



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 13th November 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 be considered for co-option. 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 Bygraves (in the chair in the absence of Cllr Lloyd), Hensher, Martin, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC19/250	Apologies for absence. Cllr Lloyd.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC19/251	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC19/252	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.
FC19/253	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Justin Lennox as a member of Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).

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		Chairman and Justin was welcomed.		
FC19/254	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 October 2019. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added he had attended the Mayor's Remembrance Service on Monday 11th November 2019 alongside the only other ward councillor representative BBCllr Doug McMurdo. BBCllr/Cllr Wheeler also added his researcher James Stonebridge was leaving Bedford Borough Council's employment. It was agreed the clerk would email James on behalf of the parish council to thank him for his work and endeavours. It was noted thefts were occurring from vehicles along the A421. Other crimes were considered minor in nature.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC19/255	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix 2).	Nothing significant to report.	N/A.	N/A.
FC19/256	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 9th October 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 25th September 2019. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 25th September 2019.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present . Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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		Resolved by all present.		
FC19/257	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 one year. - FC19/244 + FC19/267 – Community Centre at Berryfields. Refer to agenda item FC19/267. - 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 (this is now complete). - 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/Clr Wheeler continue to chase for these works to be completed. - FC19/116 – Apex360. All camps to date have been successful. - FC19/220 – Contributions to Bedford Borough Council for the installation of two pedestrian crossings in Bedford Road. Resolved 11th September 2019	Cllr O’Dell asked if the installation of grit bins was moving forward and the clerk confirmed they had spoken to a representative from Bedford Borough Council’s Operational Hub last week who was dealing with this issue.	Clerk to keep on file.	N/A.

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	(FC19/220) to contribute £29,575 towards the two crossings (island and zebra). Works have started and are ongoing. • 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. BBCllr Wheeler and the clerk are meeting with BBC representatives in November. • 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 (currently ongoing); • 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 (currently ongoing). (Fields Road was scheduled for resurfacing in 2019 – now likely 2020). • FC19/246 + FC19/269 – Community Infrastructure Levy (CIL) projects. Refer to agenda item FC19/269. • 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 + FC19/267 – Shared Car Park Agreement between the Berryfields Community Centre and			
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	Bedford Borough Council. Discussions on the joint use of the car park remain ongoing and the parish council has submitted the latest draft Heads of Terms. Refer to agenda item FC19/267. - FC19/222 – Email usernames. Resolved 11th September 2019 (FC19/222) that Cllr Lloyd would investigate the creation of .gov email usernames for all members and the clerk. - FC19/223 – Installation of grit bins at all parish council-owned car parks. Resolved 11th September 2019 (FC19/223) to site three bins. The clerk has requested guidance from Bedford Borough Council and is awaiting a further response. - FC19/247 – Closure of the parish council's existing website platform. Resolved 9th October 2019 (FC19/247) to await feedback from larger UK companies to see what tools are needed in order to move forward.			
FC19/258	Chairman's report – for information only.	In the absence of Cllr Lloyd, no report was available.	N/A.	N/A.
FC19/259	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/260	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 4).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/261	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 was available as this safety steering group had not met since 18 th September 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC19/262	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	It was noted the MUGA (Multi Use Games Area) project could now be closed. The clerk confirmed she was due to receive confirmation from the Head of Wootton	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	manage those projects and to resolve a suitable course of action. (Appendix 6).	Upper School, confirming Wootton Academy Trust were keen to move forward with the potential siting of a 4g synthetic pitch within school premises. BBCllr/Cllr Wheeler confirmed he was due to meet with a Bedford Borough Council Planning representative on 14 th November 2019 to discuss the pitch's planning pre-application. Resolve to accept the above comments. Proposed: Cllr Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC19/263	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 updated risk assessments for the Christmas Tree (including switch-on event) and Christmas Street Lighting without amendment. Further resolved to accept the risk assessment plan without further comment. Proposed: Cllr Martin. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/264	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: BBCllr/Cllr Wheeler. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC19/265	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.
FC19/266	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2019-20, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.

