



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 8th January 2020 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Lennox, 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
FC20/001	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/003	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
FC20/004	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added the clerk and he were meeting with Concept Project Management to discuss s106 funding for the proposed synthetic pitch and Electric Vehicle Charging Points.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.

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	To receive crime figures for November-December 2019. (Appendix 1a).	It was noted the upcoming Fields Road closure would accommodate school buses. BBCllr/Cllr Wheeler added he was due to attend a garden party at Buckingham Palace on 27 th May 2020. No further comments received.		
FC20/005	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.
FC20/006	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 11 th December 2019.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC20/007	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. The Plan is expected to be adopted by Bedford Borough Council this month.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC19/294 + FC20/017 – Community Centre at Berryfields. Refer to agenda item FC20/017. • 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 the clerk continues to chase for receipt of the funds). • 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. All camps to date have been successful. A further camp is proposed for February 2020 half term. • 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 met with BBC representatives in November and Bedford Road/Fields Road and Keeley Lane (in the vicinity of the Leg Straps PH) have been put forward for a “no parking on verges or footway” trial. • FC18/295 – Areas of road requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration: •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); •Fields Road – entire length (programmed for February 2020). • FC19/018 – Land at Berry Wood. Margaret Birtles, Manager for Asset and Estate Management Economic			
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	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. • FC19/267 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint use of the car park remain ongoing and the parish council has requested a further meeting with BBC representatives. • FC19/222 – Email usernames and website. Ongoing. • 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 and BBCllr/ClIr Wheeler are due to meet with a BBC representative to discuss positioning.			
FC20/008	Chairman's report – for information only.	ClIr Lloyd detailed 2020 would be a busy but productive year, with several projects coming to fruition.	Clerk to keep on file.	N/A.
FC20/009	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report as this steering group has not met since 20 th November 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/010	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.
FC20/011	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No project action plan available as this safety steering group has not met since 20 th November 2019.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/012	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	Resolved to receive, review and adopt the project action plan with amendments/updates noted in red (see appendix). Proposed: BBCllr/ClIr Wheeler.	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).	Seconded: Cllr Bygraves. Resolved by all present.		
FC20/013	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).	It was noted no updates had been made since the previous Full Council meeting.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/014	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 Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/015	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.
FC20/016	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/017	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> It was noted works were complete, as were all bar one snagging issue. The clerk presented a quotation to box in air conditioning cabling. After discussion it was resolved the parish council would not pay for this as the current cabling met all Health & Safety requirements. The charitable trust could undertake the works at its own cost. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present. The clerk was still chasing for a quotation to box in the ceiling units in the main hall.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Car Park Heads of Terms</u> The clerk confirmed a further meeting had been requested with representatives from Bedford Borough Council. <u>Charitable Trust</u> No update received. <u>Parish Council Office Layout</u> The following was noted: • Glass for the partition was still being sourced. The clerk had been informed the glass should contain bars/wire to further improve security; • The clerk had passed quotations for replacement/additional locks to the charitable trust to ensure none had been overlooked. It was agreed the clerk would now place the order for the filing cabinets and ensure the lock to the parish council office was replaced. <u>Spend to Date</u> The clerk confirmed she was meeting with a charitable trust member on 13th January 2020 to facilitate the transfer of invoicing over to the charitable trust's bank account. It was agreed all financial transactions must be transferred to the charitable trust no later than the end of February 2020. <u>Sports Pitches</u> David Pilgrim (DLS Law) emailed Bedford Borough Council in relation to the required standard of the pitches and Borough's response was noted. The clerk was instructed to re-send Beds FA's inspection report and		
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		source costings to have the pitches brought up to FA standards (to be done in conjunction with a request for advice regarding the synthetic pitch). The clerk was also instructed to request David Pilgrim respond to Bedford Borough Council, requesting they take the appropriate action against Persimmon, given there was an outstanding condition in relation to the pitches. Resolved to accept/note the above findings. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC20/018	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.	Cllr O'Dell had previously explained a request that Bedford Borough Council release s106 funding (£28k) for Electric Charging Vehicle Points to the parish council, had been refused. The following questions had been raised: • Would the Borough Council share its plans for those points with the parish council; • Would the Borough Council approach the developer to request part of this funding be allocated for four points elsewhere in the village (given the s106 agreement details this funding is on site only). It was noted the questions above had not been passed to Bedford Borough Council for explanation, as BBCllr/Cllr Wheeler and the clerk were meeting with Concept Project Management to discuss the Electric Vehicle Charging Points and possible alternative village locations. Once that information was known, Bedford Borough Council would be asked the above questions and chased on other outstanding issues. Resolved to accept/note the above findings. Proposed: Cllr O'Dell.	BBCllr/Cllr Wheeler and clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Noakes. Resolved by all present.		
FC20/019	To consider a response to Bedfordshire Pension Fund regarding a draft Administration Strategy and draft Funding Strategy Statement and to resolve a suitable course of action.	Resolved to note the contents of the draft Administration Strategy and Funding Strategy Statement for the records, but to make no formal response. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC20/020	To receive a further report from a resident and BBCllr/Cllr Wheeler regarding the siting of a public crisp recycling bin within the recreation ground/village hall car park (Church Road) and to resolve a suitable course of action.	In the absence of the resident and full report it was agreed to carry this agenda item over to a future meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/021	To consider a request from The Children's Air Ambulance Service that a textile recycling bank be sited within the village (site not determined) and to resolve a suitable course of action.	Resolved to note the request but to take no action until it was known whether a charity shop might occupy one of the units on Folkes Road, currently under development. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/022	To consider partaking in a ceremony to mark VE Day 75 Celebrations (Friday 8th May 2020) and to resolve a suitable course of action.	It was suggested the parish council potentially take part in Bedford Borough Council's ceremony and BBCllr/Cllr Wheeler agreed to establish what its plans were. It was also suggested St. Mary's Church may wish to ring their bells as suggested in the celebration guidelines and the clerk agreed to pass that suggestion on. Resolved to accept the above. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/023	To consider ongoing preparations for the 2020-21 budget (including projects not covered by CIL (Community Infrastructure Levy) funding), ahead of the precept demand to Bedford Borough Council (January 2020) and to resolve a suitable course of action.	Resolved to determine the precept demand as £222,033.84 and accept all revised budget headings. Proposed: Cllr Noakes. Seconded: Cllr Quirk.	Clerk to take forward.	Local Government Finance Act 1992, Part 1, Ch IV, s41 (1).

