



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Meeting of the **Full Council** held on Wednesday 13th March 2019 at 7.30pm at Wootton Community Centre, Harris Way, Wootton.

Open Forum	One member of the public was present and wished to observe the meeting only. 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.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/050	Apologies for absence. The Clerk and Responsible Financial Officer (Sue Playford) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/051	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/052	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.
FC19/053	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for February 2019. (Appendix 1a).	The report was circulated ahead of this meeting. No further comments received. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.

Full Council Minutes 13th March 2019

Chairman.....

Page | 1

Date 10th April 2019.

FC19/054	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2). No significant correspondence to report. To include correspondence relating to the A428 Black Cat to Caxton Gibbet Route Announcement from Bedford Borough.	No further comments received.	Clerk to keep on file.	N/A.
FC19/055	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 13th February 2019. 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 30th January 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Fun Fest Committee meeting held on 15th August 2018. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 16th January 2019.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Lloyd. Resolved by all present. 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).
FC19/056	Matters arising from the minutes – 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	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 13th March 2019

Chairman.....

Date 10th April 2019.

	(FC18/050) that the plan was sound and would not impact on Wootton. The Mayor's Executive agreed the direction of Bedford Borough Council's revised plan (now 2030) at a meeting on 5th December 2018 and the reduction in length will reduce their housing need figure. • FC19/045 + FC19/067 – Community Centre at Berryfields. Refer to agenda item FC19/067. • 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. The clerk has requested an update from BBCLlr/Cllr Wheeler. • 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.			
--	---	--	--	--

	• FC19/048 – Apex360. Resolved 13th February 2019 (FC19/048 to accept all documentation to enable the proposed Easter 2019 Holiday Camp. • 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. Bedford Borough Council have confirmed both proposals are being considered but timescales are not yet known. The clerk and BBCllr/Cllr Wheeler continues to chase for a further update. • 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: • 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.			
--	--	--	--	--

Full Council Minutes 13th March 2019

Chairman.....

Date 10th April 2019.

	(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. - FC19/018 – Land at Berry Wood. Margaret Birtles, Manager for Asset and Estate Management Economic Growth and Property, Bedford Borough Council attended Full Council on 9th January 2019 to deliver a presentation and request ideas on the future management of land at Berry Wood, currently owned and maintained by the Borough Council. Ideas were submitted and further feedback from Bedford Borough Council is awaited. - FC19/020 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park are ongoing.			
FC19/057	Chairman's report – for information only.	It was reported with regret that the parish council's payroll provider had recently passed away. Payroll services had been moved to an alternative provider in the short term.	Clerk to keep on file.	N/A.
FC19/058	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/059	To receive a report from the (Executive) Planning & Environment Committee. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC19/060	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to	N/A.	N/A.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 13th March 2019

Chairman.....

Date 10th April 2019.

	resolve a suitable course of action on any issues or recommendations arising. (Appendix 5). No report was available as this Steering Group had not met since 16 th January 2019.			
FC19/061	To receive, review and adopt the (Full Council) 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 6).	Resolved to receive, review and adopt the Project Action Plan with amendments noted in red. Proposed: Cllr Martin. Seconded: Cllr O'Dell. Resolved by all present.	Managers and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/062	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 7).	It was noted the play area at the recreation ground needed to be re-assessed following the installation of new play equipment. A template for the new sports pitches and MUGA (Multi Use Games Area) had been sent to the clerk for comments before risk assessments were undertaken. Resolved that Wrighton & Barker be asked to assess the War Memorial ahead of any remedial works. Further resolved to receive, review and adopt the Risk Assessment Plan without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/063	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. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/064	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.

Full Council Minutes 13th March 2019

Chairman.....

Page | 6

Date 10th April 2019.

