lower costs. Resolved to take this proposal forward as a project and speak to Millennium Quest in the New Year. Proposed: Cllr Quirk.	Cllr Hensher to take forward. Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Hudson. Resolved by all present.		
FC17/345	To consider a response to Bedford Borough Council's consultation on its draft Rights of Way Improvement Plan 2018-2023 and to resolve a suitable course of action.	Resolved to appoint Cllr Wallace to complete a response on behalf of the parish council. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.	Cllr Wallace to take forward.	Stakeholder Consultation.
FC17/346	To consider a response to Bedford Borough Council's consultation on its Budget Consultation 2018 and to resolve a suitable course of action.	Resolved the Clerk draft a response for circulation to/approval by all members before formal submission. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/347	To consider a request from the Clerk to attend two Society of Local Council Clerks training courses in January 2018 and to resolve a suitable course of action.	Resolved to accept the request without further comment. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/348	To consider ongoing preparations for the 2018/19 budget (to include proposed projects not covered by Community Infrastructure Levy funding), ahead of the precept demand to Bedford Borough Council (January 2018) and resolve a suitable course of action.	Cllr O'Dell confirmed he was investigating whether Persimmon Homes were obliged to install a hearing loop in the community centre. The Clerk added budget headings had been determined, however until an approximate figure in relation to anticipated Community Infrastructure Levy (CIL) monies was known (plus average Band D figures, increased housing occupancies and projects hoped to be taken forward by Bedford Borough Council), she and Cllr Lloyd were unable to determine the final precept requirement. Cllr Lloyd requested a further project be considered: Beacon to commemorate the end of WW1 – (costings to be determined). BBCllr/Cllr Wheeler confirmed he would continue to obtain a CIL figure.	Cllr O'Dell to take forward. BBCllr/Cllr Wheeler to take forward. Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

FC17/349	To consider the creation of a CIL (Community Infrastructure Levy) policy, taking into consideration the emerging Neighbourhood Plan and ongoing road safety issues in the village and resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed Bedford Borough Council would consider the following projects in January 2018: • Island crossing on Bedford Road, near Hanover Court; • Pedestrian crossing on Bedford Road, near the lower school; • Real-Time Bus Information for bus stops in the village. A fixed camera to prevent parking outside the lower school was also being considered at the same time (not a project however, being considered by the parish council). After detailed discussion it was resolved that members provide their policy content to the Clerk, who would draft a collated version. Consideration would also need to be given to the addition of future projects and project spend criteria (possibly a split between health and safety issues and findings from the emerging Neighbourhood Plan) – given the CIL monies would be paid over a number of years and were subject to a five year spend deadline. Proposed: Cllr Martin. Seconded: Cllr Bygraves. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC17/350	To approve payments as per the attached schedule(s) and present to next Full Council as Receipts and Payments, for information.	Resolved to approve all payments without further comment. Proposed: Cllr Martin. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.



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FC17/351	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	One member of the public still present was asked to leave the meeting.	Noted for the minutes.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC17/352	To receive a report from Cllrs Bygraves and Wallace regarding the new Community Centre in Berryfields and to resolve a suitable course of action.	Cllr Wallace detailed a positive meeting recently held with members of the parish council, Bedford Borough Council and Persimmon Homes. The centre was currently owned by MiSpace and would be transferred initially to Persimmon who would undertake a snagging inspection. It was understood members would be able to attend also. Once complete, the snagging guarantee would last 12 months. He confirmed any transfer to the parish council would be freehold. There were ongoing concerns regarding business rates – BBCllr/Cllr Wheeler confirmed he was meeting with a representative from Bedford Borough Council in the coming week to discuss what options would be available to determine how best to run the centre. The parish council’s business plan was considered in order and air conditioning units could be added to the building without issue. Persimmon confirmed they would pay the parish council’s legal fees (capped). CCTV had yet to be installed – it was hoped the parish council would receive funding to add that system to its existing contract. The Clerk was asked to contact Joy Plummer (Hegarty LLP Solicitors) to establish if she was in contact with Persimmon. The Clerk had received a number of engrossment warranties which required signature. It was noted terms of conditions should allow for the centre to be run by a charity or trust, should	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		the parish council wish to do so. It was hoped the pitches and Multi Use Games Area (MUGA) would open at the same time as the centre – during the recent meeting Persimmon had indicated they could consider asking the parish council to maintain the entire green space although it was not known whether individual household deeds would permit a change of management entity. It was noted for the minutes that the parish council had previously submitted a request to be appointed management entity, however the contract was awarded to Greenbelt. The Clerk was asked to establish when funding would be received to build the 4g synthetic pitch and it was noted planning permission would not be needed for telescopic lighting.		
FC17/353	To consider the creation of a steering group to run the new Community Centre in Berryfields, should Wootton Parish Council be appointed as management entity, and to resolve a suitable course of action.	Considerable work was needed to get the centre up and running. Terms of hiring, infrastructure, furniture and equipment would need to be determined and suggestion was made to look to create a steering group and employ an external consultant/project manager to oversee all aspects. Members were asked to consider Terms of Reference content ahead of January's Full Council meeting. BBCllr/Cllr Wheeler agreed to forward details of an online booking system, which would reduce levels of administration. Cllr Wallace suggested meeting in early January 2018 to determine facts/create a wish list on how best to equip and run the centre. Cllr Wallace agreed to try and obtain access to the building at the earliest opportunity. The Clerk was instructed to contact her	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		equivalent at Shortstown, to establish how that community centre was run.		
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Meeting closed at 9.40pm.

