



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Meeting of the **Full Council** held on Wednesday 14th February 2018 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were two members of the public present – one who wished to be considered for co-option and one who wished to observe the meeting. No other members of the public or press were present and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Quirk and Wheeler. 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
FC18/030	Apologies for absence. Cllrs Hall, Hudson, Lewis, Martin, Regmi and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/031	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/032	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.	Localism Act 2011, Ch 7, s33.
FC18/033	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council (filling one of two casual vacancies).	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Chris Gibbons as a member of Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Clerk as Proper Officer and Chris was welcomed.	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).

Full Council Minutes 14th February 2018

Chairman.....

Page | 1

Date 14th March 2018

FC18/034	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler. (Appendix 1). To receive crime figures for January 2018. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. He added Bedford Borough Council had last week approved budget headings for 2018-19. He also stated he would be voting at Bedford Borough Council's Full Council meeting on 28th March 2018 in relation to the soundness of their Local Plan 2035. He also informed members that the Forest of Marston Vale had received funding to plant trees and asked all to consider areas where they might be planted. No further comments received.	Clerk to take forward.	N/A.
FC18/035	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	Nothing significant to report.	N/A.	N/A.
FC18/036	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 10th January 2018. 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 29th November 2017. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 29th November 2017.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr 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 Roads & Footpaths Safety Steering Group meeting held on 15 th November 2017.	Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC18/037	Matters arising from the minutes – for information only. - FC18/026 + FC18/50 – 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. Refer to agenda item FC18/050. - FC18/029 + FC18/063 – Community Centre at Berryfields. Refer to agenda item FC18/063. - 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 complete. A follow-up report was submitted 31st August 2017 to Bedford Borough Council and Persimmon Homes (Northampton and Peterborough), requesting further remedial works. The Clerk met with Alex Kenny on 7th December 2017 and he agreed to take the matter forward. The ditch now comes under the remit of Greenbelt and Alex Kenny has passed the report on.	No further comments received.	Clerk to keep on file.	N/A.

	- FC17/228 + FC18/060 + FC18/061 – Community Infrastructure Levy (CIL) Funds (£194k). 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) – refer to agenda item FC18/060; - Neighbourhood Planning costs; - Upgrade of all bus stops in Wootton, to make them disable-friendly (now approved FC17/228). Plans are now in place to produce a CIL policy to determine how future sums should be allocated/spent. Refer to agenda item FC18/061. - 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. - FC17/339 + FC18/059 – 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 were advised by both a planning professional and solicitor there were no grounds for appeal or an Ombudsman			
--	--	--	--	--

	intervention. Arrangements are ongoing to create a liaison group consisting of residents, parish councillors and officers from Bedford Borough Council to work on this and other large-scale developments coming forward within the village. Refer to agenda item FC18/059. • 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 started but delayed in December 2017 and are due to be completed early February 2018. • 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. All bar one have been returned. • 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. • FC17/283 – Emergency lighting checks – changing rooms/toilet block. Steve Brown (electrical contractor) will install trip switches and provide the Clerk with a guide on undertaking weekly checks. • 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. The Clerk has since established that limit is not yet enforceable (due to a lack of repeater signs) and that Bedfordshire Police do not support a reduction from 40MPH to 30MPH in Wootton Green. The Clerk has also established Bedford Borough Council were not consulted over the village sign installation and they are taking that forward with the relevant developer(s). • FC18/019 – 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. Resolved 10th January 2018 (FC18/019) to go ahead with the proposal and authorise Apex360 to apply for an Awards for All grant. • FC17/312 – Criminal damage to the Multi-Use-Games-Area. A financial offer from the defendant is no longer an option – the defendant has agreed to litter pick during the upcoming Fun Fest as part of a community service resolution. • FC17/344 – Millenium Quest. Resolved 13th December 2017 (FC17/344) that Cllr Hensher and the Clerk speak to Millennium Quest in January 2018 to see if refurbished lighting might be available to extend the scheme to/along Fields Road. • FC18/024 – Community First Response – Paediatric Deployment. The Clerk wrote to Messrs Morton, Boulton and Patten (East of England Ambulance Service) requesting they reconsider changes made to deployment criteria.			
--	---	--	--	--

