



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 8th July 2020 at 7.30pm via Zoom.

Open Forum	There were several members of the public present who wished to observe and discuss agenda item FC20/184. The chairman proposed this agenda item be heard after agenda item FC20/168 and this was resolved by all present. There were no other members of the public or press present and so the meeting continued without adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves (temporarily left the meeting between 8.15pm and 8.40pm), Hensher, Noakes, O'Dell, Quirk, Randell 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	
FC20/166	Apologies for absence. Cllrs Lennox, Martin and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.	
FC20/167	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC20/168	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.	
FC20/169	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler had since circulated information on the Mayor's	N/A.	N/A.	

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	(Appendix 1). To receive crime figures for June 2020. (Appendix 1a).	investigations into the high Covid-19 infection rate within the borough. A further meeting was due to be held on 9 th July and findings would follow. No further comments received.	Clerk to keep on file.	N/A.
FC20/170	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.
FC20/171	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 10 th June 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 27 th May 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 27 th May 2020.	Minutes were received and adopted. Proposed: Cllr Randell. 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 Bygraves. 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 Noakes. Seconded: Cllr Randell. 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).
FC20/172	Matters arising from the minutes – for information only.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC20/157 + FC20/182 – Community Centre at Berryfields. Refer to agenda item FC20/182. • FC18/301 – Allocation of s106 monies (Developer Contributions). Funding has now been received to surface the Memorial Hall Play area. Works are ongoing. • FC20/025 – Areas of road/pavement requiring resurfacing. The following road areas have been put forward by Bedford Borough Council for resurfacing consideration: - o 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); - o 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: - o Church Road/Hall End Road to Keeley Lane; - o Lorraine Road; - o Pavements including Hall End (from Hall End towards the upper school), St. Mary's Road and Tithe Barn Road. • FC20/157 + FC20/182 – 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 FC20/182. • FC20/106 – Email usernames and website. Resolved 8th April 2020 to appoint Macro Design to replace the parish council's interim website. • FC20/047 + FC20/192 – Community Infrastructure Levy (CIL) funding issues. Refer to agenda item FC20/192.			
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	• 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. A request to meet after Coronavirus (Covid-19) restrictions have been lifted has been made by Bedford Borough Council. • P20/075 – Synthetic Pitch. An Ecological Survey has been undertaken and the clerk is awaiting its receipt. • FC20/135 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13th May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. • FC20/162 – Email to Cllr Royden (Portfolio Holder, Environment, Highways and Transport, Bedford Borough Council) requesting formal confirmation Bedford Borough Council are satisfied all safety engineering requirements have been met with regard to the shared access Fields Road pavement. Resolved 10th June 2020 the clerk send the email as recommended by the Roads & Pavements Safety Steering Group. The email has been sent and a holding acknowledgement has been received, ahead of a formal response.			
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	- FC20/163 – Grant Request from Bizzy Bees. Resolved 10th June 2020 (FC20/163) the clerk approve the application in full, subject to satisfactory receipt of additional information and agreement from councillors via email. That additional information has been requested but not yet received in full. - FC20/165 – Extension to the height of the MUGA (Multi Use Games Area) fencing at Church Road. Resolved 10th June 2020 (FC20/165) to increase the height of the fencing on the north side.			
FC20/173	Chairman's report – for information only.	Cllr Lloyd confirmed there would be no September issue of the Wootton newsletter as clubs and organisations were only just considering when to re-open. The annual report was still work in progress. Cllr Lloyd added a request had been made to hold socially-distanced Zumba classes on the recreation ground. The clerk had received insurance details, a risk assessment and DBS information and it was agreed to permit the request, on the proviso the football pitches were avoided.	Cllr Lloyd and the clerk to take forward.	N/A.
FC20/174	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/175	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.
FC20/176	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No Project Action Plan was available as this safety steering group had not met since 20 th May 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/177	To receive, review and adopt the (Full Council) Project Action Plan for 2020-21, to determine which projects will be	All amendments/updates noted in red within the appendix.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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	taken forward during 2020-21, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All projects were on hold due to Coronavirus (Covid-19) restrictions.		
FC20/178	To receive, review and adopt all Risk Assessments for 2020-21, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to adopt the new Risk Assessments for the Sports Pitches (Church Road), Street Furniture and Covid-19 Re-Opening of All Play Areas Including MUGAs and Skate Park and the updated risk assessment plan without amendment. Further resolved that the enclosed children's play areas at Bedford Road (Memorial Hall) and Church Road Recreation Ground remain closed whilst investigations continue into the high Covid-19 infection rate. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/179	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 Noakes and Randell. Proposed: Cllr Noakes. Seconded: BBC/Cllr Wheeler. Resolved by all present. (To be signed in person by Cllrs when Coronavirus (Covid-19) restrictions have been lifted).	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/180	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 2020.
FC20/181	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2020-21, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.

