



WOOTTON PARISH COUNCIL



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Minutes of the Virtual Meeting of **Full Council** held via Zoom on Wednesday 8th April 2020 at 7pm.

Open Forum	There was one member of the public present who wished to observe and comment on agenda item FC20/104. The chairman proposed this agenda item be heard after agenda item FC20/083 and this was resolved by all present. There were no other members of the public or press present on Zoom 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
FC20/081	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/082	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/083	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.
FC20/084	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.	No report was circulated ahead of this meeting. BBCllr/Cllr Wheeler detailed 17 vulnerable residents had been identified within	Clerk to keep on file.	N/A.

Full Council Minutes 8th April 2020

Chairman.....

Page | 1

Date 13th May 2020

	(Appendix 1). To receive crime figures for March 2020. (Appendix 1a).	Wootton, with a total of 1,600 within the Borough having made contact with the Borough Council's Hub, requesting help. It was noted there had unfortunately been a spike in rogue trading during these difficult times. No further comments received.	Clerk to keep on file.	N/A.
FC20/085	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	All significant correspondence was circulated immediately upon receipt.	N/A.	N/A.
FC20/086	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 11th March 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 26th February 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 15th January 2019.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted). Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted). Minutes were received and adopted. Proposed: Cllr Lloyd. Seconded: Cllr Martin. Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 8th April 2020

Chairman.....

Date 13th May 2020

FC20/087	Matters arising from the minutes – for information only. • FC20/070 + FC20/097 – Community Centre at Berryfields. Refer to agenda item FC20/097. • FC18/301 – Allocation of s106 monies (Developer Contributions). Funding has now been received to surface the Memorial Hall Play area. A start date and timescales are awaited. • FC20/025 – Areas of road/pavement 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). 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. • FC20/070 + FC20/097 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Discussions on the joint	No further comments received.	Clerk to keep on file.	N/A.
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Full Council Minutes 8th April 2020

Chairman.....

Page | 3

Date 13th May 2020

	use of the car park remain ongoing and the parish council has requested a further meeting with BBC representatives. Refer to agenda item FC20/097. • FC19/222 – Email usernames and website. Ongoing. • FC20/022 – VE Day 75 Celebrations. Resolved 8th January 2020 (FC20/022) that BBCllr/Cllr Wheeler would establish what Bedford Borough Council were proposing to do, to mark the occasion. It was noted 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. Ongoing. • 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. • P20/074 – Parking Restrictions/Yellow Lining at various sites. Resolved 11th March 2020 (FC20/074) the works at Hall End be completed without cost to the parish council and that remaining works be financed by Bedford Borough Council using CIL funding held by them, previously due to the parish council. • P20/075 – Synthetic Pitch. Resolved 11th March 2020 (FC20/075) to undertake an Ecological Survey as Great Crested Newts are in the vicinity proposed for the pitch at Wootton Upper School.			
FC20/088	Chairman's report – for information only.	Cllr Lloyd detailed there was no requirement to hold the Annual Council Meeting this year, following the introduction of emergency legislation as a result of the Coronavirus (Covid-19) pandemic. As a result both he and Cllr Bygraves agreed to remain as Chairman and Vice-Chairman respectively.	Cllr Lloyd and the Clerk to take forward.	N/A.

