



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 11th April 2018 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Lewis, Martin, Noakes, O'Dell, Quirk, Wallace 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
FC18/098	Apologies for absence. Cllrs Gibbons, Hudson and Regmi.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/099	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/100	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.
FC18/101	Report from outside organisations – for information only. To include a report from BBCllr/Cllr Wheeler, to include all outstanding actions. (Appendix 1). To receive crime figures for March 2018. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments received. No further comments received.	Clerk to keep on file.	N/A.

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FC18/102	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC18/103	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 14th March 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 28th February 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Neighbourhood Plan Steering Group meeting held on 28th February 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Roads & Footpaths Safety Steering Group meeting held on 17th January 2018.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC18/104	Matters arising from the minutes – for information only. 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. Further resolved 14th February 2018 (FC18/050) that the plan was sound and would not impact on Wootton.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC18/096 – Community Centre at Berryfields. An extra-ordinary meeting to discuss the Community Centre will be held on Tuesday 17th April 2018. • 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 (Persimmon Homes Peterborough) 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. • FC18/085 – 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 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. • FC18/087 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 14th March 2018 (FC18/087) that the following be			
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	considered/investigated by Bedford Borough Council: • Create/improve a green/tranquil area along the Cambridge/Oxford corridor; • Investigate/reduce traffic problems along the same corridor; • Investigate the impact of existing/proposed schools given the level of ongoing/proposed development (including air pollution). • FC18/059 + FC18/082 – 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. Dates for an initial developer liaison group meeting are awaited from Goodmans. • 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. • FC17/259 + 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.			
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	• FC17/283 – Emergency lighting checks – changing rooms/toilet block. Steve Brown (electrical contractor) has installed trip switches and is due to provide the Clerk with information relating to ongoing 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. The Clerk has submitted the application and awaiting the outcome. • FC17/344 – Millennium 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. Meeting now planned for Monday 16th April 2018.			
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	• 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. No response received to date. • FC18/049 – Manor Road parking issues. Cllr Lloyd has delivered a letter explaining the parish council's position alongside a potential parking solution. No responses received to date. • FC18/053 + FC18/118 – Bellway Homes Management Entity letter. The Clerk has written to the Chief Executives of Bellway, Bovis Homes and Taylor Wimpey stating the parish council had never been consulted on the appointment of a management entity to manage open spaces and play facilities within the Berry Wood development. Refer to agenda item FC18/118. • FC18/088 – Keeley End Pond signage. Resolved 14th March 2018 (FC18/088) that Cllr Quirk provide draft signage containing information on the pond's history, name origin and wildlife. • FC18/090 – Removal of additional kissing gates at the recreation ground. Resolved 14th March 2018 (FC18/090) to remove three further gates – at the lower school, Tithe Barn Road entrance and near the MUGA (Multi Use Games Area). • FC18/091 – Covanta. It has been noted BACI (Bedfordshire Against Covanta Incinerator) are undertaking a pro bono investigation to determine within a three month period, whether there are grounds for a judicial review. • FC18/093 – Additional planters. Resolved 14th March 2018 (FC18/093) to site two further planters opposite the Memorial Hall on Bedford Road and near the junction of Fields/Folkes Road. The Clerk			
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	has requested appropriate licences from Bedford Borough Council.			
FC18/105	Chairman's report – for information only.	Cllr Lloyd confirmed he and the Clerk were working to complete the first Annual Report by the end of April 2018, alongside VAT and GDPR issues.	Clerk to keep on file.	N/A.
FC18/106	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/107	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.
FC18/108	To receive, review and adopt a report from the (Advisory) Wootton Play Equipment Working Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Due to the Clerk being on annual leave when this working group last met, no report was available.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/109	To receive, review and adopt the Project Action Plan from the (Advisory) Roads & Footpaths Safety Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 6).	It was noted works to install a culvert either side of Cranfield Road to remedy flooding would be undertaken by Bedford Borough Council as a capital project. However, due to necessary road closures, works were not expected to be undertaken until July 2018. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/110	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 or recommendations arising. (Appendix 7).	It was noted funding of £75k had been granted by Veolia for the jubilee garden regeneration project – Terms & Conditions were awaited. The Clerk confirmed works could now go ahead to repair the footpath at St. Mary's churchyard and that street licenses for	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		additional planters had been requested from Bedford Borough Council. BBCllr/Cllr Wheeler confirmed Bedford Borough Council had taken responsibility for both footpaths leading from Tithe Barn Road to the recreation ground – it was hoped repair works to remove trip hazards would be undertaken at the earliest opportunity. Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.		
FC18/111	To receive, review and adopt all Risk Assessments for 2018-19, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 8).	It was noted the Clerk would liaise with Cllr Gibbons in the coming weeks to ensure all Risk Assessments were actioned for 2018-19 under his co-ordination. No further comments received.	Cllr Gibbons and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/112	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 Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.
FC18/113	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.
FC18/114	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.	An Income & Expenditure report for 2018-19 would be provided once the previous year-end accounts were closed down.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2017.