FC18/038	Chairman's report – for information only.	Cllr Lloyd did not make a report due to the volume of business to be transacted.	N/A.	N/A.
FC18/039	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).	Resolved to receive and adopt the report (including the acceptance of BRCC's quotation to assist with Phase 2 of the Green Infrastructure Plan). Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/040	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.
FC18/041	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).	Noted no report available as the working group meeting due on 3 rd January 2018 was cancelled due to lack of business.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/042	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 following comments were noted: • Bedford Borough Council were to undertake works to clear a ditch thought to be contributing to flooding along Cranfield Road; • Concept were to undertake works to unblock a pipe causing flooding along Cranfield Road; • Bus stop works were completed; • It was not yet clear whether Bedford Borough Council would be taking forward the crossing projects on Bedford Road. There were no issues arising. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC18/043	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 with the following comments: • Keeley End Pond – further planting would take place in Spring 2018; • St. Mary's churchyard wall – a temporary picket fence was to be extended and signage erected to make the area safe, pending further works (as yet undetermined); • Request was made to include additional planters at March's Full Council meeting; • CCTV installation and upgrade – works almost complete; • Although not noted within the Strategic Action Plan, it was noted headstone topple testing would be revisited in Spring 2018. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/044	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).	Resolved to receive, review and adopt – including recently completed Risk Assessments for the MUGA (Multi Use Games Area) and Changing Rooms/Toilet Block. Further resolved that the following works (as recommended within the Keeley End Pond and Memorial Hall Play Area Risk Assessments) be taken forward: • Memorial Hall Play Area – works to repair the self-closing gates No other works were thought necessary and it was noted additional planting at Keeley End Pond would take place in	Cllr Gibbons and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Spring 2018. Cllr Gibbons agreed to manage all Risk Assessments moving forward. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC18/045	To receive the attached Generic Guide to Finance document, to be used in conjunction with agenda items FC18/016-018 below – for information only.	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/046	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 Noakes and O'Dell. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/047	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.
FC18/048	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 Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/049	To receive a report from Cllr Lloyd and BBCllr/Cllr Wheeler regarding parking concerns at Manor Road and to resolve a suitable course of action.	BBCllr/Cllr Wheeler commented Bedford Borough Council had previously stated their willingness to work with bpha to resolve the parking issue – including handing over their car park for that purpose. Resolved a letter detailing Wootton Parish Council's position on the issue be sent to bpha Manor Road residents. Proposed: Cllr Noakes. Seconded: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC18/050	To consider a response to Bedford Borough Council's consultation on the soundness of its Local Plan 2035 and to resolve a suitable course of action.	It was noted the Local Plan 2035 did not impact/affect Wootton. Resolved to note the same for the files. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC18/051	To consider a response to Marston Moreteyne Parish Council in light of their proposed response to Central Bedfordshire Council on its draft Local Plan and to resolve a suitable course of action.	A statement regarding ongoing developments within the Oxford-Cambridge corridor from a resident who was unable to attend the meeting was read to all present by the Clerk – detailing the need to resist further development. Members had sympathy with Marston Moreteyne Parish Council's findings on Central Bedfordshire Council's draft Local Plan – in particular traffic impact along the C94 (notwithstanding the additional burden as both Covanta and Marston Vale Innovation Park come forward). Resolved to feed the above comment back to Marston Moreteyne Parish Council. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC18/052	To receive a report and factsheet from the Environment Agency following its decision to grant an Environmental Permit to Covanta Energy Ltd (Rookery Pit, Stewartby) and to resolve a suitable course of action.	The Clerk had been informed of a BACI (Bedfordshire Against Covanta Incinerator) meeting on the same evening – which was being attended by a resident. That resident had asked if Wootton Parish Council would defer comment on this agenda item until their feedback could be provided. Resolved to take this agenda item forward to March's Full Council meeting. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Noakes. Resolved by all present.		
FC18/053	To consider a response to Bellway Homes in relation to their letter concerning the Estate Management of Berry Wood, Wootton Park (Fields Road South) and decision to appoint Remus Property Management to manage and maintain certain areas and features within that development and to resolve a suitable course of action.	Cllr Lloyd confirmed he had seen the s106 agreement for the Fields Road South development, which stated Bedford Borough Council had to approve any management entity. The Clerk detailed Cllr Wallace's comments to all present (as he was unable to attend the meeting) which stated Wootton Parish Council had not refused to take on the maintenance of areas as detailed in Bellway's letter. It was his wish they remove that statement from their letter and apologise for stating it initially. BBCllr/Cllr Wheeler then detailed an email received from Jon Shortland (Chief Officer, Planning & Highways, Bedford Borough Council) which stated they had received no application to discharge the management obligations and neither they nor Wootton Parish Council had been consulted. Resolved to write to Bellway detailing Cllr Wallace's comments and note that Wootton Parish Council would consider taking on those areas, if approached. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/054	To consider a response to Central Government regarding its recent paper "A Green Future: Our 25 Year Plan to Improve the Environment" and to resolve a suitable course of action.	The Clerk referred again to a further statement from a resident who was unable to attend the meeting – in relation to the planting of trees and protection/enhancement of green spaces. In light of the resident not being able to attend this meeting, it was resolved to take	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		this agenda item forward to March's Full Council meeting. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC18/055	To consider a request from Bizzy Bees Pre-School that permission be granted for them to host a small petting farm (Wycomb Pastures Mobile Petting Farm) at the Memorial Hall as part of their "Easter Eggstravaganza" fundraising event on Friday 23rd March 2018 and to resolve a suitable course of action.	Resolved to grant permission to Bizzy Bees to host the petting farm, subject to Wycomb Pastures providing evidence of their renewed public liability insurance. Proposed: Cllr Quirk. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/056	To receive a quarterly inspection report from Dura Sport (Leisure Care) Ltd with regard to the MUGA (Multi Use Games Area) flooring and to resolve a suitable course of action.	Resolved to accept the report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/057	To consider a grant request from Autism Bedfordshire (£300 for the purpose of Children's Services) and to resolve a suitable course of action.	Resolved to grant the request in full without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/058	To consider a grant request from Wootton Bowls Club (£700 for the purchase of a two-mat windup/storage/handling unit) and to resolve a suitable course of action.	Resolved to grant the request in part – an amount of £200 – subject to receiving proof the balance had been raised by the bowls club. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/059	To receive, review and adopt Terms of Reference for the Wootton Development Liaison Group and to resolve a suitable course of action on any issues or recommendations arising.	Given the Terms of Reference would be in the public domain, it was agreed the introduction required a more positive approach. Resolved the Clerk make the necessary amendments and circulate to all – including reference to the group aiming to meet	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		every 6-8 weeks. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC18/060	To appoint a contractor to undertake remedial works to the wooden flooring at the Memorial Hall (as part of Community Infrastructure Levy funding) and to resolve a suitable course of action.	It was unclear whether the quotations received took into consideration the removal of the stage area (which members agreed to). Resolved to accept the quotation from Commercial Floor Sanding Ltd with the following proviso: • If the quotation (£1,600 plus VAT) included the stage area – to accept and take the works forward; • If the above quotation did NOT include the stage area – to request a new quotation from Commercial Floor Sanding Ltd – to include that area. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/061	To receive, review and adopt a Community Infrastructure Levy (CIL) policy and to resolve a suitable course of action on any issues of recommendations arising.	Given the volume of amendments thought necessary, resolved that members continue to work on the policy and that Cllrs Hensher, Lloyd and O'Dell test the points scoring system. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Cllrs Hensher, Lloyd and O'Dell to take forward.	Community Infrastructure Levy Regulations (2010) & subsequent.
FC18/062	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).
FC18/063	To receive a report from Cllrs Bygraves and Wallace regarding the new Community Centre in Berryfields and to resolve a suitable course of action.	The Clerk stated Joy Plummer (Hegarty LLP Solicitors) had chased Alex Kenny (Persimmon Homes) on the transfer of the	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		community centre, but no response had been received. Cllr Quirk wished it to be noted for the minutes Wootton Parish Council's dismay at the continued lack of progress to date, despite pressure being placed on all parties. Resolved to note the above> Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.		
--	--	---	--	--

Meeting closed at 9.10pm.

