



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 9th January 2019 at 7.30pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	One representative from Bedford Borough Council was in attendance to deliver a brief presentation (agenda item FC19/018). The chairman proposed this agenda item be heard after agenda item FC19/003 and this was resolved by all present. 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, Gibbons, Hensher, Martin, Noakes, O'Dell, Quirk, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/001	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/003	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.	N/A.	Localism Act 2011, Ch 7, s33.
FC19/004	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. Cllr Hensher queried whether a parking camera was necessary for the upper school in light of recent car parking complaints and BBCllr/Cllr Wheeler agreed to take this forward, although it was noted the camera would only cover those parking	BBCllr/Cllr Wheeler and the clerk to take forward.	N/A.

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	To receive crime figures for December 2018. (Appendix 1a).	on zig-zag markings. BBCllr/Cllr Wheeler asked all present to give consideration to proposals for a new bus route through the new Fields Road South development. He would circulate plans when available and the clerk confirmed this would come to February's Full Council meeting for discussion. No further comments received.	Clerk to keep on file.	
FC19/005	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	The clerk reported on an email received just ahead of the meeting, detailing a request that a resident be permitted to attend the next meeting of the Covanta Community Liaison Panel (Monday 4 th January 2019). All present were in agreement the resident could represent the parish council. No further comments received.	Clerk to keep on file.	N/A.
FC19/006	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 12 th December 2018.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC19/007	Matters arising from the minutes – for information only. Please inform the Clerk by Tuesday 8th January 2019 if you wish to update any item below – for information only. FC18/266 – Bedford Borough Council's Local Plan 2032 (since 2035, now 2030). 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	No further comments received.	Clerk to keep on file.	N/A.

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	impact on Wootton. The Mayor's Executive is to agree the direction of Bedford Borough Council's revised plan (now 2030) at a meeting on 5th December. 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). • FC18/329 + FC19/021 – Community Centre at Berryfields. Refer to agenda item FC19/021. • FC18/297 – 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) – now due January 2019. • FC18/301 – Allocation of s106 monies (Developer Contributions). All ideas for sports facilities to be submitted to the clerk. The clerk is awaiting confirmation on whether this money can be used in part to resurface the Memorial Hall Play Area. • FC17/284 – Cranfield Road/Village Sign. Street lighting is only illuminated in part which means the 30MPH speed limit cannot be legally enforced. The village entrance sign has not yet been repositioned – this is the responsibility of Bedford Borough Council. The clerk and BBCllr/Cllr Wheeler continue to chase for these works to be completed.			
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	• FC18/326 – Apex360. Resolved 8th August 2018 (FC18/208) Apex360's costs would be recuperated during the initial scheme which would take place Easter 2019. Resolved 12th December 2018 (FC18/326) to approve a Service Level Agreement between the parish council and Apex360. • FC18/275 – 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. Resolved 10th October 2018 (FC18/275) to appoint Graffit Ltd to install a lectern containing Cllr Quirk's information. • 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 is now in receipt of the appropriate licences from Bedford Borough Council and the order has been placed with Plantscape Ltd who provided the original planters. • 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 Wheeler is currently establishing timescales for these proposals. • FC18/272 – Pavement/inconsiderate parking. Resolved 10th October 2018 (FC18/272) advisory white lines be trialled at Keeley Lane (near the Legstraps PH), Mephram Road and Sherwood Close. Cllr O'Dell and the Clerk have taken this forward with Bedford Borough Council. • FC18/295 – Areas of road requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration:			
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	• Bedford Road – from Cause End Road to Elmsdale Road; • Cause End Road – from Lorraine Road to Tithe Barn Road; • Cranfield Road – area just past the double mini-roundabouts. (Fields Road is already scheduled for resurfacing in 2019). • FC18/325 – Community Infrastructure Levy (CIL) projects. Resolved 12th December 2018 (FC18/325) to take forward all three projects as follows: ▪ Average Speed Cameras; ▪ Memorial Hall Play Area Upgrade; ▪ Real Time Bus Passenger Information.			
FC19/008	Chairman's report – for information only.	No report given due to the length of this meeting.	N/A.	N/A.
FC19/009	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 had not met since October 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/010	To receive a report from the (Executive) Planning & Environment Committee. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC19/011	To receive, review and adopt the (Advisory Roads & Pavements Safety Steering Group) Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No report available as this Steering Group had not met since November 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/012	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).	It was noted the weather had caused additional delays, however wet pour was expected to be laid week beginning 14 th January 2019. No report available as this Working Group had not met since August 2018.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/013	To receive, review and adopt the (Full Council) Project Action Plan for 2018-19, to determine which projects will be taken	The Project Action Plan was received, reviewed, updated and adopted.	Managers and Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	forward during 2018-19, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 7).	Proposed: Cllr Martin. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC19/014	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 receive, review and adopt the Risk Assessment Plan without further comment. Nothing to add.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/015	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 Gibbons and Wallace. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file	Governance and Accountability For Smaller Authorities in England 2018.
FC19/016	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.
FC19/017	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: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/018	To receive a presentation from Margaret Birtles, Manager for Asset and Estate Management Economic Growth and Property, Bedford Borough Council, in relation to land retained at Berry Wood and to resolve a suitable course of action.	Margaret Birtles, Manager for Asset and Estate Management, Economic Growth and Property, Bedford Borough Council, introduced herself and thanked members for allowing her to attend and speak regarding the future of Berry Farm. Hardcopies of her presentation were circulated. It was noted some agricultural land and woodland remained on site and Margaret hoped to learn from the parish council how that land could best be utilised. The Borough Council had employed consultants to manage the process and they would be appraised following this meeting. The agricultural land was currently let to a tenant farmer and Margaret was keen to stress, whilst the area had previously been considered as part	Clerk and MB to take forward.	Stakeholder Consultation.

