



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 11th March 2020 at 7.32pm 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, 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
FC20/054	Apologies for absence. Cllr Hensher.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/055	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/056	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.
FC20/057	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	No report was circulated ahead of this meeting. BBCllr/Cllr Wheeler noted the resurfacing of Fields Road was complete and that works to remedy a long-standing leak on Cause End Road would commence at the end of this month. He added Sainsbury's did not	Clerk to keep on file.	N/A. N/A.

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	To receive crime figures for February 2020. (Appendix 1a).	own the remaining smaller units on Folkes Road – these would be a hairdressers, takeaway and chemist. The build was expected to finish in April, with occupations in May/June 2020. Concerns were expressed over the serious nature of some crimes and the rise in numbers. To a degree this was expected given the expansion of the village. Some crimes were recorded as occurring in 2016 and Cllr Noakes explained this likely a result of the crime only just being reported.	Clerk to keep on file.	
FC20/058	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	All significant correspondence is circulated immediately upon receipt.	N/A.	N/A.
FC20/059	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 12 th February 2020. 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 29 th January 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Fun Fest Committee meeting held on 20 th February 2019.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC20/060	Matters arising from the minutes – for information only.	No further comments received.	Clerk to keep on file.	N/A.

	• FC19/093 – Bedford Borough Council’s Local Plan 2030. Adopted by Bedford Borough Council in January 2020. Move to close. • FC20/045 + FC20/070 – Community Centre at Berryfields. Refer to agenda item FC20/070. • 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. This issue is currently being dealt with by the Roads & Pavements Safety Steering Group. Move to close. • FC19/116 – Apex360. All camps to date have been successful. A further camp was successfully delivered in February 2020. All funding has now been utilised. Move to close. • FC18/272 – Pavement/inconsiderate parking. Resolved 10th October 2018 (FC18/272) advisory white lines be trialled at Keeley Lane (near the Legstraps PH), Mephram Road and Sherwood Close. 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. Outstanding issues have been escalated within Bedford Borough Council in January 2020. This issue is currently being dealt with by the Roads & Pavements Safety Steering Group. Move to close. • FC20/025 – Areas of road/pavement requiring resurfacing. The following road areas have been put			
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	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). Resolved 8th January 2020 (FC20/025) to also request the following to be taken forward by Bedford Borough Council: •Church Road/Hall End Road to Keeley Lane; •Lorraine Road; •Pavements including Hall End (from Hall End towards the upper school), St. Mary's Road and Tithe Barn Road. • 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. • FC19/267 + FC20/070 – 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. Refer to agenda item FC20/070. • FC19/222 – Email usernames and website. Ongoing. • FC20/022 – VE Day 75 Celebrations. Resolved 8th January 2020 (FC20/022) that BBCLr/Cllr Wheeler would establish what Bedford Borough Council were proposing to do, to mark the occasion. It was noted			
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	St. Mary's Church no longer had a bell-ringing team so would be unable to mark the occasion that way. - FC20/047 – Community Infrastructure Levy (CIL) funding issues. BBCllr/Cllr Wheeler will provide a verbal update at the meeting. - FC20/048 – Planning application adjacent to Wootton Upper School for up to 81 dwellings. Resolved 12th February 2020 (FC20/048) to submit a response to the Planning Inspectorate requesting Bedford Borough Council's refusal of the application <u>BE UPHELD</u>. The clerk has submitted that response.			
FC20/061	Chairman's report – for information only.	Cllr Lloyd noted advice received from the Society of Local Council Clerks was to follow Public Health England's advice in respect of the coronavirus. Cllr Lloyd added Canon Ackroyd had asked when the bells should be run in celebration of VE Day (Church Bells Peal – 'Ringing out for Peace') – 7pm was the advice received from Bedford Borough Council.	Cllr Lloyd/Clerk to keep on file/take forward.	N/A.
FC20/062	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 15 th January 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/063	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.
FC20/064	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No report as this safety steering group has not met since 15 th January 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/065	To receive, review and adopt the (Full Council) Project Action Plan for 2019-20, to determine which projects will be taken forward during 2019-20, to appoint councillors to manage those projects and to resolve a suitable course of action.	It was agreed to include an agenda item for next Full Council to include: A summary of the parish council's position with regard to ongoing Community	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	(Appendix 6).	Infrastructure Levy (CIL) discussions with Bedford Borough Council; • Identification of projects that could potentially be financed by Bedford Borough Council. In light of these ongoing CIL discussions it was resolved to place the majority of projects on hold for the time being. Further resolved to receive, review and adopt the project action plan with amendments/updates noted in red (see appendix). Proposed: Cllr Wallace. Seconded: Cllr Randell. Resolved by all present.		
FC20/066	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 not to erect a “no climbing” sign on the plinth, in relation to the Village Sign Risk Assessment. Further resolved to accept all updated risk assessments and the risk assessment plan without further comment. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/067	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 Noakes. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/068	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.
FC20/069	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.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.