FC18/115	To consider a response to a consultation on proposed changes to the National Planning Policy Framework (NPPF) and to resolve a suitable course of action.	Resolved to note for the files but make no response. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC18/116	To consider a response to a consultation on a review of Local Government Ethical Standards and to resolve a suitable course of action.	Resolved to note for the files but make no response. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC18/117	To receive a report from Cllr Lloyd and the Clerk regarding arrangements needed to meet GDPR regulations ahead of its implementation in May 2018 and to resolve a suitable course of action.	Cllr Lloyd detailed previous courses attended by himself, Cllr Martin and the Clerk. After detailed discussion it was resolved to establish whether a Data Protection Officer could be appointed internally/had to be appointed externally and source three potential candidates ahead of the next Full Council meeting. Proposed: Cllr Noakes. Seconded: Cllr Wallace. Resolved by all present.	Cllrs Lloyd and Martin and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/118	To receive an update from the Clerk regarding Management Entity Literature previously published by Bellway Homes Ltd in relation to Berry Wood, Wootton Park and to resolve a suitable course of action.	Resolved to diarise for one month and then request sight of the new, revised literature. Proposed: Cllr Wallace. Seconded: Cllr Lewis. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/119	To receive a report from Cllr Lloyd regarding unauthorised fencing works in the jubilee garden area carried out by a resident and to resolve a suitable course of action.	Resolved to write to the homeowner requesting the fencing be repaired and unauthorised works removed from the parish council's land. If not completed within one month, the parish council would carry out the works, at cost to the homeowner. Proposed: Cllr Lewis.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Noakes. Resolved by all present.		
FC18/120	To receive and adopt the revised Governance & Accountability for Small Authorities in England (2018) and to resolve a suitable course of action.	Resolved to accept the revised Practitioners' Guide without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Accounts and Audit Regulations 2015.
FC18/121	To reconsider a (revised) grant request from Wootton Bowls Club and to resolve a suitable course of action.	Resolved to grant the request in part – an amount of £200 – subject to receiving an invoice confirming the bowls club had paid the balance of £120. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by majority vote.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/122	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 and refer to it in future as a maintenance report. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/123	To receive a report from Cllr Regmi with regard to usage of the recreation ground by Wootton Lower School's PTFA for the purposes of hosting a circus-themed fundraising event in 2019 and to resolve a suitable course of action.	In the absence of Cllr Regmi it was agreed to defer this agenda item to next Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.28pm.

Borough Councillor Update – April 2018

Local Plan 2035 Update

The Council's latest consultation on its draft Local Plan, setting out preferred sites for the development of around 8000 homes to the year 2035, ended on the 29th March.

Planning officers will now review the responses. Following this, the Mayor's Executive will decide whether or not to make any amendments to the document. If changes are made, there may be a requirement for a further round of consultation. If not, it is possible that the Local Plan for submission will go to a vote of all councillors at a meeting in May.

If and when the Local Plan is approved by councillors, it will then be submitted to the Planning Inspectorate. The role of the Planning Inspectorate is to make comments and, where appropriate, suggestions for modifications so that the Local Plan complies with national policies and legal requirements. Local authorities are not obliged to take on board the views of the Planning Inspector, but doing so could assist in ensuring the Local Plan is deemed to be 'sound' should it be subject to challenge from developers in the future. Depending on the workload of the Planning Inspectorate at the time of submission, it may take several months for the Council's Local Plan to be reviewed.