FC19/065	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 Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2018.
FC19/066	To consider a response to Bedford Borough Council in relation to its consultation on items for consideration/investigation by its five Overview and Scrutiny Committees in the 2019/20 municipal year and to resolve a suitable course of action.	Resolved to note for the files but to make no response. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/067	To receive a report from Cllr Lloyd with regard to the Community Centre and to resolve a suitable course of action.	The following was noted: •MUGA (Multi Use Games Area) lights be switched on with immediate effect; •The parish council to review the fire risk assessment report and ensure all works have been completed and provide fire extinguishers ahead of a planned “soft launch” on 27th March 2019; •Ensure the community centre charitable trust provide an escape plan from each room ahead of the “soft launch”; •Orion Air Conditioning and Refrigeration Ltd be appointed to install air conditioning units in the main hall, meeting room and both changing rooms; •Clerk to undertake all “soft launch” invoicing whilst the charitable trust’s set up and bank accounts were completed. The charitable trust would send the clerk a detailed billing sheet for each organisation and the clerk would return the same with an invoice.	Cllr Lloyd to take forward. Clerk to take forward. Charitable trust to take forward. Clerk to take forward. Clerk to take forward in the short term. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		•Accept the charitable trust's recommendation to clean the community centre after all works are completed and before it's formal opening; •Door locks to be changed when a new electronic entry system is installed; •Parish Council meetings will commence in the community centre with effect from April 2019; •Hard launch planned for 15th June 2019. Resolved to note and/or take the above actions forward as appropriate. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file. Clerk to give notice to the Memorial Hall committee and change agendas/online/newsletter information.	
FC19/068	To receive and approve a recommendation from the Finance & General Purposes Committee that an increase to Employer Pension Contribution Rates for 2019-20 as recommended by Bedfordshire Pension Fund be accepted without further comment.	Resolved to receive and approve the recommendation without amendment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/069	To receive and approve a recommendation from the Finance & General Purposes Committee that an increase to the National Living Wage with effect from April 2019 be passed on to all relevant staff members.	Resolved to receive and approve the recommendation without amendment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/070	To receive a report from the clerk regarding investments to be made on behalf of Wootton Parish Council and to resolve a suitable course of action.	Resolved to accept the clerk's report that investments be made with several banks/building societies. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/071	To receive a quarterly inspection report from Dura-Sport (Leisure Care) Ltd with regard to the MUGA (Multi Use Games Area) flooring and to resolve a suitable course of action.	Resolved to accept the report but to take no action at this stage regarding burn damage.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 13th March 2019

Chairman.....

Page | 8

Date 10th April 2019.

		The clerk was asked to investigate funding for new flooring – possibly using s106 developer contributions – for BOTH MUGA's. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC19/072	To receive a quotation from Dura-Sport (Leisure Care) Ltd with regard to the renewal of an ongoing Astro-Turf Maintenance contract for the MUGA (Multi Use Games Area) at the recreation ground and to resolve a suitable course of action.	Resolved to accept the quotation without further comment. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/073	To consider the appointment of Regeneration Positive (Trevor Roff) to provide support in relation to a public consultation on the pre-submission of the emerging Neighbourhood Plan, as required under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 and to resolve a suitable course of action.	Resolved to appoint Regeneration Positive to provide support without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/074	To receive a report from Cllr Lloyd regarding a proposed outdoor cinema event (Friday 12th July 2019) and to resolve a suitable course of action.	Resolved to permit the Wootton Community Group to organise the event in July, using the budget heading as agreed when setting the 2019/20 precept to finance the event (£2k). Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/075	To receive a report from the Clerk regarding a proposed village-wide litter pick and to resolve a suitable course of action.	Resolved to accept the report that a village-wide litter pick take place on Sunday 24 th March 2019 under the remit of the "Keep Britain Tidy" campaign and that permission be given for the litter pick to take place on parish council-owned land. Proposed: Cllr Quirk. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.55pm.