FC20/182	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> No further updates available. <u>Lease</u> No further updates available. <u>Parish Council Office Layout</u> The in-filling of the glass partition is now complete, fireproof cabinets and furniture are now in situ as is IT equipment. An order for an air conditioning unit, blinds and shredder has yet to be made. <u>Sports Pitches</u> No further updates available.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/183	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 confirmed he was still waiting to hear from Neil Laws (Concept) regarding a virtual meeting, needed before speaking again to Jon Shortland (Bedford Borough Council).	BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/184	To receive a report from the clerk and residents living adjacent to the Church Road recreation ground regarding incidences of anti-social behaviour (including but not limited to loud music being played and late use of the recreation facilities) and to resolve a suitable course of action.	Residents of Old School Gardens and School Lane voiced initial concerns regarding the use of the MUGA, with footballs being kicked against the fencing causing noise and balls landing in gardens. Further concerns were also raised regarding loud music being played from cars in the car park. It was noted the issues appeared to be worse on occasions when the front gates were not closed overnight and the clerk confirmed cover was in place during the caretaker's absence. The clerk asked to be notified on any occasion the gates were not closed in order to raise the issue with the caretaker/cover.	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		It was confirmed the MUGA was initially built in the late 1980's, with the fencing being replaced like-for-like in 2011/12 following vandalism. It was not designed to be locked overnight and was a multi-purpose unit which accommodated football as well as basketball and some other sports. Whilst the issue of anti-social behaviour and drug taking was for the police to enforce, Cllr O'Dell recommended investigating the powers of the existing Public Spaces Protection Order (PSPO), which was currently limited to the banning of dogs within the recreation ground (car park area excluded). The hope was this could possibly be extended to cover the banning of alcohol consumption within the recreation ground and car park and playing of loud music* which should give the police greater enforcement powers. The clerk detailed how the goal mouths at each end of the MUGA were used, having examined CCTV footage and she confirmed CCTV footage was passed to Bedfordshire Police when requested. Cllr Lloyd confirmed he had spoken with a representative from Bedford Borough Council who confirmed sleeping hours were 11pm – 7am and that, whilst they could easily fine for issues such as littering (with CCTV footage), noise issues were harder to enforce and needed police involvement. After further discussion it was resolved to take the following steps: • The clerk would speak to Bedford Borough Council regarding the possible extension of the existing PSPO to incorporate the issues* above. It was hoped this would aid		
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		Bedfordshire Police but also provide officers from Bedford Borough Council with greater enforcement powers; • BBCllr/Cllr Wheeler would speak to Bedfordshire Police to request they issue fines at every opportunity; • Bring forward the closure of the car park gates to 9pm, with effect from 1st August 2020 (to allow for a notice period for car park users). The existing signage could be temporarily altered however the time would have to be reviewed when the village hall became operational again. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC20/185	To consider a response to NALC (National Association of Local Councils) in relation to a proposed new Model Code of Conduct and to resolve a suitable course of action.	Resolved to note the ongoing consultation and to review the parish council's Code of Conduct in conjunction with NALC's new model Code of Conduct once adopted. Review to be undertaken by Cllr O'Dell. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC20/186	To receive and approve the Internal Audit report for year end 2019/20 and to resolve a suitable course of action.	The clerk (as Responsible Financial Officer) was thanked for the high quality of her work, which was reflected in the report. Resolved to receive and approve the Internal Audit report without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
FC20/187	To review the effectiveness of the Internal Audit for year end 2019/20 and to resolve a suitable course of action.	Resolved to accept the review of the effectiveness of the Internal Audit without further comment.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.

		Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.		
FC20/188	To receive and approve the Annual Governance Statement 2019/20 (Section 1 – Annual Return for the year ended 31st March 2020 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2019/20 (Section 1 – Annual Return for the year ended 31 st March 2020 - Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
FC20/189	To receive and approve the Accounting Statements 2019/20 (Section 2 – Annual Return for the year ended 31st March 2020 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (as signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) and to resolve a suitable course of action.	Resolved to receive and approve the Accounting Statements 2019/20 (Section 2 – Annual Return for the year ended 31 st March 2020 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (as signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Governance & Accountability for Smaller Authorities in England 2020.
FC20/190	To consider the appointment of a parish council representative to the Wootton Church and Poors Land Charities and to resolve a suitable course of action.	BBCllr/Cllr Wheeler and Cllr O'Dell detailed what was expected of a representative and after discussion it was resolved to appoint Cllr Noakes as the third parish council representative. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/191	To receive all RoSPA findings for 2020 and to resolve a suitable course of action.	Resolved to leave all low risk items on file and remedy all other risk items. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC20/192	To receive a report from Cllr Lloyd regarding a hedgerow adjacent to 77 Studley Road (on land owned by Cowlgrove Ltd, now in liquidation) and to resolve a suitable course of action.	Resolved to appoint a contractor to maintain the hedgerow 2/3 times a year in the hope its removal can be avoided. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/193	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).
FC20/194	To receive a report from Cllr Lloyd regarding Community Infrastructure Levy (CIL) funding and projects and to resolve a suitable course of action.	It was noted the parish council had now received close to the original sum of funding expected. The list of projects was accepted as circulated ahead of the meeting with the following amendment/comments: • Village Hall Fascia – the parish council would contribute the sum of £5,429.20 representing 50% of the net quotation plus 100% of the VAT. This project to be moved to approved; • Reduce the sum for defibrillators to £2,000. The following was also noted: • Cllr Quirk would take forward lecterns; • Cllr O'Dell would take forward public seating; • The clerk and Cllr Hensher would take forward Real Time Bus Passenger Information. A project recently submitted by Wootton Upper School would be scored in line with the CIL Working Group Terms of Reference – November 2020 for Full Council formal approval in December 2020. Proposed: Cllr Hensher. Seconded: Cllr Randell.	Clerk to take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

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		Resolved by all present.		
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Meeting closed at 9.10pm.

**Wootton Parish Council
Bedford Borough Councillor Report:**

1. Coronavirus in Bedford Borough

As of Saturday 28th June there were more than 800 confirmed cases of COVID19 across Bedford Borough with more than 200 deaths confirmed at Bedford Hospital. This is one of the highest rates in the country and as a result the Borough Council is working with Public Health England and the Joint Biosecurity Centre to investigate why rates of infection here aren't falling as quickly as other areas and how to take action to bring the rates down.

While Bedford Borough is not currently seeing a spike in the virus, rates of infection remain high compared to other areas. Therefore it is important that everyone continues to stay at home as much as possible. If you need to go out keep two metres apart, wear a face covering (particularly on public transport), and regularly wash your hands.

Updated advice from the Borough Council is available here:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>

2. Local Outbreak Control Plan for Bedford

With the introduction of the NHS Test and Trace programme Councils were asked to produce a Local Outbreak Control Plan. These plans set out how local authorities will work with communities and partners to prevent and respond to local issues and situations related to coronavirus and slow the spread of infection. The plan also provides a specific focus on measures to support those who maybe more vulnerable to the effects of coronavirus.

As a key part of the NHS Test and Trace programme, the plan also describes how any local residents developing symptoms associated with COVID-19 can get tested and how mobile testing units may be used to provide tests to specific locations within the Borough. It also explains how the Test and Trace programme will identify and inform people who have been in contact with someone with the infection so they can self-isolate to limit further spread. I have already passed on to you a copy of this.

3. Local Outbreak Engagement Board

For oversight and delivery of the Local Outbreak Control Plan, the Borough Council has set up a "Local Outbreak Engagement Board". The next meeting of the Board, which will be a public meeting held virtually, takes place on Thursday 2nd July at 5pm and will then meet weekly thereafter.

