



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 10th July 2019 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, 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
FC19/149	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/150	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/151	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.
FC19/152	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added he and the clerk had met earlier that day with Neil Laws (Senior Project Manager, Concept Project Management (Consultants) Ltd) in order to discuss the latest	Clerk to keep on file.	N/A.

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		development issues within the Fields Road South development. A number of items had been raised which would require further discussion at a future full council meeting. Two grass sports pitches, two hard-standing tennis courts and outdoor gym equipment were being installed within the development – all were being handed over to an external management entity to be managed. 25 allotment plots were also being delivered (Aug/Sep 2020) in the south of the development (close to Cranfield Road) and they were intended for transfer to Bedford Borough Council and subsequently, the parish council. No commuted sum would be payable which was cause for concern as the parish council currently had no waiting list for the existing allotments at Hall End – meaning the parish council would be liable for their upkeep subject to being let. BBCllr/Cllr Wheeler then explained there was no provision within the Fields Road South development to deliver the proposed 4g synthetic pitch. It would be for the parish council to determine its location and the likely trigger for it to come forward was January 2020. It was also noted the development would contain a sizeable outdoor play area (again to be managed by an external management entity) and cycle paths/footpaths to link with Fields Road. Disappointingly, delivering the bus service within the development was		
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	To receive crime figures for June 2019. (Appendix 1a).	some 18 months away, as the road network was not yet complete. It was also noted that shelters were not being provided, despite provision for them within the s106 agreement. The crossing for Fields Road was still going ahead, with the road planned for resurfacing in winter 2019. There were issues regarding the ditch in the vicinity of the doctors surgery and final location of the Fields Road crossing. After detailed discussion it was agreed to bring the following issues to a future meeting of full council: • Potential transfer of allotments to the parish council; • Potential location of the proposed 4g synthetic pitch; • Discuss the deliverables within the latest s106 agreement (Cllr O'Dell to forward to the clerk), ensuring the parish council manage them as this is not happening within the borough council; • Seek to ensure deliverables within the s106 agreement for the Innovation Park are also debated. It was noted most figures were focused within a small area and related to domestic issues.	Clerk to keep on file.	
FC19/153	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	It was noted the clerk had responded to the complaint regarding conifers in Lorraine Road cemetery, stating they would be subject to a further	Cllr Lloyd and clerk to take forward.	N/A.

		examination in 12 months' time. The clerk and Cllr Lloyd confirmed they were both due to attend an upcoming meeting at Gt. Denham to discuss Bedford Borough Council planning issues (25th July 2019). A report to Full Council would follow.		
FC19/154	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12th June 2019. Members of Full Council are asked to receive and adopt the minutes of the extra-ordinary meeting of Full Council held on 19th June 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 29th May 2019.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC19/155	Matters arising from the minutes – for information only. FC19/093 – 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 impact on Wootton. The Mayor's Executive agreed the direction of Bedford Borough Council's revised	No further comments received.	Clerk to keep on file.	N/A.

