



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

Email: Clerk@Wootton-PC.gov.uk

Website: Wootton-pc.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Meeting of the Full Council held on Wednesday 13th May 2020 at 7pm via Zoom.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Lennox, Martin, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton and joined the meeting at 7.15pm. 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
FC20/107	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/108	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/109	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.
FC20/110	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 and all significant correspondence was circulated immediately upon receipt.	N/A.	N/A.

Full Council Minutes 13th May 2020

Chairman.....

Page | 1

Date 10th June 2020

	To receive crime figures for April 2020. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC20/111	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.
FC20/112	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 8th April 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) Neighbourhood Plan Steering Group meeting held on 15th January 2020.	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 Bygraves. Seconded: Cllr Hensher. 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 Bygraves. Seconded: Cllr Noakes. 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).
FC20/113	Matters arising from the minutes – for information only. FC20/097 + FC20/123 – Community Centre at Berryfields. Refer to agenda item FC20/123.	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 13th May 2020

Chairman.....

Date 10th June 2020

	- 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 have been delayed due to ongoing Coronavirus (Covid-19) restrictions. - 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. - FC20/097 + FC20/123 – 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 FC20/123. • FC19/222 + FC20/106 – Email usernames and website. Resolved 8th April 2020 to appoint Marco Design to replace the parish council's interim website. • 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 and a ruling from the Planning Inspectorate is awaited. • 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.			
FC20/114	Chairman's report – for information only.	Cllr Lloyd requested photographs of images supporting the NHS and other key workers for the newsletter, annual report and website.	All to take forward.	N/A.
FC20/115	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.	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Noakes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 13th May 2020

Chairman.....

Page | 4

Date 10th June 2020

	(Appendix 3).	Seconded: Cllr Bygraves. Resolved by all present.		
FC20/116	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.
FC20/117	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 4 th March 2020.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/118	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).	All projects were on hold due to both CIL funding issues and Coronavirus (Covid-19) restrictions.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/119	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).	No updates made since the previous Full Council meeting.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/120	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 Wallace. Seconded: Cllr Randell Resolved by all present. (To be signed in person by Cllrs Randell and Wallace when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/121	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	It was noted receipts and payments would follow when 2019/20 year end accounts had been completed and closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2019.
FC20/122	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.	It was noted both reports would follow when 2019/20 year end accounts had been completed and closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2019.

Full Council Minutes 13th May 2020

Chairman.....

Date 10th June 2020

FC20/123	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. <u>Lease</u> No further updates available. <u>Parish Council Office Layout</u> Cllr Lloyd confirmed the kit out was almost complete. A local roofer was due to submit a quotation to the clerk in respect of remedial works needed to ventilation tiles on the roof and it was noted investigative works were needed to establish the cause of a leak to the parish office. As all works were structural, costings would be met by the parish council, however it was agreed to inform Persimmon Homes it had been necessary to carry out emergency repairs to prevent water damage to the building and request reimbursement for poor quality workmanship. <u>Sports Pitches</u> No further updates available. Resolved to accept the above. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/124	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	A request was made for written confirmation from developers, that both the bus shelters and electric vehicle charging points could be sited away from the Fields Road South site and	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.

	Road South, Innovation Park and Little Wootton developments and to resolve a suitable course of action.	elsewhere in the village. BBCllr/Cllr Wheeler agreed to take that forward and to request clarification from Jon Shortland, Chief Officer Planning, Infrastructure and Development, Bedford Borough Council on how the relating developer funding would be spent. 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.		
FC20/125	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.	A detailed discussion was held regarding the CIL funding shortfall and how best to move forward in terms of publicity, and prioritisation of approved CIL projects. It was noted BBC were in receipt of £80k to install one pair of average speed cameras and the location was due for discussion by the Roads & Pavements Safety Steering Group on 20 th May 2020. Cllr Lloyd stated it would be beneficial to hold talks with the contractors ahead of installation, given WPC had its own ASC project. BBCllr/Cllr Wheeler confirmed he was due to meet virtually with Nadine Dorries MP on 16 th May 2020 and would raise the CIL funding shortfall at that time. It was agreed to await the outcome of that meeting before determining next steps. 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.
FC20/126	To receive a further report from the Clerk and BBC/Cllr Wheeler regarding a request for a crisp recycling bin at the recreation ground (to be financed by Wootton Parish Council) and to resolve a suitable course of action.	Due to ongoing Coronavirus (Covid-19) restrictions it was resolved to defer this for a period of six months, but to inform the resident they could trial the scheme in-house during that period. Proposed: Cllr Quirk.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 13th May 2020

Chairman.....