Details for meeting on 2nd July:

<http://www.councillorsupport.bedford.gov.uk/ieListDocuments.aspx?Cid=706&Mid=5368>

4.Social distancing from 4th July

Whilst the national rules on social gatherings are changing with effect from Saturday 4th July, because of the high infection rate in the Borough, the Mayor along with others on the Local Engagement Board, believe it is essential that people continue to keep acting responsibly and to slow the spread of the virus and avoid a local lockdown. It is crucial that we all continue to stay at home as much as possible. If you need to go out, I would recommend continuing to keep two metres apart, wear a face covering on public transport and continue to regularly wash your hands with soap.

5.Re-opening of pubs, hairdressers, restaurants and other businesses from 4th July

Alongside the change to national social distancing rules, there will be a re-opening of a number of businesses starting on Saturday 4th July. Premises are having to implement measures to continue social distancing, but owing

to the high infection rates in Bedford, I would advise people to continue with 2m where possible and to be responsible with alcohol consumption, which we know impairs judgement.

6. Mass gatherings in parks and open spaces

Again, please avoid mass gatherings in parks and open spaces. Whilst I understand how frustrating the lockdown has been, the behaviour seen at beaches, parks and street parties around the country is irresponsible in the current circumstances.

7. Borough Council Meetings

All Council Meetings are now running virtually. It's not ideal, but it does allow for democracy to continue and for public participation.

8. Planning Applications

Along with a number of colleagues, I requested a return to 'normal' decision making by the full Planning Committee and to revoke the temporary powers that were given to Planning Officers, at the start of the COVID19 period, to make decisions on applications. I felt it was now possible with virtual meetings to return to the normal planning process, however this was voted down at the last meeting of the Planning Committee on a party vote.

9. Borough Council Services

Please check the Borough website www.bedford.gov.uk for the latest on Council services. Conscious that we are in a fast moving situation, the website is being frequently updated.

10. Waste collections

Green waste collections are currently made on a monthly basis rather than the usual fortnightly collection. I have seen a number of green bins put out in Wootton still on a fortnightly basis, alongside orange recycling bins. I would encourage residents to check their collection date on the Council website:

<https://www.bedford.gov.uk/rubbish-recycling-and-waste/household-bins-and-recycling/check-bin-collection-day/>

11. Bedford Household Waste Recycling Centre (HWRC)

The HWRC is now open again, since 17 June, but is using an appointment system and there are major changes to how the site will operate. Everyone booking an appointment will be given a 15 minute slot which can be booked up to 14 days in advance. Further information and a link to the appointment booking can be found here:

<https://www.bedford.gov.uk/rubbish-recycling-and-waste/local-recycling-sites/household-waste-recycling-centre/>

12. Borough Community Hub

The Community Hub remains open to assist those requiring support during COVID19

Contact: **01234 718 101**

13. Bedford Borough Local Plan

The Borough has only recently adopted the Local Plan 2030, but as part of the requirements of the Planning Inspector, is now undertaking a Local Plan Review, which will take us up to 2040 or beyond. This will need to consider future development growth and take into consideration things such as the Oxford-Cambridge Arc and East West Rail.

The Borough is looking at options, which the Mayor presented to Councillors a couple of weeks ago. He will be considering whether to look at: new large developments (another Wixams type development); town centre growth; expanding villages; or a mixture of each.

Appendix 1

The review starts with a call for sites and there is a public consultation which closes at 5pm on 4th September. Last time the organisation of the LP was a complete shambles with constant reviews and revisions and sites in and out. This time the timetable is extremely tight, so the Council will be under added pressure to get things done.

Details of the report to the Borough Executive are available here:

<http://www.councillorsupport.bedford.gov.uk/documents/s50210/Item%2009%20Local%20Plan%20Review%20and%20SCI.pdf>

The consultation document is available here:

<https://edrms.bedford.gov.uk/OpenDocument.aspx?id=ajXyWpiQOSjbXJMPuCUZyw%3d%3d&name=Appendix%20A%20Issues%20and%20Options%20Paper.pdf>

14. Borough ward boundary review

The Local Government Boundary Commission for England (LGBCE) has now re-opened their review of ward boundaries for Bedford Borough. The new deadline for public responses to the review is 20 July.