FC17/324

Borough Councillor Update December 2017

Local Plan 2035

A national consultation closed last month on plans for increased housebuilding across the country. At present, the Council's Local Plan 2035 is allocating sites for development based on a calculated need to provide 950 homes a year. The Department for Communities and Local Government has now proposed a new methodology which, if agreed, will require the Council to plan for 1281 homes a year. If this goes ahead, Council planning officers have said this will increase the Borough's requirement to allocate new sites for housing growth from around 8,000 homes to 14,000.

The Government's consultation document stated that it is looking to apply a 'transitional arrangements' for those local authorities that have already embarked upon drafting their Local Plan. This will allow local authorities to continue with their own housing target if their Local Plan is submitted before the 31st March 2018. The Council is considering amending its timetable to take advantage of this.

In terms of the allocation of sites for development, you will recall that the Council has consulted on an option to develop 1 or more new settlements in the north of the Borough to accommodate around a quarter of the current 8,000 target. The possible sites are located in Wyboston, Sharnbrook, Twinwoods (between Milton Ernest and Thurleigh) and Thurleigh Airfield. Each settlement could provide around 4,000 – 6,000 dwellings (although it is thought that only 2,000 could be developed within the Local Plan period to 2035).

There has now been an update in that a new site has been submitted for consideration. A stretch of land to the south of Bedford of 986 hectares has been put forward with the possibility that it would deliver 4,500 in the Local Plan period, extending to 9,145 dwellings thereafter. It would also provide land for employment.

The promoters of the site have argued that it is suitable given its position on a high proportion of brownfield land and its position adjacent to the A421, A1 and M1. They have also stated that the site ties in with a recent report from the National Infrastructure Commission's which highlighted the opportunities around the Cambridge – Milton Keynes – Oxford corridor for 1m new homes and associated infrastructure by 2050. This strategy was backed in principle by the Chancellor in his November Budget.

The Council is now undertaking consultation work to consider whether or not to include the Stewartby site, a map of which is provide at Appendix 1 of this report.

Budget

The Chancellor's Budget backed key infrastructure schemes which will benefit Bedford. Firstly, it was announced that the western section of the East West Rail line from Oxford to Bedford will be running

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by 2024. A new ‘East West Rail Company’ is also being established to accelerate delivery of the next part of the line from Bedford to Cambridge.

Secondly, the Government committed to an ‘expressway’ between Oxford and Cambridge which will improve Bedford’s eastern and western transport links. Earlier in the year Highways England consulted on plans for a new dual carriageway from the Black Cat roundabout to Caxton Gibbet.

‘Transporting Bedford 2020’

The Council’s Environment & Sustainable Communities Committee heard at its meeting in November that plans are being finalised for £22m of investment in decongestion schemes for Bedford town centre.

The ‘Transporting Bedford 2020’ programme has been backed with £19m of Government investment, while the Council will be using its own funds, including contributions from developers, to add a further £3m. The investment will be undertaken in accordance with 3 themes:

Theme 1 Town Centre Public Realm: Focussing on the High Street, St Paul’s Square, the Town Bridge and St Mary’s Street. This scheme will seek to improve the visual amenity of this area, including improved access for pedestrians.

