



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 12th September 2018 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were two members of the public present who wished to observe and comment on agenda item FC18/232. Cllr Lloyd proposed this agenda item be heard after agenda item FC18/217 and this was resolved by all present. A third member of the public arrived at 8.10pm to deliver a report in relation to agenda item FC18/246. There were no other 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, Martin, O'Dell, Quirk and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Playford (Clerk).			
Absent (no apologies received)	Cllrs Gibbons and Hudson.			
Agenda no	Agenda item title	Resolution	Action	Power
FC18/215	Apologies for absence. Cllrs Lewis, Noakes and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/216	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/217	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.
FC18/218	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	The report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added he would be attending a High Sheriff of Bedfordshire event	Clerk to keep on file.	N/A.

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		on 23rd September 2018. He added a pre-meeting this week ahead of the first developer liaison group meeting with Goodmans had gone well (that meeting to take place on 18th September 2018). He had recently had opportunity to visit the new Families First Bedfordshire nursery (Fields Road South) which was due to open on 1st October 2018. The manager had confirmed some places would be reserved for people working within the Innovation Park. He also added Bedford Borough Council were to include an article in the December edition of the Wootton newsletter regarding the Wootton Vale Healthy Living Centre. An ongoing consultation regarding the practice was due for completion in October 2018. He and Cllr Lloyd had recently met with Thomas Emmett (Highways Engineer, Bedford Borough Council) to address several issues within the village and a further walkabout meeting was currently being timetabled.		
	To receive crime figures for August 2018. (Appendix 1a). To receive a report from Cllr Noakes regarding a recent Police Parish Priority Meeting. (Appendix 1b).	It was noted car crime was on the increase. No further comments received.	Clerk to keep on file. Clerk to keep on file.	
FC18/219	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	The Clerk added correspondence had been received confirming the availability of funding (£1.5k Ward Monies via BBCLr Wheeler and £500 Access Improvement Grant via Cllr O'Dell) to replace perch-style seating at all parish council owned bus shelters within the village. This would be matched by £500 from the	Clerk to keep on file.	N/A.

		highways general maintenance budget which had been authorised by the Clerk, using her delegated powers. Works were expected to be completed mid-November 2018.		
FC18/220	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 8th August 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 25th July 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Fun Fest Committee meeting held on 23rd May 2018.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lloyd. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC18/221	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. The Mayor's Executive is to	No further comments received.	Clerk to keep on file.	N/A.