		Cllr Lloyd asked if councillors would agree to the Clerk using delegated authority to approve the purchase of an upgraded Zoom package – thought necessary after several interruptions during this meeting (given this was an information only agenda item). Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present. Cllr Lloyd further detailed June's newsletter would be cancelled, again due to the Coronavirus (Covid-19) pandemic. In its place, the Annual Report would be produced and published online until such time it could be printed and delivered to all households. Cllr Lloyd also agreed to produce guidance for councillors on how best to set up new email accounts on mobile devices.		
FC20/089	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.
FC20/090	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.
FC20/091	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).	It was noted the village-wide HGV signage was not in place and BBCllr/Cllr Wheeler explained this was likely due to Coronavirus (Covid-19) restrictions. BBCllr/Cllr Wheeler agreed to investigate again the possibility of a bus shelter for the stop outside the doctor's surgery on Fields Road. Resolved to receive, review and adopt the Project Action Plan without amendment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC20/092	To receive, review and adopt the (Full Council) Project Action Plan for 2019-20, to determine which projects will be taken forward during 2019-20, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	No further updates were available due to Coronavirus (Covid-19) restrictions.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/093	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.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/094	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 Lennox and Wallace. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. (To be signed in person by Cllrs Lennox and Wallace when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/095	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.
FC20/096	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 Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/097	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> No further updates available. <u>Charitable Trust</u> It was noted the community centre was not open due to Coronavirus (Covid-19) restrictions.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Lease</u> No further updates available. <u>Parish Council Office Layout</u> Works to the glass partition had been completed and Cllr Lloyd confirmed he was now able to remotely access the alarm system. <u>Spend to Date</u> No further updates available. <u>Sports Pitches</u> No further updates available. <u>Alarm</u> Having waited for some months for instructions on how to change the password on the alarm to enable it to be remotely connected to the Wifi, Cllr Lloyd confirmed he had used past experience to complete it himself, enabling the charitable trust to enable and disable the alarm remotely. Resolved to accept the above. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.		
FC20/098	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 agreed to forward the latest correspondence received from Bedford Borough Council to all members. No further updates were available due to Coronavirus (Covid-19) restrictions and it was agreed to carry this item forward to the next meeting of Full Council.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/099	To receive a report from BBC/Cllr Wheeler regarding a request for a crisp recycling bin at the recreation ground (to	More information was requested with regard to ongoing costs in the event no volunteers were available to empty the bin and the clerk	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	be financed by Wootton Parish Council) and to resolve a suitable course of action.	was asked to take that request forward and bring this item back to a future meeting of Full Council.		
FC20/100	To review a summary of Community Infrastructure Levy (CIL) funding projects and discussions with Bedford Borough Council in light of ongoing capping issues and to resolve a suitable course of action.	No further updates were available due to Coronavirus (Covid-19) restrictions and it was agreed to carry this item forward to the next meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/101	To receive a recommendation from the Roads & Pavements Safety Steering Group that Bedford Borough Council white line the entire length of Fields Road – centrally and both sides of the road, to improve safety and to resolve a suitable course of action.	Due to Coronavirus (Covid-19) restrictions it was agreed to carry this item forward to September 2020's Full Council meeting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/102	To consider a grant request from Autism Bedfordshire (£300 to help with a project focusing on social isolation) and to resolve a suitable course of action.	Due to Coronavirus (Covid-19) restrictions it was agreed to carry this item forward to September 2020's Full Council meeting. The clerk was asked to establish when Autism Bedfordshire were likely to re-commence their programme of events and request their 12-month plan of the same.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/103	To approve the retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to resolve a suitable course of action.	Due to Coronavirus (Covid-19) restrictions it was resolved to retain Regeneration Positive's services for a further one month period, to be reviewed monthly via a rolling agenda item whilst these restrictions remained in place. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/104	To consider amendments to the paddock lease ahead of securing a new tenant and to resolve a suitable course of action.	This agenda item was determined after agenda item FC20/083. The member of the public (resident) present expressed their wish to home two pygmy goats on site. A temporary shed would be required to house them overnight which would require a base (which could be moved to allow the grass to recover). The resident confirmed the hedgerows would be maintained as would the entrance. Two sets of robust fencing would	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 8th April 2020

Chairman.....

Date 13th May 2020

		also be added inside the paddock, which would include sheep netting for added security. The resident also confirmed they would seek insurance to indemnify the parish council against damages, should the goats escape and cause damage to nearby allotments. Cllr Lennox confirmed he would visit the site to inspect all works, ahead of the goats being re-located. The clerk confirmed she had discussed the proposal with the allotments officer who had requested the fencing and temporary structure be kept as far away as possible from the allotments areas, as added security. The resident agreed to this request. After further discussion it was resolved the resident be permitted to use the paddock, subject to the works detailed above. The rent would remain at £2 daily and the clerk agreed to finalise the lease and liaise with the resident separately in order to move matters forward. Resolved to accept the above. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.		
FC20/105	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC20/106	To receive a report from Cllr Lloyd regarding the appointment of a contractor to replace the parish council's interim website following closure of the existing website and to resolve a suitable course of action.	Cllr Lloyd detailed the current website was a stopgap created to accommodate information following the cessation of the old website with effect from 1 st April 2020. Cllr Lloyd was confident all three would deliver what was required in order to enhance the parish council's web presence and requested members select accordingly.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		After discussion it was resolved Cllr Lloyd make the selection based on his IT knowledge and experience. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by all present. (Cllr Lloyd subsequently spoke to the clerk after the meeting and it was agreed to select Macro Design).		
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Meeting closed at 8.25pm.