Full Council Minutes 13th March 2019

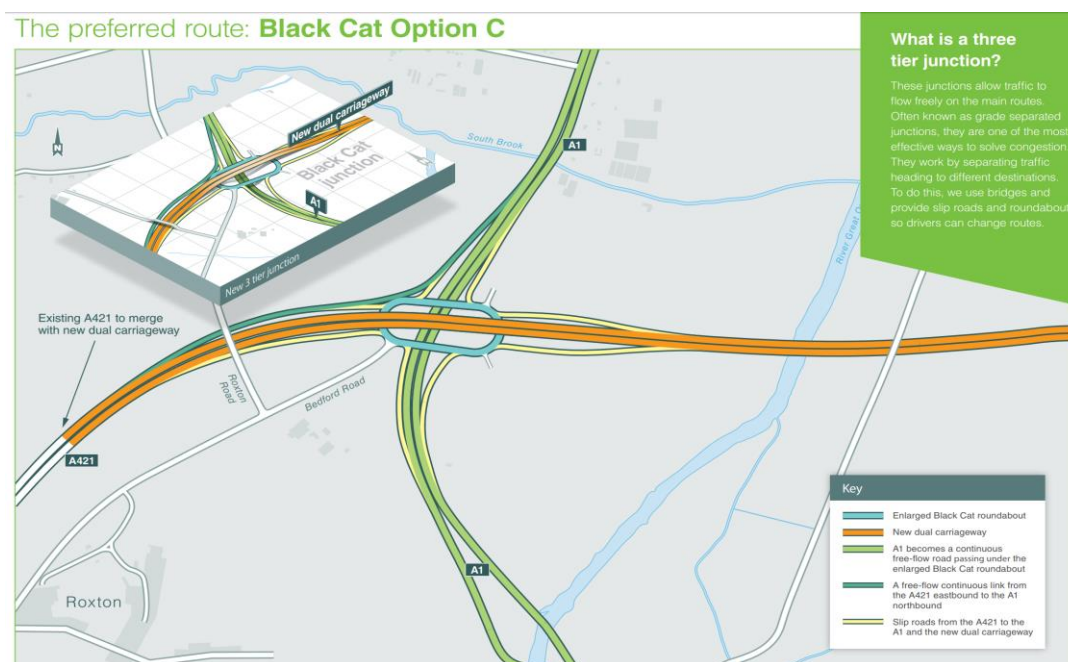
Chairman.....

Date 10th April 2019.

Borough Councillor Update - March 2019**Black Cat Upgrade**

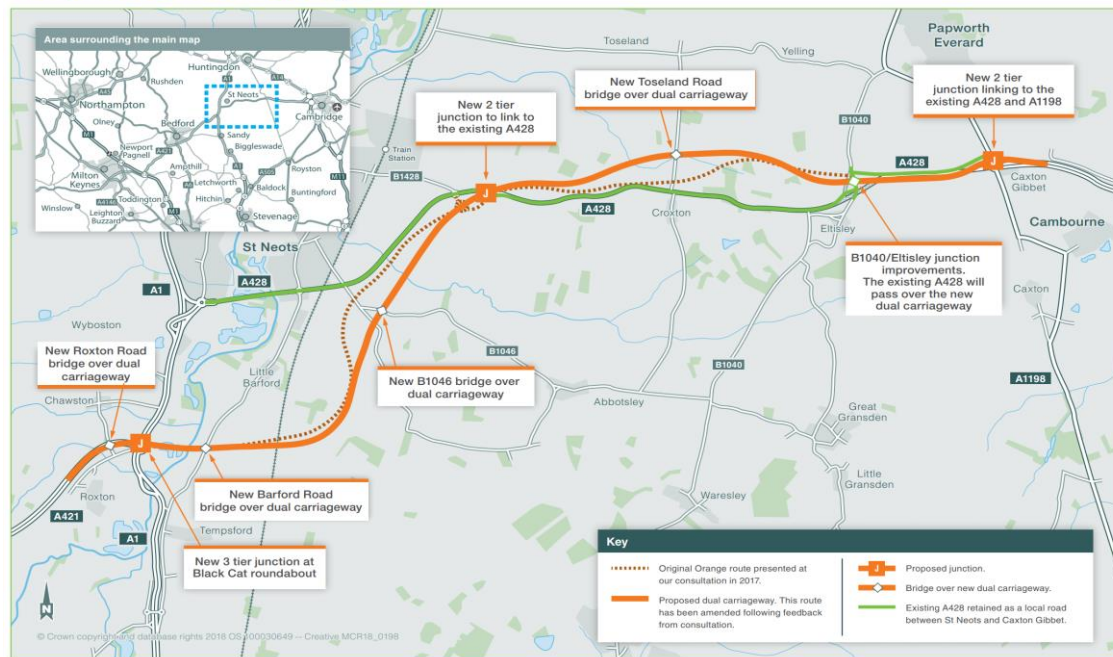
Following a public consultation which received over 4000 responses, Highways England has announced the preferred option to upgrade the Black Cat roundabout and the selected route for a new bypass between the junction and Caxton Gibbet in Cambridgeshire.

The roundabout is to be reconfigured as per the below diagram taken from the Highways England website. The junction will become three-tier, with the A1 passing beneath the junction and the A421 over it.