	agree the direction of Bedford Borough Council's revised plan (now 2030) at a meeting on 5th September. The reduction in length will reduce their housing need figure. At the time of this agenda's publication, Wootton was still allocated NO further development). • FC18/214 + FC18/245 – Community Centre at Berryfields. Refer to agenda item FC18/245. • 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. The Clerk continues to chase for a further update from either Greenbelt or Persimmon and has received no reply despite chasing on numerous occasions.			
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	• FC18/211 + FC18/237– Community Infrastructure Levy (CIL) Funds. A CIL policy and Terms of Reference are now in place and a CIL committee is to be formed. Refer to agenda item FC18/237. • FC18/087 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 14th March 2018 (FC18/087) that the following be 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). BBCllr/Cllr Wheeler has requested (May 2018) these be taken forward at the meeting meeting(s) of the committee(s) – due 27th September 2018. • FC18/082 – Marston Vale Innovation Park (17/00666/MAO). The initial developer liaison group meeting will take place on Tuesday 18th September 2018. • 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.			
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	BBCllr/Cllr Wheeler has spoken with Cllr Hensher to establish how best to take the gym equipment proposal forward. - 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). The Clerk has been informed (May 2018) Bedford Borough Council will move the sign back to increase visibility and that they will be responsible for its maintenance. Street lighting is now in place but not yet illuminated. - FC18/208 – Apex360. Resolved 8th August 2018 (FC18/208) Apex360's costs would be recuperated during the initial scheme which would take place Easter 2019. The Clerk and Cllr Lloyd are meeting with Apex360 in September to ensure all paperwork is completed and approved by December 2018.			
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	• FC18/159 – Millennium Quest – Christmas street lighting. Resolved 13th June (FC18/159) to accept Millennium Quest’s proposal to extend the scheme. All structural testing has been completed and the final order given to Millennium Quest. Move to close. • 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. The Clerk is awaiting one further quotation before bringing this back to Full Council for consideration. • FC18/091 + FC18/235 – Covanta. It has been noted BACI (Bedfordshire Against Covanta Incinerator) have raised sufficient monies to take forward a judicial review of the decision to grant an Environmental Permit. Refer to agenda item FC18/235. • 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 has requested appropriate licences from Bedford Borough Council. • FC18/154 – Contributions to Bedford Borough Council for the installation of two pedestrian crossings in Bedford Road. Resolved 13th June 2018 to contribute £15k and up to £2.5k for a pelican crossing outside the lower school and island crossing outside Manor Road flats, respectively, from Community Infrastructure Levy funding. BBCLlr/Cllr			
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	Wheeler is currently establishing timescales for these proposals. • FC18/207 – Purchase of silhouette soldiers. Resolved 8th August 2018 (FC18/207) to purchase one silhouette for the Fields Road roundabout and request the upper school to design two further silhouettes. If the school were unable to do so, then two further silhouettes would be purchased, representing Army, Navy and Royal Air Force. • FC18/209 + FC18/239 – Highways Infrastructure Report (Berryfields). There are a number of incomplete highways infrastructure sites within Berryfields. Resolved 8th August 2018 to carry this agenda item over to next Full Council. Refer to agenda item FC18/239. • FC18/210 + FC18/242 – Bedford Borough Council s106 Planning Obligations. Resolved 8th August 2018 (FC18/210) that a meeting be arranged with members of Wootton Parish Council and Bedford Borough Council's Chief Executive and other key personnel to raise concerns that Bedford Borough Council were not meeting their obligations, nor forcing developers to do the same. Were no meeting forthcoming, the parish council would consider a media statement. BBCllr/CIlr Wheeler continues to push for that meeting. Refer to agenda item FC18/242. • FC18/212 – Memorial Play Area resurfacing. Resolved 8th August 2018 (FC18/212) the Clerk establish whether Bedford Borough Council s106 funding			
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	could be used to fund this proposal and Cllr Hensher obtain further quotations before bringing this back to Full Council. The Clerk is still awaiting that information from Bedford Borough Council.			
FC18/222	Chairman's report – for information only.	Cllr Lloyd reminded members that agenda items for inclusion should be sent to the Clerk and also the relevant Chairperson of Full Council or Committee/Steering/Working Group. Works to the exit/entrance to Potters Cross via Berryfields would include the widening of the existing gap, cutting back of hedgerows plus a rumble strip and "quiet lane" signage to slow vehicles. Wootton Upper School were designing silhouette machine guns for the display on the Fields Road roundabout (near Berryfields) and asked BBCllr/Cllr Wheeler to see if developers would donate sand bags. The intention was to also use the poppy wreaths from last year's Remembrance Sunday parade (still on display at the War Memorial). He referenced a new s106 agreement, believed to be in addition to the original document relating to Fields Road North, which detailed an extra £243k for the management and maintenance of sports pitches. This required further investigation and would be forwarded to all members. Cllr Lloyd also agreed to request a travel plan for vehicle movement to/from the Innovation Park at the first developer liaison group meeting with Goodmans. Notes from that meeting would be reported back to next Full Council.	Cllr Lloyd and Clerk to take forward.	N/A.
FC18/223	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).	No report available as this Steering Group has not met since July 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC18/224	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.
FC18/225	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 5).	No report available as this Safety Steering Group has not met since July 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC18/226	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 6).	Resolved to receive, review and adopt without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/227	To receive, review and adopt the Project Action Plan for 2018-19, to determine which projects will be taken forward during 2018-19, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 7).	The Clerk confirmed she was still awaiting confirmation from Bedford Borough Council on whether s106 developer contribution funding could be used to cover the cost of the proposed resurfacing project at the Memorial Hall play area site. Once received, Cllr Hensher would then obtain two additional quotations. It was noted Cllr Hudson's suggestion to use wood chippings was not practical and did not allow for inclusivity. Resolved to accept the above and receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Managers and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/228	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).	Resolved to approve the updated Risk Assessments for Lone & Isolated Working and the Memorial Hall Play Area without further comment. Further resolved to receive, review and adopt the Risk Assessment Plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC18/229	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Martin and Quirk. Proposed: Cllr Lloyd. Seconded: BBCLlr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file	Governance and Accountability For Smaller Authorities in England 2018.
FC18/230	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 2018.
FC18/231	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2018-19, to date and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Bygraves. Seconded: BBCLlr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC18/232	To receive a report from the Clerk regarding anti-social behaviour in the recreation ground car park during times when the gates are not locked at night and to resolve a suitable course of action.	This agenda item was brought forward and heard after agenda item FC18/217. Two members of the public were present and wished to bring to members' attention the issues surrounding antisocial behaviour within the car park at the recreation ground, when the entrance gates were not closed at 10pm. The first resident stated they had lived very close to the car park for several years, however this was the first time they felt compelled to make a formal complaint regarding antisocial behaviour. When the gates to the car park were recently left open, cars were staying in the car park until 1.30am or later, with their drivers/passengers playing loud music and climbing on the adjacent teen shelters, causing a nuisance and significant noise issues. The resident reported this had happened for a period of approximately two weeks, longer than the caretaker had been away on annual leave. The second resident raised the same issues. The Clerk confirmed she requested members to cover for the caretaker when on annual or sick leave, but that	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		if the gates remained open when the caretaker was not on annual or sick leave, she needed to know in order to take the issue forward. The caretaker had been previously instructed to contact the Chairman to the parish council, Gareth Lloyd, if there were issues clearing the car park. It was also noted members of the village hall committee had been asked to close the gates after late-finishing functions at the village hall but had repeatedly declined to help. The caretaker could not be expected to attend at midnight. Cllr Quirk stated a petition signed by as many residents as possible would strengthen the case for action by the parish council, and the following three suggestions were put forward: • Seek to employ a private security company to cover for the caretaker; • Seek to employ a private security company to take over gate duty; • Seek to find volunteers or employ 1-2 people on a zero hours contract to cover for the caretaker. The Clerk asked both residents to keep and pass to her a diary of any future events/times the gates were not closed – adding the car park was now covered with CCTV cameras including an Automatic Number Plate Recognition camera (footage from which was passed recently to PCSO Dancer). Resolved to investigate the three suggestions detailed above and to await delivery of the petition in due course. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.		