Theme 2 Alleviating Pinch Points: Works will be undertaken to reduce congestion, as per the below overview taken from the Transporting Bedford 2020 document:

- Area 1: A6 Northern Gateway
 - Signalisation of Clapham Road/Manton Lane/Shakespeare Road
 - Enhancement to the operation of the Paula Radcliffe Way/Great Ouse Way roundabout
 - Enhancement to the operation of the Manton Lane/Brickhill Drive Junction
- Area 2: Bromham Road Eastern Gateway
 - Realignment and signalisation of Bromham Road/Shakespeare Road/Ashburnham Road double mini roundabout
- Area 3: Around Hospital
 - Additional lane on northbound approach to Britannia Road/Cauldwell Street/Kempston Road junction
 - Rearrangement of junction layout of Britannia Road/Amphill Road
- Area 4: Amphill Road Southern Gateway
 - Additional lane capacity at Cowbridge
 - New pedestrian footbridges

Theme 3 Urban Traffic Management & Control Technology (UTMCT) Measures: This will focus on using technology, such as with more responsive traffic signals and improved information for motorists, to hasten traffic flows.

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Appendix 1

For more information search 'Transporting Bedford 2020'.

Ambulance Response

East of England Ambulance Service Trust (EEAST) representatives attended a meeting of the Borough Council's Adult Services & Health Committee in November to discuss its service provision and performance.

Of particular interest is the adoption by EEAST of the Ambulance Response Programme (ARP) in October which is comprised of the following changes (taken from EEAST's report to the Committee):

- Call handlers have a new way of managing calls to allow earlier identification and recognition of life-threatening conditions and more time to assess patients who do not have life-threatening conditions
- Call categories and response standards have changed; simplifying the system and ensuring all calls are reported against nationally.
- Due to the change in standards and response model, EEAST will be transferring much of its existing staffing from Rapid Response Vehicles (RRV) to ambulances to facilitate an increase in ambulance cover. This will mean a reduction in cars and every ambulance service is going through a similar change in response mix.
- End to end system standards for stroke and heart attack patients.

The Trust has been struggling in recent months with an increase in 'red' category life threatening calls which has put pressure on the service for less urgent calls. It is hoped the new system will address these issues.

Rights of Way Improvement Plan

The Council is consulting on its updated Rights of Way Improvement Plan for 2018 – 2023. This will assess users' needs and subsequently set out an action plan on improvements to the Council's 1,000Km of public footpaths, bridleways and byways. Should you wish to respond to the Council's questionnaire, search 'Bedford rights of way consultation' or visit the Council's Customer Services Centre on Horne Lane or the Council's 5 library sites in: the town centre; Bromham; Wootton; Putnoe, and Kempston. The consultation ends on the 8th January 2018.

Keeping Warm in Winter

Keeping warm can be difficult during the winter months, particularly for older persons. Age UK Bedfordshire is offering advice to help. For more information call 01234360510 or visit <http://www.ageuk.org.uk/bedfordshire/>

Winter Travel

The Council's website provides a useful section on up to date service changes arising from the winter weather. This includes changes to public, school and adult services transport, waste collections and road gritting.

Search 'Bedford winter updates' for more information.

BBCIir Wheeler.

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FC 17/324a November 2017			
Offence Class Description	First Committed	Last Committed	Address
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	04/11/2017	04/11/2017 21:00	BEDFORD ROAD WOOTTON BEDFORD
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	25/11/2017	25/11/2017 11:54	HALL END ROAD WOOTTON BEDFORD
BLACKMAIL	01/01/2017	03/11/2017 00:00	
BURGLARY - BUSINESS AND COMMUNITY	31/10/2017 17:00	01/11/2017 06:45	CRANFIELD ROAD WOOTTON BEDFORD
BURGLARY - BUSINESS AND COMMUNITY	19/11/2017 03:55	19/11/2017 03:55	FIELDS ROAD WOOTTON BEDFORD
BURGLARY - BUSINESS AND COMMUNITY	26/11/2017 14:00	27/11/2017 06:30	CRANFIELD ROAD WOOTTON BEDFORD
COMMON ASSAULT	04/11/2017 20:30	04/11/2017 20:45	BEDFORD ROAD WOOTTON BEDFORD
COMMON ASSAULT	20/11/2017 12:00	20/11/2017 12:00	FIELDS ROAD WOOTTON BEDFORD
COMMON ASSAULT	25/11/2017 11:40	25/11/2017 11:55	HALL END ROAD WOOTTON BEDFORD
DOMESTIC DISPUTE/INCIDENT	05/11/2017 21:30	05/11/2017 22:06	
HARASSMENT - (PFHA SECTION 2)	18/07/2017 19:24	06/11/2017 19:24	
HARASSMENT - (PFHA SECTION 2)	18/11/2017 00:01	20/11/2017 10:06	
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	19/11/2017 10:24	19/11/2017 10:27	BEDFORD ROAD WOOTTON BEDFORD
PUBLIC ORDER - HARASSMENT ALARM OR DISTRESS (POA 1986 S. 5)	22/10/2017 16:06	14/11/2017 16:06	GROVEBURY COURT WOOTTON BEDFORD
RACIALLY OR RELIGIOUSLY AGGRAVATED ASSAULT OR ASSAULT OCCASIONING ACTUAL BODILY HARM, C&D ACT 1998 S. 29(1)(B),(2)	07/11/2017 13:35	07/11/2017 13:40	
STATE BASED: DRUGS - CLASS B CANNABIS - POSSESSION OF A CONTROLLED DRUG	10/11/2017 07:33	10/11/2017 07:33	CYNTHIA COURT WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	11/11/2017 17:00	12/11/2017 09:30	HAYCROFT WOOTTON BEDFORD
THEFT FROM MOTOR VEHICLE	22/11/2017 19:15	23/11/2017 07:00	SUMMERFIELD DRIVE WOOTTON BEDFORD

