



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ
Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Meeting of the Full Council held on Wednesday 11th September 2019 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to observe the meeting. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Martin, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was in attendance.			
Absent (no apologies received)				
Agenda no	Agenda item title	Resolution	Action	Power
FC19/199	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/200	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/201	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.
FC19/202	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 August 2019.	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. No further comments were added or received. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A.

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	(Appendix 1a).			
FC19/203	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	No further comments received.	Clerk to keep on file.	N/A.
FC19/204	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 14th August 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 31st July 2019.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC19/205	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 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. The Planning Inspectorate have stated once adopted a revised Local Plan must be submitted within three years. - FC19/188 + FC19/215 – Community Centre at Berryfields. Refer to agenda item FC19/215. - FC18/297 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 14th March 2018	No further comments received.	Clerk to keep on file.	N/A.

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	(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). The clerk has received confirmation one tranche can be used to resurface the Memorial Hall Area (agreement has been made in principle) and a second tranche can be used to resurface the MUGA (Multi Use Games Area) at the recreation ground (payment from Bedford Borough Council is still awaited). • FC17/284 – Cranfield Road Village Sign. 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 an update on the success of the summer camp is awaited. • FC19/167 + FC19/220 – 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 will meet with the Deputy Mayor Charles Royden on 30th August 2019 to discuss the feasibility			
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	reports findings, proposals and costings. Refer to agenda item FC19/220. • 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. Lines are in place although repainting existing white lines has not yet been completed by 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 (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 + FC19/217 – 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). Refer to agenda item FC19/217. • FC19/018 – Land at Berry Wood. Margaret Birtles, Manager for Asset and Estate Management Economic Growth and Property, Bedford Borough Council			
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	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 the parish council has responded to the latest draft agreement. - FC19/198 – Land in the vicinity of the Village Hall, Church Road. Resolved 10th July 2019 (FC19/168) to source quotations to undertake clearance and remedial works in the area. Works have been completed. Move to close.			
FC19/206	Chairman's report – for information only.	Cllr Lloyd highlighted the need for councillor volunteers to assist with agenda item FC19/217.	Clerk to keep on file.	N/A.
FC19/207	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 as this steering group had not met since 31 st July 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/208	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	N/A.
FC19/209	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 project action plan as this safety steering group had not met since 24 th July 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/210	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 Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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FC19/211	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 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/212	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and 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 Randell and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/213	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.
FC19/214	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.	A number of Earmarked Reserves queries were raised by Cllr O'Dell and answered by Cllr Lloyd and the clerk. It was then resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/215	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>Air Conditioning installation</u> Works were due to start week commencing Monday 23 rd September and last one week. <u>Car Park Heads of Terms</u> The parish council has responded to the latest draft and further feedback was awaited from the lower school and Bedford Borough Council. The clerk was asked to chase again, asking for an update before the parish council's Full Council meeting on 9 th October 2019 and requesting the barrier between the two car parks be raised each evening. Limited car parking spaces could potentially affect	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		bookings and have a financial impact on the charitable trust/community centre and Wednesday evenings were a particular issue as two organisations were in the building at the same time. <u>CCTV</u> No further comments received. <u>Charitable Trust</u> The clerk had provided updated booking terms and conditions ahead of this meeting