FC19/267	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. (Two representatives of the Charitable Trust arrived at 8.15pm. This agenda item was deferred and determined after FC19/273).	<u>Air Conditioning installation</u> It was noted works were complete, but a number of snagging issues had been raised. The clerk was awaiting a further quotation from the contractor. <u>Car Park Heads of Terms</u> The clerk confirmed Cllr Lloyd had noted he did not wish to make any further amendments to those previously submitted to Bedford Borough Council. The clerk detailed a number of amendments made subsequently by Bedford Borough Council which did not mirror requests made by the parish council and after further discussion it was agreed to request a further meeting with Bedford Borough Council representatives in order to bring matters to a formal conclusion. It was further agreed the clerk would thank Bedford Borough Council/Wootton Lower School for ensuring the car park barrier would now be raised each Wednesday and to request the same for each Friday/Saturday/Sunday. It was also noted the community centre continued to face financial hardship whilst car parking remained an issue. <u>Charitable Trust</u> It was noted the charitable trust was in place and bank details were being finalised. The clerk confirmed she had forwarded detailed income and expenditure figures to one charitable trust member and was awaiting a revised budget. Once all issues were resolved, the charitable trust was looking to receive day-to-day income directly.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
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		The clerk also confirmed the charitable trust would require its own public liability insurance, given it was a separate legal entity from the parish council (on advice received from Came & Co). The draft lease could not be completed until the land registry transfer documentation was received, however Cllr Bygraves agreed to meet with Cllr Lloyd and the clerk in the following week to detail as a minimum bullet point responsibilities between the two entities. Cllr Wallace then detailed delays to the finalisation of the land registry transfer which was disappointing to both entities. (It was noted the external doors were not sufficiently secure and the clerk was asked to take this forward with the charitable trust). Both representatives from the charitable trust left the meeting at 8.45pm. <u>Parish Council Office Layout</u> The following was noted: • Cllr Noakes had been unable to secure quotations to replace the glass partition and Cllr Bygraves agreed to assist. It was noted Cllr Lloyd could provide the necessary dimensions which included closing off the lower portion of the existing partition; • Members agreed notice be given to the Methodist Church - 1st April 2020; • Members agreed to the purchase of three lockable, fireproof cabinets for the new office; • Members agreed to the addition of a second lock to the parish council office door; <u>Spend to Date</u> No further comments received.		
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		<u>Sports Pitches</u> The clerk and Cllrs Bygraves and Lloyd met with David Pilgrim (Planning Solicitor) on 10th October 2019 to discuss correspondence received from Bedford Borough Council in relation to the required standard of the pitches (FA or Sports England) and whether any planning conditions have been breached. An email is due to be sent to Bedford Borough Council by David Pilgrim, in order to move matters forward. Resolved to accept/note the above findings. Proposed: Cllr Martin. Seconded: Cllr Quirk. Resolved by all present.		
FC19/268	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.	Further responses from Jon Shortland, Chief Officer, Planning & Highways, Bedford Borough Council were circulated ahead of this meeting. It was noted further works to level the car park at Berry Wood were needed and BBCllr/Cllr Wheeler agreed to take this forward with Neil Laws/Concept. After detailed discussions regarding Electric Charging Vehicle Points it was agreed to ask Bedford Borough Council to release s106 funding to the parish council, to enable the parish council to determine proposed sites independently. Cllr O'Dell requested a comparison of answers received to date against the original s106 schedules sent to Bedford Borough Council and the clerk agreed to take this forward. Resolved to accept the above. Proposed: Cllr Randell. Seconded: Cllr Martin. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