FC17/325

FC17/325 Schedule of correspondence			
Date received	Type	From	Brief details
20.11.17	Letter and Newsletter	Bedford & Milton Keynes Waterway Trust	Autumn 2017 Newsletter
25.11.17	Newsletter	Campaign to Protect Rural England	Winter 2017 Newsletter
28.11.17	Email	HomeInstead	December 2017 Newsletter
4.12.17	Email	Bedfordshire Association of Town & Parish Councils	Road Investment Strategy 2020 - 2025 - A1 East of England Strategic Road Study - Report of the fifth meeting of the Stakeholder Reference Group
4.12.17	Letter	Ringhouse Developments	Wyboston Garden Village - see attached

FC17/329

Neighbourhood Plan Steering Group report

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

15th November 2017

NP17/140 – Matters arising from the minutes – for information only.

- NP17/128 – Housing Needs Survey. Now completed – move to close.
 - NP17/75 – Green Infrastructure Plan (GIP). Now completed – final information awaited from 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 a scaled-down display of the launch is still to take place at the school*.
- NP17/129 – Launch progress. The successful launch took place on 8th/9th September 2017.

* It was noted a scaled-down display of the Neighbourhood Plan launch was in situ at the upper school library. A number of questionnaires had been left and the display would be advertised within the school. It would remain in place until the questionnaire deadline date – 30th November 2017.

Resolutions

NP17/141 – To receive a report from APC Planning (Sally Stroman) regarding Call for Sites Assessments and to make recommendation to Full Council as necessary.

An incomplete first draft report had been circulated ahead of this meeting, however due to SS being unable to attend the meeting, no further update was available.

SP agreed to invite SS and TR to the next steering group meeting on 29th November 2017.

NP17/142 – To receive an update on the assignment of two members to the Sustainable Communities Theme Group, consider progress to date (all themes) and to make recommendation to Full Council as necessary.

SJ stated she had a possible candidate to work on the Sustainable Communities Theme Group and was waiting to learn if they could assist.

There were detailed discussions on how the Theme Reports would be merged – alongside findings from the Housing Needs Survey and Green Infrastructure Plan.

NP17/143 – To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website.

No progress had been made on the website as GL had been working to make the Neighbourhood Plan Questionnaire live on Survey Monkey.

NP17/144 – To appoint member(s) to input data received from the ongoing (first) Neighbourhood Plan Questionnaire and to make recommendation to Full Council as necessary.

A sample of completed questionnaires were shown to all present and there were detailed discussions on how best to manually input that data into Survey Monkey and present the findings.

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GL agreed to investigate all options further and report back at the next meeting of this steering group (29th November 2017).

NP17/145 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP17/146 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

SP detailed BRCC were working on a draft report following the successful Green Infrastructure Plan workshops. She had been contacted by BRCC to establish whether the report should include a “context” and if so, what format it should follow.

After detailed discussions it was agreed to include context on the history of the village.

SP was asked to establish if BRCC would pull that information together. If not, HM stated she had a contact in the village who may be able to assist.

NP17/147 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No further comments received.

29th November 2017

NP17/151 – Matters arising from the minutes – for information only.

- NP17/75 – Green Infrastructure Plan (GIP). Now completed – final information awaited from 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 a scaled-down display of the launch is currently on show at the upper school.
- NP17/129 – Launch progress. The successful launch took place on 8th/9th September 2017.

Resolutions

NP17/153 - To receive a report from APC Planning (Sally Stroman) regarding Call for Sites Assessments and to make recommendation to Full Council as necessary.

Please refer to Appendix 1.

SJ asked if comments received from the Neighbourhood Plan launch would be encompassed within the assessments report – SS confirmed they would be included.

NP17/154 - To receive an update on the assignment of two members to the Sustainable Communities Theme Group, consider progress to date (all themes) and to make recommendation to Full Council as necessary.