FC18/233	To receive a report from the Clerk regarding the positioning of the glass recycling unit in the	The report was circulated ahead of this meeting. The Clerk stated she had advised the resident to attend	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	recreation ground car park and to resolve a suitable course of action.	this meeting and had also sent them a copy of the agenda. BBCllr/Cllr Wheeler added he had previously spoken to the resident and explained the revenue from the glass recycling unit was the main source of income for a local charity which helped Wootton residents in financial crisis. It was noted the residents concerns over its siting close to an access point to the children's play area would be addressed when the jubilee garden area was regenerated, as the access point would be closed off. The resident had suggested re-siting the unit within the new Innovation Park however, the parish council did not own any land within that site and it would mean the unit was no longer centrally available to all residents. Resolved to keep the unit at its present site. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC18/234	To receive a report from the Clerk regarding a subsidence issue to a property adjoining the Memorial Hall play area caused by a parish council-owned tree and to resolve a suitable course of action.	Resolved to accept the quotation and authorise all works, note the reports' contents and await further instruction regarding a potential insurance claim. Proposed: Cllr Quirk. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/235	To consider financially supporting the ongoing campaign against the proposed Covanta Incinerator at Rookery South Pit (Stewartby) and to resolve a suitable course of action.	Resolved to grant a one-off amount of £250 to the campaign. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/236	To receive and approve Mazars LLP external audit findings and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Quirk. Seconded: Cllr Hensher.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC18/237	To appoint members to the Community Infrastructure Levy (CIL) Working Group and to resolve a suitable course of action.	Resolved to appoint Cllrs Hensher, Lloyd, O'Dell and Wheeler as members of the working group. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/238	To receive and approve a Memorandum of Understanding to be issued to the allotments officer and payroll provider in relation to General Data Protection Regulations and to resolve a suitable course of action.	Resolved to receive and approve without further comment. Proposed: Cllr Martin. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/239	To receive a report from Cllr Lloyd regarding incomplete infrastructure issues within the Berryfields development and to resolve a suitable course of action.	Cllr Lloyd confirmed he had sent a draft list to the Clerk which referenced issues including non-illuminated street lights and blocked drains. The list had been forwarded to Cllrs O'Dell and Wheeler and also Thomas Emmett (as referenced within agenda item FC18/218). A proposed walkabout would see the list completed.	Cllrs Lloyd and Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/240	To receive a report from the Clerk with regard to additional Society of Local Council Clerks (SLCC) training and to resolve a suitable course of action.	Resolved to approve the training request and terms without amendment. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/241	To approve the final contract and terms and conditions following the appointment of Caloo as the contractor to undertake regeneration works to the jubilee gardens area within the recreation ground and to resolve a suitable course of action.	Resolved to approve the final contract and terms & conditions without amendment. Cllr Lloyd agreed to provide the Clerk with the relevant photographic information to enable Worboys to undertake all clearance works before the project commenced. It was understood the project could commence in approximately 6-8 weeks' time. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Cllr Lloyd and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/242	To consider Wootton Parish Council's next course of action following the lack of an agreed meeting with the Chief Executive of Bedford Borough	It was noted no meeting had yet been arranged with the Chief Executive, despite BBCLLr/Cllr Wheeler's efforts. A response to concerns raised over	Cllrs Lloyd and Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Council regarding unresolved S106 planning obligations and to resolve a suitable course of action.	unresolved s106 planning obligations had been received from Jon Shortland (Chief Officer, Planning & Highways) however it contained a number of inaccuracies. After further discussion it was resolved to draft a further response to Jon Shortland (Cllr O'Dell to take forward) ahead of a planned meeting with him on 25th September 2018 and to include the s105 planning obligations for Fields Road South also. If this were unsuccessful, BBCllr/Cllr Wheeler would push again for a meeting with the Chief Executive. Proposed: Cllr Martin. Seconded: Cllr Hensher. Resolved by all present.		
FC18/243	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).
FC18/244	To receive a report from the Clerk regarding the appointment of AdSpace 2000 to clean the bus shelters and noticeboards within the village and to resolve a suitable course of action.	Resolved to accept the quotation without further comment for an initial clean and 4 subsequent cleans per year. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/245	To receive and approve all RoSPA inspection findings for 2018, to accept and approve quotations for remedial works and to resolve a suitable course of action.	It was noted the Clerk was currently seeking quotations from other inspection companies (including surface impact testing). Resolved to receive and approve all findings and to approve all quotations for remedial works. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/246	To receive a report from Cllr Wallace regarding the community centre and to resolve a suitable course of action.	This agenda item was brought forward and heard after agenda item FC18/222. A Wootton resident who worked in the building trade reported on their snagging list, which had a variety of	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		issues – some of which could be changed and some of which couldn't. MiSpace had indicated they had completed all outstanding works, yet a further snagging inspection undertaken by the resident highlighted the following: • Non-compliant fire doors. The certification provided was from Exova and the doors claimed to be BM Trada Q mark, yet there was no sign of this on the doors, only BWF certifier stickers on some doors. The resident had spoken to the Chief Executive of BWF who was reviewing the details and photographs provided. It was hoped a Fire Door Inspection Officer could visit the centre to report on their safety and there was also a possibility BWF would use the building as a case study; • Finger guards had been placed on some doors, not all – and only on one side. The O&M manuals detailed integral finger guards – NOT what has been provided. The following link provides further information: https://www.safehinge.com/products/finger-guards/integral-finger-guard-alumax; • Cracks in the store cupboard filled in by MiSpace were opening up again – indicating this was not a settlement issue given the age of the building. Their concern was a deflection head had not been installed which would allow for necessary movement without cracking, although it was noted this was not a main structural wall. The resident, having met previously with Persimmon Homes and MiSpace was concerned Persimmon were reluctant to make some of the changes, given they were the customer and were shortly due to have the building transferred to themselves. Concerns were		
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		raised over MiSpace’s appointment to construct the building, given they were Devon-based. Stride Treglown had connections to Persimmon and it was understood MiSpace did too. It was noted Salus had signed off the building (without a hearing loop system) in January 2016. Their inspector had since left the company and Cllr O’Dell confirmed fellow access professionals were writing weekly to establish why the building had been signed off. Cllr O’Dell was concerned Bedford Borough Council were not looking after the parish council’s best interests and were not being proactive in securing the best outcome – given the s106 agreement was between them and Persimmon Homes. The parish council wanted to take ownership of the building and have it run by a charitable trust, but he warned against this happening, given the current state of the community centre. The Clerk then confirmed she had spoken to Ben Purdy (Persimmon Homes) earlier that day in relation to an additional s106 agreement which had only just come to light. It referenced a substantial commuted sum in relation to the management and maintenance of the sports pitches. Ben had detailed Persimmon were due to meet with MiSpace on 26th September to complete an “end of defects” handover and he had asked if a member of the parish council could be there also. The Clerk agreed to forward that information to members. It was noted if the fire doors were replaced and other significant issues resolved, the building (once re-inspected) would be a welcome asset for the village. It was further noted the building was an exact copy of another built by MiSpace within the parish of Kempston Rural and it was hoped members could inspect that building to see if it had the same issues.		
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		After further discussion it was resolved to try and get the fire door inspection completed at the earliest opportunity, take those findings and the above concerns to an upcoming meeting (25th September 2018) with Jon Shortland (Chief Officer, Planning & Highways, BBC) and request one of his approved building surveyors independently inspect the building. This information would be added to the report currently being drafted as part of agenda item FC18/242. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
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Meeting closed at 9.56pm.