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		of the call for sites process for Bedford Borough Council's Local Plan 2030, it had soon been discounted. She was very much aware the village was already subject to substantial and ongoing development. She added revenue from leasing the agricultural land would contribute towards the running and improvement of adjoining woodland. It was noted disabled access to Berry Wood was limited – a pond in situ had a platform but was in poor condition. The farm house was demolished some years ago, however a metal barn was still in use by the tenant farmer. It was further noted developers had carried out works to level the entrance car park, however the job was not of a sufficient standard and fly tipping, anti-social behaviour and flooding remained an issue. Entrance gates to the car park from Hoo Lane were kept locked to prevent the same. It was suggested the area could lend itself to sports facilities – including tennis courts and cricket pitch. A synthetic 4g pitch also remained a possibility for the area, however it was for Taylor Wimpey to determine where they wished that facility to go (talks were due to begin in February). The parish council had previously recommended it be sited in that area, in replacement of proposed allotments and the clerk confirmed the existing allotments site still had vacancies and no waiting list. All present were in agreement the amenity should reflect the wishes seen in the emerging Neighbourhood Plan consultation – more green space and protection of existing woodland. Organised activities such as the existing Forest School were also suggested, as were cross-country running and cyclo-cross tracks – however		
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		protecting existing wildlife was crucial and all existing footpaths should remain. At present, there was no pedestrian access to the area from Fields Road, meaning it was less used than previously. Access was due to be reinstated via the new development (Fields Road South) and it was hoped footfall would increase. Other suggestions included a visitor centre with a woodland craft area and café – especially when the canal came forward. Margaret was unsure whether the Borough Council would continue to maintain the area or lease it to the Forest of Marston Vale. Members had no objections to it being leased to the Forest of Marston Vale on condition car parking charges were NOT introduced. It was also noted either s106 monies or Borough Council CIL money could be used. After further discussion, Margaret agreed to feed the above suggestions back to the Borough Council's consultants, with a view to them attending a further parish council meeting (potentially separate from Full Council) to enable further discussions.		
FC19/019	To consider a response to Bedfordshire Fire and Rescue Service in relation to its Budget Proposal for 2019/20 and to resolve a suitable course of action.	Resolved to note the proposal for the files but to make no response. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/020	To receive and approve a draft shared car park agreement (Memorandum of Understanding) as drafted by Bedford Borough Council and to resolve a suitable course of action.	The Clerk confirmed a meeting had been provisionally booked for Tuesday 22nd January at 5.30pm to continue discussions on the memorandum. Resolved to amend the document as follows: • Change the four month period to twelve months;	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Ensure the policy was a rolling, renewable document; • Remove the damage clause. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.		
FC19/021	To receive a report from Cllr Wallace regarding the community centre and to resolve a suitable course of action.	Cllr Lloyd thanked Cllr Wallace for his efforts to date and it was noted the Deed of Transfer (Form TP1) was currently with the clerk for signature. Cllr Bygraves confirmed he was working to set up the charitable trust and would work with Mike Peet to finalise it (Cllr Lloyd to provide contact details). The name was registered, with Cllr Bygraves suggesting the format should be based on the Gt. Denham model. It would take several weeks for the process to be finalised, however the charitable trust could work informally in the meantime. A “soft launch” of 1st March was anticipated, using just a couple of groups/clubs to test the building and generate a little income. This arrangement would be flexible to account for any works needed – such as the installation of aids to communication or air conditioning units. Members of the charitable trust would undertake the administrator/cleaning roles to determine requirements before employing someone. A temporary chairman, secretary and treasurer had been appointed and products were being determined (for presentation to the parish council for approval) to get the building operational (including hand dryers, hoover etc). Consideration was being given to an online booking system such as HallMaster, plus remote door opening. The next meeting of the charitable trust was scheduled for Tuesday 22nd January at 7.30pm.	All to take forward as detailed.	Localism Act 2011, Ch 1, s1-8.