to all members, as received from the charitable trust. Cllr O'Dell requested the following also be added: The end user would be totally responsible for complying with the Equalities Act 2010 and any other relevant/applicable acts. In the event any such act were contravened during the hire of the building it was noted both the charitable trust and parish council accepted no responsibility for the actions of the end user. Cllr Wallace noted the average ages detailed within the terms and conditions. <u>Parish Council Office Layout</u> The clerk confirmed all cabinets needed to be fireproof. Cllrs Martin and Noakes agreed to take forward additional quotations to remedy the glass partition. <u>Sound Leveller and Lights Trip Switch</u> Cllr Lloyd stated a sound limiter was being installed to ensure noise levels were not breached. An override switch was also being installed for the main hall, to enable lights to		
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		be turned off as necessary. (This would include any emergency lighting). <u>Spend to Date</u> No further comments received. <u>Sports Pitches</u> The clerk was awaiting feedback from David Pilgrim (Planning Solicitor) with regard to the final specifications. Resolved to accept/note the above findings. Proposed: Cllr Bygraves. Seconded: Cllr BBCllr/Wheeler. Resolved by all present.		
FC19/216	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields), Fields Road South, Innovation Park and Little Wootton developments and to resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed he had yet to receive the latest housing figures and was expecting that information by the end of the week. Cllr O'Dell noted there were several items within all schedules requiring investigation by Bedford Borough Council's s106 officer – including the footpath along Fields Road South which had yet to be installed. The footpath along Fields Road North required signage to identify it as a shared facility between pedestrians and cyclists and BBCllr/Cllr Wheeler confirmed Thomas Emmett (Team Leader Development Infrastructure, Engineering Services, Bedford Borough Council) would be installing the necessary signage (including repeater and lamp post signage). BBCllr/Cllr Wheeler also confirmed Chris Pettifer (Chief Officer for Transport, Bedford Borough Council) was investigating the bus investments.	Cllr O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		It was understood a public art contribution (Fields Road North) had been signed off by Jim Caffrey as Principal Planning Officer for Bedford Borough Council and all installations were on the Harris Way roundabout within the Berryfields development. Cllr Bygraves confirmed Bedford Borough Council would look to pipe and in-fill the remaining ditch and remove the fencing, which would remove the pinch-point. Cllr O'Dell then noted staff and monitoring costs had only been paid in July 19 – this could now employ one person for one day a week to monitor the s106 agreements as needed. Cllr Lloyd queried which council (Bedford Borough or Wootton Parish) would receive funding of £28,000 for electric vehicle charging points and where those items would be installed, as noted in the Fields Road South s106 agreement. The Little Wootton schedule had 8 items outstanding. It was noted condition 8 had been applied to several triggers, when in fact that related purely to the footpath link into Studley Road. Children's play equipment was condition 17 and cycle parking condition 24. Cllr O'Dell agreed to provide the clerk with all necessary updates in order to take this forward again with Jon Shortland (Chief Officer Planning & Highways, Bedford Borough Council). The clerk agreed to change the colour of completed items for clarity and it was noted a further update would be provided by Bedford Borough Council ahead of the parish council's next Full Council meeting on 9th October 2019.		
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		Cllr O'Dell agreed to attend any future meetings with Jon Shortland and Cllr Wallace thanked BBCllr/Cllr Wheeler for his efforts to date. Resolved to accept the above findings. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.		
FC19/217	To receive a report from Cllr Lloyd regarding the delivery of all proposed Community Infrastructure Levy (CIL) projects and to resolve a suitable course of action.	After discussion it was resolved the projects be allocated as detailed within appendix 9. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	All to take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC19/218	To consider a response to the National Association of Local Councils regarding central government's consultation and independent review into Local Government Audit and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/219	To consider a response to Bedford Borough Council in relation to its consultation on proposed modifications to its Local Plan 2030 and to resolve a suitable course of action.	Cllr O'Dell declared a personal interest in this agenda item as his late daughter, a wheelchair user, had waited some 7 years before being housed in the past. A report prepared by Cllr O'Dell in relation to this consultation had been circulated ahead of this meeting. Cllr O'Dell was initially pleased to see Bedford Borough Council's proposed Housing Mix policy (60S) which detailed an expectation that future developments would provide a mix of dwellings to meet the identified needs of the community, including those with disabilities and special needs. However, the Planning Inspectorate upon public examination had stated that policy should only be applied to dwellings where the local authority was allocating or nominating a person for that dwelling.	Cllrs Lloyd and O'Dell and the clerk to take forward.	Stakeholder Consultation.