15. Other matters in brief:

- The ASC on Fields road is still programmed in for early September this year
- Work on replacing the water pipes on Cause end road should be completed soon then the resurfacing programme will commence.
- The resurfacing of pavements and replacing kerbing is well under way on Tithe Barn road including the resurfacing of the two paths leading to the rec.
- Sainsbury's and the pharmacy are now open; the Chip shop is due to be open on the 1st of August and the Hairdressers by mid-August.
- The road through the new estate (Bourgogne road) should be open by end of September this year, I am trying to find out when the new bus loop will be starting.

Cllr. John Wheeler
Wootton Ward
July 2020

FC20/169a May 2020			
Reference	Offence Class Description	First Committed	Address
40/34071/20	Assault occasioning actual bodily harm (ABH)	25/06/2020	A421
40/34083/20	Assault without Injury - Common assault and battery	25/06/2020	Halegate
40/34021/20	Assault without Injury - Common assault and battery	25/06/2020	Manor Road
40/33495/20	Assault without Injury - Common assault and battery	22/06/2020	Turland Close
40/33494/20	Assault without Injury - Common assault and battery	22/06/2020	Turland Close
40/33006/20	Assault without Injury - Common assault and battery	20/06/2020	Hall End Road
40/30349/20	Assault without Injury - Common assault and battery	06/06/2020	Moore Close
40/29512/20	Assault without Injury - Common assault and battery	01/06/2020	Bedford Road
40/29253/20	Breach of non-molestation order	31/05/2020	
40/29503/20	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	01/06/2020	
40/29254/20	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	31/05/2020	
40/32225/20	Other criminal damage, other (Under £5,000)	16/06/2020	Woburn Road
40/28464/20	Sec 4 POA Fear or provocation of violence	27/05/2020	St. Marys Road
40/33881/20	Sec 4a POA Causing intentional harassment, alarm or distress	24/06/2020	
40/32626/20	Sec 4a POA Causing intentional harassment, alarm or distress	18/06/2020	
40/28595/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	28/05/2020	
40/33967/20	Theft from a motor vehicle	25/06/2020	A421
40/32347/20	Theft from a motor vehicle	16/06/2020	Hall End Road
40/29920/20	Theft or Unauthorised Taking of a Pedal Cycle	03/06/2020	Woburn Road
40/34424/20		27/06/2020	Haycroft
40/28787/20		29/05/2020	Billing Way

Appendix 2

FC20/170

Nothing significant to report.

FC20/174

Neighbourhood Plan Steering Group Report

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

24th June 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.
- NP20/039 + NP20/054 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/054.
- NP20/037+038 + NP20/051+NP20/052 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP20/051+052.
NP20/040 + NP20/055 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/055.

Resolutions

NP20/050 – 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 via Zoom.

NP20/051 – 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.

GL confirmed he was working on the policies maps for the Neighbourhood Plan.

NP20/052 – 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.

No further comments received.

NP20/053 – To receive a report from Cllr Lloyd regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

GL explained his rationale behind wishing to revisit the proposed access road between Gibraltar Corner and Tinkers Corner. After detailed discussion it was agreed that whilst the proposal was formed following the first consultation, it was not a feature within the draft Neighbourhood Plan or its policies.

NP20/054 – 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 had received further communications from landowners thanking him for providing an update on the proposed Regulation 14 consultation.

It was agreed to respond to Marriot Homes thanking them for their interest and noting the parish council was unable to engage further at this stage, ahead of the proposed Regulation 14 consultation.

NP20/055 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

No further comments received.

NP20/056 – To discuss the upcoming Regulation 14 Consultation and to make recommendation to Full Council as necessary.

Consultation dates were confirmed as:

- Friday 25th September – Sunday 27th September (inclusive);
- Friday 9th October – Sunday 11th October inclusive.

Timings were confirmed as 6pm-9pm Fridays and 10am-2pm Saturday/Sunday.

NP20/057 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

It was noted there was still no decision as yet from the Planning Inspectorate regarding the proposal for 81 dwellings adjacent to the upper school.