National Planning Policy Framework

Running parallel to the Council's development of the Local Plan is a consultation being held by the Government on updating its National Planning Policy Framework (NPPF), its main planning policy document. This is proposing the introduction of a standard methodology across England for use by councils in assessing how many homes they need to develop through their Local Plans, which would replace the current system of councils determining their own housing targets.

Initial figures showed that under the new methodology the Council would have to account for the development of around 14,000 new homes in its Local Plan, compared with its own figure of 8000. This increased target will not apply if the Council submits its Local Plan before the updated NPPF, and the new methodology, are published. The latest indications are that the NPPF will not be published until the summer and that local authorities will have a further 6 months after that date to submit their Local Plan without being subject to the new standard housing need methodology. This means that the Borough Council is likely to have until early 2019 to submit its Local Plan, thus allowing more time to consider alternative sites for development if necessary.

Hospital Merger

The Chief Executives of Bedford Hospital and Luton & Dunstable Hospital attended a meeting of the Council's Adult Services and Health Committee on the 6th March to provide an update on their merger plan.

They reported that there has been a delay meaning that the original merger target date of April 2018, which was deemed to be 'ambitious', will be missed. This is due to the need for further discussions

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with NHS England, the Department for Health and NHS Improvement around the financial arrangements underpinning the merger.

Included in the merger business case is a request for around £150m of capital investment across both hospital sites. Thus far, the hospitals have submitted 2 bids for funding but have not been successful, although it was

acknowledged that other hospitals which did receive funds were further ahead in the queue. Both Chief Executives stated that they were optimistic that the merger would be supported with capital when the Government releases its next round of funding, possibly in the summer.

Bedford Health Village (Gilbert Hitchcock House)

On a related note, the Government has allocated an indicative sum of £6m to redevelop the Bedford Health Village (Gilbert Hitchcock House) site on Kimbolton Road to become an 'integrated healthcare hub', providing GP, specialist, community and mental health services. This will see the relocation of 3 GP surgeries (namely Pemberley, De Parys and Goldington) onto the site and will also lead to existing hospital services provided at the Health Village being moved to the main Bedford Hospital site.

Potholes

The Borough Council has received £305k from the Government to undertake pothole repairs. This is in response to the recent sub-zero temperatures which have caused damage to roads across the country.

Adult Disability Sport

Bedford International Athletics Stadium (BIAS) and the Bunyan Centre provide a range of sports and activities for adults (16+) with disabilities and additional needs:

- Between 1.45pm – 2.45pm on Mondays at BIAS there are a range of sports to try such as badminton, basketball and football amongst many others.
- Disability football sessions are held at BIAS on Mondays from 10.30am – 11.30am.
- The Bunyan Centre provides activities including table tennis and tennis on Tuesdays from 5.30pm – 6.30pm, as well as tea and coffee from 6.30pm.

The cost is £3 per session, which can be paid on the day, and attendees can be accompanied by a carer for free. For more information contact haylee.elphee@bedford.gov.uk or call 01234718839.

Bedford Park Survey

The Council is undertaking a 'customer satisfaction' survey of Bedford Park. This allows residents to give their views as well as suggest improvements.

Responses can be given via www.forms.bedford.gov.uk/bp or hard copy at Bedford Central Library and Putnoe Library. The deadline is the 4th June.

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BBCllr John Wheeler
April 2018

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FC 18/101a March 2018			
Offence Class Description	First Committed	Last Committed	Address
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	08/3/2018 09:00	08/3/2018 18:55	TITHE BARN ROAD WOOTTON BEDFORD
BURGLARY - BUSINESS AND COMMUNITY	01/3/2018 18:00	02/3/2018 07:30	FIELDS ROAD WOOTTON BEDFORD
COMMON ASSAULT	03/3/2018 12:40	03/3/2018 12:40	FOLKES ROAD WOOTTON BEDFORD
COMMON ASSAULT	10/3/2018 17:00	10/3/2018 17:06	CAUSE END ROAD WOOTTON BEDFORD
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	10/3/2018 17:00	10/3/2018 17:06	CAUSE END ROAD WOOTTON BEDFORD
DOMESTIC DISPUTE/INCIDENT	09/3/2018 23:00	09/3/2018 23:30	
DOMESTIC DISPUTE/INCIDENT	17/3/2018 18:00	17/3/2018 18:20	
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	02/3/2018 12:00	05/3/2018 08:00	HALL END ROAD WOOTTON BEDFORD
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	09/3/2018 07:33	09/3/2018 07:33	KEELEY LANE WOOTTON BEDFORD
RACIALLY OR RELIGIOUSLY AGGRAVATED HARASSMENT (C&D ACT 1998 S. 32(1)(A),(3))	12/3/2018 09:00	12/3/2018 09:00	
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	10/2/2018 09:00	28/2/2018 00:00	
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	11/3/2018 09:00	18/3/2018 12:40	
SEXUAL COMMUNICATIONS	04/3/2018 12:00	05/3/2018 19:41	
THEFT FROM MOTOR VEHICLE	06/3/2018 21:00	07/3/2018 06:50	A421 ROAD WOOTTON BEDFORD