		Cllr O'Dell had contacted Habinteg (a well-recognised organisation who campaign for accessible housing) and they had provided a suggested response requesting a modification to the Planning Inspectorate's recommendation. It was noted other voluntary groups intended to respond in a similar vein also. Cllr O'Dell agreed to provide Habinteg's wording to both the clerk to enable a response on behalf of the parish council and also to all members, who could response also in a personal capacity. Cllr Hensher recommended this be noted also within the parish council's emerging Neighbourhood Plan and Cllr Lloyd agreed to send previous consultation outcomes to Cllr O'Dell to enable this. After further discussion it was resolved to accept the above recommendations. Proposed: Cllr Martin. Seconded: Cllr Randell. Resolved by all present.		
FC19/220	To receive a report from BBCllr/Cllr Wheeler regarding the proposal to install two pedestrian crossings (island and zebra) on Bedford Road (one in the vicinity of the Potters Cross junction and one in the vicinity of the lower school site) and to resolve a suitable course of action.	Details and proposals for both crossings in Bedford Road were circulated ahead of this meeting. BBCllr/Cllr Wheeler then detailed four potential proposals: Option 1 – accept both proposals as detailed, with a contribution of £29,575 being made by the parish council. The island crossing (near Potters Cross) would be installed during October half-term and the zebra crossing (near the lower school) would start at the same time and be completed by the end of 2019;	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Option 2 – request a pelican crossing instead of the zebra crossing. An extra contribution of £40k would be required from the parish council – timescales would be as option 1; • Option 3 – request a pelican crossing instead of the zebra crossing, to be paid for by Bedford Borough Council. This would not be considered until 2020-2021 as part of their rolling programme of works; • Option 4 – same as option 1, with the zebra crossing being monitored. If found to not be working, a request to update to a pelican crossing (at cost to Bedford Borough Council) could be made at a future stage. BBCllr/Cllr Wheeler confirmed he had spoken to both road safety campaigners and the lower school, who had shown their support for option 4. Bedford Borough Council's feasibility studies had indicated a zebra crossing would be adequate. Cllr Martin supported the island crossing, especially as another accident had almost happened recently, but raised concerns over the suitability of a zebra crossing, fearing traffic would not stop. BBCllr/Cllr Wheeler responded stating he was using his ward funding to help educate the lower school children in road safety, including how to use the zebra crossing once installed. It was noted no responses had been received to date in response to an advert for a crossing patrol person.		
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		After further discussions it was resolved to accept option 4 as both crossings were needed at the earliest opportunity. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by majority vote. Cllr Martin abstained from voting.		
FC19/221	To receive and approve Mazars LLP external audit findings and to resolve a suitable course of action.	Resolved to received and approve the findings without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/222	To receive a report from Cllr Lloyd regarding new email addresses and domain name, as part of General Data Protection Regulations (GDPR) and to resolve a suitable course of action.	Cllr Lloyd detailed the need to consider .gov.uk email addresses in order to be GDPR complaint. The annual cost for the gov.uk domain would be in the region of £125, with a monthly subscription of £15 for web/email space, which could be expanded if needed. Cllr Lloyd added the current website platform would be closing in March 2020 as it was not deemed accessible enough to meet new government policy. A new website would be needed, and preliminary costings were in the region of £3-5k. After further discussion it was resolved Cllr Lloyd move forward with the email addresses before the end of 2019. It was further resolved the clerk bring the website issue to the next meeting of Full Council in order to approve funding to move that project forward. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolved by all present.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/223	To receive a report from the clerk regarding the installation of salt/grit bins and a gritting program at all parish council-owned car parks and to resolve a suitable course of action.	After detailed discussion it was resolved to site salt/grit bins at all three car park sites (Community Centre, Memorial Hall and Village Hall).	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.		
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Meeting closed at 9.30pm.

Borough Councillor Update – September 2019

Local Plan 2030

The Council's Local Plan, outlining sites for housing and employment growth to the year 2030, was subject to 'Examination' by the Planning Inspectorate in June and July, with hearings taking place at Borough Hall. This process provided an assessment of the Plan's 'soundness' by reviewing its proposals and evidence base, as well as hearing submissions from Council officers and external stakeholders.

A consultation was launched on the 19th August, lasting until the 1st October, on 'main modifications' proposed by the Planning Inspectors to ensure that the Plan is sound and compliant with national policies. Amongst the main modifications is the requirement that the Plan must include an 'Early Review Policy'. This means that the Local Plan will need to be updated and re-submitted for Examination within three years. This is as a result of the decision last year to reduce the length of the Plan period from 2035 to 2030 (requiring fewer homes to be allocated). There is also the need for the Plan to consider the implications of the emerging Oxford – Cambridge Arc policy which is set to increase house building requirements in the region and lead to the development of associated infrastructure, including the East West Rail project linking Oxford – Cambridge via Bedford. For more information on the consultation and the main modification search 'Bedford Local Plan 2030'.