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	plan (now 2030) at a meeting on 5th December 2018 and the reduction in length will reduce their housing need figure. Hearing sessions have recently closed, and a further update awaited. • FC19/138 + FC19/165 – Community Centre at Berryfields. Refer to agenda item FC19/165. • 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). The Clerk has asked BBCllr/Cllr Wheeler to chase as the above requests have not yet been taken forward. • FC18/301 – Allocation of s106 monies (Developer Contributions). All ideas for sports facilities to be submitted to the Clerk. The Clerk has received confirmation one pot can be used to resurface the Memorial Hall Area and a second pot can be used to resurface the MUGA (Multi Use Games Area) at the recreation ground. • FC17/284 – Cranfield Road/Village Sign. Repeater signs now mean the 30MPH speed limit can 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. • FC19/116 – Apex360. The first kids camp was successful, and arrangements are now being put in place for summer 2019. • FC18/093 – Additional planters. Two new planters are in place. Move to close.			
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	• FC18/154 + FC19/167 – 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. Refer to agenda item FC19/167. • FC18/272 – Pavement/inconsiderate parking. Resolved 10th October 2018 (FC18/272) advisory white lines be trialled at Keeley Lane (near the Legstraps PH), Mepham Road and Sherwood Close. A report requesting the same is currently with Bedford Borough Council for implementation. • 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 (this is on hold pending investigative works to identify the cause of flooding in the area); • 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 (location information has been passed to Bedford Borough Council); • Memorial Hall Play Area Upgrade (Clerk has received confirmation from Bedford Borough Council that s106 funding can be used in part – balance to come from CIL);			
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	•Real Time Bus Passenger Information (Clerk has submitted a purchase order). • 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. • FC19/115 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park are ongoing and further information is awaited from Margaret Birtles following a recent meeting between her and members of the parish council • FC19/112 – Anti Social Behaviour in the recreation ground car park. The clerk has passed several lots of CCTV footage to the police and a meeting took place on 13th June 2019 with one resident, parish council representatives and representatives from Bedford Borough Council's Environmental-Crime Team and Community Regulation Team in order to establish additional measures to move on and ideally prevent the offenders from entering the area. The police were unable to attend. A reporting process is now in place. Move to close.			
FC19/156	Chairman's report – for information only.	Cllr Lloyd reported Cllr Gibbons had resigned with immediate effect and thanked him for his contributions. All members present were asked to volunteer to help at both the open air cinema event and Fun Fest (Friday/Saturday 12th/13th July).	Clerk to keep on file.	N/A.
FC19/157	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.	No report available as this steering group had not met since 22 nd May 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	(Appendix 3).			
FC19/158	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No report as this committee had not met since 29 th May 2019.	N/A.	N/A.
FC19/159	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 as this Steering Group had not met since 22 nd May 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/160	To receive, review and adopt the (Full Council) Project Action Plan for 2019-20, to determine which projects will be taken forward during 2019-20, 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/updates noted in red. Proposed: Cllr Martin. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/161	To receive, review and adopt all Risk Assessments for 2019-20, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to accept the risk assessment plan, noting the clerk would take over all risk assessments not currently assigned to others. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/162	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and other deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/163	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 2019.
FC19/164	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.	The clerk confirmed she would seek advice with regard to the precept anomaly (due to a payment error by Bedford Borough Council). Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2019.