		It was noted the parish council would need to complete all fire regulation issues, as detailed within the Fire Door Assessment Report and Fire Risk Assessment Report. Resolved the clerk be permitted to authorise all works as detailed within both fire reports. Proposed: Cllr Wallace Seconded: Cllr O'Dell. Resolved by all present. The parish council would also need to resolve the following ASAP: • Which rooms required air conditioning units (Cllr Bygraves to take forward); • Electrician required to remedy outside lighting (Cllr Lloyd to take forward); • Hearing Loop/Aid to Communication (Cllr O'Dell to take forward); • CCTV (Cllr Lloyd and the clerk to take forward); • Office kit-out including broadband (Cllr Lloyd and the clerk to take forward); The following budgets were approved: • Remedial fire safety works£5k; • Air conditioning £15-20k; • Outside lighting £5k; • Hearing Loop/Aids to Comm£12k (including £5k from Persimmon); • Office kit out £20-25k • CCTV £20-25k Cllr Wallace then recommended a request be made to both Persimmon and Bedford Borough Council, that s106 commuted monies currently earmarked for the future management and maintenance of pitch land be expanded to include the MUGA (Multi Use Games Area) and community centre.		
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		Resolved the clerk write to both parties detailing Cllr Wallace's recommendation as above. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolve by all present. It was also noted TCL were still to complete a stone pick on the sports pitches and the parish council must ensure FA standards were met. It was felt the MUGA could not be hired to users given the tarmac surface, however the charitable trust would oversee the hire of all other amenities. Risk Assessments for all amenities including an adjacent pond were required. It was understood users of the community centre could get their own events licence if a bar was required and once the charitable trust was in place, the building would require a business rates assessment. Cllr Lloyd confirmed he would inform the charitable trust members of all issues above at the next meeting. Discussions then centred on the kitting/laying out of the parish council office. After detailed debate it was agreed to carry this element over to the next meeting of Full Council.		
FC19/022	To consider the Clerk's attendance at the Society of Local Council Clerk's Practitioner's Conference (14th and 15th February 2019) in recognition of her award of a Foundation Degree in Community Governance (BA) and to resolve a suitable course of action.	Resolved to permit the clerk's attendance. Proposed: Cllr Quirk. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward	Localism Act 2011, Ch 1, s1-8.
FC19/023	To determine the precept demand to Bedford Borough Council (2019/20 budget) and to resolve a suitable course of action.	Resolved to approve the precept demand as £208,670.09 and accept all revised budget headings. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

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Meeting closed at 10.00pm.

Borough Councillor Update – January 2019**Local Plan 2030**

The Mayor's Executive approved its final Local Plan for submission, determining sites for housing and employment growth to the year 2030, on the 5th December.

At the Executive's meeting in May 2018 it was recognised that the proposed Colworth Garden Village, adjacent to Sharnbrook and Souldrop, could not proceed because it was too close to the Santa Pod Raceway. Colworth was expected to contribute 2500 new homes to the year 2035 and up to 4500 thereafter.