SS stated she would provide a briefing note on Bedford Borough Council's Local Plan 2040 review, ahead of the next meeting of this steering group.

Initial timescales detailed the Issues & Options Consultation would be carried out Summer 2020 and this would run in conjunction with a Call for Sites Consultation. The aim was to adopt the Local Plan by winter 2023.

SO expressed his concern that the borough council intended to press ahead with these consultations, despite ongoing coronavirus (Covid-19) restrictions and the fact Bedford Borough had the highest rate of infections within the East of England. This was considered to be at odds with their Statement of Community Involvement 2019 and it was suggested the parish council respond with this fact when presented with the opportunity.

NP20/058 – 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
29th June 2020.**

FC20/175

Planning & Environment Committee Report

10th June 2020

Matters arising from the minutes – for information only

See under 24th June 2020.

Planning Applications – for resolution

20/00952/FUL – Plot 6, Marston Vale Innovation Park. Installation of sprinkler tank and pump house.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

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

20/00546/FUL – 1 Dimmock Road. Single storey side extension and pitched roof to existing porch.

This council previously raised **NO OBJECTION**.

20/00588/FUL – 37 Cause End Road. Single storey rear extension with loft conversion/dormers over and erection of detached garage block.

This council previously raised **NO OBJECTION**.

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

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

This council previously raised **AN OBJECTION**.

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

This council previously raised **AN OBJECTION**.

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

The Planning Inspectorate – Millbrook Power. Notice of a decision for a non-material change to a Development Consent Order.

24th June 2020

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 were due to meet Q1 2020 to determine a tender process but this has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions.

- 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. This has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions.
- 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. This has been placed on hold due to ongoing Coronavirus (Covid-19) restrictions. The clerk has chased for timescales.
- 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. This clerk has chased for timescales.

Planning Applications – for resolution

20/00018/FUL – 94 Bedford Road. Two storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

20/01173/FUL – 15 Halegate. Single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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.

This council previously raised **NO OBJECTION**.

20/01075/TCA – The Vicarage, Church Road – T1 - T5, Ash on fence line - remove. T6 - Hornbeam, dying - remove. T7 - Dead tree, remove. T8 - Hazel, crown lift to achieve 3.5m clearance. T9 - 2 x Elder, remove. T10 - Elder, crown lift to 2.0m. T11 - Sycamore, remove. T12 – 2 x Elder, remove. T13 - Sycamore , remove. G1 - Hazel and Ash hedge line, cut back to boundary remove any dead or dying. G2 - G3 - Hazel, crown lift to 2.0m and thin out coppice stools by 30%.
This council was not previously consulted on this application.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

29th June 2020

FC20/176

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2019-20

No Project Action Plan as this safety steering group had not met since 20th May 2020.

¹ Project Action Plan.

FC20/177**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>10th June 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely. It was noted BBCllr/Cllr Wheeler and Cllr Lloyd had recently met with a representative from BBC to discuss the installation of a pair of ASC on Fields Road – to be financed by BBC (this includes ongoing maintenance costs). It was hoped installation would be complete by September 2020. Cllr Wallace suggested waiting six months from installation to see how these cameras fared before taking the remaining project forward. See notes also under agenda item FC20/159 <u>8th July 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>10th June 2020</u> Three fireproof filing cabinets, IT equipment and all furniture is now in situ. An order for an air conditioning unit, blinds and shredder has yet to be made	Cllr Lloyd
Medium	Defibrillators	2020	£2,000	£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> 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 July 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely, however JW confirmed it was likely Sainsbury's (Folkes Road) would finance the installation of a unit at their premises	Cllr O'Dell
High	GDPR	2020	£0	£0	£0	£2,000	<u>12th February 2020</u> Email address and a new website are currently ongoing <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>	Cllr Quirk

							Issues surrounding CIL funding have put this project on hold indefinitely	
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 <u>8th July 2020</u> Works are finished but the security fencing and spoil are still in place.	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. <u>10th June 2020</u> The plan has been updated and it is hoped the Regulation 14 pre-submission public consultation and public exhibition can go ahead in September/October 2020, subject to Coronavirus (Covid-19) restrictions	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>	Cllr O'Dell