Borough Councillor Update February 2018

Bedford Budget Council Budget 2018/19

A meeting of Borough councillors on the 7th February will determine the Council's budget for 2018/19.

As in previous years, demand for services is increasing whilst the overall resources available to the Council will remain relatively unchanged. This has required the Council to continue its programme of service efficiencies through its 'Bedford Borough 2020' project.

Bedford Borough 2020 will see the introduction of a 'Digital Operating Model', which is estimated to achieve annual savings of £10.4m by the beginning of the next decade through the improved use of technology. This will include increased opportunities for residents to use 'self-service' functions when interacting with the Council, particularly through the implementation of a new website.

The Council is also continuing its programme of service efficiencies, totalling £3.8m in the coming year. In addition to this, there is a proposed Council Tax increase of 1.75% and a rise of 2% in the Adult Social Care Precept. The revenue gained from the latter must be used on adult social care services, the budget for which has been set at £52.1m next year; a 13.7% increase since 2015/16, reflecting increased demand.

The Council's Capital Programme determines schemes for 'one-off' investment totalling £185.8m over a 4 year period from 2017/18 to 2020/21. This includes several schemes of particular note, including:

- Around £19m of Government investment in traffic decongestion schemes at Ampthill Road, Manton Lane and the town centre.
- £5.5m in Disabled Facilities Grants monies from the Government to support individuals to live independently in their own home.
- £59m of investment in schools' facilities, including the continued implementation of the 2 tier system in the Borough.

Local Plan 2035

A new public consultation is giving residents the final chance to comment on the Council's proposed Local Plan, setting out preferred sites for the development of around 8000 homes to the year 2035.

The consultation will end at 5pm on the 5th March. Residents must respond should they wish their comments to be considered once the Local Plan is submitted for consideration to the Planning Inspectorate.

Responses can be submitted via www.bedford.gov.uk/localplan2035 or by emailing planningforthefuture@bedford.gov.uk. Response forms are also available at local libraries and the Customer Service Centre on Horne Lane, while comments can also be sent by post to Local Plan 2035, Planning Policy Team, Bedford Borough Council, Borough Hall, Bedford MK42 9AP.

Putnoe Walk-In Centre

Full Council Minutes 14th February 2018

Chairman.....

Date 14th March 2018

Appendix 1

The Bedfordshire Clinical Commissioning Group (BCCG), the body responsible for organising NHS services locally, has announced its intention to close the Walk-In Centre (WIC) at Putnoe Surgery in Bedford.

At a meeting of the BCCG's Governing Body last month, it was agreed that the WIC would remain at Putnoe until the end of September 2018. Thereafter, alternative provision will be implemented through an 'Urgent Treatment Centre' (UTC), based on the Bedford Hospital site, which will operate a 'like for like service from the Putnoe Walk Walk In Centre'. It will also link with the Hospital's A & E function, allowing non-emergency patients access to diagnostics should further tests be required, and will receive ambulances and appointments via the 111 phone service.

In addition to the UTC, the BCCG has expressed its intention to extend GP opening hours into evenings and weekends, giving patients more options to book appointments.

The BCCG says it will engage with patients in the coming months to determine the future of services.

Ford End Road Bridge

From the 16th February to August, Network Rail is to undertake demolition and reconstruction of Ford End Road bridge in Bedford as part of works to electrify the railway line through Bedford.

The bridge will be closed to vehicle during this period and traffic will be diverted.

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.

BBCllr Wheeler **February 2018**

Full Council Minutes 14th February 2018

Chairman.....

Page | 16

Date 14th March 2018

Appendix 2

FC 18/034a January 2018			
Offence Class Description	First Committed	Last Committed	Address
COMMON ASSAULT	01/01/2016 00:00	14/01/2018 00:00	TITHE BARN ROAD WOOTTON BEDFORD
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	01/01/2018 08:00	01/01/2018 08:47	BEDFORD ROAD WOOTTON BEDFORD
CRIMINAL DAMAGE - TO VEHICLES	05/01/2018 12:00	08/01/2018 12:30	TITHE BARN ROAD WOOTTON BEDFORD
CRIMINAL DAMAGE - TO VEHICLES	05/01/2018 12:00	08/01/2018 12:30	TITHE BARN ROAD WOOTTON BEDFORD
DOMESTIC DISPUTE/INCIDENT	03/01/2018 09:15	03/01/2018 09:23	
DOMESTIC DISPUTE/INCIDENT	13/01/2018 08:00	13/01/2018 08:00	
DOMESTIC DISPUTE/INCIDENT	25/01/2018 19:00	25/01/2018 19:15	
DOMESTIC DISPUTE/INCIDENT	27/01/2018 15:00	27/01/2018 15:40	
HARASSMENT - (PFHA SECTION 2)	04/01/2018 09:36	04/01/2018 09:36	
HARASSMENT - SINGLE INCIDENT ONLY	10/01/2018 16:30	10/01/2018 16:45	
HARASSMENT - SINGLE INCIDENT ONLY	14/01/2018 16:34	14/01/2018 16:34	
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	12/01/2018 13:40	12/01/2018 13:42	MANOR ROAD WOOTTON BEDFORD
THEFT FROM OTHER VEHICLE	17/01/2018 17:30	18/01/2018 23:00	FIELDS ROAD WOOTTON BEDFORD
THEFT OF MOTOR VEHICLE	27/01/2018 13:10	27/01/2018 22:21	FIELDS ROAD WOOTTON BEDFORD

Full Council Minutes 14th February 2018

Chairman.....