The Local Plan period was subsequently reduced from the year 2035 to 2030, thus lowering the housing need figure, and was subject to a new public consultation from 18th September – 30th October. The final allocations are set out in the below table, taken from the report:

Policy 3S – Amount and distribution of housing development	
A minimum of 3,636 new dwellings will be allocated and distributed as follows:	
i.	Bedford urban area: 2,532 dwellings (of which 1,785 dwellings will be delivered by 2030)
ii.	Urban extensions: 210 dwellings
iii.	Stewartby strategic brownfield allocation: 1,000 dwellings (of which 100 dwellings will be delivered by 2030)
iv.	<i>Criterion deleted</i>
v.	Key service centres: 2,000 dwellings
vi.	Rural service centres: 260 dwellings
In the settlements listed below, it will be necessary to identify sites to meet the following levels of development, generally in and around defined Settlement Policy Area boundaries. Other than in Roxtan, all sites will be allocated in Neighbourhood Development Plans:	
i	Bromham – 500 homes
ii	Clapham – 500 homes
iii	Great Barford – 500 homes
	Sharnbrook – 500 homes
iv	Carlton – 25-50 homes
v	Harrold – 25-50 homes
vi	Milton Ernest – 25-50 homes
vii	Oakley – 25-50 homes
viii	Roxtan – 25-50 homes (see Policy 28)
ix	Turvey – 25-50 homes
	Willington – 25-50 homes

Colworth's absence means that consideration was given to alternative options; this included the viability of the proposed Garden Villages at Thurleigh Airfield, Twinwoods and Wyboston which have been rejected for a variety of reasons. It is not clear why the Stewartby option has been reduced; that is a brownfield site and capable of taking 1000+ homes, not just the 100 it has been allocated. This rejection of a brownfield site and at the same time the selection of yet another greenfield site in Sharnbrook for 500 houses is not easily explained and is almost certain to be challenged.

Because of the shortened time period, the Local Plan is going to be subject to early review to take account of the strategic implications arising from the 'Oxford – Cambridge Arc' and associated developments. As a consequence, and in the light of planning guidance, the need to identify sites for Garden Villages will mean continued speculation and developer pressure.

The Local Plan will now be examined by the Planning Inspectorate which will make comments and, where appropriate, suggestions for modifications so that it 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 ensure 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.

Bedfordshire Police Funding

The Home Office has announced plans to increase funding for police forces next year which could see Bedfordshire Police's resources rise by £8m. Around £5.6m of this sum will be realised should the Police & Crime Commissioner choose to increase the policing element of Council Tax. Of the remaining sum, £1.3m will come from the central government core grant and there will be additional £1.1m to cover pension costs.

Rough Sleeper Support

The Council has in place a package of support for rough sleepers during the winter period.

Last year a grant of £307k was received from central government for 6 additional support workers and a Rough Sleeper Outreach Co-ordinator to ensure effective working with partner organisations. Furthermore, additional units of accommodation are being provided, along with 10 emergency accommodation beds.

For more information on the support available to those facing homelessness or rough sleeping see <https://bedfordhomeless.org.uk/>

Bromham Road Bridge

Traffic travelling westbound over the Bromham Road bridge in Bedford is to be redirected from January 2019 – April 2019. This is due to Network Rail's preparatory works for the demolition and rebuilding of the bridge to accommodate the electrification of the line. Specific dates and details of the diversion will be advertised in the area.

Bedford Hospital Inspection

The Care Quality Commission's (CQC) latest inspection found that overall Bedford Hospital 'requires improvement'. This grading was given to urgent & emergency services (including A & E) and maternity, although the remaining 6 categories were rated 'good'.

The Hospital's Chief Executive, Stephen Conroy, told local media that since the inspection the Hospital has opened its Urgent Treatment Centre (UTC) which is seeing around 50 patients a day and taking the pressure off A & E services. He also reiterated plans to retain key services including maternity, A & E and paediatrics as part of the intended merger with Luton & Dunstable Hospital.

Council Website

Following a period of redevelopment and testing, the Council has launched its new website at www.bedford.gov.uk. This is part of the implementation of the 'Digital Operating Model' to save over £10m a year by 2020 through the improved use of technology.

School Cameras

The Council has agreed to allocate £650k, from a predicted underspend on this year's budget, to purchase 38 cameras to enforce parking restrictions outside of schools as a means of improving safety. The maintenance costs will be covered by the income from fines issued.