FC18/218**Borough Councillor Update – September 2018****Local Plan 2030**

The Mayor's Executive is to agree the direction of its revised Local Plan, determining sites for housing and employment growth, at its meeting on the 5th September.

At the Executive's meeting in May 2018 it was agreed that the proposed Colworth Garden Village, adjacent to Sharnbrook and Souldrop, could not proceed due to opposition from the Santa Pod Raceway over the need for noise mitigation given the close proximity of the site to the proposed development. Colworth was earmarked to underpin the Local Plan, contributing 2500 new homes to the year 2035 and up to 4500 thereafter.

Colworth's absence means that consideration has been given to alternative options to meet the Borough's housing need. This included the viability of the proposed Garden Villages at Thurleigh Airfield, Twinwoods and Wyboston as well as the proposed 'Bedford Brickworks' development covering land to the south of Bedford. It is thought that these sites each have issues making them unviable at present.

It is, therefore, the intention of the Executive now to reduce the length of the Local Plan period from the year 2035 to 2030, thus reducing the housing need figure. The below table sets out the proposed allocations for specific areas, comparing the version of the Local Plan consulted on at the beginning of the 2018 on the left with the revised allocations on the right which will be subject to a new public consultation from 18th September – 30th October.

Local Plan 2035 Plan for submission	Amount of residential development To 2035	Local Plan 2030 Plan for submission	Amount of residential development to 2030	Amount of residential development after 2030
Urban area	2,420	Urban area	1,785	747
Edge of urban area	210	Edge of urban area	211	
Brownfield site Stewartby Brickworks	1,000	Brownfield site Stewartby Brickworks	100	900
Colworth garden village	2,500		0	
Group 1 villages – Key Service Centres		Group 1 villages – Key Service Centres		
- Bromham	500	- Bromham	500	
- Clapham	500	- Clapham	500	
- Gt Barford	500	- Gt Barford	500	
- Sharnbrook	0	- Sharnbrook	500	
- Shortstown	0	- Shortstown	0	
- Wilstead	0	- Wilstead	0	
- Wixams	0	- Wixams	0	
- Wootton	0	- Wootton	0	
Total Group 1 villages	1,500	Total Group 1 villages	2,000	
Group 2 Villages – Rural Service Centres		Group 2 Villages – Rural Service Centres		
- Carlton	25-50	- Carlton	25-50	
- Harrold	25-50	- Harrold	25-50	
- Milton Ernest	25-50	- Milton Ernest	25-50	
- Oakley	25-50	- Oakley	25-50	
- Roxton	25-50	- Roxton	25-50	
- Stewartby	0	- Stewartby	0	
- Turvey	25-50	- Turvey	25-50	
- Willington	0	- Willington	25-50	
Total Group 2 villages (mid point)	225	Total Group 2 villages (mid point)	260	
	7,855		4,356	1647

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Putnoe Walk In Centre Consultation Halted

The Bedfordshire Clinical Commissioning Group (BCCG), the body which organises NHS services locally, recently announced its intention to close the Putnoe Walk In Centre from Spring 2019.

This was linked to plans to open a new Urgent Treatment Centre (UTC) on the Bedford Hospital site. The UTC will provide same-day appointments for minor illnesses over a 12 hour period, 7 days a week via referrals from A & E and the 111 phone service. The BCCG says the rationale of the UTC is to reduce pressure on the Hospital's A & E function and allow clinicians to access diagnostic services (such as X-rays) if necessary.

The BCCG undertook a consultation on these plans which was due to end on the 19th August. It was announced on the 10th August, however, that the consultation closed early following the receipt of over 1900 responses. The BCCG now says 'it is clear that we need to reconsider our proposals on the future of urgent care in Bedfordshire'. The UTC is still on track to open from the 1st October.

Flu Vaccine

With autumn fast approaching, the Council and NHS are publicising the availability of free flu vaccinations for pregnant women and children aged between 2 – 9. Contact your GP for further details.

Electoral Registration

All households should recently have received electoral registration forms in the post as part of the Council's annual canvass. Residents are being asked by the Council to check that their details are correct and to respond to ensure that they are able to vote in the Borough elections in May 2019.

BBCllr Wheeler
September 2018

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Appendix 1a

FC 18/218a Aug 2018							
40/18713/18	Assault occasioning actual bodily harm (ABH)	16/08/2018	15/08/2018	15:00:00	Not given	NORTH-766	WOOTTON
40/20785/18	Assault without Injury - Common assault and battery	26/08/2018	26/08/2018	18:15:00 to 18:40:00	Not given	NORTH-766	WOOTTON
40/20810/18	Attempted Burglary - Business And Community	27/08/2018	26/08/2018	00:00:00 to 23:49:00	Not given	NORTH-766	WOOTTON
40/18047/18	Burglary - Business And Community	13/08/2018	11/08/2018	11:30:00 to 13:15:00	Not given	NORTH-766	WOOTTON
40/19944/18	Harassment - without violence (course of conduct)	22/08/2018	01/11/2017	09:00:00 to 09:45:00	Not given	NORTH-766	WOOTTON
40/19116/18	Interference with a motor vehicle	18/08/2018	15/08/2018	03:15:00 to 03:25:00	Not given	NORTH-766	WOOTTON
40/15576/18	Other criminal damage to a dwelling (Under £5,000)	01/08/2018	01/08/2018	21:00:00	Not given	NORTH-766	WOOTTON
40/17013/18	Other criminal damage to a vehicle (£5,000 and over)	08/08/2018	07/08/2018	23:00:00	Not given	NORTH-766	WOOTTON
40/18199/18	Other criminal damage to a vehicle (Under £5,000)	14/08/2018	14/08/2018	09:43:00	Not given	NORTH-766	WOOTTON
40/20510/18	Other criminal damage to a vehicle (Under £5,000)	25/08/2018	24/08/2018	15:10:00	Not given	NORTH-766	WOOTTON
40/17906/18	Sexual	12/08/2018	01/01/2015		Not given	NORTH-766	WOOTTON
40/19459/18	Sec 4 POA Fear or provocation of violence	20/08/2018	19/08/2018	17:17:00	Not given	NORTH-766	WOOTTON
40/15711/18	Sexual photos	02/08/2018	10/07/2018	09:00:00 to 23:00:00	Not given	NORTH-766	WOOTTON
40/16186/18	Theft from a motor vehicle	04/08/2018	04/08/2018	11:30:00 to 17:30:00	Not given	NORTH-766	WOOTTON