FC19/269	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.	It was noted scoring was now complete and a meeting was due to be held on 27 th November 2019 to discuss/debate all scoring. Report back in December.	All to take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC19/270	To consider a response to Bedford Borough Council in relation to its consultation on a Housing Assistance Policy and to resolve a suitable course of action.	Resolved to note for the records but make no further comment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC19/271	To receive a response from the clerk regarding the Covanta proposal and to resolve a suitable course of action.	Resolved to publish the regular e-newsletter from Covanta on the parish council's website BUT to note a disclaimer that its contents were not endorsed in anyway by the parish council. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/272	To receive an Electrical Installation Condition Report from Highlights Floodlighting Ltd with regard to MUGA (Multi Use Games Area) lighting at the Recreation Ground, Church Road, and to resolve a suitable course of action.	Resolved to receive and accept the report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC19/273	To receive a report from the clerk regarding unauthorised use of the MUGA at the Recreation Ground and to resolve a suitable course of action.	Resolved the unauthorised user sign up to the same terms and conditions as other users or no longer be permitted to use the facility. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/274	To receive a report from BBCllr Wheeler with regard to planning application 19/00894/MAO and to resolve a suitable course of action.	BBCllr/Cllr Wheeler confirmed a site visit had taken place on Monday 11 th November 2019 following deferment by Bedford Borough Council's Planning Committee. It was noted this application would again be determined on Monday 25 th November 2019 and BBCllr/Cllr Wheeler would be permitted to speak. After detailed discussion the following was noted:	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		• The planning officer had already been informed it was not acceptable to place 4-5 year olds on a school transport bus. As a result, it was reasonable to ask developers to build new classrooms within the village at a cost of approximately £2m; • It was likely Wootton would become a two-tier education system, resulting in an additional 180 children attending the site at Wootton Upper (this was expected to double within four years). This would lead to a significant increase in vehicles; • There was a pinch-point past the Chequers PH <u>PLUS</u> no footpath (heading towards Keeley Lane) – representing a <u>significant</u> danger to school children, pedestrians and cyclists; • Given the site contained historic ridge and furrow plus great crested newts, it was queried whether a full assessment of the site had been carried out; • A planning professional would provide Local Plan/NPPF policy objections. It was further noted the parish council would appeal against an approval decision by Bedford Borough Council, including judicial review. Resolved to accept the above. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.		
FC19/275	To receive a grant request from Wootton Rangers FC u7's (£300 to provide training kit and equipment) and to resolve a suitable course of action.	Resolved to approve the grant without further comment. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC19/276	To receive a recommendation from the Finance & General Purposes Committee that the clerk be awarded an amended pay scale increase as approved by the National Employers and NJC Trade Union backdated to 1st April 2019 and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC19/277	To consider preparations for the 2020-21 budget (to include proposed projects), ahead of the precept demand to Bedford Borough Council (January 2020) and to resolve a suitable course of action.	Resolved to defer this item to the next Full Council meeting. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

Meeting closed at 9.25pm.

Borough Councillor Update – November 2019

Hospital Merger

The Chief Executive of Bedford Hospital told a meeting of the Borough Council's Health Committee in October that the merger with Luton & Dunstable is set to be completed by April 2020. This follows the receipt of £99.5m from the Department for Health to upgrade facilities at Luton & Dunstable Hospital including a new intensive care block, delivery suite and operating theatres.

The merger, announced in autumn 2017, pledged to protect key services at Bedford Hospital including A & E, maternity and paediatrics. The meeting heard that some smaller services may be combined on a single site, but 95% of services would be unaffected.

Putnoe Walk in Centre

The Bedfordshire Clinical Commissioning Group (BCCG), the organisation responsible for organising NHS services locally, has stated its intention to renew the contract for the Putnoe Walk in Centre (WIC) for a further year to September 2021.

The Putnoe WIC (but not the main GP surgery) was threatened with closure last year after the decision to open the Urgent Treatment Centre, which has a 'walk in' element, on the Bedford Hospital site. It was ultimately agreed that the Putnoe WIC would remain open with reduced hours. The Council's Health Committee has heard that it continues to receive a high number of patients.

Rural Crime

Bedfordshire Police undertook a range of targeted activities as part of Rural Crime Week of Action from the 7th October. Actions addressed issues such as motoring offences, illegal fishing and fly-tipping.

Bedfordshire Police has published a Rural Crime Handbook, primarily for businesses, setting out advice on how to make it more difficult for criminals to operate. Search 'Bedfordshire Rural Crime Handbook' for more information.

Temporary Accommodation Investment

A meeting of all Borough councillors in October agreed investment of £10m to purchase and provide the Council's own housing supply to support individuals and families at risk of homelessness. This is an 'invest to save' measure designed to reduce payments to private landlords.