SJ confirmed she had enlisted the help of another resident to work on the Sustainable Communities Theme. He was unable to attend this meeting but had spent time with SJ in order to familiarise himself with tasks needed. All other theme groups were awaiting the outcome of the ongoing Neighbourhood Plan questionnaire.

NP17/155 - To receive an update from Gareth Lloyd regarding manual input of data to Survey Monkey, from completed Neighbourhood Plan Questionnaires.

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In the absence of GL it was agreed to carry this agenda item over to the next meeting of this Steering Group. (SP has since confirmed 68 online responses have been made to date).

NP17/156 - To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website.

In the absence of GL it was agreed to carry this agenda item over to the next meeting of this Steering Group.

NP17/157 - To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further updates received.

NP17/158 - HM confirmed she would ask her neighbour to assist with context information, required for the draft Green Infrastructure Plan Report.

NP17/159 - To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

TR confirmed original workstreams were on target and evidence gathering/policy drafting would continue in January.

GB detailed a meeting he had recently had with Andrea Pellegram (Andrea Pellegram Ltd) regarding the Marston Vale Innovation Park – during which Andrea had stressed the need to complete the Neighbourhood Plan, ideally by Summer 2018. Both TR and SS explained that deadline was unrealistic, given Bedford Borough Council's Local Plan 2035 was still being developed and the Neighbourhood Plan would have to sit alongside that, and withstand inspection and referendum. Proposals for a further site (dwellings and employment) within the parishes of Stewartby, Elstow, Eastcotts, Cardington and Wilstead were noted.

Sue Playford PSLCC

Clerk to the Council

6th December 2017

FC17/330

Planning & Environment Committee report

8th November 2017

Report from outside organisations – for information only

Bedford Borough Council – proposed temporary road closure – Ampthill Road, Kempston (B530). To enable railway bridge examinations. The road closure is anticipated to be in operation between 2200hrs and 0600hrs on 3 nights from Tuesday 21st November 2017 to the morning of Friday 24th November 2017 – specific dates will 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

See under 29th November 2017.

Planning Applications – for resolution

17/02744/FUL – Meadow View, 43 Cranfield Road – first floor extension to existing single storey wing, including 7 dormers.

Resolved **NO OBJECTIONS.**

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

17/02933/FUL – 7 Church Road – erection of a single storey rear extension.

Resolved **NO OBJECTIONS.**

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

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

17/02458/LBC – 7 Church Road – single storey rear extension, re-pointing to front, replacement window to study, replacement doors and velux roof light to family room.

This council previously recorded **NO OBJECTIONS.**

17/02728/AOC – 18 Keeley Lane – (16/00735/LBC – Condition 2). Re-rendering (internal and external works and repair to listed building, including re-rendering, repair timber frames, wall panels and window frames. Rebuild chimney stack and reinstate inglenook fireplace.

This council previously recorded **NO OBJECTIONS.**

17/02735/NMA – Land East of Cranfield Road – (15/02060/MAF). Amendment to elevational treatment to house types P302, P506 and SW5006 (erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works.

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This council previously recorded **AN OBJECTION**.

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

17/02187/FUL – 23 Studley Road – loft conversion with dormer to front.

This council previously recorded **NO OBJECTIONS**.

Resolutions

P17/261 – To receive a report from the clerk on the current tree inspection process and to resolve a suitable course of action.

Resolved to continue using FA Bartlett Tree Experts Ltd and continue also with annual visual tree inspections (to be undertaken in September and reported to council by October, annually). Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

29th November 2017

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.
- P16/175 – 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.
- 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. The Clerk has been asked to contact Bedford Borough Council to clarify what action is being taken. See agenda item P17/276.
- 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. See agenda item P17/273.
- 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.

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- P17/197 + P17/209 – Street lighting at Hall End. Andy Musckett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross and has works still outstanding at Keeley Lane.
- P17/222 – Damaged/listing brick wall at St. Mary’s churchyard. Resolved 27th September 2017 (P17/222) to appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Clerk is sourcing quotations.
- P17/235 – Monoux Family Tomb. The clerk has provided the family with points of contact to assist with all necessary remedial works.
- P17/248 – Tree works in St. Mary’s churchyard extension. The clerk has informed the nearby resident permission has been granted for the works and is awaiting a response before contacting FA Bartlett Tree Experts to obtain a start date.

Planning Applications – for resolution

17/03052/FUL – Vine Cottage, Wood End – siting of replacement caravan for ancillary use within the residential curtilage of Vine Cottage.

Resolved **NO OBJECTIONS**.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

17/03158/FUL – 51 Folkes Road – first floor extension above existing bay window on front elevation, two storey rear extension and loft conversion.