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Appendix 1a

40/18850/18	Theft from a motor vehicle	17/08/2018	14/08/2018	15:30:00 to 19:00:00	Not given	NORTH-766	WOOTTON
40/18628/18	Theft from a motor vehicle	16/08/2018	16/08/2018	03:55:00 to 04:00:00	Not given	NORTH-766	WOOTTON
40/21008/18	Theft from a motor vehicle	28/08/2018	27/08/2018	22:00:00 to 05:00:00	Not given	NORTH-766	WOOTTON
40/21000/18	Theft from a motor vehicle	28/08/2018	27/08/2018	22:00:00 to 04:20:00	Not given	NORTH-766	WOOTTON
40/19428/18	Theft of a motor vehicle	20/08/2018	19/08/2018	21:00:00 to 06:45:00	Not given	NORTH-766	WOOTTON

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**Police Parish Priority Meeting
Held at Bedfordshire Police Headquarters
Tuesday 14th August 2018**

I attended the above meeting on behalf of Wootton Parish Council.

Crime Figures

During January to July 2017 Wootton recorded 37 crimes. In the same period in 2018 51 crimes were recorded, although 11 of these were theft of fuel on the A421, and one offence was possession of a weapon in Green Lane, Stewartby.

Request for Police priority within the village

I requested that speeding on Bedford Road and Fields Road be considered a priority once the road works have been removed, and I requested visible policing within the village.

Presentations

We were given presentations on the following:

1. Details of a problem that had arisen in Wymington whereby local residents believed children from a care home were committing numerous criminal offences. Police worked with the care home managers, social workers and members of the community to bring the two factions together and discuss their concerns. The result has been that the children now feel part of the community and have been undertaking 'random acts of kindness' towards local people, and two members of the community have volunteered to work with the children. The suspicions of the local community have been eradicated.
2. Safeguarding vulnerable individuals in the community was subject of another presentation in which we were informed of the triggers that indicates an individual is vulnerable, the information Police require to take action to safeguard the individual and how to report any such concerns. We will be receiving a sheet with the all the information, which I will forward once in my possession in order that it can be disseminated throughout our village.
3. Finally, we were informed of the steps Bedfordshire Police are taking in relation to knife crime. This includes intelligence gathering, education and searching areas where knives are hidden. The current trend within Bedfordshire is a reduction in knife crime.

**Cllr Noakes
August 2018**

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FC18/219 Schedule of correspondence			
Date received	Type	From	Brief details
1.8.18	Email	Bedfordshire Police & Crime Commissioner	OPCC August 2018 newsletter
2.8.18	Letter and enclosures	Bedfordshire Clinical Commissioning Group	Posters and information relating to the ongoing consultation regarding Urgent and Emergency Care within Bedfordshire and Putnoe Walk-in Centre
3.8.18	Email	Society of Local Council Clerks	News Bulletin 3rd August 2018
6.8.18	Email	Campaign to Protect Rural England	Is Central Bedfordshire Council complicit in land banking? Houghton Regis North Site 1 information
9.8.18	Email	Resident	Complaint regarding excessive noise when using bottle bank at the recreation ground
12.8.18	Email	Campaign to Protect Rural England	Rural Affordable Housing - a major campaign success
14.8.18	Email	various	Complaints regarding nuisance vehicles in the recreation ground car park late at night
15.8.18	Email	Andrea Pellegram Ltd	Planning Local Newsletter 9
16.8.18	Email	Campaign to Protect Rural England	Central Bedfordshire Council admits to taking decisions in secret and refuses to answer key questions - Scandal of Land Banking
17.8.18	Email	Bedfordshire Police	Request for CCTV footage of cars at the recreation ground

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FC18/223

Neighbourhood Plan Steering Group Report

No report available as this Steering Group has not met since July 2018.

Planning & Environment Committee Report

8th August 2018

Report from outside organisations – for information only

Highways England – update on the A428 Black Cat roundabout to Caxton Gibbet scheme.

Bedford Borough council. Continued temporary closure of Footpath 1.

Matters arising from the minutes – for information only

See under 29th August 2018.

Planning Applications – for resolution

[18/01493/FUL](#) – 51 Hall End Road. Erection of three bay garage in rear garden.

(Previous applications have been made for a dwelling on this land).

Discussions centred on whether foundations had been laid in respect of an earlier planning application (granted in 2002) for a detached dwelling.

Resolve **TO OBJECT** using the following material considerations:

- The plans were incorrect as they detailed the detached dwelling as approved in 2002. The site was so overgrown it was impossible to determine whether foundations had been laid, but certainly the dwelling had not been built;
- The plans did not accommodate sufficient access from the highway to the garages.

It was noted the Clerk had been approached by the applicant with regard to moving the parish council's noticeboard (currently standing on highways land in front of the plot in question). The Clerk was instructed to inform the applicant that discussions on re-siting the noticeboard (at the applicant's cost) would be considered once planning permission had been granted.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

[18/01519/FUL](#) – Meadow View, 43 Cranfield Road. First floor extension to existing single storey wing, including front, side and rear dormers (revised scheme).

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

[18/01740/FUL](#) – 12a Halegate. Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

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[18/01755/CPNQ](#) – Rear of Red Berry Barn, Dillock Lane. Prior notification for change of use from an Agricultural building 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. If Officers confirm that the development can proceed, it must be completed within a period of 3 years starting with the prior approval date.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

[18/01833/FUL](#) – 43 Mepharm Road. Garage conversion to form annexe.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

[18/01959/FUL](#) – 36 Cause End Road. Demolition of existing conservatory and erection of a one and two storey rear extension. Enlargement of front porch and alterations to ground floor windows to front.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

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

18/00993/NMA – Land North of Fields Road. 15/03081/MAF – realignment of some dwellings and removal or repositioning of some garages to ensure an existing hedgerow is unaffected. (Development of 71 residential dwellings and supporting infrastructure).

This council was not consulted on this application.

18/01098/FUL – 44 Grovebury Court. Single storey rear and front extensions.

This council previously recorded **NO OBJECTION.**

18/01353/FUL – 93 Cause End Road. Single storey infill side extension and insertion of new window and patio doors.