		Seconded: Cllr Bygraves. Resolved by all present.		
FC20/070	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>Car Park Heads of Terms</u> BBCllr/Cllr Wheeler continued to chase Bedford Borough Council for a meeting and it was noted they were in the process of appointing an independent adjudicator to aid drafting of the Heads of Terms. BBCllr/Cllr Wheeler agreed to establish who that would be. Cllr Lloyd expressed disappointment at the length of time taken to move this forward and added most issues within the HOTs could be resolved pending the adjudicator's appointment. <u>Charitable Trust</u> It was noted insurance was now in place and their accounts were nearly up to date – having been taken over by Cllr Bygraves. A proposal to decorate the main hall had been received by the clerk and it was agreed the parish council would settle the invoice and claim net costs back from the charitable trust. Running costs (which this was) would be met by the charitable trust – the remaining s106 funding would remain ringfenced within the parish council's accounts, for utilisation by the charitable trust when applied for. Interviews for a caretaker/maintenance person and lettings officer were ongoing. <u>Lease</u> Cllr Bygraves confirmed the charitable trust had requested amendments to the bullet point responsibilities. No details had been provided. <u>Parish Council Office Layout</u>	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		The in-filling of the glass partition was almost complete, save the film for the glass (23rd March 2020) and the clerk/Cllr Lloyd would oversee the ordering of all remaining office furniture. <u>Spend to Date</u> The charitable trust's profit figure was paid to them on 27th February 2020. The only remaining transactions would be utilities, and the clerk would invoice the charitable trust on a monthly/quarterly basis (when reconciling statements). <u>Sports Pitches</u> No further response had been received from either David Pilgrim (DLS Law) or Bedford Borough Council, regarding acceptable pitch standards. The clerk and BBCllr/Cllr Wheeler met with representatives from Bedfordshire FA ahead of this meeting. The smaller pitch was considered best utilised as a 9x9 pitch but was in a poorer state than the larger pitch, with significant stone coverage. An estimation of £70k was given to remedy this. The larger pitch needed a grass cut to establish additional works there, although it was anticipated at least 120 tonnes of topsoil would be needed on that pitch as a minimum. That would take a year to settle. The clerk had requested details of grounds maintenance companies in order to implement a programme of maintenance to bring the pitch use forward and Bedfordshire FA agreed to provide an indication of all additional costings.		
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		It was agreed to approach Neil Gates to request the grass cut. Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.		
FC20/071	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields), Fields Road South, Innovation Park and Little Wootton developments and to resolve a suitable course of action.	BBCllr/Cllr Wheeler reported Concept were happy that electric vehicle charging points be placed off site (elsewhere in Wootton) and it was hoped Bedford Borough Council (who were in receipt of £28k s106 funding to cover the installation of four points) would be as accommodating. Resolved the clerk write to Bedford Borough Council, noting the terms of the s106 agreement, requesting the funding be made available to the parish council upon identification of suitable sites. It was further noted £36k s106 funding was earmarked for two bus shelters which were no longer being delivered on the same site as above. A need for one shelter on Cranfield Road (Bedford bound) had been identified and it was again hoped Bedford Borough Council would agree in principle to utilise this funding at that location and a second, as yet unidentified. Resolved to accept the above. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	BBCllr/Cllr Wheeler/Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/072	To consider a response to Bedford Borough Council in relation to its consultation on ward boundaries and to resolve a suitable course of action.	Resolved to note Wootton should become a two member ward, but that the boundary should NOT be enlarged, nor should the ward be split. Proposed: Cllr Wallace. Seconded: Cllr Randell.	Clerk to take forward.	Stakeholder Consultation.