Appendix 2

FC18/102 Schedule of correspondence			
Date received	Type	From	Brief details
21.3.18	Email	Resident	Clarification sought and given regarding boundary area
27.3.18	Email	Bedford Borough Council	Minutes for Standards Committee Wednesday 14th March 2018
28.3.18	Email	Campaign to Protect Rural England	Deposit Return System announced for England
28.3.18	Email	Came & Company	Council Matters Spring 2018
29.3.18	Email	Bedfordshire Rural Communities Charity	E-bulletin Easter 2018

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Neighbourhood Plan Steering Group Report

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

21st March 2018

NP18/035 – Matters arising from the minutes – for information only.

- NP18/012 – Green Infrastructure Plan (GIP). The plan has been drafted by BRCC and SP has provided context (as received from a resident). An action plan has also been drafted by BRCC and it was resolved at Full Council on 14th February 2018 (FC18/039) to appoint BRCC to aid with Phase 2 of the GIP.
- NP18/019 – Raw Data from recently completed Neighbourhood Plan questionnaires. GL has been asked to produce charts detailing individual question responses.
- NP18/020 + NP18/037 – Issues and Options Analysis Document. Refer to agenda item NP18/036.
- NP18/021 + NP18/039 – Theme Group progress. Refer to agenda item NP18/037.
- NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report.
- NP18/030 + NP18/036 – Neighbourhood Plan Project Plan. Aim is to complete an initial draft of all theme reports by end of March 2018. Further questionnaire on policies for the Neighbourhood Plan to be delivered by end of April 2018, with a completion deadline of end of June 2018.

Resolutions

NP18/036 – To review and adopt Issues and Options Analysis Reports summarising Key Issues, Key Policy Areas and Non-Policy Actions and to make recommendation to Full Council as necessary.

Resolved to adopt without further comment or recommendation to Full Council.

NP18/037 – To receive an update on the progress of all theme groups and to make recommendation to Full Council as necessary.

It was noted all theme reports were or would be complete by the end of March 2018. A couple of theme report introductions needed tailoring to Wootton and it was agreed to note, whether information was still outstanding (including from Bedford Borough Council in one case), if not received by the end of the month. GL requested all theme report authors let him know which questions they needed analysis on, and how they wished the data to be presented.

There was a mix of charts and text, which SS confirmed was acceptable.

SS added her job would then be to analyse the reports, using them as an evidence base for draft policies for the final Neighbourhood Plan. The reports would form an audit trail and be referenced to, were the Neighbourhood Plan contested. It was noted a check was needed to ensure all questions had been covered within at least one theme report and some reports would cover the same set of responses, as there was an element of crossover.

GL confirmed 534 questionnaires had been completed and returned.

NP18/038 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS confirmed she would prioritise the theme reports as her next work stage. Her main task would be drafting

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the Neighbourhood Plan report itself and it was noted TR's work was nearly at an end. Agreed to form a sub-group consisting of theme report authors, GL and SP to take policy planning forward – TR to be invited to attend also. SS agreed to prepare an agenda and the first meeting would take place on Wednesday 28th March 2018 at 7pm. This would delay a Planning & Environment Committee and Finance & General Purposes Committee meeting by 30 minutes, however members of the public or press could attend this first meeting also and wait for the following.

There was a discussion about issues to be raised next week including housing styles and the need for further exhibitions/open days. GL confirmed a wish list for CIL (Community Infrastructure Levy) projects was ongoing.

NP18/039 – To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.

