



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the Full Council held on Wednesday 9th September 2020 at 7.37pm via Zoom.

Open Forum	There were was one member of the public present (representing the Charitable Trust responsible for the management of Wootton Community Centre) who wished to observe discussions and deliver a report on agenda item FC20/233. 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, Hensher, Lennox, Noakes, Martin, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC20/217	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC20/218	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC20/219	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.
FC20/220	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. BBCllr/Cllr Wheeler added he had recently signed up as a Covid 19 Health Champion – a Bedford Borough Council	N/A.	N/A.

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	To receive crime figures for August 2020. (Appendix 1a).	network initiative to ensure the most consistent, accurate and up-to-date information is disseminated swiftly within the borough. It was noted the borough council were still meeting remotely. It was further noted the pavement works in Tithe Barn Road were due to be by 18th September, but that timescales were not yet known for the resurfacing works on Cause End Road. Remodelling works to the Cause End Road/Church Road pinch point were programmed for October 2020 half term week. A mix of daffodil and crocus bulbs were now planned for the entrance at Lorraine Road cemetery (the initial proposal of the war memorial was found to be unsuitable). It was also noted the new researcher for BBCllr/Cllr Wheeler's party would start imminently. Cllr Bygraves asked if the travel plan for the Goodmans' units (one of which was now leased to Amazon) was available and BBCllr/Cllr Wheeler agreed to raise this with Bedford Borough Council. The clerk confirmed recent damage and graffiti within the jubilee garden play area would be reported. It was noted crime numbers had increased significantly during August.	Clerk to keep on file.	N/A.
FC20/221	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.	Clerk to keep on file.	N/A.
FC20/222	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i>		Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

	Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12th August 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 29th July 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 29th July 2020.	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). Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. 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).		
FC20/223	Matters arising from the minutes – for information only. - FC20/211 + FC20/233 – Community Centre at Berryfields. Refer to agenda item FC20/233. - 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	No further comments received.	Clerk to keep on file.	N/A.

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	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. • FC20/211 + FC20/233 – 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 FC20/233. • 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 + FC20/239 – Synthetic Pitch. An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps are required to facilitate the production of both. Refer to agenda item FC20/239.			
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	• 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. The clerk has received confirmation from central government the consultation should take place summer 2020. • 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. All works are now complete. Move to close. • FC20/184 + FC20/213 – Anti-social behaviour at the recreation ground and MUGA (Multi Use Games Area) – Church Road. Resolved 8th July 2020 (FC20/184) to bring forward the closure of the car park gates to 9pm (effective 1st August 2020) and investigate the possible extension of the existing PSPO (Public Spaces Protection Order). Gates are now closing at 9pm however it was not possible to extend the existing PSPO to cover incidences of ASB. Bedfordshire police undertook a door knock in the area and have stated all incidents should be reported to them via 101 or online. Move to close. • FC20/214 – Support of ‘The Local Electricity Bill’. The clerk has received a response from Rt Hon Nadine Dorries MP confirming her support for the Private Member’s Bill and willingness to speak to the Bill’s proposer, Rt Hon Peter Aldous MP and relevant Ministers to establish how best to proceed.			
FC20/224	Chairman’s report – for information only.	CIlr Lloyd reminded all present he had requested Neighbourhood Plan website feedback. APC Planning was the only respondent to date. Neighbourhood Plan flyers and questionnaires were stored in the community centre ahead	N/A.	N/A.

		of the Regulation 14 Pre-Submission Public Consultation. Flyers would be delivered to all households starting Friday 11 th September. Cllr Lloyd had met with several contractors to resolve the invasive weed issue at Keeley End Pond, having spent a Sunday morning clearing what he could reach himself. Quotations were awaited.		
FC20/225	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 accept the recommendation to ratify the draft Neighbourhood Plan document without amendment. Further resolved to note all issues raised under agenda item NP20/083) without amendment. Further resolved to receive, review and adopt the report without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/226	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.
FC20/227	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No project action plan available as this safety steering group had not met since 15 th July 2020.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/228	To receive, review and adopt the (Full Council) Project Action Plan for 2020-21, to determine which projects will be taken forward during 2020-21, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/229	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 accept the amended Neighbourhood Plan Regulation 14 Pre-Submission Consultation Event risk assessment, with one further amendment to	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		clarify a maximum of 30 people could be in the community centre at any one time (including members). The clerk agreed to make that amendment and forward a copy to the charitable trust's bookings clerk. Further resolved the enclosed children's play areas at Bedford Road (Memorial Hall) and Church Road Recreation Ground remain closed, in light of further robust lockdown measures announced ahead of this meeting by central government. It was now a criminal offence to not comply with these new government measures. Further resolved not to change the wording on the Covid-19 Risk Assessment and to review this decision/all relevant risk assessments when agreement on re-opening the play areas has been reached. Resolved to accept the above. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by majority vote. Resolved to permit the toilet block to be opened during football matches, but to request Wootton Rangers FC take all responsibility for social distancing and cleaning measures. A risk assessment detailing all measures was requested from Wootton Rangers FC. The clerk agreed to circulate this when received and establish all was in order before confirming the toilet block could be opened.		
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		Further resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.		
FC20/230	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. 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.
FC20/231	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.
FC20/232	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 Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/233	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms</u> BBCllr/Cllr Wheeler stated a response from Bedford Borough Council detailed the officer's inability to complete the HOT's due to a heavy workload. It was noted Margaret Birtles (Estates Manager, BBC) had confirmed she was currently determining how best to move forward. If agreement could not be reached, Margaret had indicated it would be passed to BBC's planning department who had initially determined the working model as acceptable. After detailed discussion it was resolved to request the barrier be raised wef 1 st October	All to take forward.	Localism Act 2011, Ch 1, s1-8.