Page | 17

Date 14th March 2018

Nothing significant to report.

Neighbourhood Plan Steering Group report

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

17th January 2018

NP18/004 – To appoint Richard Wale as a member of the Neighbourhood Plan Steering group.

Resolved to appoint RW as a member of this committee.

Proposed: BH.

Seconded: SJ.

Resolved by all present.

NP18/006 – Matters arising from the minutes – for information only.

- NP17/75 – Green Infrastructure Plan (GIP). Plan has been drafted and a Wootton resident is drafting historical context. GL and SP to meet with Bedfordshire Rural Communities Charity (BRCC) on 12th January 2018 to determine a subsequent action plan.
- NP17/106 – Neighbourhood Plan Theme Groups. Volunteer to cover Sustainable Communities has been appointed. Move to close.
- NP17/129 – Launch progress. The successful launch took place on 8th/9th September 2017. Move to close.

Resolutions

NP18/007 – To receive and approve the revised Neighbourhood Plan Project Plan and to make recommendation to Full Council as necessary.

It was noted the Project Action Plan had been updated by Trevor Roff.

NP18/008 – To receive an update on the progress of all theme groups and to make recommendation to Full Council as necessary.

Discussions centred on the ongoing input of completed Neighbourhood Plan Questionnaires. It was noted further exhibitions/open evenings would be required ahead of scrutiny and referendum – in order to reinforce the importance of this legal process and end document. After lengthy discussion it was agreed to await the Neighbourhood Plan Questionnaire findings as they would influence the theme group reports.

RW was welcomed to the steering group and thanked for taking on the Sustainable Communities theme. SO agreed to pass his report for RW to examine and offered assistance as needed.

NP18/009 – To receive an update from all Neighbourhood Plan Questionnaire Data Inputters and to make recommendation to Full Council as necessary.

It was noted HM and Bob Wallace had questionnaires still to input.

NP18/010 – To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website and to make recommendation to Full Council as necessary.

GL stated there was no available data to upload.

NP18/011 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

Full Council Minutes 14th February 2018

Chairman.....

Date 14th March 2018

Appendix 3
No further updates received.

NP18/012 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

Resolved to accept BRCC’s quotation of £645 plus VAT to assist with Phase 2 of the Green Infrastructure Plan and to make recommendation to Full Council.

NP18/013 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No further updates received.

**Sue Playford PSLCC
Clerk to the Council
2nd February 2018**

Planning & Environment Committee report

10th January 2018

Matters arising from the minutes – for information only

See under 31st January 2018.

Planning Applications – for resolution

17/03560/FUL – 54 Tithe Barn Road – erection of two storey side and single storey rear extensions.
This council resolved **NO OBJECTION**.

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

15/02060/MAF - Condition 9 - Materials Layout Plan - PARTIAL DISCHARGE FOR BOVIS PARCELS ONLY - (Erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, drainage and associated works.)
Land South of Fields Road and East of Cranfield Road Wootton Bedfordshire.
This council previously recorded **AN OBJECTION**.

17/03168/FUL – 38 Grovebury Court – two storey rear extension and garage conversion.
This council previously recorded **NO OBJECTION**.

17/03158/FUL – 51 Folkes Road – first floor extension above existing bay window on front elevation, two storey rear extension and loft conversion.
This council previously recorded **NO OBJECTION**.

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

17/03052/FUL – Vine Cottage, Wood End – siting of replacement caravan for ancillary use within the residential curtilage of Vine Cottage.
This council previously recorded **NO OBJECTION**.

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

17/02714/FUL – Top Farm Pastures, Hall End Road – conversion of agricultural barn to dwelling house, including new access track onto Hall End Road. Bedford Borough Council states this application will be included in the agenda for its Planning Committee to consider on 8th January 2018 – officer recommendation is to **GRANT PERMISSION (CIL LIABLE)**. To read the agenda and committee report online to go: www.bedford.gov.uk/searchplans and click on ‘planning committee’.

Resolutions

P18/012 – To receive a report from Cllr Quirk and BBCllr/Cllr Wheeler (if present) regarding the ongoing highways land issue outside 50 Cause End Road and to resolve a suitable course of action.

Full Council Minutes 14th February 2018

Chairman.....

Page | 21

Date 14th March 2018

Appendix 4

It was noted the footpath outside the property had been closed to permit further building works – pedestrians were being diverted into the road.

BBCllr/Cllr Wheeler confirmed he and the Clerk were meeting at Borough Hall on 12th January 2018 to discuss separate matters and it was hoped this issue could be addressed also. After further discussion it was resolved to carry this agenda item over to the next meeting of this committee, in the hope further information would then be available.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

P18/013 – To consider quotations from FA Bartlett Tree Experts to undertake:

- **A full tree survey for all trees under the responsibility of Wootton Parish Council;**
- **Works to trees within Lorraine Road cemetery;**
- **Works to trees within St. Mary's churchyard.**

Resolved to accept all quotations without further comment.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

31st January 2018

P18/020 - 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.
- 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 + P17/273 – 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 and the Clerk is meeting with FA Bartlett Tree Experts to discuss its replacement (likely to be an oak tree plus three yew trees).
- 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. Works completed – move to close.
- P17/197 + P17/209 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross and has works still outstanding at Keeley Lane.

Full Council Minutes 14th February 2018

Chairman.....