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		Resolved by all present.		
FC20/024	To receive a report from the clerk regarding continued unauthorised use of the MUGA at the Recreation Ground and to resolve a suitable course of action.	The clerk noted an email response received after the deadline, which detailed cash was available (sum unknown) and requested a booking form. After discussion it was resolved the clerk write again with a revised invoice (the facility had continued to be used since the last meeting of Full Council. Discussions on further bookings could take place only after that invoice had been paid in full and the bookings policy accepted and signed by the user. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/025	To consider roads within the parish for Bedford Borough Council's Programme of resurfacing for 2020-21 and to resolve a suitable course of action.	After discussions it was resolved to put the following areas forward for resurfacing/remedial works as part of Bedford Borough Council's programme: • Roads: Church Road/Hall End Road to Keeley Lane, Lorraine Road; • Pavements: Hall End (from Hall End towards the upper school); St. Mary's Road and Tithe Barn Road. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/026	To consider signage for the Community Centre and Memorial Hall car parks and to resolve a suitable course of action.	Pending the completion of the Heads of Terms agreement between the parish council and Bedford Borough Council, it was agreed to carry this agenda item over to a future meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/027	To review and adopt an updated CCTV Code of Practice document and to resolve a suitable course of action.	Resolved to place additional CCTV signage as follows: • The second set of car park gates; • The footpath gate; • All community centre external doors;	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		• The hallway wall. Further resolved to adopt the updated CCTV Code of Practice without further comment. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.		
FC20/028	To receive a grant request from the Wootton Good Neighbour Scheme (£380 to cover ongoing expenses including its mobile phone contract and Microsoft office expenses) and to resolve a suitable course of action.	Resolved to approve the grant request without further comment. Proposed: Cllr Quirk. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.20pm.

Wootton Parish Council: Update from Borough Councillor John Wheeler – January 2020

Local Plan

Now that the General Election has taken place, we are expecting an imminent announcement from the Planning Inspectorate regarding the Local Plan. Once this is adopted the Council will once again have a 5 year housing land supply.

However, in order to keep the necessary supply of housing the Council will need to ensure that the Plan delivers houses and neighbourhood Plans are an important part of this strategy. If the Plan fails to deliver houses the Borough Council will once again fail to have a 5 year land supply, and only those areas with a neighbourhood plan under 2 years old will be protected from speculative development (providing the Council's supply doesn't dip below 3 years).

Highways

Fields Road will be re surfaced from 24th February to 6th March 2020, it is looking unlikely the new crossing by the surgery will be installed by then.