The preferred route for the bypass is provided below. Highways England is of the view that it will remove traffic from the A428 to Cambridge and reduce rat running on local roads. The estimated cost of the project is £810m - £1.4bn. For more information see <https://highwaysengland.co.uk/projects/a428-black-cat-to-caxton-gibbet/>

The preferred route: Orange



Bromham Road Bridge

It has been confirmed by Network Rail that it will begin demolishing and reconstructing the railway bridge over Bromham Road in the town centre on the 4th March. This work is being undertaken to enable the electrification of the Midland Main Line.

Pedestrian access will still be allowed, but the road will be partially closed, meaning that drivers will need to follow a diversion via Clapham Road.

Council Website

You may have seen that the Council has a new website as of December 2018. A feature of the new site is the inclusion of 'customer journeys' which aim to make it easier to report or discuss certain issues. For example, residents can now report potholes, graffiti and noise nuisance using the website. New customer journeys are undergoing testing and are being added to the site incrementally. See www.bedford.gov.uk

Green Bins

The Council is reminding residents that green waste collections resumed on the 1st March. Collections days can be found at <http://apps.bedford.gov.uk/bcs/search.aspx>

Voter Registration

Borough residents have until the 12th April to register should they wish to vote in the local elections on the 2nd May. Details of how to register can be found at <https://www.gov.uk/register-to-vote>

The election on the 2nd May will be for the Mayor, Borough Councillors and Parish Councillors.

Advice for Families

Appendix 1

The Borough Council has a website which provides advice on a range of services designed to support families including child behaviour support, early years and childcare and youth clubs. For more details see <https://earlyhelp.bedford.gov.uk/home.aspx>

Power Cut Support for Vulnerable People

UK Power Networks (UKPN), the organisation responsible for maintaining electricity lines and cables, is raising awareness of a scheme to assist vulnerable people in the event of a power cut.

Pensioners, families with young children and people with disabilities, health conditions or special needs can be provided with accommodation, meals and home visits if necessary.

Applications to join UKPN's Priority Services Register can be submitted via www.ukpowernetworks.co.uk/priority, 08001699970 or emailpsr@ukpowernetworks.co.uk.

BBCllr Wheeler
March 2019

FC 19/053a Feb 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/7955/19	Assault without Injury - Common assault and battery	08/02/2019	Manor Road	NORTH-766	WOOTTON
40/7223/19	Burglary - Business And Community	05/02/2019	Fields Road	NORTH-766	WOOTTON
40/6194/19	Burglary - Business And Community	31/01/2019	Fields Road	NORTH-766	WOOTTON
40/8039/19	Harassment - Putting people in fear of violence	09/02/2019		NORTH-766	WOOTTON
40/8776/19	Other criminal damage to a vehicle (Under £5,000)	12/02/2019	A421	NORTH-766	WOOTTON
40/8098/19	Other criminal damage to a vehicle (Under £5,000)	09/02/2019	Turland Close	NORTH-766	WOOTTON
40/7527/19	Sexual	06/02/2019		NORTH-766	WOOTTON
40/8583/19	Theft from a motor vehicle	11/02/2019	Honeypot Lane	NORTH-766	WOOTTON
40/10832/19	Assault without Injury - Common assault and battery	22/02/2019	Burgoyne Avenue	NORTH-766	WOOTTON
40/8873/19	Assault without Injury - Common assault and battery	13/02/2019	Ashpole Avenue	NORTH-766	WOOTTON
40/8875/19	Harassment - Putting people in fear of violence	13/02/2019		NORTH-766	WOOTTON
40/10072/19	Harassment - without violence (course of conduct)	19/02/2019		NORTH-766	WOOTTON
40/10042/19	Sexual	18/02/2019		NORTH-766	WOOTTON
40/10089/19	Theft if not classified elsewhere	19/02/2019	Woburn Road	NORTH-766	WOOTTON

Appendix 2

No significant correspondence to report.

FC19/058

Neighbourhood Plan Steering Group Report

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

27th February 2019

NP19/020 – Matters arising from the minutes – for information only.

- NP18/095 – Green Infrastructure Plan (GIP) Report. Resolved 31st October 2018 to endorse the report and make the same recommendation to Full Council. Move to close.
- NP18/094 – Issues and Options Summary Analysis. Resolved 31st October 2018 to include the summary feedback with the Neighbourhood Plan Steering Group report for Full Council (14th November 2018) and to publish the information in full on the parish council's website. Move to close.
- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP19/010 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report.
- NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019.
- NP19/009 + NP19/024 – Site Assessment Work. Refer to agenda item NP19/024.
- NP19/008 + NP19/022 + 023 – Landowner communication(s). Refer to agenda items NP19/022 and NP19/023.
- NP19/011 – Habitat Regulations Assessment Screening Report. Resolved 16th January 2019 (NP19/011) not to move forward with this report until the site allocation process was further forward.