FC20/084

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

FC 20/084a March 2020					
Reference	Offence Class Description	First Committed	Address	Beat Code	Beat Name
40/14239/20	Assault occasioning actual bodily harm (ABH)	07/03/2020 17:45	Harris Way	NORTH-766	WOOTTON
40/16635/20	Assault without Injury - Common assault and battery	19/03/2020 00:00	Frossell Court	NORTH-766	WOOTTON
40/13804/20	Assault without Injury - Common assault and battery	05/03/2020 15:45	Hall End	NORTH-766	WOOTTON
40/13425/20	Assault without Injury - Common assault and battery	23/02/2020 00:00	Haycroft	NORTH-766	WOOTTON
40/16470/20	Burglary - Business And Community	19/11/2017 00:00	Fields Road	NORTH-766	WOOTTON
40/18488/20	Harassment - Putting people in fear of violence	01/03/2019 00:00		NORTH-766	WOOTTON
40/18397/20	Harassment - without violence (course of conduct)	28/03/2020 00:00		NORTH-766	WOOTTON
40/15517/20	Harassment - without violence (course of conduct)	13/03/2020 00:00		NORTH-766	WOOTTON
40/16655/20	Having possession of a controlled drug - Class A - Heroin	19/03/2020 00:00	Frossell Court	NORTH-766	WOOTTON
40/18311/20	Other criminal damage to a dwelling (Under £5,000)	29/03/2020 20:15	Popes Way	NORTH-766	WOOTTON
40/16817/20	Other criminal damage to a vehicle (Under £5,000)	20/03/2020 16:00	Bedford Road	NORTH-766	WOOTTON
40/16298/20	Other criminal damage to a vehicle (Under £5,000)	16/03/2020 19:30	Juffs Lane	NORTH-766	WOOTTON
40/13484/20	Other criminal damage to a vehicle (Under £5,000)	02/03/2020 17:30	Juffs Lane	NORTH-766	WOOTTON
40/12775/20	Other criminal damage to a vehicle (Under £5,000)	28/02/2020 03:00	Harris Way	NORTH-766	WOOTTON
40/12832/20	Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dog	29/02/2020 00:00	Canons Close	NORTH-766	WOOTTON
40/17689/20	Racially or religiously aggravated intentional harassment, alarm or distress	25/03/2020 23:50		NORTH-766	WOOTTON
40/17695/20	Sec 4a POA Causing intentional harassment, alarm or distress	25/03/2020 22:53		NORTH-766	WOOTTON
40/17161/20	Sec 4a POA Causing intentional harassment, alarm or distress	21/03/2020 00:00		NORTH-766	WOOTTON

Appendix 2

40/18496/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	01/03/2019 00:00		NORTH-766	WOOTTON
40/18138/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	28/03/2020 00:00		NORTH-766	WOOTTON
40/15105/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	11/03/2020 18:10		NORTH-766	WOOTTON
40/17703/20	Theft from a motor vehicle	25/03/2020 22:30	A421	NORTH-766	WOOTTON
40/17246/20	Theft from a motor vehicle	23/03/2020 03:00	Haycroft	NORTH-766	WOOTTON
40/17021/20	Theft from a motor vehicle	19/03/2020 23:59	Tithe Barn Road	NORTH-766	WOOTTON
40/16676/20	Theft from a motor vehicle	19/03/2020 20:00	A421	NORTH-766	WOOTTON
40/14686/20	Theft from a motor vehicle	09/03/2020 00:00	Wootton Footpath 1	NORTH-766	WOOTTON
40/13539/20	Theft from a motor vehicle	04/03/2020 20:00	A421	NORTH-766	WOOTTON

Appendix 2

FC20/085

Nothing significant to report.

FC20/089

Neighbourhood Plan Steering Group Report

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

FC20/090

Planning & Environment Committee Report

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

11th March 2020

Matters arising from the minutes – for information only

See under 27th March 2020.

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

19/02810/FUL – 8 Potters Cross. Removal of existing external metal flue pipe to front elevation and the construction of anew brick chimney flue to the side gable elevation.
This council previously recorded **NO OBJECTION**.

Resolutions

P20/061 – To receive an update from the Clerk regarding the installation of a location sign at the entrance to Lorraine Road cemetery and to resolve a suitable course of action.