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 deadline for highways and greenspace projects has now passed, but applications can still be submitted for litter bins and salt bins (deadline 22nd November) and projects supporting external organisations (13th December). I could still have some funds left over, so could get more bins ?

'Safe and Well Visits'

Bedfordshire Fire and Rescue Service provides Safe and Well Visits for the benefit of elderly and vulnerable people. These are designed to check over houses to identify safety hazards and provide advice to improve wellbeing and prevent crime. Email safeandwell@bedsfire.com if you know of someone who might benefit.

Flu Jab

The NHS advises that you should have a flu jab if you are:

- 65 years old or over
- pregnant
- have certain medical conditions
- living in a long-stay residential care home or another long-stay care facility
- receive a carer's allowance, or you're the main carer for an elderly or disabled person

Contact your GP or local pharmacy for further details.

School Admissions

The admissions process for transfer to secondary schools in the Borough closed on the 31st October, but remains open until the 15th January 2020 for children beginning primary school in September 2020. For more information search 'Bedford school admissions' or call 01234718120.

'Active Adults' Exercise Classes

The Council is taking bookings for its 'Active Adults' exercise class programme including football, golf and walking, which started 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'.

BBCllr John Wheeler
November 2019

FC 19/254a October 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/62072/19	Assault occasioning actual bodily harm (ABH)	27/10/2019	Juffs Lane	NORTH-766	WOOTTON
40/60357/19	Assault without Injury - Common assault and battery	19/10/2019	Bedford Road	NORTH-766	WOOTTON
40/59160/19	Assault without Injury - Common assault and battery	13/10/2019	Foster Way	NORTH-766	WOOTTON
40/58135/19	Assault without Injury - Common assault and battery	08/10/2019	Payne Road	NORTH-766	WOOTTON
40/60431/19	Burglary - Business And Community	19/10/2019	Hall End	NORTH-766	WOOTTON
40/55641/19	Burglary - Residential - Dwelling	26/09/2019	Cynthia Court	NORTH-766	WOOTTON
40/58746/19	Burglary - Residential - Non-Dwelling	11/10/2019	Cause End Road	NORTH-766	WOOTTON
40/61191/19	Harassment - without violence (course of conduct)	23/10/2019		NORTH-766	WOOTTON
40/60854/19	Other criminal damage to a dwelling (Under £5,000)	21/10/2019	Harris Way	NORTH-766	WOOTTON
40/60527/19	Other criminal damage to a dwelling (Under £5,000)	19/10/2019	Studley Road	NORTH-766	WOOTTON
40/55716/19	Other criminal damage to a dwelling (Under £5,000)	27/09/2019	Harris Way	NORTH-766	WOOTTON
40/57094/19	Other criminal damage to a vehicle (Under £5,000)	03/10/2019	Fields Road	NORTH-766	WOOTTON
40/58706/19	Other criminal damage, other (Under £5,000)	11/10/2019	Lorraine Road	NORTH-766	WOOTTON
40/61954/19	Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dog	26/10/2019	Mepham Road	NORTH-766	WOOTTON
40/57629/19	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	06/10/2019		NORTH-766	WOOTTON
40/56243/19	Sexual	29/09/2019		NORTH-766	WOOTTON
40/56973/19	Sexual	03/10/2019		NORTH-766	WOOTTON
40/60049/19	Theft from a motor vehicle	17/10/2019	A421	NORTH-766	WOOTTON
40/60048/19	Theft from a motor vehicle	17/10/2019	A421	NORTH-766	WOOTTON
40/59667/19	Theft from a motor vehicle	16/10/2019	A421	NORTH-766	WOOTTON
40/59466/19	Theft from a motor vehicle	15/10/2019	A421	NORTH-766	WOOTTON
40/58486/19	Theft if not classified elsewhere	10/10/2019	Billing Way	NORTH-766	WOOTTON
40/59912/19	Theft in a dwelling other than from automatic machine or meter	17/10/2019	Potters Cross	NORTH-766	WOOTTON

Appendix 2

FC19/255

Nothing significant to report.