Council Agrees Funding for New Projects

Funding for a range of new Council projects was agreed at a meeting of all councillors on the 17th July, including funds to support the town centre.

A review of the final accounts for 2018/19 yielded an underspend of £800k which has been allocated to three projects, namely; £350k for new average speed cameras; £250k for required works at the Council's depots, and; £200k for security improvements at the Willow Drift traveller site, adjacent to Meadow Lane on the A603.

Councillors also agreed around £2.3m of funding for new initiatives following a review of reserves, summarised as follows:

- Public events and activities to support Bedford town centre
- A reintroduction of the Climate Change Fund, supporting local organisations with grants to reduce their carbon emissions
- A 'Young People Empowerment Fund' to assist voluntary organisations offering support to improve the skills of children and young people
- Additional funding to provide improvements to open spaces, highways and the public realm
- A continuation of the Council's Jobs Hub for a further four years, offering careers advice and guidance to job seekers

Bedford Town Centre Consultation

A consultation has been launched by the Council on the future of Bedford town centre. Residents, visitors and businesses have the opportunity to set out their views on the town centre shopping area and ideas on what would attract them to come into Bedford on a more regular basis. The survey can be completed at <https://forms.bedford.gov.uk/TCS/>

Hospital Merger

Appendix 1

The Chief Executives of Bedford Hospital and Luton & Dunstable Hospital have welcomed £99.5m of Government funding which is set to enable the merger of the Trusts. The Department for Health announced the funding would provide a new intensive care block, delivery suite and operating theatres at Luton & Dunstable. The merger, announced in autumn 2017, pledged to protect key services at Bedford Hospital including A & E, maternity and paediatrics.

Rough Sleeper Support Grants

The Council has accepted grant funding of £547k from the Government to deliver a range of support services for rough sleepers, as set out below:

- £95k is to be available for homelessness prevention work
- £221k will be used to provide a 24 hour 'Somewhere Safe to Stay Hub' based at 26 Harpur Street in the town centre, providing overnight beds as well as cooking and washing facilities whilst housing needs are assessed
- £125k will fund 'Rough Sleeper Navigators' for a 12 month period to ensure rough sleepers have access to services, providing in particular support to those with complex needs
- £106k has been allocated to employ Local Lettings Officers for 12 months who will work with housing providers to provide secure accommodation for rough sleepers.

Special Educational Needs and Disabilities Support

The Council has launched a 'Local Offer' website, providing details of support and services available to children and young people with special educational needs and disabilities (SEND). This includes details of health services, family support and entertainment activities. For more information see localoffer.bedford.gov.uk

Children's Mental Health Support

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

The Ward Fund allows councillors to support community schemes. Please do get in touch if you would like to discuss any potential projects. The following deadlines apply: highways and greenspace – 13th September; litter bins / salt bins – 22nd November, and; projects supporting external organisations – 13th December.

'Active Adults' Exercise Classes

The Council has started taking bookings for its 'Active Adults' exercise class programme including football, golf and walking, which starts on the 23rd September (for those aged 35 and over). There are also classes available for those aged 75 and above. For more details search 'active adults Bedford'.

Cllr John Wheeler
2nd September 2019

FC 19/202a August 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/44691/19	Assault occasioning actual bodily harm (ABH)	03/08/2019	Ellis Close	NORTH-766	WOOTTON
40/44784/19	Harassment - without violence (course of conduct)	04/08/2019		NORTH-766	WOOTTON
40/44325/19	Harassment - without violence (course of conduct)	01/08/2019		NORTH-766	WOOTTON
40/48383/19	Arson not endangering life	21/08/2019	Wootton Green	NORTH-766	WOOTTON
40/49352/19	Other criminal damage to a vehicle (Under £5,000)	26/08/2019	A421	NORTH-766	WOOTTON
40/46034/19	Other criminal damage to a vehicle (Under £5,000)	10/08/2019	Harris Way	NORTH-766	WOOTTON
40/45408/19	Other criminal damage, other (Under £5,000)	07/08/2019	Grovebury Court	NORTH-766	WOOTTON
40/44254/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	01/08/2019		NORTH-766	WOOTTON
40/44644/19	Theft if not classified elsewhere	03/08/2019	Mepham Road	NORTH-766	WOOTTON
40/49532/19	Theft in a dwelling other than from automatic machine or meter	27/08/2019	Bedford Road	NORTH-766	WOOTTON
40/48632/19	Theft or Unauthorised Taking of a Pedal Cycle	23/08/2019	Cynthia Court	NORTH-766	WOOTTON
40/47039/19	Unauthorised taking of a motor vehicle (does not include 'driving or being carried knowing motor vehicle has been taken ')	15/08/2019	Green Lane	NORTH-766	WOOTTON

Appendix 2

FC19/203

Nothing significant to report.