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		2020 with a working model acceptable to all parties. Further resolved to request permission from Bedford Borough Council to erect 'private' car parking signage in the car park. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present. <u>Charitable Trust</u> Mike Peet was welcomed and detailed this was opportunity for all present to raise any outstanding issues. The following was queried: • Could the charitable trust confirm if the caretaker would be responsible for putting out/collecting the refuse bins; • Could the charitable trust confirm if the caretaker was the relevant point of contact to attend legionnaires testing training to cover the community centre only (training would be done in conjunction with a representative(s) for the changing rooms/toilet block at Church Road). Mike agreed to take these issues back to the charitable trust and then left the meeting at 8.10pm. <u>Lease</u> The draft lease and bullet points were circulated ahead of the meeting. No further comments were received – bar the outstanding car park issue. <u>Parish Council Office Layout</u> All equipment was now in situ.		
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		<u>Sports Pitches</u> The pitches were currently being cut ahead of a further, more detailed pitch inspection.		
FC20/234	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.	The following needed clarification from Bedford Borough Council: • The latest on the adoption/repair of six street lights in the vicinity of the Cock Inn PH and double mini roundabout at Bedford Road/Church Road/Cranfield Road/Fields Road; • Permission for bus shelters and electric vehicle charging points to be sited elsewhere in the village; • How developer funding will be spent. BBCllr/Cllr Wheeler had received confirmation from Concept the s106 funding for both the bus shelters and electric vehicle charging points had been paid to Bedford Borough Council. If clarification on how that funding would be spent was not received by 23rd September 2020 a Freedom of Information Request would be made. BBCllr/Cllr Wheeler agreed to take this forward. The following had been requested from Bedford Borough Council: • A letter of understanding, confirming Bedford Borough Council would pay the full £700k to the parish council in respect of the synthetic pitch when the 400 occupation trigger was reached. It was noted BBCllr/Cllr Wheeler had received a holding response from Bedford Borough Council. It was also noted Concept had confirmed they would not deliver the pitch on-site. BBCllr/Cllr Wheeler had been requested to:	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		- Ensure Bedford Borough Council issued a timely demand to developers for payment of the full £700k. Following a zoom meeting with BBCllr/Cllr Wheeler, the clerk and Neil Laws (Senior Project Manager, Concept PM) it was noted the following was outstanding: - A further update on the installation of a bus stop on Burgoyne Avenue which was not a plan feature/s106 requirement. It was noted there was confusion over the adoption date for the estate – with Bedford Borough Council stating Spring 2021 but the contractors stating the end of 2020. A Bedford Borough Council Highways engineer would meet with Cllrs Lloyd and O’Dell to ensure no issues were outstanding ahead of adoption. Resolved to note the above. Proposed: Cllr O’Dell. Seconded: Cllr Randell. Resolved by all present.		
FC20/235	To consider a response to Bedford Borough Council in relation to its Self-Build and Custom Housebuilding Register consultation and to resolve a suitable course of action.	Resolved to note for the records but make no formal response. Proposed: Cllr O’Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC20/236	To consider a response in relation to the Ministry of Housing, Communities and Local Government’s Changes to the Current Planning System consultation and to resolve a suitable course of action.	Resolved this be considered at the next Neighbourhood Plan Steering Group meeting on 16th September in order to seek advice from APC Planning. Proposed: Cllr O’Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.

FC20/237	To consider a response in relation to the Ministry of Housing, Communities and Local Government's Planning for the Future consultation and to resolve a suitable course of action.	Resolved to note for the records but make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC20/238	To consider a response in relation to the Ministry of Housing, Communities and Local Government's Transparency and Competition: Data and Land Control consultation and to resolve a suitable course of action.	Resolved to note for the records but make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC20/239	To receive an update from Cllr Bygraves and BBCllr/Cllr Wheeler in relation to the proposed synthetic pitch at Wootton Upper School and to resolve a suitable course of action.	A generic tender document had been received, however the tender process could only commence once a Letter/Memorandum of Understanding had been received from Bedford Borough Council in relation to the payment of s106 funding to the parish council. There was a possible issue over access near the proposed car park however it was noted the car park could potentially be amended/discarded.	Cllr Bygraves and BBCllr/Cllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/240	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 the end of 2020. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/241	To consider a grant request from Autism Bedfordshire (£300 to help with the running of its term-time 'Loads of Autistic Fun' group – a social activity and family support group which tackles the issue of social isolation) and to resolve a suitable course of action.	Resolved to approve the grant request in full. Proposed: Cllr Bygraves. Seconded: Cllr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.25pm.