FC19/259

Neighbourhood Plan Steering Group Report

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

30th October 2019

Matters arising from the minutes – for information only

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP19/073 – Neighbourhood Plan Project Plan. A “next steps” document was completed, taking the timeline to Mar/Apr 2019. To be reviewed again after timescales are known for the Strategic Environmental Assessment Screening Report.
- NP19/096 + NP19/109 – Site Assessment Report. Refer to agenda item NP19/109.
- NP19/099 + NP19/112 – Landowner communication(s). Refer to agenda item NP19/112.
- NP19/085 – Habitat Regulations Assessment Screening Report. The screening report has confirmed the Neighbourhood Plan will have no adverse impact on any European Sites, qualifying features and/or integrity of any sites. Move to close.
- NP19/097+098 + NP19/110+111 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/110+111.
NP19/100 + NP19/113 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/113.

Resolutions

NP19/108 – 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.

NP19/109 – To receive a report from APC Planning (Sally Stroman) on the review of the completed Site Assessment Report and to make recommendation to Full Council as necessary.

It was noted due to other pressing priorities, a review of the report was ongoing.

NP19/110 – To receive a report from APC Planning (Sally Stroman) regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

SS confirmed she had addressed all comments received from Bedford Borough Council and was now awaiting the outcome of the Strategic Environmental Assessment.

NP19/111 – To receive a report from Regeneration Positive (Trevor Roff) regarding key issues surrounding the latest draft of the Neighbourhood Plan (including draft exhibition/consultation materials) and to make recommendation to Full Council as necessary.

TR confirmed all consultation and exhibition materials were prepared and he was awaiting any changes that may be necessary once the Strategic Environmental Assessment had been undertaken. It was anticipated the consultation would likely take place in Feb/Mar 2020.

It was noted the emerging Neighbourhood Plan carried little weight in planning terms and that Bedford Borough Council were not willing to deviate from NPPF (National Planning Policy Framework), despite misleading comments from Bedford Borough Council that Wootton Parish Council had not yet carried out any consultation. Whilst further formal consultations were necessary, the parish council had hosted two Green Infrastructure Plan workshops, delivered/completed an initial questionnaire and delivered/completed a further Issues & Options questionnaire.

BBCllr Wheeler confirmed BBCllr McMurdo intended to raise the issue of emerging Neighbourhood Plans being undermined by the Borough Council with its Chief Executive.

NP19/112 – To receive a report from Regeneration Positive (Trevor Roff) regarding ongoing landowner communications and to make recommendation to Full Council as necessary.

SS confirmed letters had been sent to landowners of areas which the Neighbourhood Plan wished to secure as local green spaces – Bedford Borough Council and Wootton Poor's Land Charity. It was noted an adjacent paddock area to the allotments had not been taken forward as it was not identified during the two Green Infrastructure Plan workshops. It was further noted Wootton Poor's Land Charity was seeking advice before commenting further. No response had been received from Bedford Borough Council. SP was asked to chase mid-November.

TR confirmed he was in touch with the three main land agents and they were aware of ongoing delays due to the need to complete a Strategic Environmental Assessment.

NP19/113 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SP and SS had recently met with Mark Fessey, AECOM and a draft report was expected by Friday 1st November 2019. The Strategic Environmental Assessment was a four-step process:

- Scoping – this would take five weeks and involved consulting with Bedford Borough Council, the Environment Agency, Historic England and Natural England;
- Looking at reasonable alternatives;
- Assessment of the draft Neighbourhood Plan;
- Preparation and publishing of the Strategic Environmental Assessment Report.

In total this process was expected to take 10-12 weeks to complete.

NP19/114 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP19/115 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further comments received.

Sue Edgar Playford PSLCC

Clerk to the Council

1st November 2019

FC19/260

Planning & Environment Committee Report

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

9th October 2019

Disclosure of local and/or disclosable pecuniary interests.

Living in the vicinity, Cllr Quirk declared a local interest in agenda item P19/185 (19/02034/FUL – 69 Hall End Road).

Report from outside organisations – for information only

- Bedford Borough Council. Changes to the boundary of the following Neighbourhood Areas:
 - Brickhill;
 - Cardington;
 - Clapham.