							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>8th July 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11th December 2019 <u>12th February 2020</u> Members resolved to accept the locations detailed within the report, subject to the agreement of Bedford Borough Council <u>8th July 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	Cllr Quirk

							experiencing delays due to the number of parish/town councils wishing to do the same	
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. <u>8th April 2020</u> Cllrs Wheeler and Bygraves met recently with representatives from Wootton Academy Trust and an ecological survey has been requested <u>8th July 2020</u> The clerk was awaiting the ecological survey but had been informed laboratory results tested positive for great crested newt presence in both ponds. Advice	Cllr Bygraves

							given was for works to proceed under a non-licenced Method Statement, which would incur an additional fee of £995. Resolved to approve the above. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	
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

FC20/178**RISK ASSESSMENTS PLAN 2020-21**

WPC² assigns and reviews all Risk Assessments annually in May (carried over to 2021 due to Coronavirus (Covid-19) restrictions). 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 2020-21 (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	24.6.20 – PDQ has undertaken the risk assessment and topple testing and is due to meet with the cemeteries caretaker to discuss required works		
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	Jun 20 8.7.20 – Covid-19 update:	10.6.20 SP

² Wootton Parish Council
Full Council Minutes 8th July 2020

				The community centre is currently closed. Plans to re-open (including risk assessments) will be undertaken by the Charitable Trust	
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system	8.7.20 – Covid-19 update: All checks are undertaken by one individual. Any member of the general public using the equipment will do so at their own risk	8.8.19 CM
Fun Fest	SP	22.1.20	None	8.7.20 – Covid-19 update: Cancelled for 2020	12.2.20 SP
Generator	SP	22.1.20	None		12.2.20 SP
Keeley End Pond	GL	12.6.19	SP chased GL for an update 4.6.20	8.7.20 – Covid-19 update: Residents are not encouraged to enter the area. There are no areas of seating	
Litter Picking (and caretaker)	SP	10.7.19	None	8.7.20 – Covid-19 update: Both members of staff are lone workers and have been provided with gloves and hand sanitiser	22.8.19 SP
Lone & Isolated Working	SP	10.7.19	None	8.7.20 – Covid-19 update: All members of staff are lone workers. The litter picker and caretaker have been provided with gloves and hand sanitiser.	22.8.19 SP

				The clerk is currently working from home and all meetings are being held remotely	
Marquee	SP	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	10.7.19	None	8.7.20 – Contractors are currently on site laying a new wet pour surface under existing play equipment so the site is closed until further notice. Please also refer to the separate risk assessment for Covid-19	22.8.19 SP
MUGA – Church Road	SP	10.7.19	None	8.7.20 – Please refer to the separate risk assessment for Covid-19	12.2.20 SP
MUGA – Harris Way	SP	10.7.19	24.6.20 – Playsafety Ltd have undertaken the 2020 RoSPA inspection and the clerk is dealing with the reports/actions. The clerk is also awaiting details of the floodlighting contractor in order to put an inspection regime in place. Moving forward, this risk assessment will be undertaken by the Charitable Trust	8.7.20 – Please refer to the separate risk assessment for Covid-19	
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		8.7.20 – Please refer to the	22.8.19 SP

				separate risk assessment for Covid-19	
Remembrance Sunday Parade	SP	10.7.19	None		26.9.19 SP
Silhouette	SP	10.7.19	None		22.8.19 SP
Skate Park	SP	10.7.19	None	8.7.20 – Please refer to the separate risk assessment for Covid-19	22.8.19 SP
Sports Pitches – Church Road	SP	10.7.19	None	8.7.20 – Covid-19 update: No football is currently being played	24.6.20 SP
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	8.7.20 – Covid-19 update: No football is currently being played	
Street Furniture	SP	10.7.19	None		24.6.20 SP
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. Works are due to take place imminently		
Work Station (Clerk) – to include the parish office within the community centre	GL	12.6.19	SP chased GL for an update 4.6.20. Please note the HSE states organisations with fewer than five employees do not need to put risk	8.7.20 – Covid-19 update: Office is currently closed	

			assessments in writing. Once the office is operational periodic checks will be undertaken and any significant issues recorded		
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To be reviewed monthly at Full Council.

Please visit the following link:

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