Page | 22

Date 14th March 2018

Appendix 4

- P17/222 + P18/25 – 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. Refer to agenda item P18/25.
- 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 been informed tree works will be carried out on 5th January 2018 and has informed the adjoining residents. Works completed – move to close.
- P18/012 – 50 Cause End Road. Cllrs Lloyd, Quirk and Wheeler plus the Clerk met with members from Bedford Borough Council’s Highways department and the homeowner 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 (civil and legal) is being taken.
- P17/274 – Upkeep of gravestones at Lorraine Road cemetery. Resolved 29th November 2017 (P17/274) to revisit this agenda item in Spring 2018 and consider at least works to remove weeds.
- P17/275 – Footpath works within St. Mary’s churchyard (Church Road to the North entrance). Resolved 29th November 2017 (P17/275) to revisit this agenda item when further information was received – a faculty may be required to undertake resurfacing works.
- P18/013 – Tree works/inspection FA Bartlett Tree Experts. Resolved 10th January 2018 (P18/013) to request various tree works and a full tree inspection of all parish council-owned trees. Works at Lorraine Road cemetery (stump grinding and the planting of one oak tree) are programmed for 24th January 2018*.

*It was noted FA Bartlett Tree Experts had completed the works (stump grinding and the planting of one oak tree) as detailed.

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

17/03173/FUL – 80-82 Keeley Lane – erection of detached infill dwelling (revised scheme).

This council previously recorded **NO OBJECTION**.

17/02714/FUL – Top Farm Pastures, Hall End Road – conversion of agricultural barn to dwelling house, including new access track onto Hall End Road.

This council previously recorded **AN OBJECTION**.

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

17/01196/LBC – Demolition of four former brickwork chimneys and associated firing chambers of two brick kilns (excluding the outer walls of both kiln blocks).

Although not within the parish, this council previously stated **NO OBJECTIONS**, but requested consideration be given to keeping the one chimney bearing the Stewartby logo, alongside the associated kiln. However amended/additional plans detailed the poor condition of all – and this was subsequently 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).

Bedford Borough Council states this application will be included in the agenda for its Planning Committee to consider on 29th January 2018 – officer recommendation is to **GRANT CONSENT**. To read the agenda and committee report online to go: www.bedford.gov.uk/searchplans and click on ‘Planning Committee’.

Full Council Minutes 14th February 2018

Chairman.....

Page | 23

Date 14th March 2018

Resolutions

P18/025 – To receive a report from Cllr Quirk and the Clerk regarding the damaged brick wall within St. Mary’s churchyard and to resolve a suitable course of action.

Cllr Quirk detailed findings reported by HACE Consultancy (Paul Carruthers).

Key findings concluded the damaged wall in parts was unstable and dangerous and likely to become unstable in other areas. Recommendation was to immediately restrict access and place appropriate signage in the area.

It was noted the parish council, having been made aware of the issue, had a duty of care to take early action to secure the area and fulfil its public duty. After discussion it was resolved to extend the existing temporary picket fence to prevent access to the damaged wall and place appropriate signage irrespective of whether a faculty was required.

Cllr Quirk then detailed the issue of a gap between the cemetery gate and St. Mary’s Church Hall (in St. Mary’s cemetery extension). It was suggested the area be excavated, back-filled with pea-shingle and then covered with two 18inch wide paving slabs to cover the wearing area.

Further resolved to accept that recommendation.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

P18/026 – To receive a report from Cllr O’Dell regarding a broken public bench on Bedford Road (opposite the Memorial Hall) and to resolve a suitable course of action.

Resolved to remove the broken bench, but only replace it if requested to do so in the future.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P18/027 - To receive a further update from Cllr Quirk and/or BBCllr/Cllr Wheeler regarding ongoing works at 50 Cause End Road and to resolve a suitable course of action.

Cllr Quirk stated several residents had voiced their concerns over a perceived lack of enforcement by Bedford Borough Council. However, it was noted an enforcement order had now been served against the homeowner and two offending fence panels had recently been removed.

It was further noted the homeowner was using the entire frontage to drive vehicles onto their property despite being informed by Bedford Borough Council there was only one access point.

Issues surrounding the ditch adjoining the property onto Popes Way remain ongoing.

Sue Playford PSLCC

Clerk to the Council

2nd February 2018

Full Council Minutes 14th February 2018

Chairman.....

Page | 24

Date 14th March 2018

Wootton Play Equipment Working Group report

No report available as this working group’s meeting due on 3rd January 2018 was cancelled due to lack of business.

ROADS AND FOOTPATHS SAFETY STEERING GROUP PAP¹ 2017-18

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&FSSG⁴ committee will produce its own PAP, 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 SAP.

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	Ongoing	Persimmon to finance	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC ⁵) on 12 th January 2018. He was informed the route was already being used as a safe route to school and that children were exiting into Potters Cross at speed. He confirmed Persimmon were still working on a final design as part of ongoing s278 works and he would continue to chase. It was noted the area had to be wide enough to accommodate emergency vehicles and so a barrier system to slow pedestrians was not feasible. SP to ask BBC for a copy of the final design when available to allow this committee to have input	BBC/Persimmon
Berry Wood Car Park - flooding	GL	Jan 18	N/A	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC ⁶) on 12 th January 2018. Jon confirmed Berry Wood came under BBC's	BBC

¹ Project Action Plan² Wootton Parish Council³ Strategic Action Plan⁴ Roads & Footpaths Safety Steering Group⁵ Bedford Borough Council⁶ Bedford Borough CouncilDRAFT Full Council Minutes 14th February 2018

Chairman.....

Page | 26

Date.....