SP agreed to chase BRCC for the GIP (both stages) - requesting its receipt during the week commencing 16th April.

NP18/040 – To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.

No further information/updates received.

NP18/041 – To review and adopt the Neighbourhood Plan Project Plan, identify and set deadlines in relation to the next stages of work required and to make recommendation to Full Council as necessary.

No further comments received.

NP18/042 – To consider information required for a second Neighbourhood Plan Questionnaire relating to policies and to make recommendation to Full Council as necessary.

No further comments received.

Sue Playford PSLCC

Clerk to the Council

30th March 2018

Planning & Environment Committee Report

14th March 2018

Matters arising from the minutes – for information only

See under 28th March 2018.

Planning Applications – for resolution

18/00418/FUL – 86 Mephram Road – two storey front extension and single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

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

15/01862/CPNQ – Land West of Whitworth Farm, Bourne End Road – Condition 2 - Car & cycle parking (Prior notification for change of use from an Agricultural building(s) to a dwellinghouse(s) (Use Class C3) including associated building operations reasonably necessary to convert the building. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers. Comments received will be considered but if notification of a decision is not made to the Applicant within 56 days of the date of registration of the proposal, it can proceed).

This council was not previously consulted on this application.

15/02060/MAF – Condition 11 – Land South of Fields Road and East of Cranfield Road - parking (erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, drainage and associated works).

This council previously raised **AN OBJECTION**.

17/03560/FUL – 54 Tithe Barn Road – erection of two storey side and single storey rear extensions.

This council previously raised **NO OBJECTION**.

18/00071/LDP – 82 Keeley Lane – certificate to confirm that details submitted do not require planning permission. (Side dormer, rear pitched roof over existing flat roof and replacement canopy to front door).

This council was not previously consulted on this application.

18/00210/AGR – Mortal Man Farm, Bourne End Road – extension to existing agricultural building.

This council was not previously consulted on this application.

No further comments received.

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Date 9th May 2018

28th March 2018

Open Forum

Borough Councillor John Wheeler wished to detail several ongoing issues under Open Forum.

It was noted Bedford Borough Council Highways Department would be undertaking works to pump and dredge a pond and ditch, to alleviate ongoing flooding issues. The development contractors would then be required to undertake additional works.

Works to the new nursery (as part of the Marston Vale Innovation Park) were delayed due to issues over access. Goodmans were applying for permission to build a new (permanent) slip road to gain access. It was noted plans would come to this committee for consultation/discussion when available.

Plans had been approved to remodel the footpath on Fields Road north – including a cycle path. Those plans too would come to this committee when available. Works were expected to be completed by September 2018.

There were no other members of the public or press present and so the meeting continued without further adjournment.

Report from outside organisations – for information only

Bedford Borough Council – Riseley Neighbourhood Area. Bedford Borough Council has designated Riseley Neighbourhood Area which is the whole civil parish. Further information and a copy of the Council's decision statement, including a map of the Neighbourhood Area can be viewed on the Council's website at:

www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford. As a result of the designation, Riseley Parish Council will be able to proceed to prepare a Neighbourhood Development Plan/Order.

No further comments received.

P18/067 - Matters arising from the minutes – for information only

- P15/10 + P18/074 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – the Clerk has been informed works are due to be completed before this financial year end. Refer to agenda item P18/074.
- P16/175 – Popes Way. 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.
- P17/170 – 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.
- P17/197 + P17/209 – Street lighting at Hall End. Andy Muskett Ltd (Street Lighting Contractors) has completed works at Hall End and Potters Cross. Works outstanding at Keeley Lane have been delayed – the contractor is awaiting delivery of brackets needed for the replacement of bulbs with LED equivalents.
- 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. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place

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signage in the area, warning of the wall's unstable nature, pending remedial works. The Clerk has sent an initial letter to Historic England to begin an informal consultation.

- P17/235 – Monoux Family Tomb. The clerk has provided the family with points of contact to assist with all necessary remedial works. Move to close.
- P18/027 – 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 has now taken enforcement action and all offending fence panels have been removed, although there is still concern not all highways land has been handed back. Noted the homeowner is currently using the entire frontage to drive vehicles onto their property despite being informed by Bedford Borough Council there is only one access point. Issues surrounding the ditch adjoining the property onto Popes Way remain ongoing.
- 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 + P18/073 – Footpath works within St. Mary's churchyard (Church Road to the North entrance). Refer to agenda item P18/073.
- P18/013 + FC18/072 – 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) have been completed. (P17/273 – Please note the Clerk is still investigating the planting of further oak trees plus possible yew trees with FA Bartlett Tree Experts). Refer to agenda item P18/072.