FC19/207

Neighbourhood Plan Steering Group Report

No report available as this steering group had not met since 31st July 2019.

FC19/208

Planning & Environment Committee Report

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

14th August 2019

P19/127 Disclosure of local and/or disclosable pecuniary interests

Living in the vicinity, Cllr Martin declared a local interest in agenda item P19/134 - 19/01565/FUL – 37 Potters Cross and did not take part in voting on that agenda item.

Matters arising from the minutes – for information only

See under 28th August 2019.

Planning Applications – for resolution.

19/01565/FUL – 37 Potters Cross. Demolition of existing conservatory and construction of new single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by majority vote. Cllr Martin did not take part in voting.

Resolutions

P19/137 – To receive a report from the clerk regarding proposals to install a cemetery sign on highways land adjacent to the entrance to Lorraine Road cemetery and to resolve a suitable course of action.

Resolved the clerk apply for planning permission to site the cemetery sign, as the next stage forward.

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

P19/138 – To receive a report from Cllr O'Dell regarding a proposed directional sign to Lorraine Road cemetery on Cause End Road and to resolve a suitable course of action.

Resolved to apply for the directional sign in accordance with Cllr O'Dell's report.

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

P19/139 – To receive an update from the clerk regarding an ongoing plot reservation issue at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved the clerk write again to the owner of the reserved plot and her son, sending out a copy of the original minutes with both letters.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

P19/140 – To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).

There were no members of the public or press present.

P19/141 – To appoint a contractor to undertake remedial works to a tarmac footpath at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved the clerk obtain firm costings for the option to weed kill, bitumen spray and chip, and to obtain better details (including reference) of the example provided.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

28th August 2019

Matters arising from the minutes – 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. Cllr O'Dell and BBCllr/Cllr Wheeler met with a representative from Bedford Borough Council on 30th July 2019 to push this forward.
- P19/059 – 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. Resolved 10th April 2019 (FC19/059) to source accompany/individual qualified to assist with the works. Cllr Quirk and the clerk met with a potential contractor on 31st July 2019 and a survey report has been received. Other potential contractors are being chased up.
- P18/154 – Transfer of parish council-owned streetlights 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 and BBCllr/Cllr Wheeler continue to chase.
- P19/139 – 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. The clerk has written again to the next of kin.
- P19/137 – 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. Resolved 10th April 2019 (FC19/060) to obtain

quotations for a sign similar to that at the cemetery entrance at Barton-le-Clay and the clerk is currently obtaining planning permission.

- P19/141 – Remedial works to a cracked pavement within Lorraine Road cemetery. One quotation has been ruled out and the clerk is seeking further information from a second contractor.
- P19/138 – Directional sign from Cause End Road for Lorraine Road cemetery. The clerk is submitting a request to Bedford Borough Council for the sign.

Planning Applications – for resolution

19/01719/TPO – 153 Bedford Road. Ash – removal of two overhanging branches back to the main trunk. Resolved **TO OBJECT** using the following material considerations:

- Proposed works would leave the tree unbalanced and potentially at risk of falling and causing injury/damage;
- Request made that Bedford Borough Council request their own professional arboriculturist to review and comment on the proposed works before determining the application.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

19/01590/FUL – 41 and 43 Cause End Road. Demolition of existing dwellings and erection of eight residential units divided into four pairs of semi-detached houses.