Alzheimer's Society Scheme

The Alzheimer's Society is publicising a new service in Bedford Borough. 'My Future Plans' provides one-to-one support for those who have been diagnosed with the disease and their careers to discuss future care arrangements. For further details call 01234327380 or email sam.marshall@alzheimers.org.uk

Winter Maintenance

The Council's website provides updates on winter maintenance, including gritting operations. It also notifies residents of changes to school and adult services transport, bus services and waste collections. See <http://apps.bedford.gov.uk/winterupdates/>

New Proposed Bus Route in Wootton number 53

I have asked for this to be put onto February's Full Council meeting but I am giving you a rough outline now, so you can comment at next month's meeting.

- Normal run into Wootton, down Church Road over mini roundabouts down Fields Road to Harris Way terminal then back to new roundabout over this into the new estate up to Cranfield Road turn right then left up Church Road as normal. This means passengers for Bedford on Fields Road will have to catch the bus by the stop near Monoux Road;
- Normal run into Wootton, then down Church Road turn right up Cranfield Road then left into the new estate down to Harris Way terminal. From there it will go up Fields Road to Church Road as normal. Passengers for Bedford will get on outside the surgery but passengers from Bedford for Fields Road will have to sit on the Bus around the new estate or get off at the village hall and walk. The 53 now does not go to Cranfield – you will now have to catch the C1 for this. There are s106 monies for the new bus route so new shelters, seats etc will be funded from there. At the time of writing this report, the number of buses will not change.

Cause End Road

As you will have noticed new leaks have appeared on Cause End Road near the original ones. Bedford Borough Council have put tarmac on these and their engineering department have started a full investigation as they believe this is coming from an Anglian Water pipe – despite Anglian Water saying otherwise. All drains and manhole covers have now been checked and are ok, the water could:

- Still be coming from a broken pipe near the cemetery which burst a few years ago;
- Be coming from Popes Way as the flooding there has gone and could be running into Cause End Road now and down to the current area;
- Little Wootton is still a possibility.

Appendix 1

The water has been tested and no chlorine found, however I have been told this can disappear if the water has travelled a distance over / under gravel etc. If this down to Anglian Water they will have to pay all costs.

Cllr John Wheeler

January 2019

Appendix 1a

FC 19/004a Dec 2018					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/46300/18	Assault occasioning actual bodily harm (ABH)	24/12/2018	Not available	NORTH-766	WOOTTON
40/46336/18	Assault occasioning actual bodily harm (ABH)	25/12/2018	Not available	NORTH-766	WOOTTON
40/45827/18	Assault occasioning actual bodily harm (ABH)	22/12/2018	Not available	NORTH-766	WOOTTON
40/45821/18	Assault occasioning actual bodily harm (ABH)	22/12/2018	Not available	NORTH-766	WOOTTON
40/41382/18	Assault occasioning actual bodily harm (ABH)	02/12/2018	Not available	NORTH-766	WOOTTON

FC19/005 Schedule of correspondence			
Date received	Type	From	Brief details
15.12.18	Letter	Unity Trust Bank Ltd	Change to charges information
17.12.18	Letter and newsletter	Campaign to Protect Rural England Bedfordshire	Bedfordshire Matters Winter 2018 Issue 62
2.1.19	Email	Bedfordshire Association of Town & Parish Councils	Bedfordshire Bugle January 2019

FC19/009

Neighbourhood Plan Steering Group Report

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

No report available as this Steering Group had not met since October 2018.

FC19/010**Planning & Environment Committee Report**

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

12th December 2018

Report from outside organisations – for information only

Bedford Borough Council. Proposed temporary road closure – Stewartby Way/Green Lane, Stewartby. To facilitate the extension of the carriageway to link with a new access road. The closure is anticipated to be in operation 24 hours a day from Monday 7th January 2019 to Sunday 17th February 2019 inclusive – specific dates will be advertised locally closer to the time.

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.
- 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.
- P18/154 – 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. Clerk has been told the Borough Council are dealing with this, but they have several other parishes to deal with too and timescales are not yet known.
- 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. FA Bartlett Tree Experts have submitted a quote which has been forwarded to Bedford Borough Council, who will oversee and finance the proposed works. Clerk continues to chase for an update.
- P18/198 – Wootton Village entrance sign Wootton/Bedford Road. Resolved 29th August 2018 (P18/198) to brush/wash the brickwork along with the face stone and pick out the lettering in black. Those works have now been completed and the Clerk is obtaining quotations to install a raised flower bed in front of the sign.
- P18/262 – Plot Reservation issue at Lorraine Road cemetery. An issue has occurred resulting in a reserved plot being too small to utilise. Resolved 28th November 2018 (P18/262) to allow the next of kin time to consider two possibilities which could resolve the issue.