Planning Applications – for resolution

18/00664/TPO – Ashglade House, 155A Bedford Road – T1 Ash. Dismantle to ground level.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by majority vote.

18/00640/FUL – 103 Bedford Road – demolition of existing garage and erection of one and two storey side/rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

18/00682/FUL – 19 Canons Close – demolition of existing conservatory and erection of a single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Resolutions

P18/072 – To receive, approve and adopt a recent Arboricultural (Tree) Survey, completed by FA Bartlett Tree Experts Ltd and to resolve a suitable course of action.

After discussion it was resolved to:

- Write to the owners of two privately owned trees (identified in need of works) informing them of the reports' findings (providing copies of the same);
- Note resident's comments regarding two sets of conifers within Lorraine Road cemetery, but to follow the course of action detailed within the report only;
- Approve all priority one works and request they be undertaken at the earliest opportunity.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

P18/073 – To revisit proposed remedial works to a footpath within St. Mary's churchyard, leading from Church Road to the north entrance and to resolve a suitable course of action.

Resolved to take the works forward without further comment.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P18/074 – To consider a response to Bedford Borough Council regarding parking restrictions agreed in 2015 but not yet implemented/completed and to resolve a suitable course of action.

Resolved to formally request the Borough Councillor investigate why the works remain outstanding and why a formal response had not been received.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Playford PSLCC

30th March 2018

Wootton Play Equipment Working Group report

No report as this working group had not met since 7th February 2018.

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 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. Thomas Emmett (Senior Highway Agreements Engineer, BBC) is chasing for a copy of the final design plan. A request has been made for a temporary bollard to stop pedestrians running out into Potters Cross	BBC/Persimmon

¹ Project Action Plan

² Wootton Parish Council

³ Strategic Action Plan

⁴ Roads & Footpaths Safety Steering Group

⁵ Bedford Borough Council

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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 Property Services Department (Margaret Birtles, Estates Manager) and agreed to pass this concern on. <i>Awaiting an update from BBC</i>	BBC
Bus stops – upgrade to ensure stops are disable-user friendly	SO	Jan 18	<£40k	Works are complete. <i>Move to close</i>	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. <i>Awaiting an update from BBC</i>	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. BBC believe the issue was caused by the developer and have informed them if not rectified, they will do the works and charge accordingly. <i>It is now a developer issue with two parts to resolve</i>	BBC/Developer
Cranfield Road footpath – too narrow to accommodate	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	GL

⁶ Bedford Borough Council
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pedestrians exiting via Barnes Road				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. CB wished to raise this issue again due to the severe dangers facing pedestrians in the area. Agreed GL would cone the area and take pictures to highlight concerns and offer a remodelling solution which would increase the width of the pinch point. That information to be provided to JW	
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 passed on a residents' concerns about school children crossing without paying attention – BBC are still debating how best to remodel the area. JW agreed to ask the upper school to make students aware of the dangers in not paying attention	SP
Cycle Route 51	Committee discussion	Ongoing	Various	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	Various

⁷ Fields Road South
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				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. It was noted works had commenced	
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 12th 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. JW confirmed the works had been approved and that utility works would take place during summer 2018. JW agreed to report back on the exact route of those utility works 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	Goodmans/BBC WPC/BBC/GL

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				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. No additional lighting would be required. JW agreed to establish the cost of an initial feasibility study to drive this forward	
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 noted (17th 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. GL noted there was now waste grassland within Berryfields which could provide a footpath access via Grovebury Court. Although there was a short length within Grovebury Court which had no footpath, it was recognised few cars would pass that area – especially considering the lack of footpath in part along Potters	Not yet appointed

⁸ Community Infrastructure Levy
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				Cross and traffic volumes along Bedford Road/Fields Road. BBC had previously ruled out a footpath in the area but JW agreed to take a new investigation forward	
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. Awaiting an update from BBC	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

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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
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				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	
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				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. No further comments received	
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. JW agreed to chase this issue again	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 now complete	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; • Apr 17 – consider purchasing wood for insect housing?	Cllr Lloyd

⁹ Wootton Parish Council

¹⁰ Full Council

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				• 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	£5,778 + £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
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.	Cllr Quirk

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				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	
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
Wootton village entrance sign	Old sign was removed as part of ongoing	2017	£10,000	Mar 17 – receipt of specification for the “chimney” sign received from Barry	Cllrs Bygraves and Lloyd

¹¹ Roads & Footpaths Safety Steering Group
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	development along Fields Road			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	
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To be reviewed monthly at Full Council.