Resolutions

NP19/022 – To receive a report from Regeneration Positive (Trevor Roff) with regard to ongoing discussions with Savills and to make recommendation to Full Council as necessary.

TR reported the meeting with representatives of Savills and The Crown Estate on 21st February 2019 had gone well and discussions remained positive. Savills had agreed to undertake a transport assessment for the site and to consider the appropriate legal structure for the proposed transfer of the open space to the parish council. In relation to the requirement for a transport assessment before any site allocation, the land owner of each preferred site should also be requested to commission an assessment to confirm safe access and appropriate visibility to the site. TR would approach them in this respect and request that the assessment be completed by the end of March 2019.

It was noted Borough Councillors had powers to request conditions within s106 agreements. It was also noted that the emerging Neighbourhood Plan would include a policy that future housing association dwellings be allocated locally in the first instance.

NP19/023 – To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/022) and to make recommendation to Full Council as necessary.

TR had spoken earlier with Paul Vicary regarding Site 463 and a meeting was being arranged for the two to meet, with SS. The site behind Little Wootton (Site 314) was no longer available for allocation as the landowner had aspirations for a larger scale development. It was envisaged that the policies relevant to specific sites within the draft Neighbourhood Plan would detail the need for low density future development and the allocation of generous open space and parking provision.

NP19/024 – To receive an update on the progress of site assessment work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.

SS's update was circulated ahead of this meeting and TR confirmed (in SS's absence) that the site assessments were being finalised having regard to the information available, the direction of travel and Local Plan 2030 policies.

NP19/025 – To receive and review a draft Village Design Statement from Building the Past (Joff Duck) and to make recommendation to Full Council as necessary.

TR confirmed that he and SS had met with Joff Duck to view the draft document which was very comprehensive. The concluding analysis was still needed, and it was hoped a first draft would be available by the end of March 2019 to allow SS to incorporate it into the emerging Neighbourhood Plan and thus ensure there were no areas of conflict.

NP19/026 – To receive a report from APC Planning (Sally Stroman) regarding the first draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

TR reported that it was envisaged that the next draft would be available early April 2019 and that the Parish Council needed to consider the arrangements for the public consultation on the pre-submission version of the Wootton Neighbourhood Plan (that would be subject to a statutory 6 week consultation in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012). It was envisaged that this would take place in May/June 2019 and TR agreed to put together a proposal. BRCC may also be able to assist with the printing, distribution and collection of the stakeholder survey. It would be necessary to consult with a number of public bodies and stakeholders which TR would identify.

TR agreed to compile a list of key issues for consideration at a future meeting of the steering group. It was also noted that Regulation 15 required the feedback from the consultation to be considered and, where appropriate, the draft Neighbourhood Plan would need to be amended before submission to Bedford Borough Council. This included feedback from the Local Planning Authority, and, in this regard, it was anticipated that SS would liaise with Bedford Borough Council towards the end of the drafting process.

NP19/027 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further information/updates received.

NP19/028 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further information/updates received.

**Sue Playford PSLCC
Clerk to the Council
1st March 2019**

FC19/059

Planning & Environment Committee Report

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

13th February 2019

P19/014 – Disclosure of local and/or disclosable pecuniary interests.

Cllr Lloyd declared a local and pecuniary interest in agenda item P19/021 (19/00141/FUL) and did not take part in discussions or voting.

Matters arising – for information only.

See under 27th February 2019.

Planning Applications – for resolution

19/00141/FUL – 11 Summerfield Drive. Removal of existing front canopy roof and rear bay projection to be replaced by front and rear single storey extensions.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by majority vote. Cllr Lloyd did not take part in discussions or voting.

19/00154/FUL – 12 Oak Close. First floor front extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P19/024 – To receive a report from Cllr O'Dell in relation to the poor condition of the public bench adjacent to Keeley Corner Bus Stop and to resolve a suitable course of action.

It was noted the bench was now completely broken. Cllr Quirk agreed to try and remove the rusty bolts and wood.