The Clerk's report was noted and it was agreed they would continue to take forward the installation of the sign (better described as the Lorraine Road cemetery entrance sign).

P20/062 – To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).

There were no members of the public or press present.

P20/063 – To receive completed tender application(s) in respect of the Grass Cutting (Amenities and Highway) contract and to resolve to appoint a contractor for the period 1st April 2020 – 31st March 2023.

After discussion it was resolved to appoint Warner's of Bedford Ltd as the grass cutting contractor for the period 1st April 2020 – 31st March 2023.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Resolved by all present.

27th March 2020 (decisions resolved via email in light of the ongoing Coronavirus (COVID-19) situation)

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 + P20/061 – 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. Refer to agenda item P20/061.
- 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

20/00239/FUL – Land Rear of 34 Fields Road. Erection of one detached chalet style dwelling

Resolved to object using the following material considerations:

- Bedford Borough Council's Local Plan 2030 makes no provision for further development in Wootton;
- The proposal does not meet with Wootton Parish Council's emerging Neighbourhood Plan;
- The proposal will result in the loss of open green space;
- The proposal (which essentially will become part of Summerfield Drive) will adversely affect the street scene as it does not match the design of existing dwellings in that area;
- The proposal will increase congestion at the Summerfield Drive/Fields Road junction;
- No provision is made for parking in the immediate area and existing parking issues will be exacerbated;
- Poor ingress/egress to the proposed development will add to traffic safety concerns in the area.

The following is also noted:

- Access to the proposed development is across land believed to be owned by Persimmon Homes;
- The proposal will require the removal of an established hedgerow and tree.

20/00546/FUL – 1 Dimmock Road. Single storey side extension and pitched roof to existing porch.
Resolved no objection.

20/00546/ADV - Unit 1, Folkes Road. Installation of various internally illuminated and non-illuminated signage.
Resolved no objection.

20/00588/FUL - 37 Cause End Road. Single storey rear extension with loft conversion/dormers over and erection of detached garage block.
Resolved no objection.

Resolutions

P20/073 - Request above application(s) be considered by Full Planning Committee of Bedford Borough Council (Please note this relates to planning application 20/00239/FUL – Land Rear of 34 Fields Road. Erection of one detached chalet style dwelling).
Resolved not to request this be considered by Full Planning Committee of Bedford Borough Council – majority decision.

P20/075 – Fallen fence in Studley Road adjacent to the footpath leading to Little Wootton.
Resolved not to carry out any remedial works to the fence but to allow the resident to do so if they wish (as has happened in the past).

Sue Edgar Playford PSLCC
Clerk to the Council and Responsible Financial Officer
27th March 2020

FC20/091**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20**

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&PSSG⁴ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the SAP.

Please refer to earlier published minutes of this Steering Group 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=3322934

The Roads & Pavements Safety Steering Group committee's projects for 2019-20 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields pavement via Potters Cross – lack of continuity between Potters Cross and Bedford Road. (Now including pedestrian crossings in Harris Way and lack of lighting in the same area).	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	Persimmon to finance.	<u>15th January 2020</u> Query was been raised over saplings planted in the area which would require ongoing maintenance. BBC were aware and were considering an additional bollard. A complaint was also raised over the “quiet lane” signage (noisy pedestrians – however the signage applied to vehicles only). <u>4th March 2020</u> JW confirmed two new bollards had been installed and that the new crossing for Harris Way was due for installation Q2 2020. JW also confirmed shrubs in the area would be cleared in the coming weeks and the verges would be made good.	BBC/Persimmon.
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>15th January 2020</u>	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				WPC had requested it be involved in the inspection/snagging issues ahead of BBC adopting the area. BBC⁵'s response stated they did not normally involve third parties in the inspection process as the adoption agreement was between the Highway Authority and developer. <u>4th March 2020</u> Request was made for BBC to inform WPC when all issues have been remedied by Persimmon to enable GL and SO to check and report back within a two week window. SP/JW agreed to chase for a further update.	
Bus routes/stops.	Various.	Ongoing.	BBC.	<u>15th January 2020</u> SP had previously confirmed Chris Pettifer, Chief Officer for Transport, BBC, was reviewing all school bus stops in terms of location/safety. JW had requested Burgoyne Avenue be opened at the earliest opportunity to allow buses through the Fields Road South development and via Cranfield Road. JW confirmed two bus stops were in situ within Fields Road South and two further bus stops were proposed for Cranfield Road. Once operational, no school buses would stop on Fields Road and bus timings would change. It was noted the route through the Fields Road South development (Burgoyne Avenue) would not be open for two years according to Neil Laws at Concept. Bus users would have to walk to Harris Way or Cranfield/Fields Road. Official bus stops were needed on Cranfield/Fields Road – even as a	BBC.