		Resolved by all present.		
FC20/073	To consider a response to Bedford Borough Council in relation to its Overview and Scrutiny Committees' Work Programme Consultation and to resolve a suitable course of action.	Resolved to note the contents of the consultation but make no formal response. Proposed: Cllr Lloyd. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC20/074	To consider a response to Bedford Borough Council in relation to costings received relative to Wootton Parish Council's request for parking restrictions/yellow lining at several sites within the village.	Resolved the clerk respond to Bedford Borough Council requesting the following: • The works at Hall End be completed without cost to the parish council, given they related to works previously agreed and unfinished by Bedford Borough Council; • The remaining works be completed and financed by Bedford Borough Council, using CIL funding due to Wootton Parish Council currently being held by Bedford Borough Council. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/075	To receive a report from Cllrs Bygraves and Wheeler regarding a proposed synthetic pitch to be located within the grounds of Wootton Upper School and to resolve a suitable course of action.	In addition to agenda item FC20/065 it was resolved to finance an Ecological Appraisal (as Great Crested Newts were native to the area) at a cost of £1,500 (recoverable from s106 funding upon receipt). Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Cllrs Bygraves and Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/076	To consider a response to Bedfordshire Police regarding potential remedies at the recreation ground to prevent further incidences of anti-social behaviour and to resolve a suitable course of action.	All recommendations were discussed, however it was resolved to place them on hold, pending the identification of suitable funding, given no budget was currently available. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC20/077	To receive and approve updated Terms of Reference for the Community Infrastructure Working Group and to resolve a suitable course of action.	Resolved to receive and approve the updated Terms of Reference without amendment. The clerk agreed to include an article in the next Wootton Newsletter, making it known that groups within Wootton could make an infrastructure-related bid for funding, subject to these Terms of Reference. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/078	To receive and approve a schedule of all meetings for Wootton Parish Council for the municipal year 2020/21 and to resolve a suitable course of action.	Resolved to receive and approve the schedule of all meetings without amendment. Proposed: Cllr Lloyd. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/079	To consider a request from Wootton Rangers FC that the recreation ground be used by them to host a football tournament on 6th/7th June 2020 and to resolve a suitable course of action.	Resolved to give permission for the tournament to go ahead, noting the following: • The dates were now 5th/6th September; • Organisers were responsible for car parking and removal of all litter; • No vehicles were permitted on the grass; • All users of the recreation ground to be informed of the event at the earliest opportunity. Cllr Bygraves agreed to take this forward to the next Recreation Ground committee meeting. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Cllr Bygraves/Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/080	To receive a recommendation from the (advisory) Finance & General Purposes Committee that all appropriate staff receive the increased National Living Wage hourly rate with effect from 1st April 2020 and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Martin. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.15pm.

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FC20/057

No report from BBCllr Wheeler was received or circulated ahead of this meeting.