Appendix 6

				Property Services Department (Margaret Birtles, Estates Manager) and agreed to pass this concern on	
Bus stops – upgrade to ensure stops are disable-user friendly	SO	Jan 18	<£40k	Works are ongoing and SP expects to receive the invoice in the coming weeks	SP/SO
Cranfield Road – 30MPH	Resident	Jan 18	N/A	BBC had previously informed WPC that the extended 30MPH speed limit along Cranfield Road towards Wootton Green was enforceable, however WPC and a resident had disputed that fact. Jon Shortland confirmed (12 th January 2018) that the limit was not yet enforceable and that BBC would add repeater signs to remedy that. Jon also confirmed the police would not support a reduction in speed limit in Wootton Green from 40MPH to 30MPH.	BBC
Cranfield Road - flooding	GL	Jan 18	Not yet identified	It was noted building works in the area had caused an area of Cranfield Road to flood, even without significant rainfall. It was believed the road gradient was wrong. This was reported to Jon Shortland (12 th January 2018) who agreed to take this issue forward	BBC/Developer
Cranfield Road footpath – too narrow to accommodate pedestrians exiting via Barnes Road	Committee discussion and GL	Jan 18	N/A	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He was informed the footpath was a notorious pinch point and the additional footfall from the new development would not help the situation. It was confirmed at this meeting there was no land available to remodel the pinch point and therefore no solution was available	BBC – move to close

Appendix 6

Church Road footpath – too narrow in parts	Committee discussion and CB	Ongoing	FRS ⁷ to finance	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the works would come forward as part of ongoing s278 works for the FRS development and that a final design was still being considered. SP to ask BBC for a copy of the final design when available to allow this committee to have input	SP
Cycle Route 51	Committee discussion	Ongoing	Various – see Appendix 2	Bob Wallace (non-committee member) attended to give an update on route 51, as a member of the Local Access Forum. He detailed how the route would be funded through the Bell Farm development (points A-C) – that area would be 3m wide with grass and tarmac for horses/cyclists. Points C-E would not be as wide and would not be tarmacked (likely to be crushed hardcore). Points E-H would be funded by Persimmon. Points G-L (yellow) were unfunded at present, however it was hoped funding would become available and the scheme completed within 2-3 years.	Various – see Appendix 2
Fields Road footpath – concerns over shared access space between vehicles and pedestrians	Committee discussion and TI	Ongoing	Goodmans (North) and BBC/WPC (South)	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the following: The footpath north of Fields Road would be widened to 3m from the Cock Inn PH to the Fields Road roundabout (and would be funded as part of the Marston Vale Innovation Park proposal). The works (which would include a cycle path) would be delivered within Phase 1, however it was noted the s106 agreement was still in draft form.	Goodmans/BBC WPC/BBC/GL

⁷ Fields Road South
DRAFT Full Council Minutes 14th February 2018

Chairman.....

Date.....

Appendix 6

				Jon Shortland was asked to consider the addition of a footpath on the south side of Fields Road, from the Murco garage to the Marston Vale Healthy Living Centre. He confirmed there were no planning agreements in place to fund this, however BBC could undertake a buildability exercise (at cost to WPC if no funding could be identified within BBC) which would indicate whether it was feasible and identify any underground services in the area. BBC could also quote to design and build the footpath. If funding could not be identified within BBC then WPC could consider this as one of its CIL ⁸ projects. It was noted were that the case, BBC would adopt the footpath once completed. GL confirmed he would prepare costings based on BBC's estimate it would cost £100 per sqm. SO recommended it be at least 1.5 metres wide and CB queried whether additional street lighting would be needed	
Lack of safe route to/from school – (Harris Way/Bedford Road sites)	Committee discussion and TI	Jan 18	Not yet identified	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). It was	Not yet appointed

⁸ Community Infrastructure Levy
DRAFT Full Council Minutes 14th February 2018

Chairman.....

Date.....

Appendix 6

				noted (17 th January 2018) that potential changes to a two-tier educational system would mean greater student footfall within the village. This item to remain on file	
Pedestrian crossings on Bedford Road between Mepham Road and Cause End Road roundabout and outside the lower school	Gerald Bygraves (non-committee member)	Jan 18	£60k and £10-£12k	JW, GL and SP met with Jon Shortland (Chief Officer, Planning & Highways – BBC) on 12 th January 2018. He confirmed the following: A proposal for a pelican crossing outside the lower school on Bedford Road was currently being assessed by BBC. If not taken forward by BBC, WPC could consider this as one of its CIL projects – costings were estimated at £60k. A proposal for a crossing island outside Manor Road flats on Bedford Road was also currently being assessed by BBC. If not taken forward by BBC it too could be considered by WPC as a CIL project – costings were estimated at £10-£12k.	BBC/WPC
Recruitment of volunteers to assist with gathering ideas, information and signatures	Committee discussion	Ongoing	Not yet identified	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	Not yet appointed

Appendix 6

Speed restrictions – identifying what would work best and in what areas	Committee discussion	Ongoing	Not yet identified	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 Mepham Road and also Mepham Road to Cause End Road; • Bedford Road – between Cause End Road and Fields Road; • Fields Road – to the village exit. It was noted WPC would need the support of residents before proceeding further, and police support also. Speeding data recorded is validated at police HQ and is labour-intensive as it has to be done manually. All monies raised go to central government. Costings were expected to be in the region of £90k and BBC received no funding from central government. As a result, no installations were currently ongoing although funding may be available	Not yet appointed
---	----------------------	---------	--------------------	--	-------------------

Appendix 6

				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. 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	
--	--	--	--	--	--

DRAFT Full Council Minutes 14th February 2018

Chairman.....