This council previously recorded **NO OBJECTION.**

18/01451/TPO – The Cock Inn, 2 Bedford Road. Reduce overhang by 1m to achieve a 2m clearance.

This council previously recorded **NO OBJECTION.**

18/01605/NMA – Land South of Fields Road. 17/00666/MAO - Non-Material Minor Amendment to correct parameters plan and to reposition units 1E.1 to 1E.6. (Hybrid application comprising full planning application for means of access, Plots 1E-F and 6 (Class B1c light industrial/B2 general industrial/B8 storage and distribution) access, parking, drainage, landscaping and associated works. Outline planning application for

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Plots 1A-D (Class A3 food and drink/A4 public house/C1 hotel/D1 crèche) Plots 2 and 3 (Class B1A office/B1B research and development/B1C light industrial) and Plots 4 and 5 (Class B1C light industrial/B2 general industrial/B8 storage and distribution) access, parking, drainage, landscaping and associated works. All other matters reserved).

This council previously recorded **AN OBJECTION**.

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

18/01286/FUL – 76 Bedford Road. Erection of one single storey dwelling to front.

This council previously recorded **AN OBJECTION**.

18/01423/TPO – 66a Keeley Lane. T1 Ash – remove.

This council previously recorded **NO OBJECTION**.

Resolutions

P18/182 – To receive a report from Cllr Quirk regarding interment procedures at Lorraine Road cemetery and to resolve a suitable course of action.

Cllr Quirk had not received an email sent by the Clerk querying these procedures and so it was agreed to carry this agenda item over to the next meeting of this committee.

P18/183 – To receive a report from the Clerk regarding proposed works to St. Mary's cemetery extension hedgerow and to resolve a suitable course of action.

Resolved to permit the works to reduce the hedge, providing greater visibility for vehicles and pedestrians. BBCllr Wheeler confirmed s106 monies would be used to undertake the works. Further resolved the Clerk obtain quotations for the same and forward them to Bedford Borough Council for consideration as it was crucial an expert undertook the works, given its location within Wootton's conservation area.

Proposed: Cllr Martin.

Seconded: Cllr Noakes.

Resolved by all present.

P18/184 – To receive a report from Cllr Quirk regarding plans for 2018's Remembrance Sunday Parade, to include the possible booking (if available) of the village hall for assemble the parade and to resolve a suitable course of action.

Cllr Quirk and BBCllr Wheeler confirmed they had spoken to all contacts – Steve Rowse would undertake the same role as last year and the bugler and schools had confirmed the same. Cllr Lloyd agreed to contact all local clubs.

Cllr Quirk queried the value in hiring the village hall prior to the parade, for all to assemble in the event of bad weather and asked all present for their thoughts and suggestions on how to improve or add to the event (with the aim of including the village as a whole).

The Clerk had provided Cllr Quirk with a copy of last year's Risk Assessment which required updating and agreed to contact the insurance company to see if any additional/special requirements were necessary.

The Clerk was then asked to bring this agenda item back to the next meeting of this committee.

P18/185 – To receive an update from BBCllr/Cllr Wheeler and Cllr Quirk regarding Bedford Borough Council enforcement action to 50 Cause End Road and to resolve a suitable course of action.

It was noted Bedford Borough Council had carried out works to reverse the actions of the homeowner. Queries received were to be addressed to Gareth Turner, Team Leader Highways Operations, Bedford Borough Council. The resident would be invoiced for all works in the coming week.

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Report from outside organisations – for information only

Bedford Harriers – information regarding their event and road closures. Half Marathon – Sunday 2nd December 2018.

Bedford Borough Council – closure of Payne Road footpath. Closure will be in operation 24 hours a day from Tuesday 28th August 2018 to Tuesday 11th September 2018.

Matters arising – for information only

- P18/167 – Parking problems/yellow lines proposals. The clerk is currently investigating why some works approved by the parish council remain outstanding and met with a Borough Council Traffic Engineer (June 2018) to revisit issues. Awaiting written confirmation of the same from Bedford Borough Council. Resolved 11th June 2018 (P18/167) to ensure restrictions proposed for Hall End (opposite the Chequers Inn PH) were completed in full.
- P18/128 – 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. Resolved 30th May 2018 (P18/128) the Clerk continue to try and register, using adverse possession if necessary.
- 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.
- P18/111 – 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 signage in the area, warning of the wall's unstable nature, pending remedial works. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different works.
- P18/185 – 50 Cause End Road. Bedford Borough Council have completed all enforcement works.
- P18/129 – 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. Cllr Quirk is drafting a report to determine what works are required. Resolved 30th May 2018 (P18/129) to appoint Wrighton & Barker for one day to undertake works detailed within Cllr Quirks' report. Clerk is awaiting a date for the works.
- P18/112 – Plot reservation process. Resolved 25th April 2018 (P18/098) to obtain costings to place inscribed slabs on plots which have been reserved and further resolved 9th May 2018 (P18/112) to place an order for the same, with Wrighton & Barker. Slabs are with Cllr Quirk and he and the clerk are meeting on 9th July 2018 to determine how best to place them. Cllr Quirk is now in the process of placing the slabs but needs cooler weather.
- P18/184 + P18/199 – Remembrance Sunday organisation and parade. Resolved 30th May 2018 (P18/126) to request assistance from a resident who has previously undertaken the role of parade marshall. Refer to agenda item P18/199.
- P18/141 – Removal of HGV signage along Fields Road. BBCllr/Cllr Wheeler is pushing for urgent action to remedy this.

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- P18/154 – Transfer of parish council-owned street lights to Bedford Borough Council. Resolved 27th June 2018 (P18/154) to continue with the transfer and request Bedford Borough Council carry out structural examinations to all columns.
- P18/183 – Works to St. Mary's cemetery extension hedgerow. Resolved 8th August 2018 (P18/183) that the height be reduced to improve visibility along the Church Road/Cause End Road junction. Clerk has met with FA Bartlett Tree Experts to obtain a quotation, although it is understood the works will be carried out and financed by Bedford Borough Council.