FC 20/057a February 2020					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/11153/20	Affray	22/02/2020 13:45	School Lane	NORTH-766	WOOTTON
40/7032/20	Assault occasioning actual bodily harm (ABH)	03/02/2020 00:00	Ashpole Avenue	NORTH-766	WOOTTON
40/6942/20	Assault occasioning actual bodily harm (ABH)	02/02/2020 00:00	Bedford Road	NORTH-766	WOOTTON
40/11597/20	Assault without Injury - Common assault and battery	24/02/2020 16:50	Grovebury Court	NORTH-766	WOOTTON
40/8574/20	Assault without Injury - Common assault and battery	09/02/2020 00:00	Browns Lane	NORTH-766	WOOTTON
40/7051/20	Assault without Injury - Common assault and battery	03/02/2020 00:00	Ashpole Avenue	NORTH-766	WOOTTON
40/6347/20	Assault without Injury - Common assault and battery	30/01/2020 00:00	Hall End Road	NORTH-766	WOOTTON
40/5747/20	Assault without Injury - Common assault and battery	28/01/2020 00:00	Cause End Road	NORTH-766	WOOTTON
40/10074/20	Coercive behaviour	15/02/2020 19:20		NORTH-766	WOOTTON
40/9687/20	Harassment - Putting people in fear of violence	14/02/2020 10:30		NORTH-766	WOOTTON
40/9124/20	Harassment - without violence (course of conduct)	01/11/2019 00:00		NORTH-766	WOOTTON
40/8801/20	Harassment - without violence (course of conduct)	01/01/2016 00:00		NORTH-766	WOOTTON
40/11637/20	Intimidating a juror or witness or person assisting in investigation of offence	24/02/2020 18:13		NORTH-766	WOOTTON
40/6981/20	Other criminal damage to a dwelling (Under £5,000)	03/02/2020 02:30	Juffs Lane	NORTH-766	WOOTTON
40/6967/20	Other criminal damage to a dwelling (Under £5,000)	02/02/2020 22:00	Tithe Barn Road	NORTH-766	WOOTTON
40/12069/20	Other criminal damage to a vehicle (Under £5,000)	12/02/2020 18:00	Hall End Road	NORTH-766	WOOTTON
40/6661/20	Other criminal damage to a vehicle (Under £5,000)	19/12/2019 19:30	Keeley Lane	NORTH-766	WOOTTON
40/7764/20	Racially or religiously aggravated assault or assault occasioning actual bodily harm	03/02/2020 14:00		NORTH-766	WOOTTON
40/7575/20	Sec 4 POA Fear or provocation of violence	04/02/2020 12:11	Juffs Lane	NORTH-766	WOOTTON
40/7155/20	Sec 4a POA Causing intentional harassment, alarm or distress	03/02/2020 00:00		NORTH-766	WOOTTON
40/9680/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	14/02/2020 10:30		NORTH-766	WOOTTON
40/9241/20	Sexual	30/11/2019 00:00		NORTH-766	WOOTTON
40/8454/20	Sexual	08/02/2020 00:00		NORTH-766	WOOTTON
40/5886/20	Sexual	01/01/2017 00:00		NORTH-766	WOOTTON

Appendix 2

40/11339/20	Sexual	23/02/2020 15:36		NORTH-766	WOOTTON
40/10254/20	Theft from a motor vehicle	17/02/2020 17:20	A421	NORTH-766	WOOTTON
40/10235/20	Theft from a motor vehicle	17/02/2020 17:20	A421	NORTH-766	WOOTTON
40/10055/20	Theft from a motor vehicle	17/02/2020 21:00	A421	NORTH-766	WOOTTON
40/9475/20	Theft from a motor vehicle	16/02/2020 18:50	A421	NORTH-766	WOOTTON
40/6491/20	Theft from a motor vehicle	14/02/2020 00:00	A421	NORTH-766	WOOTTON
40/5884/20	Theft from a motor vehicle	31/01/2020 12:00	A421	NORTH-766	WOOTTON
40/11429/20	Theft of a motor vehicle	04/07/2018 12:00	Stewart Court	NORTH-766	WOOTTON
40/8385/20	Threats to kill	09/02/2020 05:00	Arthur Black Way	NORTH-766	WOOTTON
40/8387/20	Threats to kill	09/02/2020 05:00	Arthur Black Way	NORTH-766	WOOTTON
40/9783/20	Unauthorised taking of a motor vehicle (does not include 'driving or being carried knowing motor vehicle has been taken ')	15/02/2020 00:00	Hall End Road	NORTH-766	WOOTTON
40/8417/20	Unauthorised taking of a motor vehicle (does not include 'driving or being carried knowing motor vehicle has been taken ')	09/02/2020 00:00	Juffs Lane	NORTH-766	WOOTTON

Appendix 2

FC20/058

Nothing significant to report.

FC20/062

Neighbourhood Plan Steering Group Report

No report as this steering group has not met since 15th January 2020.

Planning & Environment Committee Report

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

12th February 2020

P20/029 – Disclosure of local and/or disclosable pecuniary interests.