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		Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC19/165	To consider a response to Bedford Borough Council in relation to its revised Statement of Community Involvement 2019 Consultation and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/166	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Parish Council Office Layout</u> Cllr Lloyd detailed a potential layout for the room and confirmed he was obtaining quotations for the remedial works needed to the window. A separate lock would be needed for the door as the room was for parish council use only. <u>Charitable Trust Report</u> Cllr Bygraves noted the commendable efforts being made by charitable trust members. Issues over locking the building had been resolved and the charity itself was moving forward with its formation. It was noted the clerk was earmarking all finances received pending the opening of their bank account. The £20k given by the parish council was being used for capital items only and the centre was already breaking even and operating on income from events/bookings. A caretaker/bookings officer had not yet been appointed. Cllr Wallace added he had been approached by Kempston Fire Service who were looking to inspect the building. The clerk confirmed she and BBCllr/Cllr Wheeler could meet with their representative on a Wednesday morning and Cllr Wallace agreed to pass on the clerks' contact details. It was suggested a representative from the charitable trust also	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		attend, given the trust would take on all fire safety aspects moving forward. <u>Broadband installation</u> Cllr Lloyd confirmed BT were delaying completion. <u>CCTV installation</u> Cllr Lloyd confirmed he was awaiting a revised quotation from one potential CCTV provider, in order to offer a better like-for-like comparison. <u>Car Park lease/Memorandum of Understanding</u> Cllr Bygraves confirmed he had recently met with Margaret Birtles (Manager for Asset and Estate Management, Economic Growth and Property, Bedford Borough Council), who confirmed the car park would be taken under their insurance policy, as there would be no increase to the insurance premium. Feedback was awaited following her subsequent meeting with the head of Wootton Lower School. <u>Air Conditioning installation</u> Cllr Bygraves confirmed he was continuing to chase the appointed contractor for an update. <u>Sports Pitches</u> Andrea Pellegram was unable to offer any advice in the short term due to work volumes, so Cllr Bygraves agreed to speak to another point of contact – a specialised planning solicitor. Costings and outline brief would be provided for consideration at a future full council meeting. <u>Utility Bill payments</u> Cllr Lloyd suggested the parish council pay the BT utility as this primarily covered the parish council office. All other utilities (Electric, Gas and Water) would be paid by the parish council, with the non-VAT element reimbursed		
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		by the charitable trust. It was further suggested this arrangement be included within the draft lease. It was noted talks regarding discretionary business rates could not take place until the charitable trust's formation was complete. <u>Spend to date</u> No further comments received. Resolved to accept/note the above findings. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
FC19/167	To receive a report from BBCllr/Cllr Wheeler regarding proposed crossings for Bedford Road and to resolve a suitable course of action.	BBCllr/Cllr Wheeler detailed his meeting with Dave Hodgson, Mayor of Bedford and Charles Royden, Deputy Mayor of Bedford and the Portfolio Holder for Environment, Highways and Transport. At times fractious, the case for crossings at two points along Bedford Road was discussed in detail. BBCllr/Cllr Wheeler noted that either the Mayor nor Deputy Mayor wished to liaise directly with the parish council and were challenging why the parish council was not readily willing to use CIL funding (Community Infrastructure Levy) to finance the crossings. In response, Cllr Lloyd noted that Bedford Borough Council would receive in the region of £7.3m as part of the same CIL funding. BBCllr/Cllr Wheeler stated the feasibility study for both crossings (which the parish council had already agreed to finance) was due imminently, after which he would meet with the Deputy Mayor again to discuss costings and contributions. It was noted a road safety audit would be completed by early September 2019 and Bedford Road was due to be resurfaced (Cause End Road roundabout to Elmsdale	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		Road) in October 2019. BBCllr/Cllr Wheeler confirmed he would report back to the Mayor and Deputy Mayor following this meeting and a statement would be agreed between himself and Deputy Mayor, for delivery during the Borough Council's Full Council meeting on 17th July (at which petitions calling for crossings in Bedford Road and better road safety awareness were due to be debated). It was noted the Deputy Mayor could put both crossings into a future schedule to be determined, however timescales were not favourable and it was further noted communications between the parish council and borough council officer last year (during which the parish council confirmed it would contribute a total of £17.5k towards both crossings) were not acknowledged during BBCllr/Cllr Wheeler's meeting with the Mayor/Deputy Mayor. After detailed, lengthy discussion the following was resolved: • That BBCllr/Cllr Wheeler continue to be the point of liaison between both councils; • That the parish council wished to note it remained willing to work alongside the borough council to deliver both crossings and was willing to determine a contribution to both crossings, once the auditable costs were known. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
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FC19/168	To receive a report from Cllr Quirk regarding land in the vicinity of the Village Hall, Church Road and to resolve a suitable course of action.	Cllr Quirk's report was circulated ahead of this meeting. After detailed discussion it was resolved the clerk obtain quotations for all works detailed within the report ahead of determination again at a future full council meeting. Cllr Bygraves agreed to provide the clerk with contact details for one potential contractor. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/169	To receive a report from the clerk regarding potential changes to the terms and conditions for allotment holders and to resolve a suitable course of action.	Resolved to permit Stewartby residents to have an allotment (subject to vacancies and no Wootton waiting list). Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/170	To receive and approve an updated Revenue Reserves Policy and to resolve a suitable course of action.	Resolved to receive and approve the updated policy without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.40pm.

FC19/152

Borough Councillor Report – July 2019

Roadworks

A number of roadworks are underway in and around Bedford, including Network Rail's reconstruction of the railway bridge on Bromham Road as part of the electrification of the Midland Mainline. This has led to the closure of the bridge from the 24th June, lasting until spring 2020. A diversion is in place via Clapham Road and the A6.

Works are also taking place as part of the Council's Transporting Bedford 2020 road decongestion project with the installation of a new traffic light system and widened roads at Manton Lane and a closure of one lane at Britannia Road adjacent to Bedford Hospital from the 20th July. In addition, works are to begin in late July, lasting until December, to rebuild a one-mile stretch of the A6 at Wilstead.

More details of current roadworks can be found via an interactive map on the Council's website. Search 'Bedford Council Roadworks'.

Black Cat Upgrade and New Bypass

Highways England has announced a consultation on its plan to upgrade the Black Cat roundabout and build a new bypass between the junction and Caxton Gibbet in Cambridgeshire. The roundabout is to be reconfigured and will become three-tier, with the A1 passing beneath the junction and the A421 over it. The new bypass will run south of St Neots before turning north to link with the A428. The estimated cost of the project is £810m - £1.4bn.