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

- The proposal was an overdevelopment of the site;
- The proposal to demolish existing dwellings and replace with new dwellings would adversely affect the street scene;
- The proposal would have an adverse effect on an adjacent Grade II listed building;
- Concerns were raised over off-site/on-road parking – in an area already congested and within 15 metres of a shop and very busy junction with Lorraine Road;
- Proposed new dwellings would back on to and overlook the adjacent lower school play area;
- The proposal highlighted poor ingress and egress to the site, from Cause End Road;
- Concerns were raised that Bedford Borough Council's Highways Department had not yet provided a report on the proposal;
- Point 9 on the application document contained data which differed from that shown within the draft plans.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Resolutions

P19/153 – To receive a report from the clerk regarding a proposal for maintenance of the area known as The Pound, Bedford Road (opposite the Cock Inn PH) and to resolve a suitable course of action.

Resolved to accept the quotation without further amendment.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

2nd September 2019

FC19/209

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No project action plan as this safety steering group had not met since 24th July 2019.

¹ Project Action Plan.

FC19/210**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. BBCLr/CLr 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>	Cllrs Lloyd and Wheeler

² Bedford Borough Council
Full Council Minutes 9th October 2019

							Cllr Lloyd will provide BBC with a map of the areas in question <u>12th June 2019</u> Andy Prigmore has been provided with a detailed report and map of areas <u>10th July 2019</u> No further updates received <u>14th August 2019</u> Jon Shortland has confirmed the tender will be awarded on 21st October 2019 but works most likely won't start until early 2020 (although it was noted BBCLr/Cllr Wheeler has since been informed the works could begin ahead of that date)	
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 WPC³ was willing to make contributions from CIL⁴ monies and it continues to push for both crossings <u>14th August 2019</u>	Cllrs Lloyd and Wheeler

³ Wootton Parish Council

⁴ Community Infrastructure Levy

							BBCllr/Cllr Wheeler is due to meet with BBCllr Royden and Jon Shortland on 30th August 2019 to discuss the feasibility report findings, proposals and costings <u>11th September 2019</u> Refer to agenda item FC19/220	
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;	Cllr Bygraves

							• 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>10th July 2019</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease	
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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>14th August 2019</u> Refer to agenda item FC19/188 <u>11th September 2019</u> Refer to agenda item FC19/215	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 <u>13th February 2019</u> Clerk is awaiting a copy of the completed TP1 form from Hegarty Solicitors <u>13th March 2019</u>	Cllr Wallace

⁵ Multi Use Games Area
Full Council Minutes 9th October 2019

							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. Cllr Lloyd continues to investigate domain name WoottonPC.gov.uk for email addresses	Cllrs Lloyd and Martin

⁶ General Data Protection Regulations
Full Council Minutes 9th October 2019

							<u>12th June 2019</u> Cllr Lloyd continues to investigate email addresses <u>11th September 2019</u> Refer to agenda item FC19/222	
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 that s106 monies may be used in part for resurfacing. Resolved at Full Council 12 th 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	Cllr Hensher

							s106 funding in principle for this project. Additional quotations are being obtained before taking this project forward <u>14th August 2019</u> Refer to agenda item FC19/196 <u>11th September 2019</u> The clerk is still awaiting payment from BBC in order to move this project forward, following the appointment of a contractor	
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. Confirmation is now awaited that one quotation will be sufficient, before taking this project forward <u>14th August 2019</u> Clerk has received email confirmation that the funding will be paid imminently to WPC <u>11th September 2019</u>	TBC

							Funding has been received and an order for works given. The clerk is awaiting a start date	
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 a first meeting is anticipated to take place towards the end of June 2019. The clerk has been told this could be pushed into July <u>14th August 2019</u> Sally Stroman is currently reviewing comments received from BBC	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>9th January 2019</u> When needed	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	TBC			TBC	<u>14th August 2019</u> Cllr Hensher has created an additional CIL project request for RTPI to be added to all remaining bus stops within the village	Cllr Hensher

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 has been liaising with the churchwardens in this respect <u>14th August 2019</u> Clerk and Cllr Quirk have met with one potential contractor and are awaiting a written report following a site visit	Cllr Quirk
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							<u>11th September 2019</u> That report has been received, plus a second quotation. The clerk continues to chase for the third quotation requested	
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 <u>14th August 2019</u> Clerk to liaise with Margaret Birtles (Estates Manager, Bedford Borough Council) to establish the feasibility in siting the pitch adjacent to Berry Woods. <u>11th September 2019</u>	Cllr Bygraves