Cllr Noakes declared a local interest in agenda item P20/036 – 19/02392/FUL 19 Bedford Road and did not take part in voting.

Report from outside organisations – for information only

Bedford Borough Council – Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Bromham 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 the Bromham Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available 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:

- Bromham Library, Springfield Drive, Bromham, MK43 8NT;
- Bedford Borough Customer Service Centre, Horne Lane, Bedford, MK40 1RA.
- 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 9 March 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 plan will 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

See under 26th February 2020.

Planning Applications – for resolution

19/02392/FUL – 19 Cranfield Road. Erection of annexe in rear garden.

It was noted a previous application was objected to by the parish council due to a lack of parking facilities in the area.

After discussion it was resolved **TO OBJECT** using the same material consideration:

- The application would exacerbate the lack of parking facilities in that area.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by majority vote.

Cllr Noakes abstained from voting.

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

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

This council previously recorded **NO OBJECTION**.

19/02639/FUL – 41 Tithe Barn Road. Loft conversion with rear dormer (revised external finish).

This council previously recorded **NO OBJECTION**.

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

19/01590/FUL – 41 + 43 Cause End Road.

At a meeting of Bedford Borough Council's Planning Committee on 27th January 2020, members resolved to grant permission (CIL liable) for this proposal.

This council previously recorded **AN OBJECTION**.

Resolutions

P20/037 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved that application 19/02392/FUL be called in for consideration by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by majority vote.

Cllr Noakes abstained from voting.

P20/038 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved that Cllr Lloyd would attend the relevant meeting of the Full Planning Committee of Bedford Borough Council, to represent Wootton Parish Council and have opportunity to speak in relation to application 19/02392/FUL – subject to availability.

26th February 2020

Report from outside organisations – for information only

Bedford Borough Council. Tree Preservation Order 1 of 2020. Land at 31 Hall End Road.

It was noted a corresponding planning application at this address was as yet undetermined.

Matters arising from the minutes – for information only

- 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. The clerk and Cllrs Lloyd and Quirk will meet Q1 2020 to determine a tender process.

- 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.
- P19/137 – 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 has applied for a planning pre-application.
- 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. The clerk has since been informed a further delay has pushed works back by a further two weeks.
- P20/013 – War Memorial works and removal of adjacent conifers. FA Bartlett Tree Experts Ltd have been appointed to remove the conifers and carry out remedial works to the adjoining hedgerow and ash tree (the latter is growing into a highways street lighting column). Once those work are complete, Memorial Makeovers will complete the War Memorial works.

Planning Applications – for resolution

20/00265/FUL – 42 Grovebury Court. Conversion of detached garage to annexe.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

20/00306/FUL – 13 Halegate. Single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

27th February 2020

FC20/064

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No project action plan as this safety steering group has not met since 15th January 2020.

¹ Project Action Plan.

FC20/065**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2019 and/or earlier. These are available to view either via the Clerk to the Council or at: https://woottonpc.bedsparishes.gov.uk/files/index?folder_id=3322937

Priority	Action	Timescales	Budget				Update	Project Manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2020	£220,000	£80,000 s106 funding	£0	£300,000	<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 <u>12th February 2020</u> Installation timescales awaited <u>11th March 2020</u> Resolved the clerk write to Jon Shortland, requesting Bedford Borough Council finance this project using CIL funding due to Wootton Parish Council but currently being held by Bedford Borough Council. Further resolved that the parish council would pay the same maintenance fee as other parishes within the borough – known to be nil	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2020	£0	£0	£0	£1,500	<u>12th February 2020</u> The completed TP1 form is required (alongside final title number) in order to answer queries regarding the draft lease	Cllr Bygraves
High	Community Centre Office Setup	2020	£0	Will be taken from s106 funding paid by Persimmon	£0	£0	<u>11th March 2020</u> Three fireproof filing cabinets are now in situ and it was noted the one-way film for the glass would be installed on 23rd March 2020	Cllr Lloyd