⁵ Bedford Borough Council.

				temporary measure, pending completion/adoption of Burgoyne Avenue (including raised kerbing and tactile paving). SO confirmed the s106 agreement detailed £18k was set aside (maximum £36k for two) bus stops/shelters and JW (in his absence) was asked to take forward a request for a bus stop either side on Fields Road to come forward at the earliest opportunity, pending the above. <u>4th March 2020</u> Bus stops had been installed on Cranfield Road. JW confirmed it was not possible to install stops (even as a temporary measure) on Fields Road. Timescales for Burgoyne Avenue were not yet known. JW also confirmed a RTPI unit would be installed at the bus loop on Harris Way and KR (in attendance) agreed to speak to the doctor's surgery to see if bus times could be displayed on their information screen. <u>15th January 2020</u> HM had previously reported the yellow bus stop markings outside the Manor Road bus stop were not bright enough, and white lining was missing near the Memorial Hall on Bedford Road. JW has established bus stop markings were never in situ and are not a requirement. Missing white lining is ongoing with BBC. TI detailed parked vehicles were encroaching the Bedford Road bus stop adjacent to the Manor Road flats, preventing buses from pulling up alongside the raised kerbing and preventing disabled access. SP agreed to revisit SO's report ahead of a request to	
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				BBC to add boxed markings to all stops in Wootton without them. It was hoped Bedford Road at least would be at BBC's expense, given the road had recently been resurfaced. TI agreed to provide photographic evidence of the issue. Proposed: HM. Seconded: GB. Resolved by all present. <u>4th March 2020</u> A request for bus cages at several stops within the village was made to BBC. Jon Pauling (BBC) had undertaken site visits and determined requirements at the following sites only: • Bedford Road (Potters Cross area – both sides); • Cause End Road (St. Mary's Road area – both sides). Developer contributions had been identified by Chris Pettifer (BBC) to install the cages and JW had authorised all works.	
Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>15th January 2020</u> BBC were programming works to replace the entire length of draining pipework. <u>4th March 2020</u> Test work was complete and works were programmed to take place between 26th March – 7th May 2020. This involved replacing sections of pipe and the installation of new gullies and drains. Once the leaks have been resolved the road would be resurfaced (likely to be summer 2020).	BBC/Anglian Water.

Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion and CB.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>15th January 2020</u> Dates and timescales to square off the junction were still not known.	BBC/Developer. GL.
Cranfield Road flooding.	Various.	2020.	BBC/Anglian Water.	<u>15th January 2020</u> It was noted significant flooding had returned to a different area along Cranfield Road. JW (in his absence) was asked to take this forward with BBC. <u>4th March 2020</u> SP reported additional flooding and JW confirmed BBC were looking to dredge the ditch (fields side).	BBC/Anglian Water.
Fields Road flooding.	N/A.	N/A.	N/A.	<u>15th January 2020</u> BBC were programming the installation of two culverts to alleviate flooding outside the care home/doctor's surgery. <u>4th March 2020</u> Culvert works have been completed. Move to close.	BBC.
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<u>15th January 2020</u> JW has confirmed installation of signage will be completed by the end of Q1 2020.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>4th March 2020</u> BBC had emailed JW stating there were no plans to white line the centre of Fields Road. Concerns were raised as this was a bus route and could cause issues for night driving. White lining inferred a busy road and encouraged vehicles to slow	BBC.