Under the requirements of the Neighbourhood Planning (General) Regulations 2012, these Neighbourhood Areas have been designated reflecting the amended boundary changes. Further information can be viewed on the Council's web site at www.bedford.gov.uk/neighbourhoodplanning and at the Customer Service Centre, Horne Lane, Bedford.

Matters arising from the minutes – for information only

See under 30th October 2019.

Planning Applications – for resolution

19/02034/FUL – 69 Hall End Road. One and two storey front extension and first floor side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Notice of application to make a non-material change to the development consent order for the Millbrook Generating Station Order 2019 (S.I.No. 578).

Received and noted for information only as the application was not within the parish.

Planning Approvals (by Bedford Borough Council) – for information

19/01398/TPO – 7 Potters Cross. Yew – crown lift to maximum 4m and reduce overhanging branch to neighbour's property by 4-6m.

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

Resolutions

P19/188 – To receive a report from the clerk and FA Bartlett Tree Experts Ltd regarding proposed tree works in the vicinity of the Memorial Hall Play area and to resolve a suitable course of action.

The report was circulated ahead of this meeting and detailed by the clerk. After discussion it was resolved to accept the report in full, but quotation in part only – leaving the far corner area of scrub untouched.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P19/189 – To receive a report from the clerk and Cllr Quirk regarding unauthorised works to a conifer tree at Lorraine Road cemetery and to resolve a suitable course of action.

The report was circulated ahead of this meeting and detailed by both the clerk and Cllr Quirk. It was noted the unauthorised works possibly related to a previous request to reduce the height of the conifer, which was not recommended/approved by either FA Bartlett Tree Experts, nor the parish council. After discussion it was resolved to report the action to the police as criminal damage and inform adjacent households of the same, with a request for witness information.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

30th October 2019

Disclosure of local and/or disclosable pecuniary interests.

Living in the vicinity, Cllr Quirk declared a local interest in agenda item P19/198 (19/02157/MAF – Land North and East of Hall End Road).

Matters arising from the minutes – for information only

- P18/167 – Parking problems/yellow lines proposals. Some restrictions remain uncompleted. Clerk and BBCllr/Cllr Wheeler are meeting in October with a Bedford Borough Council officer with the aim of pushing this forward and discussing parking on pavements.
- 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 + P19/202 – Remedial works to a cracked pavement within Lorraine Road cemetery. Refer to agenda item P19/202.
- P19/138 – Directional sign from Cause End Road for Lorraine Road cemetery. The clerk has submitted a request to Bedford Borough Council for signage and is awaiting costings*.
- P19/165 – Improvement works to The Pound (area opposite the Cock Inn PH on Bedford Road). Resolved 28th August 2019 (P19/165) to appoint Warner's of Bedford Ltd to regenerate the area. Start times are awaited.

(*Cllr O'Dell, who was in attendance, raised an issue with regard to item P19/138. Despite sending a detailed report (including exact location, type of sign and streetlight column number) to Andy Prigmore on 16th August 2019, the clerk had chased twice since before receiving a response which stated another officer was dealing with the request and that a site visit would be necessary, before delivery in the New Year. It was noted this matter had not been dealt with in a timely manner and the clerk was asked to escalate this issue with Jon Shortland, Chief Officer, Planning & Highways).

Planning Applications – for resolution

19/02157/MAF – Land North and East of Hall End Road. Change of use of land to equestrian, including the erection of a stable block comprising 3 stables and a field shelter for the keeping of horses, together with associated vehicular access track, an area of hardstanding and fencing.

Resolved **NO OBJECTION** subject to a condition the land remain as equestrian use in perpetuity.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

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

19/01892/FUL – 1 Stables Court. Single storey side extension and part garage conversion.

This council previously raised **NO OBJECTION**.

19/01857/ADV – Land South of Fields Road. Installation of six internally illuminated fascia signs.

This council previously raised **NO OBJECTION**.

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

At the time of publishing this agenda, the parish council was advised the following planning application would be determined by Bedford Borough Council's Planning Committee on 28th October 2019. Officer recommendation is to **Permit Subject to s106 and (CIL Liable)**.