Planning Applications – for resolution

[18/01842/FUL](#) – Fox Cottage, 27 Church Road. Single storey extension on the front of the property.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

[18/01380/M73](#) – 15/02060/MAF – Land South of Fields Road and East of Cranfield Road. Variation of approved plans condition 2 to change layout and number of the approved house type drawings on various plots to a new house type range (Erection of 600 dwellings, including vehicular access, pedestrian and cycle links, public open space, car parking, landscaping, drainage and associated infrastructure works).

Resolved **NO OBJECTION** but to pass the following observation back to Bedford Borough Council:

Revised plans did not take into consideration the need for 1-2 bed, low cost/affordable housing – a requirement identified in the emerging Neighbourhood Plan.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

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

18/01481/LBC – Keeley Grange, Bedford Road. Single storey rear extension and internal alterations to relocate kitchen.

This council previously recorded **NO OBJECTION**.

18/01555/LDP – 2 Sherwood Close. Certificate to confirm that the details submitted do not require planning permission (proposed conversion of the existing loft void with roof lights to front and rear and pitched roof dormer to rear slope).

This council was not consulted on this application.

18/01671/FUL – 25 Lorraine Road. Single storey front extension.

This council previously recorded **NO OBJECTION**.

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

18/01637/FUL – 14 Folkes Road. Single storey rear/side extension and garden wall.

This council previously recorded **AN OBJECTION**.

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Resolutions

P18/197 – To receive a report from Cllr Quirk regarding interment procedures (Memorial Walls only) at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to accept the interment procedures with the following amendments:

- Item 5 to include reference to removed items being stored for safe keeping and available for return to the next of kin;
- Addition of information regarding double (side-by-side) plots.

Proposed: Cllr Noakes.

Seconded: Cllr Martin.

Resolved by all present.

P18/198 – To receive a report from the Clerk regarding the brick Wootton Village entrance sign located along Wootton Road/Bedford Road and to resolve a suitable course of action.

The wall was built using the proceeds from a published book “History of Wootton”, and had not been inspected nor maintained for several years.

Resolved to brush and wash the brickwork along with the face stone and pick out the lettering in black. Further resolved the Clerk bring a further agenda item back to the next meeting of this committee (once the above works were complete) to consider the addition of a raised flower bed in front of the same. Clerk to include a further agenda item to consider village signs at other entrances to the village.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

P18/199 – To receive a report from Cllr Quirk regarding plans for 2018’s Remembrance Sunday Parade, to include the possible booking (if available) of the village hall for assemble the parade and to resolve a suitable course of action.

Cllr Quirk reported arrangements were in hand as did BBCllr/Cllr Wheeler and Cllr Lloyd. The Clerk had updated the Risk Assessment (to be approved at a future meeting of this committee) and the insurance company had been informed of all arrangements.

The Clerk confirmed the wreath would be ordered in the coming weeks and that the football teams would be reminded not to play on the day before 2pm.

Cllr Quirk agreed to take forward the booking of the village hall (regardless of weather conditions) at the next meeting of the village hall committee.

It was noted the Boys/Girls brigade would provide a marching band.

The Clerk confirmed this would be a rolling agenda item.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

1st September 2018

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RP18/225

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2018-19

No report available as this Safety Steering Group has not met since July 2018.

¹ Project Action Plan.
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FC18/226**Wootton Play Equipment Working Group report****1st August 2018****Matters arising from the minutes – for information only**

- WPE17/12 – This committee can have input regarding proposed play areas within the Fields Road South development, when plans are received by JW.
- WPE16/21 – Developer contributions for play areas. JW confirmed 5th October 2016 (WPE16/21) two tranches totalling £38.4k could be used for offsite sports and play area provision, plus provision of sports pitches and structured play areas. Spend timetable was 2022 and Bedford Borough Council (BBC) had confirmed both could be used for phase 1 (resolved by Wootton Parish Council (WPC) 9th November 2016 (FC16/274)).
- WPE18/018 – Funding. £38.4k has been allocated from s106 developer contributions. The Veolia application was successful (£75K) and SP is waiting to learn when Bedford Borough Council will make the third party contributing payment.
- WPE18/028 + WPE18/036+037 – Tender Process. Submitted tenders have been scored and Full Council appointed Caloo as the favoured contractor on 11th July 2018 (FC18/187), subject to contract, terms and conditions. Refer to agenda items WPE18/036+037.
- WPE18/029 – Consultation. There have been a number of comments regarding the proposal (via Facebook). SP has confirmed a further public consultation should be undertaken – timescales not yet agreed.

WPE18/036 – To review Caloo's terms and conditions and to make recommendation to Full Council as necessary.

GL passed around annotated terms and conditions and after discussion it was agreed he and SP would work on a revised set which would be emailed to all present for approval, before submission to Caloo.

WPE18/037 – To draft, review and agree the contract between Wootton Parish Council and Caloo and to make recommendation to Full Council as necessary.

GL and SP would work on the contract alongside the revised terms and conditions, which would again be emailed to all present for approval before submission to Caloo.

WPE18/038 – To consider any amendments to Caloo's design and layout and to make recommendation to Full Council as necessary.

The following were noted:

- Caloo to confirm why they have quoted for three gates when one is already in situ. Two further gates, each 1.5m wide are needed;
- Caloo to amend their quotation to remove two kissing gates as one has already been taken away;
- Seating to remain in the sun dial area – Caloo to ensure they can be used and determine how the play panels will be best placed for optimum use;
- Caloo to consider an additional pathway linking the larger blue area to the green/red area;
- Caloo to consider a defined/re-positioned path to encourage users NOT to walk in front of the swings when heading towards the slide;
- Caloo to determine whether road markings could be added to the suds bond footpath;
- A site visit (once T&C's and contract had been determined) would help address the above and identify/clarify any other issues including:

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- Fencing issues including gap between WPC's and neighbouring properties and direction;
- The need for HGV covers when entering the site via the newly laid footpath adjacent to the skatepark.

After considerable debate it was agreed to leave the gravel area as was for the time being (SP has requested the Borough Council's street cleansing team remove broken glass) and possibly revisit this as a future project.

(Please note SP has since spoken to Caloo and the above issues have been noted. SP will confirm that telephone conversation via email when revised T&C's/contract have been drafted).