For more information on the consultation, which ends on the 28th July, search 'Black Cat Highways England'. The Highways England website provides a useful video showing how the junction will work.

Statement of Community Involvement Consultation

The Council is consulting on its 'Statement of Community Involvement' setting out how it will engage with residents and community groups in relation to planning matters. The document provides details of how publicity and consultation will be undertaken, as well as guidance on community involvement in neighbourhood planning. The consultation ends on the 25th July. For further details see <https://www.bedford.gov.uk/sci>

Bedfordshire Police Grant

Bedfordshire Police has received an £800k grant to tackle gun, gang and knife crime. This sum will be used to establish a Violence Reduction unit where the Police, councils (including the Borough Council), NHS and community groups will share information to identify the drivers of violent crime. The grant is in addition to £1.38m awarded in May and £4.57m in November to address violent crime in Bedfordshire.

Mental Health Resource for Children and Young People

The Bedfordshire Clinical Commissioning Group (BCCG), the organisation responsible for organising local NHS services, and Bedford Borough Council have commissioned a new online mental health resource for children and young people.

The service, called 'Kooth', offers emotional and wellbeing support to children and young people aged 11 – 19. It provides one-to-one counselling and self-help materials on issues including exam stress and anxiety for 1700 users logging in every day around the country. For more information see <https://www.kooth.com/>

Ward Fund

I have now been provided with details of the Council Ward Fund, which will allow us to support community schemes in the Ward in 2019/20. Please do get in touch if you would like to discuss any potential schemes. The following deadlines apply: highways and greenspace – 13th September; litter bins / salt bins – 22nd November, and; projects supporting external organisations – 13th December.

'Shared Lives' Initiative

In June the Council promoted its Shared Lives scheme which sees volunteer carers provide short or long term support for individuals with adult learning disabilities. The aim is for the carer to share their everyday life through activities such as going to the cinema, a football match or community event.

For more information search 'Bedford Shared Lives', email sharedlives@bedford.gov.uk or call 01234 228426. An allowance is payable to carers.

Over 70s Exercise Classes

The Council is running a programme of exercise classes for over 70s during the summer. The sessions, covering sports such as archery and table tennis, cost £4 each and will be held at the Athletics Stadium, Bunyan Centre and Bedford Central Library. For further details call 01234718835 or search 'Bedford Council exercise classes'.

BBCllr Wheeler

8th July 2019

FC 19/152a June 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/31847/19	Assault occasioning actual bodily harm (ABH)	04/06/2019 23:00	Juffs Lane	NORTH-766	WOOTTON
40/32206/19	Assault without Injury - Common assault and battery	07/06/2019 00:00	Goff Place	NORTH-766	WOOTTON
40/31449/19	Burglary - Business And Community	31/05/2019 18:45	Fields Road	NORTH-766	WOOTTON
40/31939/19	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	22/05/2019 15:30		NORTH-766	WOOTTON
40/30715/19	Harassment - without violence (course of conduct)	25/04/2019 00:01		NORTH-766	WOOTTON
40/30402/19	Harassment - without violence (course of conduct)	28/05/2019 13:12		NORTH-766	WOOTTON
40/31748/19	Other criminal damage, other (Under £5,000)	26/05/2019 07:45	Folkes Road	NORTH-766	WOOTTON
40/30961/19	Possession of a controlled drug with intent to supply - Class B - Cannabis	31/05/2019 00:00	Arthur Black Way	NORTH-766	WOOTTON
40/32054/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	24/05/2019 00:00		NORTH-766	WOOTTON
40/32398/19	Theft from a motor vehicle	06/06/2019 16:00	A421	NORTH-766	WOOTTON
40/31039/19	Theft from a motor vehicle	31/05/2019 22:00	A421	NORTH-766	WOOTTON
40/30595/19	Theft from a motor vehicle	29/05/2019 21:00	A421	NORTH-766	WOOTTON
40/33029/19	Theft of a motor vehicle	11/06/2019 01:00	A421	NORTH-766	WOOTTON
40/35347/19	Assault occasioning actual bodily harm (ABH)	22/06/2019	Denny Street	NORTH-766	WOOTTON
40/35332/19	Assault occasioning actual bodily harm (ABH)	22/06/2019	Denny Street	NORTH-766	WOOTTON
40/35259/19	Assault occasioning actual bodily harm (ABH)	22/06/2019	Denny Street	NORTH-766	WOOTTON
40/34152/19	Assault occasioning actual bodily harm (ABH)	16/06/2019	Juffs Lane	NORTH-766	WOOTTON
40/33936/19	Assault occasioning actual bodily harm (ABH)	15/06/2019	Juffs Lane	NORTH-766	WOOTTON
40/34181/19	Assault without Injury - Common assault and battery	16/06/2019	Studley Road	NORTH-766	WOOTTON
40/33671/19	Assault without Injury - Common assault and battery	14/06/2019	Winded	NORTH-766	WOOTTON
40/35843/19	Breach of non-molestation order	24/06/2019		NORTH-766	WOOTTON
40/34515/19	Breach of non-molestation order	18/06/2019		NORTH-766	WOOTTON
40/33800/19	Breach of non-molestation order	15/06/2019		NORTH-766	WOOTTON