Resolved **NO OBJECTIONS**.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

17/03168/FUL – 38 Grovebury Court – two storey rear extension and garage conversion.

Resolved **NO OBJECTIONS**.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

17/03173/FUL – 80-82 Keeley Lane – erection of detached infill dwelling (revised scheme). (Please note Bedford Borough Council refused an earlier application which went to appeal with the Secretary of State).

Resolved **NO OBJECTIONS**.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

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

17/02332/AOC – Land South of Fields Road – 15/02122/MAF – Condition 12 – Construction Management Plan (Erection of an affordable housing scheme (As defined within Annex 2 of the NPPF) comprising a 55-unit supported living facility (use class C3), ancillary restaurant/café (use class A3) and associated infrastructure and works.

This council previously raised **AN OBJECTION**.

17/02773/FUL – 21 Haycroft – replacement of 1.8m feather board fencing with two gates.

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This council previously raised **NO OBJECTION**.

17/02848/FUL – 49 Ashpole Avenue – erection of ground and first floor rear extensions.

This council previously raised **AN OBJECTION**.

Resolutions

P17/273 – To receive an update from the Clerk regarding replacement trees at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to discuss this issue with FA Bartlett Tree Experts, get a quotation for all works and to bring that to a further meeting of this committee.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by all present.

P17/274 – To receive a report from Cllr Hudson regarding the upkeep of gravestones and memorials within Lorraine Road cemetery and to resolve a suitable course of action.

It was noted Cllr Hudson was unable to attend the meeting to deliver his report in person.

Resolved to revisit the report in Spring 2018 with a view to undertaking remedial works to weeds at least.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

P17/275 – To receive a report from Cllr Quirk and the Clerk regarding proposed works to a footpath within St. Mary's churchyard, leading from Church Road to the North-Side church entrance and to resolve a suitable course of action.

It was noted St. Mary's had to determine whether a faculty was required – given the proposed materials were not a like-for-like match. However, it was accepted the proposal would provide a safer surface than tarmac and in visual terms looked identical to tarmac.

Resolved to revisit this agenda item when further information was received.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

P17/276 – To receive a report from the Clerk regarding encroachment of Highways land at 50 Cause End Road and to resolve a suitable course of action.

It was noted a letter sent by Wootton Parish Council to Bedford Borough Council (asking what action was being taken to address the situation) had been received. The Clerk had been informed further information would follow. Resolved to revisit this agenda item when that information was received.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council

6th December 2017

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FC17/331

Wootton Play Equipment Working Group report

No report available as the working group meeting due on 1st November 2017 was cancelled due to lack of business.

FC17/332**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 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. 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.	JW

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				Potters Cross was too narrow for a footpath unless it were made single track with traffic passing points. 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 (SP has been unable to locate anything which would help drive this 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. SP has asked other parishes in the Borough for their experiences and many have responded stating similar concerns over unfinished works. JW was unable to provide an update on the s106 agreement at this meeting (15th November 2017) due to illness. GL reported BBC had investigated a white line pedestrian strip along the relevant point in Potters Cross, however the road was too narrow. It was noted bpha (Bedfordshire Pilgrims Housing Association) owned the verge and garage area. JW had informed SP ahead of the meeting that Jon Shortland was Paul Rowland's replacement at BBC. After detailed discussion it was agreed SP	
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				would draft a letter to Mr Shortland – detailing this and other PAP points, and requesting action on how to bring them to a suitable conclusion. In this instance, Persimmon had created the gap in the hedgerow during the Berryfields development – and that, plus the lack of a safe footway in that area remained unaddressed	
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). 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 10 th May 2017 (FC17/134) to use CIL ¹ 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 (£40,500) would be taken to 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. Costs are now likely to be less than £40,500 however confirmation is still awaited from BBC. A	SP/JW

¹ Community Infrastructure Levy
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				potential project to include Real-Time Information at stops is also currently being considered by WPC. SO confirmed works were being programmed by BBC for early December	
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. Following a meeting with Dave Bennett, it was hoped a	JW

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				solution could be found, although no progress had been made to date. A resident had contacted SP to establish whether there were plans for a footpath along Cranfield Road, as far as the Berry Wood car park. GL agreed to examine the plans before that question was raised with Jon Shortland. A further request had also been received to establish when the 30MPH limit along Cranfield Road would be enforceable, given the current lack of repeater signs (it was thought the current 40MPH through Wootton Green should be lowered to 30MPH). Agreed to raise this also with Jon Shortland	
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. Following a meeting with Dave Bennett, it was hoped a solution could be found. Agreed to raise this also with Jon Shortland	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	To be appointed