Hospital Merger Update

A series of public meetings is taking place to discuss merger plans between Bedford Hospital NHS Trust and Luton and Dunstable University Hospital NHS Foundation Trust, the last of which is on 20th December from 9am-10.30am at the Lockyer Suite, Rufus Centre, Flitwick, MK45 1AH. To confirm your attendance email communications@bedfordhospital.nhs.uk or call 01234 792687

Council Budget Consultation

The consultation is now live for the 2020-2021 budget. To have your say visit: <https://www.bedford.gov.uk/council-and-democracy/have-your-say/consultations/budget-2020-consultation>
The Council is proposing £13m extra for Adult Services to meet demand, to further digitise services, to review its current operations and procurement, look into service change ideas and to increase its commercial activities. Consultation closes 17th January 2020.

The Council is also consulting on its Capital Programme <https://www.bedford.gov.uk/council-and-democracy/have-your-say/consultations/capital-schemes-consultation/>

This is looking at where the Council is going to invest in schemes and projects to improve the Borough. More details on the proposed schemes can be found here:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Your%20Council/Consultations/Capital%20Schemes.pdf>

Also residents of the village can consider joining the Citizens Panel if they would like to be more involved to create a strong rural voice: <https://forms.bedford.gov.uk/cprecruitment/>

Inclusion in Schools

The Council and its partners have launched their 'Behaviour, Learning and Inclusions Support Strategy' (BLISS) to promote inclusion and to help vulnerable children to stay in school and reduce exclusions. Schools will be offered enhanced workforce development to assist children who are struggling with behaviour in the classroom. Three documents to assist schools are available online: Behaviour, Learning and Inclusions Support Strategy (BLISS) www.bedford.gov.uk/BLISS, The Little Book of BLISS www.bedford.gov.uk/LBOB and The Early Help and Intervention Graduated Response www.bedford.gov.uk/EHIGR

Corn Exchange Website

The Council has launched a new website for the Corn Exchange which is now responsive and will automatically resize to fit the screen of your device. To visit the website please go to: <https://www.bedfordcornexchange.co.uk>

Rough Sleepers

There has been a reduction in the number of known rough sleepers in Bedford over the last 24 months. The Council has also committed to providing additional emergency beds for rough sleepers every night until 31st March, not just when it is freezing, and the Council is providing wrap around support to try to encourage take up of support and accommodation. Anyone who is sleeping rough to visit the Prebend Day Centre, speak to any of our outreach workers, or contact the Council's Housing Options Team at any time on 01234 267422.

I wish you all a happy new year.

Cllr John Wheeler: John.wheeler@bedford.gov.uk / 07913 409433 / Facebook – search 'Cllr John Wheeler'

FC 20/004a November-December 2019					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/70214/19	Assault without Injury - Common assault and battery	05/12/2019	Turland Close	NORTH-766	WOOTTON
40/71869/19	Burglary - Residential - Dwelling	14/12/2019	Burgoyne Avenue	NORTH-766	WOOTTON
40/69049/19	Other criminal damage to a vehicle (Under £5,000)	29/11/2019	Cause End Road	NORTH-766	WOOTTON
40/71512/19	Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dog	12/12/2019	Summerfield Drive	NORTH-766	WOOTTON
40/69915/19	Sec 4a POA Causing intentional harassment, alarm or distress	04/12/2019	Cranfield Road	NORTH-766	WOOTTON
40/72316/19	Sec 5 POA Harassment, alarm or distress	16/12/2019	Fields Road	NORTH-766	WOOTTON
40/68826/19	Sec 5 POA Harassment, alarm or distress	28/11/2019	Haycroft	NORTH-766	WOOTTON
40/71520/19	Theft from a motor vehicle	12/12/2019	A421	NORTH-766	WOOTTON
40/70607/19	Theft from a motor vehicle	07/12/2019	A421	NORTH-766	WOOTTON
40/70312/19	Theft from a motor vehicle	06/12/2019	Green Lane	NORTH-766	WOOTTON
40/68975/19	Theft from a motor vehicle	29/11/2019	A421	NORTH-766	WOOTTON
40/68696/19	Theft from a motor vehicle	28/11/2019	A421	NORTH-766	WOOTTON
40/69055/19	Theft from shops and stalls	29/11/2019	Cause End Road	NORTH-766	WOOTTON
40/69072/19	Theft from shops and stalls	29/11/2019	Cause End Road	NORTH-766	WOOTTON
40/71104/19	Threats to kill	10/12/2019	Grovebury Court	NORTH-766	WOOTTON

Appendix 2

FC20/005

Nothing significant to report.

FC20/009

Neighbourhood Plan Steering Group Report

No report available as this steering group has not met since 20th November 2019.