				down. The logic in white lining a small section of the road was also queried. After discussion it was proposed to request BBC white line the entire length of Fields Road – centrally and both sides of the road and to make the same recommendation to Full Council. Proposed: SO. Seconded: HM. Resolved by all present.	
Fields Road pavement – concerns over shared access space between vehicles and pedestrians.	Committee discussion and TI.	Ongoing – carried forward from 2018-19.	Goodmans (North) and BBC/WPC (South).	<u>FIELDS ROAD NORTH</u> <u>15th January 2020</u> All works have been completed, save for the signage which will indicate the pavement is a shared access space for vehicles and pedestrians. <u>4th March 2020.</u> JW confirmed signage would be installed when Fields Road was resurfaced. A fresh concern was raised over the remaining pinch point, varying widths along the length of the pavement and how shared access would work in practice with pedestrians and adult cyclists. SO stated BBC's priority was the road width and that they were governed in part by other landowners. Government guidance (recommending a 3m uniform width) was ambiguous and not all local authorities agreed with a segregating line. It was possible to make a Freedom of Information Request to BBC to establish how they arrived at their decision to model the pavement in this manner, however SO was confident BBC engineers had followed government guidance. The design	Goodmans/BBC. WPC/BBC/GL.

				was out of WPC's remit and were an accident to occur, it would be for BBC to defend their decision. JW confirmed BBC had taken the decision to fence off the remaining pinch point to prevent cyclists falling into the ditch and that this decision was balanced against the wider environmental benefits of keeping an established water course in place. It was unsure what impact the new cycle path from Burgoyne Avenue would have. After further discussion it was agreed to await the installation of pavement signage and the new pedestrian crossing/cycle path and to keep this item open for further review. <u>FIELDS ROAD SOUTH (ADDITIONAL NEW PAVEMENT)</u> <u>15th January 2020</u> It is hoped BBC will take this forward as one of their own projects.	
Pavement/all parking issues – various sites including Cause End Road (near the One Stop shop), Fields Road, Manor Road, Mepham Road, Neale Way and Sherwood Close. (To include also the pavement by the Legstraps PH) and issues within “Little Wootton”). (To include fading white lining at several sites within the village).	Residents.	Ongoing.	Not yet identified.	<u>15th January 2020</u> Andy Prigmore has yet to submit his alternative suggestions for parking restrictions outside the One Stop Shop on Cause End Road. JW (in his absence) was asked to follow this up with Andy Prigmore. <u>4th March 2020</u> Jon Pauling had undertaken a site visit at One Stop Shop (now Tesco Express). The following was suggested: <i>“With regards to the parking situation outside the Tesco Express in Cause End Rd, the most obvious restriction to my mind would be to install an approx 45 mtr length of single yellow line with 7AM to 7PM</i>	SO.

(To include the newly-widened footpath along Fields Road North). (To include outside 19a Bedford Road). (To include parking restrictions including yellow lining).				<i>restrictions in the carriageway outside the front of the shop. This would still enable the delivery vehicles to utilize the forecourt to load/unload whilst maintaining traffic flow on Cause End Rd”.</i> It was noted this proposal was not workable as the forecourt was used by customers. BBC’s decision to approve an additional eight dwellings at 41-43 Cause End Road would further exacerbate congestion in the area. A yellow line on the other side of the road would be a better approach and would encourage vehicles to park further away, freeing the area for delivery and passing vehicles. It was agreed to seek clarification from Jon Pauling and JW agreed to request a sample week of HGV movement from Tesco (including timings if possible). <u>15th January 2020</u> Concerns were raised over vehicles parking along Bedford Road, close to the entrance to Potters Cross and a request was made for double yellow lining to be installed along one side as far as Manor Road and the other side as far as 1 Potters Cross (from Bedford Road). SP was asked to take this to Full Council before a request was made to BBC as it was expected WPC would meet costings. Proposed: SO. Seconded: TI. Resolved by all present. <u>4th March 2020</u>	
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				A request for parking restrictions/yellow lining (to include Elmsdale Road/Bedford Road, Potters Cross/Bedford Road and Hall End) had been made to BBC – no further update received. <u>15th January 2020</u> The in-fill of gaps to some advisory white lining is still outstanding at several sites (again this is with Andy Prigmore). SP had sent confirmation to Andy Prigmore on 10th December that WPC would assist with resident notification. JW (in his absence) was asked to follow this up with Andy Prigmore. <u>4th March 2020</u> No further update received. <u>15th January 2020</u> JW and SP met with Melanie MacLeod BBC on 13th November 2019. Melanie agreed to seek a solution for parking issues outside Wootton Upper School (SP suggested a camera similar to that sited adjacent to Wootton Lower School) and to add an advisory H-bar outside 19a Bedford Road. It was likely many PSPO's would be withdrawn in the coming months/years and that was therefore not the favoured approach to prevent parking on footpaths. It was suggested identifying areas within the village for "no verge or footway parking" enforcement would be a better approach. SP suggested the newly-widened Fields Road footpath and Keeley Lane near the Legstraps PH and the following areas were also identified at this safety steering group's meeting on 20th November 2019:	
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				• Bedford Road - £15,000 • Fields Road - £5,000 • Keeley Lane (in the vicinity of the Legstraps PH - £2,000. It was agreed to see how the Traffic Regulation Order fared in these areas, before suggesting additional sites. SP had emailed Melanie with the above suggestions on 23rd December. JW (in his absence) was asked to follow this up with Melanie MacLeod. <u>4th March 2020</u> SP had received costings (detailed in red above). Resolved to trial Fields Road only (using the same signage as used at the Memorial Hall) due to costings and to make the same recommendation to Full Council. Proposed: GL. Seconded: HM. Resolved by all present.	
Speed restrictions – identifying what would work best and in what areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>15th January 2020</u> Works to install the cameras were anticipated to take place in early 2020. Final locations would be determined by the contractor with input from the police and would cover all main routes in and around the village. A request to introduce a village-wide 20MPH speed limit was dismissed by Andy Prigmore who stated: <i>“In order for a 20mph limit to be installed in Wootton then the majority of traffic must be travelling 24mph or less. If the speed of traffic is</i>	GL.