Date 10th June 2020

		Seconded: Cllr Wallace. Resolved by all present.		
FC20/127	To receive a report from the allotments officer regarding the potential sub-letting of an allotment plot at Hall End and to resolve a suitable course of action.	A report from the allotments officer was circulated ahead of this meeting and a response from the plot holder was read to all present. After discussion it was resolved to take no action as the plot holder had stated the assistance was a temporary measure and the plot had not been sub-let. It was also noted other plot holders had received assistance when necessary too. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/128	To receive a report from BBCllr/Cllr Wheeler regarding the use of ward funding and to resolve a suitable course of action.	After discussion it was resolved to request £4k of ward funding be given to the Wootton Poor's Land Charity in order to help families and individuals in Wootton in need of financial assistance due to ongoing Coronavirus (Covid-19) restrictions. Proposed: Cllr Martin. Seconded: Cllr Wallace. Resolved by all present.	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/129	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.	Resolved to retain Regeneration Positive's services until August 2020 and bring this agenda item back to September's Full Council for further consideration. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/130	To receive and adopt revised Financial Regulations and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to receive and adopt the revised Financial Regulations without amendment. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC20/131	To receive and adopt a Protocol for Marking the Death of a Senior Figure and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to receive and adopt the Protocol for Marking the Death of a Senior Figure without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by majority decision.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/132	To receive and adopt revised Standing Orders and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to receive and adopt the revised Standing Orders without amendment. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/133	To receive and adopt an Unauthorised Encampment Action Plan and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to receive and adopt the Unauthorised Encampment Action Plan with an appropriate cover page. Proposed: Cllr Wallace. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/134	To receive and adopt the revised Joint Panel on Accountability and Governance Practitioners' Guide (JPAG) and to resolve a suitable course of action.	Resolved to receive and adopt the revised Joint Panel of Accountability and Governance Practitioners' Guide (JPAG) without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/135	To receive a recommendation from the Roads & Pavements Safety Steering Group that Bedford Borough Council trial a Traffic Regulation Order (TRO) along Fields Road to prevent "no verge or footway parking" and to resolve a suitable course of action.	Cllr O'Dell noted central government were currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. After discussion it was resolved to defer this recommendation until central government had made its intentions known. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/136	To receive insurance quotations from insurance broker Came & Company and to resolve to select a suitable quotation.	Resolved to accept the Long Term Agreement quotation from Pen Underwriting Ltd. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 13th May 2020

Chairman.....

Page | 9

Date 10th June 2020

		Seconded: Cllr Wallace. Resolved by all present.		
FC20/137	To receive and approve the Internal Best Practice Review findings for Q3+4 for 2019-20 and to resolve a suitable course of action.	Resolved to receive and approve the Internal Best Practice Review findings for Q3+4 2019/20 without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/138	To consider a course of action with regard to unauthorised works to parish council-owned shrubs and creation of an access point to the recreation ground (including pathway and fly tipping) and to resolve a suitable course of action.	Cllr Quirk stated he had historic maps for the area which raised confusion over the exact boundary in that area. After detailed discussion it was resolved to ask the resident to remove paving slabs and debris in the area and refrain from any further works to parish council-owned trees and shrubs. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/139	To consider replacing the June edition of the Wootton newsletter with the Annual Report, to determine a delivery/publication method and to resolve a suitable course of action.	Resolved not to produce a June newsletter, and to replace the same with the Annual Report – to be delivered to all households in the usual manner. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/140	To consider a donation to Wootton Church & Poor's Land Charity to aid with ongoing Coronavirus (Covid-19) works and to resolve a suitable course of action.	Cllr Lloyd noted the contribution paid annually by the parish council to the charity (c. £3k) plus the earlier resolution (FC20/128) to award £4k of ward funding. After discussion it was resolved to add 2019/20's Small Grants and Donations surplus (£1.9k) to the same budget heading in 2020/21's accounts. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.40pm.