Resolved the bench be refurbished (preferably by a local tradesperson) by replacing all wood, ideally with recycled plastic planks, keeping the concrete frame.

Proposed: Cllr Martin.

Seconded: Cllr Noakes.

Resolved by all present.

27th February 2019**Open Forum**

Two members of the public were present, one of whom wished to raise concerns regarding litter in and around the village. The second member of the public recorded his presentation. The former explained how having visited several countries in Europe he had noticed how their arrangements to collect and prevent litter were better than here. He had spent some time at the weekend collecting litter from several areas in the village, most of which could be recycled. Having watched “A Plastic Ocean” he had been inspired to take action. He understood the parish council employed a part-time litter picker plus part-time caretaker – the former was village-based and the latter covered the recreation ground, but was looking to encourage a monthly village-wide litter pick, involving residents and in particular children/parents. He had written to both headteachers in Wootton and had produced a map with litter bin locations. It was noticed litter was worse where there were no bins. He asked if litter in existing bins was recycled and if not, mentioned his wish for additional recycling bins at several village points to encourage recycling.

Cllr Lloyd responded, stating Bedford Borough Council were responsible for emptying bins on the highway and household rubbish and it was for them to detail how it was recycled once collected. Before adding additional recycling bins, Bedford Borough Council would have to agree they would empty and recycle the contents accordingly. All members agreed children were being educated in the need to recycle, and were in some cases, more proactive than adults when recycling and not dropping litter. The Clerk added BBCllr/Cllr Wheeler was involved with both village schools and invited the two members of the public to meet with her and BBCllr/Cllr Wheeler at the Hub, to discuss this forward and agree how best to bring this back to a future meeting of this committee. Both members of the public were then thanked for attending the meeting and left.

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

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. The clerk continues to chase.
- P18/128 + P19/036 – Popes Way. Refer to agenda item P19/036.
- 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, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance. Bedford Borough Council should offer their response by 29th March 2019.
- 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. The clerk continues to chase.

- 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 has instructed the works 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.
- P19/012 – Improved entrance signage at Lorraine Road cemetery. Resolved 30th January 2019 (P19/012) that suggestions for signage (including materials, location and costings) be submitted to the Clerk ahead of further discussions by this committee.
- P19/024 – Bench adjacent to the Keeley Corner bus shelter (Bedford bound). Resolved 13th February 2019 (P19/024) to refurbish the bench using recycled plastic planks, keeping the concrete frame.

Planning Applications – for resolution

19/00232/FUL – 24 Fields Road. Demolition of existing single storey rear extension and conservatory and the erection of a new single storey rear extension (revised scheme).

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/00244/S73 – Top Farm Pastures, Hall End Road. 17/02714/FUL – removal of conditions 12 (Energy Audit) and 13 (Energy Statement). Conversion of agricultural barn to dwelling house, including new access tract onto Hall End Road.

Noted for the records but make no further comment.

19/00249/FUL – 21 Canons Close. Single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

19/00329/FUL – 16 Elmsdale Road. First floor side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P19/036 – To receive a report from the Clerk regarding the registration of Popes Way green and to resolve a suitable course of action.

The clerk confirmed trees within the grassed area of Popes Way green would now be inspected as part of the parish council's annual tree risk assessment policy. The clerk was thanked for securing title and possession was noted for the records.

Proposed: Cllr Hensher.

Seconded: Cllr Martin.

Resolved by all present.

Sue Playford PSLCC

Clerk to the Council and Responsible Financial Officer

1st March 2019

FC19/060

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2018-19

No report was available as this Steering Group had not met since 16th January 2019.

¹ Project Action Plan.
Full Council Minutes 13th March 2019

FC19/061**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 <u>13th February 2019</u> Clerk is awaiting guidance from Andy Prigmore (BBC²) on how best to take this project forward. BBCllr/Cllr Wheeler to chase and remind Andy three pairs of cameras will be CIL funded and one pair will be s106 funded <u>13th March 2019</u> A map had been forwarded to BBC detailing the roads to be covered (Fields Road, Cranfield Road, Bedford Road and the Church Road/Hall End Road/Keeley Lane loop. It was	Cllrs Lloyd and Wheeler