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

1st September 2018

FC18/227**Project Action Plan**

Priority	Action	Timescales	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
	Christmas street lighting Bedford Road ongoing to 2019	Nov-18	£0	£0		£5,362	Continue of rental contract until 2019	Cllr Hensher
	Christmas street lighting additional lights	Nov-18	£0	£0		£13,175	Order has been given to Millennium Quest to extend the display for 2018	Cllr Hensher
High	Community Centre take-on					£1,500	There is a need to push Persimmon and WPC's solicitors to secure ownership of the building. Issues are outstanding including snagging and a lack of air conditioning units and hearing loop. Clarity is required over the ownership of the football pitches. MUGA and play areas	Cllr Wallace

High	Community Centre lease agreement		£0	£0		£1,500	Drawing up a lease between WPC and Community Centre Charity. Things to include are: The office is only for Parish Council use; Meeting room booked every Wednesday evening for WPC; Buildings insurance paid by WPC for free access to the Meeting room; Council will pay any building repairs, claim the VAT back and pass the none VAT part to the charity for payment; Council will pay all utility bills and pass the charges excluding the VAT on to the charity, with the exception of the BT which will remain a Council bill; Any alterations to the structure of the building will require Full council approval. Charity to be responsible for all Health and Safety matters, including fire protection, legionnaires testing of water, etc. Any dispute between the charity and those booking the hall will be resolved at Full Council. Charity to meet income targets set out by the Parish Council.	Cllr Bygraves
High	Community Centre Office setup		£0				Setting up the office with broadband and Phone. Office furniture, IT equipment and CCTV (internal and external). Use part of the S106 money for kitting out hall	Cllr Lloyd

High	Community Centre hearing loop					£10,000	Cllr O'Dell is establishing who is responsible for this installation as part of Building Regulations requirements for 'Aid to Communications'. If this system is NOT going to be supplied by Persimmon, which system do we select and who do we get to install it?	Cllr O'Dell
High	GDPR					£2,000	Procedures and policies still to be finished. Looking at domain name WoottonPC.gov.uk for emails. Agendas and other sensitive documents to be retrieved from sites similar to drop box. Parish documents to be correctly marked	Cllrs Lloyd and Martin
	Lorraine Road Cemetery extension		£0	£0	£12,000	£100,000	Cemetery will be full by 2050, Recommendation made to ring-fence £5,000 per year. Formal valuation no longer required	Cllr Quirk
High	Memorial Hall play area resurfacing	ASAP				£19,500 for	Recommendation made to resurface the grassed play area to make it fit for use all year round & to ensure it meets safety requirements as per specification EN1177 & the WPC published risk assessment. The surfacing to the play area & path will also make the park more assessable to parents with buggies, wheelchair users, etc. Resolved 8th August 2018 (FC18/212) the Clerk establish whether Bedford Borough Council s106 funding could be used to fund this proposal and Cllr Hensher obtain further quotations before bringing this back to Full Council. The Clerk is still	Cllr Hensher

							awaiting that information from Bedford Borough Council.	
						£32,300 for wet pour within the entire play area		
	Neighbourhood Plan			£8,000	£3,945		An additional £8,000 grant may be available to help with costs. Future costings to be determined – latest N Plan questionnaire has cost £5.5k to produce	Cllr Hensher
	Noticeboards		£0	£0	£500	£500		Clerk
	Jubilee Garden Playground extension			£106,0		£106,000		BBCllr/Cllr Wheeler
	St Mary's cemetery Brick wall and railings				£10,000	£10,000	The Clerk has contacted Historic England to arrange a site visit in order to determine how to take forward necessary remedial works (Planning & Environment Committee are currently overseeing this)	Cllr Quirk

	Speed Cameras					£200,000	Recommendation made by the R&FSSG Committee to leave speed cameras on file ufn. Possibility developer funding may be made available from innovation Park. Findings from the recent Neighbourhood Plan Questionnaires also showed the public are in support of ASC	Cllrs Lloyd and Wheeler
	Transfer of streetlights to BBC				£10,000	£10,000	BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer	Cllr Quirk
	Wootton in Bloom				£7,773	£7,773	To install two further planters, one opposite the Memorial Hall (Bedford Road) and the other near the Berryfields development (Fields Road)	Cllr Hensher
	Wootton village entrance sign (Fields Road)				£10,000	£10,000	Currently with the Planning & Environment Committee for discussion	Cllr Lloyd

FC18/228**RISK ASSESSMENTS PLAN 2018-19**

WPC² 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 2018-19:

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters*	CLlr Gibbons	10.5.18	No issues arising		5.7.18 CG
Cemeteries *	CLlr Quirk	10.5.18			
Changing Rooms and Toilet Block*	CLlr Gibbons	10.5.18			
Christmas Street Lights and Tree *	Clerk	10.5.18	Will complete in October 18	Oct 18	
Defibrillator*	CLlr Gibbons	10.5.18			
Fun Fest*	Clerk	10.5.18		Jul 18	13.6.18 SP
Generator*	CLlr Gibbons	10.5.18			
Keeley End Pond*	CLlr Gibbons	10.5.18			
Litter Picking *	CLlr Gibbons	10.5.18			
Lone & Isolated Working *	CLlr Gibbons	10.5.18	No issues arising		13.8.18 CG

² Wootton Parish Council
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Marquee*	Cllr Gibbons	10.5.18			
Memorial Hall Play Area*	Cllr Gibbons	10.5.18	Possible upgrade to surfaces in 2018/19	To be determined	13.8.18 CG
MUGA (Multi Use Games Area) *	Cllr Gibbons	10.5.18			
Recreation Ground Play Area *	Cllr Gibbons	10.5.18			
Skate Park *	Cllr Gibbons	10.5.18			
Street Furniture*	Cllr Gibbons	10.5.18			
Trees *	Cllr Gibbons	10.5.18			
Village Sign(s)*	Cllr Gibbons	10.5.18			
War Memorial *	Cllr Gibbons	10.5.18			
Work Station (Clerk)	Cllr Lloyd	10.5.18			

To be reviewed monthly at Full Council.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

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Date.....

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Please visit the following link:

https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=13138624.