FC20/110

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

Appendix 1a

Reference	Offence Class Description	First Committed	Address
40/22248/20	Assault without Injury - Common assault and battery	22/04/2020	Harris Way
40/19208/20	Harassment - without violence (course of conduct)	04/04/2020	
40/23157/20	Having possession of a controlled drug - Class B - Cannabis	27/04/2020	Potters Cross
40/20898/20	Having possession of a controlled drug - Class B - Cannabis	14/04/2020	A421
40/22969/20	Other criminal damage to a vehicle (Under £5,000)	26/04/2020	Juffs Lane
40/22976/20	Other criminal damage to a vehicle (Under £5,000)	26/04/2020	Juffs Lane
40/22970/20	Other criminal damage to a vehicle (Under £5,000)	26/04/2020	Juffs Lane
40/22964/20	Other criminal damage to a vehicle (Under £5,000)	26/04/2020	Juffs Lane
40/21647/20	Other criminal damage to a vehicle (Under £5,000)	19/04/2020	Fields Road
40/20515/20	Possession of a controlled drug with intent to supply - Class B - Cannabis	12/04/2020	A421
40/23364/20	Sec 4 POA Fear or provocation of violence	28/04/2020	Bedford Road
40/22926/20	Sec 4 POA Fear or provocation of violence	26/04/2020	Church Road
40/22918/20	Sec 4 POA Fear or provocation of violence	26/04/2020	Church Road
40/22916/20	Sec 4 POA Fear or provocation of violence	26/04/2020	Church Road
40/19359/20	Sec 4 POA Fear or provocation of violence	05/04/2020	Cynthia Court
40/20984/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	15/04/2020	
40/23268/20	Theft from a motor vehicle	28/04/2020	A421
40/21119/20	Theft from a motor vehicle	16/04/2020	A421
40/21118/20	Theft from a motor vehicle	16/04/2020	A421
40/21116/20	Theft from a motor vehicle	16/04/2020	Cranfield Road
40/20324/20	Theft of a motor vehicle	11/04/2020	Ashpole Avenue

Appendix 2

FC20/111

Nothing significant to report.

FC20/115

Neighbourhood Plan Steering Group Report

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

29th April 2020

Matters arising from the minutes – for information only

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP19/073 – Neighbourhood Plan Project Plan. A “next steps” document was completed, taking the timeline to Mar/Apr 2019. To be reviewed again after timescales are known for the Strategic Environmental Assessment Screening Report.
- NP20/007 + NP20/021 – Site Assessment Report. Refer to agenda item NP20/021.
- NP20/010 + NP20/024 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/024.
- NP20/008+009 + NP20/022+023 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP20/022+023.
NP20/011 + NP20/025 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/025.

Resolutions

NP20/020 – 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.

NP20/021 – To receive a report from APC Planning (Sally Stroman) on the review of the completed Site Assessment Report and to make recommendation to Full Council as necessary.

No further update to advise upon other than the report was being used by AECOM to help finalise the Strategic Environment Assessment report.

NP20/022 – To receive a report from APC Planning (Sally Stroman) regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

It was noted all amendments had been made to take into account the now adopted policies of the Local Plan 2030.

NP20/023 – To receive a report from Regeneration Positive (Trevor Roff) regarding additional key issues surrounding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

After detailed discussion it was agreed SP and SS would approach Locality for fuller information regarding pre-submission consultation and publicity requirements (Regulation 14), in light of ongoing Coronavirus (Covid-19) restrictions and advice received from Bedford Borough Council. This would then enable an informed decision to be made with regard to Regulation 14 next steps.

TR confirmed all exhibition materials were complete and that he could transfer the same into publicity leaflets. TR had also approached BRCC (Bedfordshire Rural Communities Charity) to see if they were able once again to help with distribution and data collection.

NP20/024 – To receive a report from APC Planning (Sally Stroman) and Regeneration Positive (Trevor Roff) regarding new/ongoing landowner/agent communications and to make recommendation to Full Council as necessary.

TR confirmed he remained in touch with all landowner/agents, but no further updates had been received, in light of ongoing Coronavirus (Covid-19) restrictions.

It was noted the Wootton Poor's Land Charity did not wish for the allotments area to be categorised as Local Green Space within the Neighbourhood Plan. SS confirmed the land could be classified as an identified village facility within Policy W15 as an alternative. This approach was agreed.

NP20/025 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SS outlined that since the last meeting, a conference call had been held with the appointed consultants and a draft report was provided on 3rd April 2020. Both TR and SS had reviewed the draft and a number of amendments to the report had been highlighted ahead of the meeting. After detailed discussion it was agreed SS would collate all amendments, with SP's assistance, before responding again to AECOM.

NP20/026 – To discuss information received from Bedford Borough Council with regard to ongoing Coronavirus (Covid 19) restrictions and impact on Neighbourhood Planning and to make recommendation to Full Council as necessary.

This agenda item was discussed under agenda item NP20/023.

NP20/027 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

It was noted no decision had been made by the Planning Inspectorate with regard to the site adjacent to the Upper School, Hall End Road. SS to continue to monitor the situation.

NP20/028 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further comments received.

Sue Edgar Playford PSLCC

Clerk to the Council

1st May 2020

FC20/116**Planning & Environment Committee Report**

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

29th April 2020

Open Forum

There was one member of the public present via Zoom who wished to observe how the virtual meeting operated.

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.
- 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. Clerk is now sourcing suitable contractors to quote for the works.
- 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. Signage is now in place. Move to close.

- 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). The conifers have now been removed and Memorial Makeovers will complete the War Memorial works.

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

20/00682/FUL – 40 Fields Road. Demolition of existing detached domestic garage and erection of single storey dwelling in rear garden.