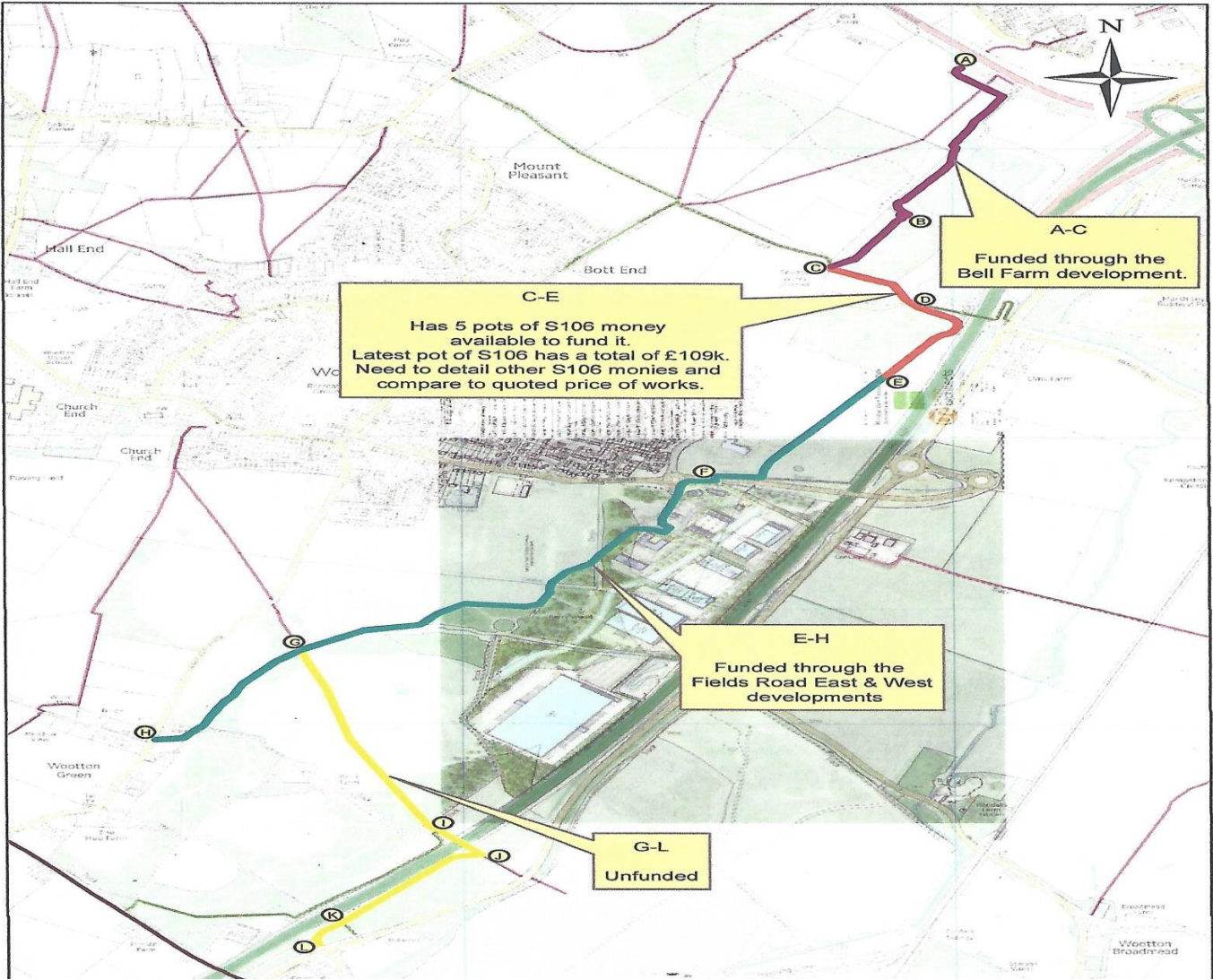
Page | 32

Date.....

Appendix 6

				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). It was noted (17th January 2018) speed restriction proposals could not be taken forward until findings from the initial Neighbourhood Plan Questionnaire were known	
Wootton Village Entrance Sign	Jeff Noakes (non-committee member)	Jan 18	Not yet identified	JN previously advised WPC the entrance sign had been installed without any consultation and obscured the view when leaving Berry Wood car park. Photos have been given to Jon Shortland who is investigating – it appears BBC were not consulted either	BBC/Developer

To be reviewed at each committee meeting.



STRATEGIC ACTION PLAN 2017-18

WPC⁹ 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 FC¹⁰ 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	Works to upgrade the CCTV system at the recreation ground are ongoing	Cllr Lloyd
Christmas street lighting	Budget/precept discussions January 2017	2017	£10,000	Christmas street lighting was installed for Christmas 2017	Clerk
Community Centre Contingency	Budget/precept discussions January 2017	TBC	£10,000	Recommendation made to ring-fence monies to contribute towards costings if WPC take it on	All
Conversion of paddock into additional allotments/parking	Commencement of lease agreement between WPC and Wootton Poor's Land Charity	Annual review during precept discussions	£8,000	To be take forward when sufficient demand identified	Clerk
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;	Cllr Lloyd

⁹ Wootton Parish Council

¹⁰ Full Council

Appendix 7

				• 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	
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 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 submitted December 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 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

Appendix 7

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. A structural engineer's report which determined the wall was unstable in parts is being taken forward by the Planning & Environment Committee	Cllr Quirk
Speed cameras	R&FSSG Committee ¹¹	2018	£10,000	Recommendation made by the R&FSSG Committee to leave speed cameras on file ufn. Possibility developer funding may be made available, however findings from the recent Neighbourhood Plan Questionnaires will also be taken into consideration	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
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 were considered in December 2017 and residents were asked (via the Wootton Newsletter) to consider additional sites	Clerk and Cllr Lloyd

¹¹ Roads & Footpaths Safety Steering Group
DRAFT Full Council Minutes 14th February 2018

Chairman.....

Page | 37

Date.....

Appendix 7

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.

RISK ASSESSMENTS PLAN 2017-18

WPC¹² 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 for 2017-18 are (those outstanding are highlighted yellow):

Risk Assessment	Originally Assigned to	Issues Arising/ Recommendations	Re-Assigned to	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters*	Cllr Hensher				Oct 17 BH
Cemeteries *	N/A				Jul 17 SO/PDQ
Changing Rooms and Toilet Block	Cllr Bygraves		Cllr Bygraves	To be signed off Feb 18	Feb 18 GB
Christmas Tree *	Cllr Hensher				Nov 17 SP
Defibrillator	Cllr Quirk		Wootton Community First Responder Group	Community First Responder now completes monthly checks	N/A
Generator*	Cllr Hensher				Jul 17 Clerk
Keeley End Pond	Cllr Martin		Cllr Martin	Possible remedial works to be determined	Jan 18 HM
Litter Picking *	Cllr Hensher				Jan 18 Clerk
Lone & Isolated Working *	Cllr Hensher				Jan 18 Clerk
Marquee*	Cllr Hensher				Jul 17 BH/Clerk

¹² Wootton Parish Council
DRAFT Full Council Minutes 14th February 2018

Chairman.....