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

18/02911/DC3 – Wootton Lower School, Harris Way. Provision of a new single storey classroom block to the existing site to increase the school's capacity.

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

- The addition of a flat roof was considered a poor feature which had a limited life span. That, alongside the existing pitched roof, was a potential health and safety concern as it would enable people to jump between the two.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

18/02940/EIA – Land between Broadmead Road and Manor Road, Stewartby and Ampthill Road, Kempston Hardwick and Woburn Road, Wootton. Environmental Impact Assessment Application. Outline application with all matters reserved except access, for a commercial and industrial development providing up to 780, 379sqm of floorspace for B1, B2 and B8 uses and ancillary service uses (A1, A3, A4 and A5) and associated infrastructure including open space and landscaping.

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

- Intolerable pressure would be placed on all local roads including the C94, A421 and A6 – highlighting ongoing insufficient road infrastructure concerns. Further burden would be placed too on the Marsh Leys roundabout – already an ongoing concern;
- Any development would also add to ongoing concerns regarding air and noise pollution in the immediate and local areas.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

18/02943/FUL – 53 Elmsdale Road. First floor side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

18/03021/FUL – 10 Folkes Road. Loft conversion with front dormers.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

18/03030/FUL – 16 Ashpole Avenue. One and two storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

18/01673/FUL – 14 Folkes Road. Single storey rear/side extension and garden wall. An appeal has been made to the Secretary of State under Section 78 of the Town & Country Planning Act 1990.

This council previously raised **AN OBJECTION**.

Resolutions

P18/275 – To receive a report from Cllr Quirk regarding the Risk Assessments for St. Mary’s Churchyard and St/ Mary’s Churchyard extension and to resolve a suitable course of action.

Cllr Quirk detailed the Risk Assessments to all present.

After discussion it was resolved to accept the Risk Assessments without amendment and to take forward all recommended works. The Clerk agreed to liaise with Cllr Quirk in order to take the relevant works forward, which could be authorised using her delegated spend powers.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

2nd January 2019.

FC19/011

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2018-19

No PAP as this Steering Group had not met since November 2018.

¹ Project Action Plan.

FC19/012

No report as this Working Group had not met since August 2018.

FC19/013**Project Action Plan for Ongoing Projects**

Priority	Action	Timescales	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2019	£220,000	£60,000 s106 funding		£280,000	<u>9th January 2019</u> Completed Neighbourhood Plan Questionnaires have provided a robust evidence base that Average Speed Cameras are wanted. Resolved at Full Council 12th December 2018 (FC18/325) to take the cost (less s106 funding) from CIL monies. Clerk to speak to Cllr Lloyd to take this project forward	Cllrs Lloyd and Wheeler
High	Community Centre hearing loop	2019		£5,000 contribution from Persimmon (balance from s106 funding)		£10,000	<u>9th January 2019</u> Persimmon have now agreed to contribute £5k towards the cost of installing aids to communication. Cllr O'Dell is looking for a further quotation – including a company based in Poole who have a system which operates using FM radio frequency	Cllr O'Dell
High	Community Centre Lease Agreement	2019	£0	£0		£1,500	<u>9th January 2019</u> Cllr Bygraves is drawing up a lease between WPC and the Community Centre Charitable Trust. Items for inclusion are: • The office is for WPC use only; • The meeting room will be booked every	Cllr Bygraves

							Wednesday evening for WPC use only; • Buildings insurance will be met by WPC to ensure free access to the meeting room; • Any structural building alterations will require WPC approval; • Charitable Trust will be responsible for all Health and Safety issues, including fire protection, legionnaires testing of water, etc; • Any dispute between the Charitable Trust and users of the building will be resolved by WPC's Full Council; Charity will meet income targets set out by WPC. CLlr Bygraves is making progress and this item was also discussed under agenda item FC19/021	
High	Community Centre Office Setup	2019	£0				9th January 2019 The office will be set up with broadband and telephone facilities, furniture including IT and CCTV equipment (internal and external). S106 monies will be used for this purpose. Office set up to be discussed at February's Full Council meeting	CLlr Lloyd