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				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 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. JW confirmed ahead of the meeting the footpath on the north side of the road would be upgraded to include a cycle way although it was unclear if/how it would continue past Monoux Road. A proposed crossing near the surgery was still	
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				planned. GL commented BBC owned the land on the south side of the road and detailed again his wish for the ditch to be piped and a footpath installed. Agreed to make this request again to Jon Shortland and establish timescales on works for the north side 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 crossings on Bedford Road between Mephram Road and Cause End Road roundabout and outside the lower school	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 island, £40k for a zebra crossing and £85k for an electronic-style crossing.	SP

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				Resolved at Full Council 10th May 2017 (FC17/132) to take the proposal forward, starting with Bedfordshire Police. JW detailed his aim to secure a new crossing outside the Lower School (Bedford Road). 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. Agreed to push for the installation of an island crossing near Hanover Court, once the Lower School crossing was in place. It was noted BBCllr Royden had previously informed JW BBC would investigate installing a camera outside the lower school on Bedford Road, to pick up cars who stopped on the zig-zag markings. A request for a pelican crossing in that area was due for BBC's consideration in January 2018 alongside other Borough-wide requests. Agreed to take that proposal back to Jon Shortland for an update, alongside the request for an island crossing by the Manor Road flats (as opposed to Hanover Court) – noting that BBC were currently making savings now that no school crossing patrol people were currently employed	
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);	To be appointed

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				• 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	
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;	To be appointed

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				• 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 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	
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				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. Further agreed SP would obtain costings for Speed Indicator Devices (SID) – for all village entrance points. Average Speed Cameras could now still be an option following BBC’s decision to grant permission for the Marston Vale Innovation Park. Costings for SID’s are approximately £3k installed (per unit) or £4k installed (per unit) if on a principal road. GL detailed that some CIL monies were likely to be earmarked for safety issues in the village, including crossings, average speed cameras and real-time bus stop information (if not taken forward by BBC). However, total CIL monies were not known which made it difficult to budget for other projects (including findings from the Neighbourhood Plan Questionnaire)	
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To be reviewed at each committee meeting.

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FC17/333**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 2017-18 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. CCTV is currently being upgraded	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. Resolved at Full Council 13th September 2017 (FC17/261) to appoint Millennium Quest in principle to install lamp columns along Bedford Road - ongoing	Clerk

² Wootton Parish Council

³ Full Council

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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; • Oct 17 – decision made not to proceed with a duck house	Cllr Lloyd
Lorraine Road cemetery extension	Local Plan 2035	TBC	£7,000	Recommendation made to ring-fence £5,000 per year. Formal valuation no longer required	Clerk and Cllr Quirk
Neighbourhood Plan	Local Plan 2035	2017	£11,179 + £9k locality funding	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 9 th August (FC17/234) to appoint Redlynch Leisure to undertake all works to footpaths within the recreation ground. Works now completed – move to close	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 – ongoing (Stage Two Veolia Funding Application was recently submitted)	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 9 th August (FC17/234) to appoint Redlynch Leisure to undertake remedial works to the footpath at St. Mary's church. The church is establishing whether a faculty is required	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 undertaken clearance works and fenced off the gap in the damaged brick wall. Cllr Quirk and the Clerk are due to meet with a structural engineer to discuss further works	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. Possibility developer funding may be made available	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	Cllr Quirk

⁴ Roads & Footpaths Safety Steering Group
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				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	
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.

FC17/334**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 (those outstanding are highlighted yellow):

⁵ 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
Cemeteries *	N/A		CLRs O'Dell and Quirk	Jul 2017 (to be added to website)	Jul 17 SO/PDQ
Changing Rooms and Toilet Block	CLr Bygraves	Still with CLr Bygraves 2016-17 – not available via the website	CLr Bygraves	Review monthly until complete	
Christmas Tree *	CLr Hensher		Clerk	November 2017	Nov 17 SP
Defibrillator	CLr Quirk		Wootton Community First Responder Group	Community First Responder now completes monthly checks	Ongoing – monthly checks required
Generator	CLr Hensher	List of authorised users established (Mark Atkins and CLr Lloyd)	CLr Hensher	Mark Atkins to sign document at Fun Fest (8 th July 2017) before adding to website	Jul 17 Clerk
Keeley End Pond	CLr Groves	Still with CLr Groves 2016-17 – not available via the website	CLr Martin	Review monthly until complete	
Litter Picking *	CLr 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 Review monthly until complete (The Clerk is purchasing personal alarms)	
Lone & Isolated Working *	CLr 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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		Issues staff with protective equipment where appropriate		Review monthly until complete (The Clerk is purchasing personal 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 Wootton Play Equipment Working Group is obtaining quotations to add surfaces within the existing play area	Jun 17 BH/Clerk
Skate Park *	Cllr Hensher	MOP – accident risk of falling from height into skate park	Cllr Bygraves	Jun 17 – consider erecting safety fencing around raised areas. Not considered necessary by Full Council	Jun 17 BH/Clerk