RISK ASSESSMENTS PLAN 2018-19

The Clerk is liaising with Cllr Gibbons to determine how best to take all Risk Assessments forward for the municipal year 2018/19.

FC18/113

Unity Trust Bank Ltd - Receipts & Payments presented - 1st March 2018 - 1st April 2018				
Credit	Debit	To/From	Description	Authorised using Clerk's delegated powers ACM17/21
£ 30.00			Wootton news invoice	N/A
£ 30.00			MUGA hire	N/A
£ 30.00			Wootton news invoice	N/A
£ 30.00			Wootton news invoice	N/A
£ 40.00			Wootton news invoice	N/A
	£ 1,471.10	Fix Comp	Remedial works to play areas/equipment re RoSPA inspections	Yes
£ 30.00			MUGA hire	N/A
	£ 79.93	E-on	Street lighting electricity - Feb 18	No
	£ 224.66	E-on	Changing rooms electricity - Feb 18	No
£ 30.00			Wootton news invoice	N/A
£ 50.00			MUGA hire	N/A
	£ 791.49	Fix Comp	Remedial works to play areas/equipment re RoSPA inspections	Yes
£ 30.00			Wootton news invoice	N/A
£ 20.00			MUGA hire	N/A
£ 30.00			Wootton news invoice	N/A
	£ 57.00	Bedford Borough Council	Cemetery rates - Mar 18	No
£ 30.00			MUGA hire	N/A
£ 30.00			MUGA hire	N/A
	£ 30.06	EE	Clerk's mobile - Feb 18	No
£ 30.00			Wootton news invoice	N/A

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	£ 57.07	BT	Changing rooms phone line and broadband - 1 Mar 18 - 31 Mar 18	No
	£ 371.72	Fix Comp	Remedial works to play areas/equipment re RoSPA inspections	Yes
	£ 44.04	Anglian Water	Allotments water rates - 8 Dec 17 - 6 Mar 18	No
	£ 100.00	Anglian Water	Changing rooms water rates - Feb 18	No
	£ 69.97	BT	Methodist Church broadband - 1 Mar 18 - 31 Mar 18	No
£ 200.00		Stewartby Parish Council	Cemetery fees 2017-18	N/A
£ 80.00		Abbots Funeral Undertakers	Interment fee	N/A
	£ 1,085.00	Society of Local Council Clerks	Clerk's training fees	No
	£ 25.00	Bedfordshire Association of Town & Parish Councils	New councillor training - Cllr Gibbons	Yes
	£ 29.87	Viking Direct	Refuse sacks - caretaker	Yes
	£ 105.00	A J Bookkeeping Services	Payroll preparation Q4 2017-18	No
	£ 110.00	Warner's of Bedford Ltd	Planters maintenance Mar 18	No
	£ 168.00	Wootton Good Neighbour Scheme	Grant monies for promotional materials and running costs	No
	£ 194.25	Viking Direct	Printer ink and refuse sacks - litter picker	Yes
	£ 4,229.25		Salaries Mar 18	No
	£ 300.00	Wootton New Life Methodist Church	Office rent Q4 2017-18	No
	£ 473.72		Expenses Mar 18	Yes
	£ 510.00	Neil Gates	Churchyard repairs	Yes
	£ 800.00	Regeneration Positive	Neighbourhood Plan retainer and support works	No
	£ 1,100.00	J Dennis Garden and Property Services	Cemeteries maintenance Mar 18	No
	£ 38.25	Unity Trust Bank Ltd	Service charge Q4 2017-18	No

£720.00

£12,465.38

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b/f	£ 38,889.28
Income	£ 720.00
Expenditure	£ 12,465.38
Balance c/f	£ 27,143.90