High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ² will be transferred to WPC ³ in early January 2019.	Cllr Wallace
High	GDPR	2019				£2,000	<u>9th January 2019</u> Procedures and policies are complete. Agendas and other sensitive documents are now retrieved directly from WPC's website and all documents are correctly marked with GDPR ⁴ information. Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses	Cllrs Lloyd and Martin
Medium	Jubilee Garden Playground extension	Jan 2019		£106,000		£106,000	<u>9th January 2019</u> Works have been delayed due to bad weather and are expected to be completed in January 2019	BBCLlr/Cllr Wheeler
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>9th January 2019</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk
High	Memorial Hall play area resurfacing	ASAP	£8,726	£15,104.55 s106 funding		£19,431 for wet pour under equipment only £4,400 for pathway	<u>9th January 2019</u> Awaiting confirmation from BBC ⁵ that s106 monies may be used in part for resurfacing. Resolved at	Cllr Hensher

² Multi Use Games Area

³ Wootton Parish Council

⁴ General Data Protection Regulations

⁵ Bedford Borough Council

							Full Council 12 th December 2018 (FC18/325) to take the balance from CIL ⁶ monies	
High	Neighbourhood Plan	2019		£8,000	£17,743.18		<u>9th January 2019</u> An initial draft Neighbourhood Plan will be discussed by the Steering Group in January 2019	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>9th January 2019</u> When needed	Clerk
Low	Real Time Bus Passenger Information	2019	£24,750				<u>9th January 2019</u> In addition to the CIL project, developers are also required to provide this information in at least one of the new bus shelters to be installed within the Fields Road South development. This information should also be provided by the developers within the Fields Road North development. Cllr O'Dell is liaising with Bedford Borough Council and quotations are awaited	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£10,000	£10,000	<u>9th January 2019</u> Historic England wish to refer any building works decision to BBC. The Planning & Environment Committee are overseeing this, and the clerk is liaising with BBCllr/Cllr Wheeler on how best to take this forward	Cllr Quirk
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>9th January 2019</u> BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient,	Cllr Quirk

⁶ Community Infrastructure Levy
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							across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>9th January 2019</u> Investigation ongoing as to when the trigger for this facility will be met	Cllr Bygraves
Low	Wootton in Bloom	2019			£7,773	£7,773	<u>9th January 2019</u> The order has been given for two further planters – one opposite the Memorial Hall (Bedford Road) and the other near the Berryfields development (Fields Road). Both will be in situ for summer 2018	Cllr Hensher
Low	Wootton Village Entrance Sign(s) – Various Locations	2019 and ongoing			£20,000 Fields road £15,000 Keeley Lane £5,000	£20,000	<u>9th January 2019</u> A design is needed for Keeley Lane <u>only</u> at this stage, once the flower bed is in place in front of the sign along Bedford/Wootton Road (BBC Highways Department to be consulted when the design/quotation is received). A consultation will then be included in the Wootton newsletter, offering residents a choice between styles: • Current Standard Metal Sign; • Wooden sign (as seen on Cranfield Road);	Cllr Martin

							• Brick sign (as seen on Bedford/Wootton Road). Replacement signs for Cranfield Road and Fields Road to follow	
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FC19/014**RISK ASSESSMENTS PLAN 2018-19**

WPC⁷ 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	Ongoing		
Changing Rooms and Toilet Block*	Cllr Gibbons	10.5.18			
Christmas Street Lighting*	Clerk	10.5.18	No issues arising		17.10.18 SP
Christmas Tree (including Switch On Event)*	Clerk	10.5.18	No issues arising		17.10.18 SP
Defibrillator*	Cllr Gibbons	10.5.18			
Fun Fest*	Clerk	10.5.18	No issues arising	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
Marquee*	Cllr Gibbons	10.5.18			

⁷ Wootton Parish Council
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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 Car Park Opening/Closure including volunteers	Cllr Hensher	10.10.18	No issues arising		17.10.18 BH
Recreation Ground Play Area *	Cllr Gibbons	10.5.18			
Remembrance Sunday Parade	Clerk	Aug 18	No issues arising		12.9.18 SP
Silhouettes	Clerk	Oct 18	No issues arising		4.11.18 SP
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 Noakes	10.5.18	No issues arising		18.9.18 JN
Work Station (Clerk)	Cllr Lloyd	10.5.18			

To be reviewed monthly at Full Council.

Please visit the following link:

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