FC20/010**Planning & Environment Committee Report**

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

11th December 2019

Report from outside organisations – for information only

- Bedford Borough Council – Bletsoe Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Bletsoe Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on Bletsoe Neighbourhood Development Plan for a period of 7 weeks. The submission plans and supporting documents are available to view on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents are also available for inspection during normal opening hours at the following locations:

- Bedford Central Library, Harpur Street, Bedford, MK40 1PG;
- Bedford Borough Customer Service Centre, Horne Lane, Bedford, MK40 1RA.

Representations must be made in writing (preferably using the consultation form provided on the website) and can be emailed to: planningforthefuture@bedford.gov.uk; or posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a Plan Proposal) in relation to the submitted neighbourhood development plan. **All representations must be received by 5pm on 19th January 2020.** All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plans will each undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website <https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

Matters arising from the minutes – for information only

- P18/167 (now R&PSSG) – Parking problems/yellow lines proposals/Advisory white lining. Some restrictions remain uncompleted (Hall End, Mephram Road, Keeley Lane and Sherwood Close. This is now covered by the Roads & Pavements Safety Steering Group and areas to trial no verge or footway parking on have been passed to Bedford Borough Council. It is hoped initial areas will be Bedford Road/Fields Road/Keeley Lane in the vicinity of the Leg Straps PH.
- 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 continue to be chased.

- 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. The clerk continues to chase.
- 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.
- P19/202 – Remedial works to a cracked pavement within Lorraine Road cemetery. Resolved 30th October 2019 (P19/202) to appoint Driveway Rejuvenation Ltd to undertake all remedial works. The clerk has been informed remedial works will take place in Spring 2020 as winter weather will have an adverse effect on the finish and longevity.
- P19/138 – Directional sign from Cause End Road for Lorraine Road cemetery. The clerk has submitted a request to Bedford Borough Council for signage. The costing is £300 however the clerk has been asked to escalate this request with Jon Shortland, Chief Officer, Planning & Highways, Bedford Borough Council as the slow response and timescales are not acceptable. That escalation was transferred to Chris Pettifer, Chief Officer, Transport, Bedford Borough Council and the clerk has been informed works should take six weeks (from 25th November 2019) to complete.

Planning Applications – for resolution

19/02511/ADV – 14 Cause End Road (Wootton Tesco Express). Installation of various internally illuminated and non-illuminated signage.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

19/02513/FUL – 27 Fields Road. Extension and conversion of existing garage for an annexe ancillary to existing main property.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

Resolutions

19/236 – To receive a report from Cllr Quirk and the clerk regarding potential changes/clarification to the list of fees for Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to leave the fees unchanged but to note for clarification purposes the natural burial area price was the same for ashes or coffins, given the larger plot size and potential for tree planting/growth of roots.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

27th December 2019.

FC20/011

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No project action plan available as this safety steering group has not met since 20th November 2019.

¹ Project Action Plan.

FC20/012**Project Action Plan for Ongoing Projects**

Priority	Action	Timescales	Budget				Update	Project manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2019	£220,000	£80,000 s106 funding		£300,000	<u>9th January 2019</u> Completed Neighbourhood Plan Questionnaires have provided a robust evidence base that Average Speed Cameras are wanted. Resolved at Full Council 12th December 2018 (FC18/325) to take the cost (less s106 funding) from CIL monies <u>13th February 2019</u> Clerk is awaiting guidance from Andy Prigmore (BBC²) on how best to take this project forward. BBCllr/Cllr Wheeler to chase and remind Andy three pairs of cameras will be CIL funded and one pair will be s106 funded <u>13th March 2019</u> Cllr Lloyd will provide BBC with a map of the areas in question	Cllrs Lloyd and Wheeler

² Bedford Borough Council
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							<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	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 <u>11th December 2019</u> An initial list of bullet point responsibilities (charitable trust and parish council) has	
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							been sent to the charitable trust	
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 <u>8th January 2020</u> Glass has been sourced for the office.	Cllr Lloyd
High	Community Centre Take-On	2019				£1,500	<u>9th January 2019</u> Estimated the community centre, sports pitches and MUGA³ will be transferred to WPC in early January 2019	Cllr Wallace