				<i>greater than 24mph, traffic calming features must be introduced to lower speeds.</i> <i>It is unlikely that traffic is travelling at this speed throughout the village and therefore it will not be possible to lower the speed limits village wide.</i> <i>In addition it should be noted that at present average speed cameras can only enforce on 30mph limits. If the speed limit is reduced, then we will not be able to use average speed cameras to enforce”.</i> GL stated it was not an opinion WPC had requested, but information on how to take the request forward. GL had contacted Living Streets, who had contradicted most of the response above. JW (in his absence) was asked to forward Living Streets response to Andy Prigmore). TI added RoSPA were in favour of 20mph limits which were effective at preventing injuries and hoped to see more areas and local authorities introducing the same – if not village-wide, then in designated locations. It was also hoped a reduction in speed would reduce carbon emissions. JW (in his absence) was asked to forward this also to Andy Prigmore). <u>4th March 2020</u> JW had requested a meeting with BBC representatives to move this forward. GL noted areas in Bedford where a 20MPH limit had been successfully implemented without the need for	
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				other calming measures. He added he was currently liaising with the police to establish why they had objected to cameras (as detailed by BBC).	
Wootton Village Entrance Sign (Cranfield Road).	Jeff Noakes (non-committee member).	Ongoing.	Not yet identified.	<u>15th January 2020</u> The signage is still in the wrong location, obscuring vehicles leaving Wootton towards Cranfield, for vehicles leaving the Berry Wood Car Park. JW (in his absence) was asked to follow this up with Andy Prigmore). <u>4th March 2020</u> No further update received.	BBC/Developer.

FC20/092**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>8th April 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2020	£0	£0	£0	£1,500	<u>8th April 2020</u> The completed TP1 Form has now been received and the bullet point responsibilities are being finalised ahead of lease completion	Cllr Bygraves
High	Community Centre Office Setup	2020	£0	Will be taken from s106 funding paid by Persimmon	£0	£0	<u>8th April 2020</u> Three fireproof filing cabinets are now in situ. Due to the ongoing Coronavirus (COVID-19) situation the remaining office furniture has not yet been ordered	Cllr Lloyd
High	Community Centre Take-On	2020	£0	£0	£0	£1,500	<u>8th April 2020</u> The completed TP1 Form has now been received. Move to close	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>	Cllr O'Dell

							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 <u>8th April 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	
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 <u>8th April 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	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 the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk
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>8th April 2020</u> BBC payment has now been received but due to the ongoing Coronavirus (COVID-19) situation, a start date and timescales are not yet known	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 <u>8th April 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	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 11 th 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 <u>8th April 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	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 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.	Cllr Bygraves

							<u>8th April 2020</u> An ecological survey has been requested	
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

FC20/093**RISK ASSESSMENTS PLAN 2019-20**

WPC⁷ assigns and reviews all Risk Assessments annually in May (June for 2019). This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

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

Wootton Parish Council's Risk Assessments for 2019-20 (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
Generator	SP	22.1.20	None		12.2.20 SP

⁷ Wootton Parish Council
Full Council Minutes 8th April 2020

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 – resolved not to place any signage.	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. Memorial Makeovers 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.