This council previously recorded **AN OBJECTION**.

(It was noted Cllrs Lloyd, O'Dell and Quirk attended the meeting and Cllr O'Dell had delivered a robust objection to the proposal, alongside BBCLr Wheeler and the Head of Wootton Upper School. It was further noted Ruth Sneath had spoken robustly against the proposal and all efforts were acknowledged in securing a deferral, pending a site visit).

Resolutions

P19/202 – To receive and consider further information and quotation with regard to remedial works to a tarmac footpath at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to accept the quotation from Driveway Rejuvenation Ltd.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

1st November 2019

FC19/261

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No project action plan was available as this safety steering group had not met since 18th September 2019.

¹ Project Action Plan.

FC19/262**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	Cllrs Lloyd and Wheeler

							<u>13th March 2019</u> 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	
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	Cllrs Lloyd and Wheeler

³ Wootton Parish Council

⁴ Community Infrastructure Levy

							<u>14th August 2019</u> 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>9th October 2019</u> Resolved to contribute £29,575 towards an island and zebra crossing. Works are to be programmed imminently. It was recommended a press release be made once the works were complete, confirming WPC had paid for the majority of costings from CIL funding <u>13th November 2019</u> Works are ongoing	
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;	Cllr Bygraves

							• 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	
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							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	
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>	Cllr Lloyd

							Refer to agenda item FC19/188 <u>11th September 2019</u> Refer to agenda item FC19/215 <u>13th November 2019</u> Refer to agenda item FC19/267	
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> Clerk has chased Hegarty Solicitors for the completed TP1 form – not yet received <u>12th June 2019</u> Clerk has provided Hegarty Solicitors with	Cllr Wallace

							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 <u>12th June 2019</u> Cllr Lloyd continues to investigate email	Cllrs Lloyd and Martin

⁶ General Data Protection Regulations
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							addresses <u>11th September 2019</u> Cllr Lloyd continues to investigate email addresses	
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	Cllr Hensher

							will permit the use of 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	TBC

						funding will be paid imminently to WPC <u>11th September 2019</u> Funding has been received and an order for works given <u>13th November 2019</u> Works are complete. Move to close	
High	Neighbourhood Plan	2019	£0	£0	£7,626.83	<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 <u>9th October 2019</u>	Cllr Hensher

							The clerk is liaising with AECOM with regard to the production of a Strategic Environment Assessment <u>13th November 2019</u> AECOM are currently drafting the Strategic Environment Assessment	
Low	Noticeboards	Ongoing	£0	£0	£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 <u>13th March 2019</u> Clerk has taken the order forward <u>14th August 2019</u> Works are complete. Move to close <u>11th September 2019</u> Cllr Hensher has submitted a CIL project	Cllr O'Dell

							for additional units at the remaining bus stops	
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>	Cllr Quirk

							Clerk and Cllr Quirk have met with one potential contractor and are awaiting a written report following a site visit <u>11th September 2019</u> That report has been received and the clerk continues to chase other potential contractors	
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>9th October 2019</u>	Cllr Bygraves

							An extra full council meeting was held on 2nd October 2019 to discuss this issue in greater detail <u>13th November 2019</u> A proposal in principle has been put to Wootton Academy Trust for the facility to be sited within school grounds. The clerk is trying to see if a similar model is in operation elsewhere	
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:	Cllr Martin

							• Current Standard Metal Sign; • Wooden sign (as seen on Cranfield Road); • Brick sign (as seen on Bedford/Woott on 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	
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							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	
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FC19/263**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	13.11.19 SP
Christmas Tree (including Switch On Event)	SP	10.7.19	To be carried out week before tree is installed	Nov 19	13.11.19 SP
Community Centre	SP	10.7.19	WPC should undertake the first inspection.		
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		8.8.19 CM

⁷ Wootton Parish Council
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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		26.9.19 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 & Barker) to undertake. Works were delayed and further decay identified		

			in September 2019. The clerk now has to source a structural engineer or another stonemason as W&B have said the repairs are beyond their remit		
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.