³ Multi Use Games Area

							<u>13th February 2019</u> Clerk is awaiting a copy of the completed TP1 form from Hegarty Solicitors <u>13th March 2019</u> Clerk has chased Hegarty Solicitors for the completed TP1 form – not yet received <u>12th June 2019</u> Clerk has provided Hegarty Solicitors with evidence of hardship in order to expedite the TPI transfer <u>10th July 2019</u> Hegarty Solicitors have confirmed the Land Registry has raised requisitions in respect of the title, which Persimmon's solicitors must deal with. Hegarty is awaiting their response	
Medium	Defibrillators	2020	£4,800	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11th December 2019. Cllr O'Dell is being assisted by Chris Maher and Tony Ireland (Community First Responders). Suitable	Cllr O'Dell

							locations (with access at all times) have been initially determined as: • Memorial Hall (with relevant permission); • In the location of the Community Centre; • The new shops on Harris Way (it was noted Sainsbury's may well install a defibrillator as part of their ongoing policy).	
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 GDPR⁴ 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 addresses <u>11th September 2019</u> Cllr Lloyd continues to investigate email addresses	Cllrs Lloyd and Martin

							<u>11th December 2019</u> A new website and email addresses should be in place by the end of Q1 2020.	
Low	Lecterns at various sites within the village	2020	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u> Lecterns are proposed for: • The old village pound; • The old parish cage; • Hall End; • Keeley Lane. These locations would create a circular village walk however other locations could still be determined. A lectern is already in situ at Keeley End Pond	Cllr Quirk
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>	Cllr Hensher

						Clerk is still awaiting that confirmation from BBC in order to proceed. BBCllr/Cllr Wheeler will chase for an update <u>10th July 2019</u> Clerk has received email confirmation that BBC will permit the use of s106 funding in principle for this project. 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 <u>11th December 2019</u> The clerk continues to chase BBC <u>8th January 2020</u> The clerk has been asked to secure the funding before February's Full Council and is	
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							to provide a list of s106 funding to BBCllr/Cllr Wheeler	
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> 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 <u>11th December 2019</u>	Cllr Hensher

							AECOM have sent their scoping report to BBC, the Environment Agency, Historic England and Natural England for consultation. The deadline for comments was Friday 20 th December 2019	
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>9th January 2019</u> When needed	Clerk
Low	Public Seating	2020	£7,000	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019. Cllr O'Dell will revisit/update the CIL application report before the clerk circulates to all for feedback and will prepare a report for the Wootton newsletter regarding the addition of memorial plaques. Locations to be agreed at February's Full Council. BBC will deliver this project	Cllr O'Dell
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	Cllr O'Dell

							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 December 2019</u> Cllr Hensher has submitted a CIL project for additional units at the remaining bus stops. Refer to agenda item FC19/296 <u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11th December 2019. BBC will deliver this project and Cllr O'Dell is obtaining prices for all bus stops without a RTPI unit. Locations will then be determined	
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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 <u>11th September 2019</u>	Cllr Quirk
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							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 <u>11th December 2019</u> The clerk continues to chase and has been advised a new BBC officer is dealing with all requests	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> An extra full council meeting was held on 2nd October 2019 to discuss this issue in greater detail	Cllr Bygraves

							<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 <u>8th January 2020</u> Cllrs Bygraves and Lloyd plus BBCllr/Cllr Wheeler (in his capacity as Borough Councillor) are due to meet with representatives of Wootton Academy Trust later this month	
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;	Cllr Martin

							• Wooden sign (as seen on Cranfield Road); • Brick sign (as seen on Bedford/Wootton Road). Replacement signs for Cranfield Road and Fields Road to follow <u>13th February 2019</u> The Clerk has authorised the works for the flower bed build and is awaiting timescales. Cllr Martin will chase <u>13th March 2019</u> Flower bed is now complete, and the Clerk will contact Warners of Bedford (village planter maintenance and planting 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	
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							will now feature in March 2020's edition	
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FC20/013**RISK ASSESSMENTS PLAN 2019-20**

WPC⁵ 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 (black font – complete, red font – outstanding):

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	27.11.19 – GL has confirmed all obstructions have been removed. SP continues to chase for the removal of the posts outside	
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.	20.11.19 SP has emailed BRCC for advice on completing the initial risk	

⁵ Wootton Parish Council
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				assessment before handing over to the charitable trust	
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
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	Ongoing		
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 – Church Road	SP	10.7.19	Ongoing		
MUGA – Harris Way	SP	10.7.19	Ongoing	20.11.19 – charitable trust should install signage and complete the risk assessment. SP has offered to meet to discuss further. SP to ensure this is added to the RoSPA inspections schedule for 2020	
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	20.11.19 – WRFC undertake their own risk assessments.	

				SP to request a copy of the same	
Sports Pitches – Harris Way	SP	10.7.19	Ongoing	20.11.19 – charitable trust should complete the risk assessment. SP has offered to meet to discuss further	
Street Furniture	SP	10.7.19	Ongoing	20.11.19 – SP has emailed Andy Muskett and requested a structural inspection/risk assessment of all WPC-owned columns	
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 some 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.