⁶ Member(s) of the public
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		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		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	
Street Furniture	Cllr Hensher	To include: Benches; 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**	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 include signage as bins are emptied asap if reported as overflowing **Street lighting - Cllr Quirk has undertaken a visual	

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				inspection/risk assessment with Andy Muskett, a qualified engineer. Andy Muskett has undertaken some works to street lighting columns at Hall End and Potters Cross. Further works to follow in Keeley Lane (anticipated to be early 2018)	
				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	Oct 17 BH
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	May 17 BH/ Clerk
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	Oct 17 JN/BH
Work Station (Clerk)	Cllr Lloyd	None identified	N/A	Mar 17	Mar 17 GL

To be reviewed monthly at Full Council.

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FC17/337

Unity Trust Bank Ltd - Receipts & Payments presented - 1st November 2017 - 4th December 2017				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM17/21
£ 40.00			MUGA hire	N/A
£ 40.00			MUGA hire	N/A
	£ 88.49	E-on	Street lighting electricity - Oct 17	No
	£ 159.83	E-on	Changing rooms electricity - Oct 17	No
£ 30.00			Wootton news advertising fee	N/A
	£ 57.00	Bedford Borough Council	Cemetery rates - Nov 17	No
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
	£ 27.06	EE	Clerk's mobile - Oct 17	No
	£ 894.36	A R Worboys Ltd	Grass cutting instalment	No
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
	£ 36.00	Campaign to Protect Rural England	Renewal of subscription 2017-18	No
	£ 63.48	BT	Changing rooms broadband and phone line - Nov 17	No

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£ 30.00			Wootton news advertising fee	N/A
	£ 100.00	Anglian Water	Changing rooms water rates - Nov 17	No
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
	£ 63.91	BT	Methodist Church broadband - Nov 17	No
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 30.00			Wootton news advertising fee	N/A
£ 24.00			Allotment rents x 2	N/A
	£ 150.00	Society of Local Council Clerks	Deposit for Clerk's Training 2018 - Community Governance Level 5	No
	£ 30.00	Neil Gates	Works to hedgerows	Yes
	£ 46.78	Viking Direct	Ink and envelopes	Yes
	£ 72.00	Bedford Borough Council	Litter pick and empty bins - recreation ground	Yes
	£ 90.00	Ace Fire & Security Ltd	Engineer works to faulty camera	Yes
	£ 110.00	Warners of Bedford Ltd	Planters maintenance Nov 17	No
	£ 111.60	Wootton Church & Poor's Land Charity	Q2 2017-18 recycling credits	No
	£ 135.37	Viking Direct	Ink and printing paper	Yes
	£ 200.00	Regeneration Positive	Retainer - Neighbourhood Plan support Oct 17	No
	£ 4,229.25		Salaries Nov 17	No
	£ 396.96	Graffit Ltd	Supply, install and refit several signs at the recreation ground	Yes
	£ 400.00	Wootton New Life Methodist Church	Office rent - 1st Sep 17 - 31st Dec 17	No
	£ 436.44	Wootton Village Hall	50% village hall trade refuse Apr 17 - Mar 18	No
	£ 450.00	Precision Building and Construction Services Ltd	Remedial works to the Memorial Hall roof	Yes
	£ 460.65		Expenses Nov 17	Yes
	£ 480.00	Bedford Borough Council	Installation of litter bin - Church Road	Yes

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	£ 571.00	Bespoke Media	Printing and distribution of Green Infrastructure Plan workshop flyers	Yes
	£ 720.00	Intratest Ltd	Structural inspection of street lighting columns - ahead of Christmas light installation	Yes
	£ 1,040.00	J Dennis Garden and Property Services	Cemeteries maintenance Nov 17	No
	£ 1,345.70	Bespoke Media	Graphic design, printing and delivery of the Wootton News - Dec 17 edition	No
£ 30.00			MUGA hire	N/A
£ 80.00		Wrighton & Barker	Memorial fee	N/A
£ 60.00			Wootton news advertising fee	N/A
£754.00	£12,965.88			

b/f	£ 159,860.16
Income	£ 754.00
Expenditure	£ 12,965.88
Balance c/f	£ 147,648.28