High	Community Centre Take-On	2020	£0	£0	£0	£1,500	<u>12th February 2020</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 <u>11th March 2020</u> Cllr Wallace continues to chase Hegarty Solicitors (Joy Plummer) to establish if required information from Persimmon has now been received	Cllr Wallace
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 <u>12th February 2020</u> It was noted Chris Maher and Tony Ireland were providing valuable assistance in taking this project forward. A defibrillator for the Memorial Hall was due to be ordered imminently <u>11th March 2020</u> A defibrillator is now in situ at the Memorial Hall. It is hoped a further one will be installed by Sainsbury's (Folkes Road). BBCllr/Cllr Wheeler agreed to set up a meeting with their community engagement team	Cllr O'Dell
High	GDPR	2020	£0	£0	£0	£2,000	<u>12th February 2020</u> Email address and a new website are currently ongoing	Cllrs Lloyd and Martin
Low	Lecterns	2020	£1,200 per lectern	£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 Quirk
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>12th February 2020</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching	Cllr Quirk

							the Crown Estate in future years to purchase land adjacent to the existing cemetery	
High	Memorial Hall play area resurfacing	2020	£8,726	£15,104.55 s106 funding	£0	£19,431 for wet pour under equipment only £4,400 for pathway	<u>12th February 2020</u> The clerk is still awaiting payment from BBC in order to move this project forward, following the appointment of a contractor <u>11th March 2020</u> Funding has now been received. The clerk is awaiting confirmation from Cllr Hensher that revised costings and layout are acceptable before moving forward	Cllr Hensher
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£5,733.43	£0	<u>12th February 2020</u> 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 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>12th February 2020</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 <u>12th February 2020</u> Members resolved to accept the report, subject to the addition of a new/refurbished bench opposite the Chequers PH at Hall End (six in total). Plaques will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter	Cllr O'Dell

Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<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 <u>12th February 2020</u> Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£10,000	£10,000	<u>12th February 2020</u> The clerk will be arranging a meeting Q1 2020 to determine with St. Mary's Church how best to proceed	Cllr Quirk
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>15th February 2020</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>12th February 2020</u> Cllrs Wheeler and Bygraves are due to meet again with representatives from Wootton Academy Trust in order to establish next steps. Three suggested layouts have been provided to date <u>11th March 2020</u> Cllrs Wheeler and Bygraves met ahead of this meeting with representatives from Wootton Academy Trust. An initial quotation of £720k is being used to determine layout. The final design will incorporate a full sized pitch, resurfacing of existing tennis courts and re-siting of cricket nets – all will be available for community use. The existing car park will be extended and changing rooms/toilet facilities provided. Final costings will likely be in the	Cllr Bygraves

							region of £1.4m. Given s106 funding totals £700k, it will be necessary to seek additional funding. Organisations to approach include Bedford Borough Council's Education department (who's policy is currently addressing childhood obesity), plus Sports England and the National Lottery. Basic Heads of Terms have been drafted and should be available for review, alongside other quotations which will be subject to a tender process, by the parish council in May.	
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£20,000 Fields Road £15,000 Keeley Lane £5,000	£20,000	<u>12th February 2020</u> A design is needed for Keeley Lane <u>only</u> at this stage. A consultation will feature in March 2020's newsletter offering a choice between: • Current Standard Metal Sign; • Wooden sign (as seen on Cranfield Road); • Brick sign (as seen on Bedford/Wootton Road). Replacement signs for Cranfield Road and Fields Road to follow	Cllr Martin

FC20/066**RISK ASSESSMENTS PLAN 2019-20**

WPC² 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, blue font – for sign off):

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	None	Jan 20	12.2.20 SP
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	3.3.20 – SP has completed a first draft and emailed it to GL for feedback		
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	22.1.20	None		12.2.20 SP

² Wootton Parish Council
Full Council Minutes 11th March 2020

Generator	SP	22.1.20	None		12.2.20 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	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	10.7.19	None		22.8.19 SP
MUGA – Church Road	SP	10.7.19	None		12.2.20 SP
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	SP	10.7.19	Members to determine whether to add a “no climbing sign” – see individual risk assessment		11.3.20 SP
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. MemorialMakeovers have been appointed to carry out the remedial repairs and will do so when the adjacent conifers have been removed		
Work Station (Clerk)	GL	12.6.19	Ongoing		

Please visit the following link:

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