Date.....

Appendix 8

Memorial Hall Play Area	Cllr Martin		Cllr Martin	Possible remedial works to be determined	Jan 18 HM
MUGA (Multi Use Games Area) *	Cllr Hensher		Cllr Bygraves	To be signed off Feb 18	Feb 18 GB
Recreation Ground Play Area *	Cllr Hensher				Jun 17 BH/Clerk
Skate Park *	Cllr Hensher				Jun 17 BH/Clerk
Street Furniture	Cllr Quirk	To include: Benches; Bus Shelters; Litter and Dog Bins; Street lighting*	Cllr Quirk	*Street lighting - Cllr Quirk has undertaken a visual inspection/risk assessment with Andy Muskett, a qualified engineer. Andy Muskett has undertaken all safety works.	Feb 18 SP
Trees *	Cllr Hensher		Clerk	To be reviewed alongside a regular tree inspection regime, including a visual inspection report A full inspection of all trees is currently being programmed by FA Bartlett Tree Experts	Ongoing – regular checks required as determined by a visual inspection report
Village Sign(s)*	Cllr Hensher				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.

DRAFT Full Council Minutes 14th February 2018

Chairman.....

Page | 40

Date.....

FC18/047

Unity Trust Bank Ltd - Receipts & Payments presented - 1st January 2018 - 1st February 2018				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM17/21
	£ 29.81	Anglian Water	Cemetery water rates Aug-Dec 17	No
£ 40.00			MUGA hire	N/A
£ 40.00			MUGA hire	N/A
£ 30.00			Wootton news advertising fee	N/A
	£ 10.00	SLCC Bedfordshire	Clerk's training - GDPR	Yes
	£ 10,573.20	Millennium Quest Ltd	Christmas street lighting Dec 17	No
£ 40.00			MUGA hire	N/A
£ 50.00			MUGA hire	N/A
	£ 88.49	E-on	Street lighting electricity - Dec 17	No
	£ 57.00	Bedford Borough Council	Cemetery rates - Jan 18	No
	£ 197.81	E-on	Changing rooms electricity - Dec 17	No
	£ 360.00	HACE Consultancy	Structural engineer's report re damaged/listing wall within St. Mary's churchyard	No
£ 182.50			Paddock rent	N/A
£ 190.00			MUGA hire	N/A
	£ 27.06	EE	Clerk's mobile - Dec 17	No
£ 20.00			MUGA hire	N/A
	£ 65.64	BT	Changing rooms broadband and phone line - Jan 18	No
	£ 100.00	Anglian Water	Changing rooms water rates - Jan 18	No
	£ 483.55	Playdale Playgrounds Ltd	Remedial works to play equipment - Memorial Hall	Yes

DRAFT Full Council Minutes 14th February 2018

Chairman.....

Page | 41

Date.....

Appendix 9

	£ 65.64	BT	Methodist Church broadband - Jan 18	No
£ 4,435.58		HM Revenue and Customs	VAT rebate Q3 17-18	N/A
£ 120.00		Abbotts	Interment fee	N/A
£ 90.00			MUGA hire	N/A
£ 30.00			MUGA hire	N/A
£ 50.00			MUGA hire	N/A
	£ 4,229.25		Salaries Jan 18	No
	£ 515.28		Expenses Jan 18	Yes
	£ 16.00	Wootton Village Hall	Committee room hire	Yes
	£ 24.00	Wootton Village Hall	Committee room hire	Yes
	£ 42.60	Bedford Borough Council	Removal of fly-tipping and poster printing	Yes
	£ 105.00	A J Bookkeeping Services	Payroll preparation Q3 17-18	No
	£ 110.00	Warner's of Bedford Ltd	Planters maintenance Jan 18	No
	£ 120.00	Wootton Memorial Hall	Hall hire	
	£ 200.00	Regeneration Positive	Retainer - Neighbourhood Plan support Dec 17	No
	£ 381.90	Viking Direct	Plastic folders and shredder	Yes
	£ 546.00	Highlights Floodlighting Ltd	Replacement timer - MUGA lights	Yes
	£ 672.00	FA Bartlett Tree Experts	Tree works - St. Mary's churchyard extension	No
	£ 966.36	A R Worboys Ltd	Grass cutting instalment	Yes
	£ 1,014.00	Central Chemical Services Ltd	Remedial works to changing rooms following legionnaires inspection	Yes
	£ 1,160.00	J Dennis Garden and Property Services	Cemeteries maintenance Jan 18	No
	£ 2,077.50	Architectural & Planning Ltd	Site Assessment Work - Neighbourhood Plan	No
	£ 3,915.82	Bedfordshire Rural Communities Charity	Neighbourhood Plan Questionnaires - Printing, Distribution and Freepost Envelopes	No
	£ 32,400.00	Bedford Borough Council	Bus stop works - raised kerbs and tactile paving (CIL SPEND)	No
£ 30.00			MUGA hire	N/A
£ 167.53		Bedford Borough Council	Recycling credits Q3 17-18	N/A

DRAFT Full Council Minutes 14th February 2018

Chairman.....

Page | 42

Date.....

Appendix 9

£ 5,515.61	£ 60,553.91			
b/f	£ 122,956.31			
Income	£ 5,515.61			
Expenditure	£ 60,553.91			
Balance c/f	£ 67,918.01			