Appendix 1a

40/35101/19	Burglary - Residential - Non-Dwelling	21/06/2019	Church Road	NORTH-766	WOOTTON
40/34617/19	Theft from a motor vehicle	19/06/2019	A421	NORTH-766	WOOTTON

FC19/153 Schedule of correspondence			
Date received	Type	From	Brief details
4.6.19	Email	Survey Monkey	Newsletter June 2019
5.6.19	Facebook message	Lorraine Road resident	Complaint that a tree (diseased) was taken down within Lorraine Road cemetery but not two healthy conifers which the resident says were deliberately planted next to their boundary fence
6.6.19	Newsletter	FA Bartlett Tree Experts	Tree Tips
6.6.19	Letter	The Pensions Regulator	Pension - Automatic Enrolment Duties - Acknowledgement of Re-Declaration of Compliance
7.6.19	Email	Office of the Police & Crime Commissioner	Newsletter June 2019

FC19/157

Neighbourhood Plan Steering Group Report

No report available as this steering group had not met since 22nd May 2019.

FC19/158

Planning & Environment Committee Report

No report available as this committee had not met since 29th May 2019.

FC19/159

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No Project Action Plan available as this steering group had not met since 22nd May 2019.

¹ Project Action Plan.

FC19/160**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	£80,000 s106 funding		£300,000	<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> Cllr Lloyd will provide BBC with a map of the areas in question <u>12th June 2019</u>	Cllrs Lloyd and Wheeler

² Bedford Borough Council
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							Andy Prigmore has been provided with a detailed report and map of areas <u>10th July 2019</u> No further updates received	
High	Bedford Road crossings – outside the lower school (pelican) and Manor Road Flats (island)	2019	£15,000 towards a pelican crossing and £2,500 towards an island crossing				<u>12th June 2019</u> Bedford Borough Council was informed in June 2018 WPC ³ was willing to make contributions from CIL ⁴ monies and it continues to push for both crossings <u>10th July 2019</u> Refer to agenda item FC19/167.	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 <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>12th June 2019</u> Instalment has been delayed	Cllr O'Dell

³ Wootton Parish Council

⁴ Community Infrastructure Levy

							<u>10th July 2019</u> Installation is now complete. Move to close.	
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; • 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

							<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>10th July 2019</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease.	
High	Community Centre Office Setup	2019	£0				<u>9th January 2019</u> 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 <u>13th February 2019</u> Cllr Lloyd will lead on the setup <u>10th July 2019</u> Refer to agenda item FC19/166.	Cllr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA⁵ will be transferred to WPC in early January 2019	Cllr Wallace

⁵ Multi Use Games Area
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							<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 <u>12th June 2019</u> Clerk has provided Hegarty Solicitors with evidence of hardship in order to expedite the TPI transfer <u>10th July 2019</u> Hegarty Solicitors have confirmed the Land Registry has raised requisitions in respect of the title, which Persimmon's solicitors must deal with. Hegarty is awaiting their response	
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 GDPR⁶ information.	Cllrs Lloyd and Martin

⁶ General Data Protection Regulations
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							Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses <u>12th June 2019</u> Cllr Lloyd continues to investigate email addresses	
Low	Lorraine Road Cemetery extension	Ongoing			£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 that s106 monies may be used in part for resurfacing. Resolved at Full Council 12th December 2018 (FC18/325) to take the balance from CIL monies <u>13th February 2019</u> Clerk is still awaiting that confirmation from BBC in order to proceed. BBCllr/Cllr Wheeler will chase for an update <u>10th July 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project.	Cllr Hensher