Cllr Quirk confirmed he had spoken to the applicant ahead of this meeting.

After detailed discussion it was resolved **TO OBJECT** to the application using the following material considerations:

- Bedford Borough Council's Local Plan 2030 made no provision for further development in Wootton and Bedford Borough Council were able to demonstrate a five year land supply;
- Proposal did not meet with Wootton Parish Council's emerging Neighbourhood Plan;
- Proposal would increase congestion along Fields Road;
- Proposal would lead to loss of parking spaces for the current property and cause inconvenience to passing traffic on Fields Road if parking on the road;
- Proposal represented an overdevelopment of the site;
- Proposal would set a precedent for other dwellings to follow suit;
- Plans did not sufficiently detail how the shared access would operate and it was noted emergency services vehicles would be unable to gain access to the new dwelling;

The following was also noted:

- The parish council had been made aware of an ongoing dispute regarding ownership of the land proposed for use as a driveway to the proposed dwelling.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

20/00690/FUL – Unit 6 Marston Vale Innovation Park. Erection of bridge link from the main car park to the office block.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Quirk.

Resolved by all present.

20/00691/FUL – Unit 6 Marston Vale Innovation Park. Proposed vehicle staging area for delivery vehicles and associated pre-check gatehouse, re-configuration of main car park, alteration of vehicular access and creation of a new access from the site access road.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Quirk.

Resolved by all present.

20/00739/FUL – Wootton Upper School and Arts College, Hall End Road. Erection of a new entrance canopy to the front elevation of the school.

BBCllr/Cllr Wheeler spoke as a governor of the upper school and confirmed the canopy would provide shelter to a reception area and main entrance to the school – needed for safeguarding issues. .

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.
Resolved by all present.

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

20/00265/FUL – 42 Grovebury Court. Conversion of detached garage to annex.
This council previously raised **NO OBJECTION**.

Planning Refusals (by Bedford Borough Council) – for information only.

19/01313/FUL - 31 Hall End Road. Erection of three dwellings and two detached garages.
This council previously raised **AN OBJECTION**.

Resolutions

P20/116 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request application 20/00682/FUL – 40 Fields Road be called in and considered by the Full Planning Committee of Bedford Borough Council.

Proposed: Cllr Bygraves.

Seconded: Cllr Randell.

Resolved by all present.

P20/118 – To receive and adopt revised cemetery regulations in light of ongoing Coronavirus (Covid-19) restrictions and to resolve a suitable course of action.

Resolved to receive and adopt the revised cemetery regulations without further amendment.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

1st May 2020

FC20/117

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No project action plan was available as this safety steering group had not met since 4th March 2020.

¹ Project Action Plan.

FC20/118**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>13th May 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>13th May 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>13th May 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
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	Cllr O'Dell

							<u>11th March 2020</u> A defibrillator is now in situ at the Memorial Hall <u>13th May 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 <u>13th May 2020</u> New email addresses have been created and the new website is currently under construction. Basic information is available on an interim website in the meantime	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 11 th December 2019 <u>13th May 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>13th May 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 20th December 2019 and the plan is currently being reviewed following the adoption of BBC's Local Plan 2030. <u>13th May 2020</u> The plan has been updated and the clerk is seeing advice from Locality regarding the Regulation 14 pre-submission public consultation and need for a public exhibition	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 11th 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>13th May 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 11th December 2019 <u>12th February 2020</u>	Cllr O'Dell

							Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council <u>13th May 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	
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,	Cllr Bygraves

							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. <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

FC20/119**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	Moving forward, this risk assessment should be undertaken by the Charitable Trust	May 20	13.5.20
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 13th May 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	15.4.20 – SP has requested Playsafety Ltd include this in their annual RoSPA inspection for May 2020 as a starting point and is awaiting details of the floodlighting contractor in order to put an inspection regime in place. Moving forward, this risk assessment should be undertaken by the Charitable Trust		
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	15.4.20 – SP has asked Cllr Bygraves for the best point of contact at WRFC in order to secure a copy of their risk assessment.		
Sports Pitches – Harris Way	SP	10.7.19	15.4.20 – Bedfordshire FA have recently undertaken a light-touch inspection of the pitches. Further works are required to bring them up		

			to a satisfactory level but these have been placed on hold due to ongoing Coronavirus (Covid-19) restrictions		
Street Furniture	SP	10.7.19	15.5.20 – SP is awaiting further guidance regarding a structural inspection/risk assessment of all WPC-owned street lighting 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	15.4.20 – conifer works have been completed and the clerk is awaiting a start date from Memorial Makeovers with regard to the War Memorial remedial works		
WorkStation (Clerk)	GL	12.6.19	Ongoing		

Please visit the following link:

<https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1>