² Bedford Borough Council
Full Council Minutes 13th March 2019

							noted BBC were currently going through a tender process to select a contractor/supplier and once complete, engineers would advise further on the most suitable camera locations	
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 <u>13th February 2019</u> Quotations are ongoing. Cllr O'Dell will involve the Community Centre charitable trust in the decision process, following an equipment demonstration <u>13th March 2019</u> Cllr O'Dell agreed to organise a demonstration for members of the parish council and community centre charitable trust – dates to be provided	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 Wednesday evening for WPC use only;	Cllr Bygraves

						•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 <u>13th February 2019</u> Cllr Bygraves is working with Hillary Cooper Law to draft the lease at an estimated fixed cost of £1,500 <u>13th March 2019</u> Resolved 13th March 2019 (FC19/067) the draft lease was in order. Cllr Wallace agreed to send Cllr Bygraves an outline plan of the community centre, MUGA (Multi Use Games Area) and pitches. Cllr Wallace agreed to chase Hegarty Solicitors for a further update on the transfer documentation	
--	--	--	--	--	--	---	--

High	Community Centre Office Setup	2019	£0				<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ³ will be transferred to WPC ⁴ in early January 2019 <u>13th February 2019</u> Cllr Lloyd will lead on the setup <u>13th March 2019</u> No further update available	Cllr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA ⁵ will be transferred to WPC ⁶ in early January 2019 <u>13th February 2019</u> Clerk is awaiting a copy of the completed TP1 form from Hegarty Solicitors <u>13th March 2019</u> Clerk has chased Hegarty Solicitors for the completed TP1 form – not yet received	Cllr Wallace

³ Multi Use Games Area

⁴ Wootton Parish Council

⁵ Multi Use Games Area

⁶ Wootton Parish Council

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 GDPR⁷ information. Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses <u>13th March 2019</u> Cllr Lloyd continues to investigate email addresses	Cllrs Lloyd and Martin
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

⁷ General Data Protection Regulations
Full Council Minutes 13th March 2019

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 BBC⁸ that s106 monies may be used in part for resurfacing. Resolved at Full Council 12th December 2018 (FC18/325) to take the balance from CIL⁹ monies <u>13th February 2019</u> Clerk is still awaiting that confirmation from BBC in order to proceed. BBCLr/CLr Wheeler will chase for an update <u>13th March 2019</u> Clerk continues to chase	Cllr Hensher
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 <u>13th March 2019</u> Further works to that initial draft are ongoing	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			£24,750	<u>13th February 2019</u> RTPI will be installed at four bus stops and BBC quotes have come	Cllr O'Dell

⁸ Bedford Borough Council

⁹ Community Infrastructure Levy

							in under budget. Once installed they will become BBC assets. Clerk to raise an order. <u>13th March 2019</u> Clerk has taken the order forward	
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 <u>13th February 2019</u> The Clerk has now been informed a pre-application notice must be completed and submitted to BBC in order to determine how to take remedial works forward <u>13th March 2019</u> Clerk has submitted a pre-application notice and is awaiting further feedback	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, across the Borough. BBC have been authorised to undertake structural assessments ahead of	Cllr Quirk

							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); • Brick sign (as seen on Bedford/Wootton Road).	Cllr Martin

							Replacement signs for Cranfield Road and Fields Road to follow <u>13th February 2019</u> The Clerk has authorised the works for the flower bed build and awaiting timescales. Cllr Martin will chase <u>13th March 2019</u> Flower bed is now complete, and summer planting will take place in May 2019 after which a consultation will take place in June's Wootton Newsletter regarding other village entrance sign(s)	
--	--	--	--	--	--	--	---	--

To be reviewed monthly at Full Council.

FC19/062**RISK ASSESSMENTS PLAN 2018-19**

WPC¹⁰ 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
Community Centre	Not yet allocated				
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

¹⁰ Wootton Parish Council
Full Council Minutes 13th March 2019

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)* (to include Berryfields and Church Road areas)	Cllr Gibbons (Berryfields not yet allocated)	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
Silhouette*	Clerk	Oct 18	No issues arising		4.11.18 SP
Skate Park*	Cllr Gibbons	10.5.18	No issues arising		2.1.19 CG
Sports Pitches (to include Berryfields and Church Road areas)	Not yet allocated				
Street Furniture*	Cllr Gibbons	10.5.18	No issues arising		2.1.19 CG
Trees*	Cllr Gibbons	10.5.18			
Village Sign(s)*	Cllr Gibbons	10.5.18			
War Memorial*	Cllr Noakes	10.5.18	No issues arising		8.3.19 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.