							Additional quotations have been obtained and the clerk is awaiting confirmation from BBC that they agree in principle to the project, ahead of formal approval by WPC's Full Council	
Low	MUGA (Multi Use Games Area) resurfacing (Church Road)	2019		£32k in part s106 funding		£18,635	<u>10th July 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project. BBC has confirmed one quotation is sufficient and the funds are awaited	Clerk/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>10th July 2019</u> The draft plan is with BBC for review and comments received. The clerk is meeting with Sally Stroman and Trevor Roff to determine the next steps	Cllr Hensher
Low	Noticeboards	Ongoing			£500	£500	<u>9th January 2019</u> When needed	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£24,750			£24,750	<u>13th February 2019</u> RTPI will be installed at four bus stops and BBC quotes have come in under budget. Once installed they will become BBC assets. Clerk to raise an order	Cllr O'Dell

							<u>13th March 2019</u> Clerk has taken the order forward <u>10th July 2019</u> Works are complete however Cllr O'Dell has queried the installations as they are outside the shelters and smaller than anticipated – concerns have been raised they are inferior to others within the Borough.	
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>10th July 2019</u> The Clerk is currently sourcing a suitably qualified bricklayer to assist with remedial works and	Cllr Quirk

							has been liaising with the churchwardens in this respect	
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 the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same	Cllr Quirk
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). <u>10th July 2019</u> Both planters are in situ. The clerk has been asked to see if additional plants can be added to the original three planters to give better height	Cllr Hensher

Low	Wootton Village Entrance Sign(s) – Various sites	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). 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 is awaiting timescales. Cllr Martin will chase <u>13th March 2019</u> Flower bed is now complete, and the Clerk will contact Warners of Bedford (village planter maintenance and planting	Cllr Martin
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							contractors) regarding its planting <u>12th June 2019</u> Summer planting has been completed and a consultation is now required for September's newsletter	
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FC19/161**RISK ASSESSMENTS PLAN 2019-20**

WPC⁷ assigns and reviews all Risk Assessments annually in May (June for 2019). This plan will detail 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.

Some, but not all, risk assessments can be viewed via the following link: http://woottonpc.bedsparishes.gov.uk/files/index?folder_id=10152736.

Wootton Parish Council's Risk Assessments for 2019-20:

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters	SP	10.7.19			
Cemeteries	SP	10.7.19			
Changing Rooms and Toilet Block	SP	10.7.19			
Christmas Street Lighting	SP	10.7.19			
Christmas Tree (including Switch On Event)	SP	10.7.19			
Community Centre	SP	10.7.19			
Defibrillator	SP	10.7.19			
Fun Fest	SP	31.5.19	None	ASAP	31.5.19 SP
Generator	SP	31.5.19	None	ASAP	31.5.19 SP
Keeley End Pond	GL	12.6.19			
Litter Picking	SP	10.7.19			
Lone & Isolated Working	SP	10.7.19			
Marquee	SP	31.5.19	None	ASAP	31.5.19 SP
Memorial Hall Play Area	SP	10.7.19			

⁷ Wootton Parish Council
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MUGA (Multi Use Games Area) – Church Road	SP	10.7.19			
MUGA (Multi Use Games Area) – Harris Way	SP	10.7.19			
Recreation Ground Car Park Opening/Closure including volunteers	SP	10.7.19			
Recreation Ground Play Area	SP	10.7.19			
Remembrance Sunday Parade	SP	10.7.19			
Silhouette	SP	10.7.19			
Skate Park	SP	10.7.19			
Sports Pitches – Church Road	SP	10.7.19			
Sports Pitches – Harris Way	SP	10.7.19			
Street Furniture	SP	10.7.19			
Trees	SP	10.7.19			
Village Sign(s)	SP	10.7.19			
War Memorial	JN	12.6.19	A report submitted in March 2019 has been taken forward and remedial works are planned (Wrighton & Barker) to undertake	End of July 2019. A further inspection to be carried out in September 2019	
Work Station (Clerk)	GL	12.6.19			

To be reviewed monthly at Full Council.

Please visit the following link:

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