							WPC needs to determine a suitable location for this facility. The clerk has been requested to find a suitable date in October to facilitate a separate meeting to determine how best to move this project forward, as it is understood the trigger for this facility will be early 2020.	
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 <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 contractors) regarding its planting <u>12th June 2019</u> Summer planting has been completed and a consultation is now required for September's newsletter <u>11th September 2019</u> Consultation for September's newsletter was delayed and will now feature in December's edition. Cllr Martin will provide the	
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							necessary photos for the consultation.	
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FC19/211**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	None		8.8.19 SP
Cemeteries	PDQ	8.8.19	PDQ is dealing - ongoing		
Changing Rooms and Toilet Block	SP	10.7.19	Inspections were carried out on 28.8.19. Works are needed and a further inspection is required		
Christmas Street Lighting	SP	10.7.19	To be carried out once installed for Christmas 2019	Nov 19	
Christmas Tree (including Switch On Event)	SP	10.7.19	To be carried out week before tree is installed	Nov 19	
Community Centre	SP	10.7.19	WPC should undertake the first inspection. SP has requested a copy of the village hall's from Cllr Wallace		
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and		8.8.19 CM

⁷ Wootton Parish Council
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			monthly checks – all checks are logged in the system		
Fun Fest	SP	31.5.19	None		31.5.19 SP
Generator	SP	31.5.19	None		31.5.19 SP
Keeley End Pond	GL	12.6.19			
Litter Picking (and caretaker)	SP	10.7.19	None		22.8.19 SP
Lone & Isolated Working	SP	10.7.19	None		22.8.19 SP
Marquee	SP	31.5.19	None	ASAP	31.5.19 SP
Memorial Hall Play Area	SP	10.7.19	None		22.8.19 SP
MUGA (both)	SP	10.7.19	SP to ask Lorna (litter picker) if she will undertake the weekly and monthly RoSPA inspections. Add this to the inspections undertaken by PlaySafety Ltd. WPC to install signage the same as that at Church Road		
Outdoor Film/Cinema Event	GL	12.5.19	None		12.5.19 GL
Recreation Ground Car Park Opening/Closure including volunteers	SP	10.7.19	None		22.8.19 SP
Recreation Ground Play Area	SP	10.7.19			22.8.19 SP
Remembrance Sunday Parade	SP	10.7.19	None		22.8.19 SP
Silhouette	SP	10.7.19			22.8.19 SP
Skate Park	SP	10.7.19	None		22.8.19 SP
Sports Pitches – Church Road	SP	10.7.19	Ongoing		
Sports Pitches – Harris Way	SP	10.7.19	Ongoing		
Street Furniture	SP	10.7.19	Ongoing		
Trees	SP	10.7.19			22.8.19 SP
Village Sign(s)	SP	10.7.19	Ongoing		
War Memorial	JN	12.6.19	A report submitted in March 2019 has been taken forward and remedial works are planned (Wrighton &	End of July 2019. A further inspection to be carried out in September 2019	

			Barker) to undertake. Works have been delayed and are now expected to be completed by end of August 2019		
Work Station (Clerk)	GL	12.6.19	Ongoing		

To be reviewed monthly at Full Council.

Please visit the following link:

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

FC19/217

Potential CIL Project	Estimated Cost	Cllr
Average Speed Cameras	£220,000.00	Cllr Lloyd
Bedford Road Crossings	£14,350.00	BBCllr/Cllr Wheeler
Conversion of Changing Rooms (to include storage)	£250,000.00	Cllr Lloyd
Defibrillators	£5,000.00	Cllr O'Dell
Electric Car Charging Points (other than Fields Road South)	£40,000.00	Cllr O'Dell
Electronic Information/Noticeboards	£70,000.00	Cllr Lloyd and the clerk
Fields Road South footpath (from the MURCO garage to doctors surgery)	£300,000.00	Leave on file
Historical Lecterns/Signs	£10,000.00	Cllr Quirk
Public Seating (additional)	£7,000.00	Cllr O'Dell
Real Time Bus Passenger Information (additional)	£33,000.00	Cllr Hensher
Recreational/Sports Facilities Improvements	£20,000.00	Cllr Martin
St Marys Churchyard Wall Repairs	£100,000.00	Cllr Quirk
Village Entrance Signs	£30,000.00	Cllr Martin
Wildlife Improvements Around The Village	£250,000.00	Cllrs Martin and Wallace