FC20/220

Covid 19 update

As of the 5th September Bedford is still in the red re cumulative, and yellow for cases per 100K however this will most probably go up next week to orange as there has been a case where 16 people have been infected directly/indirectly from a party at a hotel in Bedford last week. There were 26 cases last week which is an increase of 1.5%. I attended a virtual meeting with Nadine on Saturday and she gave a deep dive on the facts of Covid 19, the government can now pinpoint cases down to roads/people so any lockdowns will be very local unless like Bolton it is getting out of hand.

Now the colder weather is starting Covid 19 cases will rise and the Government is expecting a very bad winter re Covid and other related illnesses. What is interesting is that the virus appears to have weakened and the effect has been minimised on some people. This is down to more people taking extra care with washing hands and using masks. Some people are thinking ok if I catch it I will be bad for a few days then ok – this is not the full picture as they can pass on the virus to those who are less resilient.

What is also now emerging are the after effects which could take months even years to go away if at all. Some people may never get their taste back and are suffering from a lack of energy, blurred eyesight and many more complications. The total cost so far to the Government is around £190 billion. There will be tough financial times to come however the Prime Minister has said there are currently no plans to raise taxes. Schools will remain open as a top priority.

I have a Covid meeting on Wednesday pm so will give a verbal update if anything new comes up.

Highways

The average speed cameras for Fields Road are still on target to be installed at the end of October. The crossing by the lower school at Harris Way has started and should be completed soon. The anti-slip surface will be installed when the roads are resurfaced before being handed over to Bedford Borough Council. There seems to be some confusion over the handover dates as the contractors believe the handover will be this year, yet the borough council are saying Spring 2021.

The works to remedy the pinch point on Church Road/Cause End Road has been programmed for the Autumn half term and the pavement resurfacing is nearly completed along Tithe Barn Road. I am still waiting on a start date for the Cause End Road resurfacing.

Amazon are now hoping to be open by the end of this month. I don't yet have any news regarding the start build date for the next two Goodman's warehouses, however some ground works have started and new fencing has been erected. Cllr Bygraves and myself will deliver a verbal report regarding the synthetic pitch at Full Council on Wednesday.

At long last I have a new researcher starting on the 14th September (Stephen Valance) so will soon be back to regular reports!

BBCllr John Wheeler
7th September 2020

FC20/220a August 2020			
Reference	Offence Class Description	First Committed	Address
40/43272/20	Assault occasioning actual bodily harm (ABH)	10/08/2020 21:00	Orchart Gardens
40/41573/20	Assault occasioning actual bodily harm (ABH)	02/08/2020 12:00	Harris Way
40/41450/20	Assault occasioning actual bodily harm (ABH)	02/08/2020 00:00	Early Mead
40/41395/20	Assault occasioning actual bodily harm (ABH)	17/06/2020 12:00	Haycroft
40/45326/20	Assault with intent to resist apprehension	20/08/2020 00:00	A421
40/45507/20	Assault without Injury - Common assault and battery	21/08/2020 13:00	School Lane
40/42749/20	Assault without Injury - Common assault and battery	01/08/2020 08:00	St. Marys Road
40/40800/20	Assault without Injury - Common assault and battery	29/07/2020 20:30	Burgoyne Avenue
40/44643/20	Attempted Burglary - Residential - Non-Dwelling	15/08/2020 09:30	Harris Way
40/40702/20	Dangerous Driving	23/07/2020 03:47	A421
40/42514/20	Harassment - without violence (course of conduct)	06/08/2020 00:00	
40/45304/20	Having possession of a controlled drug - Class B - Cannabis	20/08/2020 00:00	A421
40/46698/20	Interference with a motor vehicle	24/08/2020 00:00	Burgoyne Avenue
40/46540/20	Interference with a motor vehicle	24/08/2020 00:10	Fletton Field
40/45805/20	Interference with a motor vehicle	22/08/2020 00:25	Orchart Gardens
40/42289/20	Interference with a motor vehicle	05/08/2020 23:10	Tithe Barn Road
40/44422/20	Other criminal damage, other (Under £5,000)	13/08/2020 00:00	Robinson Close
40/42445/20	Other criminal damage, other (Under £5,000)	06/08/2020 10:00	Duncombe Drive
40/47211/20	Owner or person in charge allowing dog to be dangerously out of control injuring any person or assistance dog	31/08/2020 11:10	Harris Way
40/43883/20	Sec 4 POA Fear or provocation of violence	13/08/2020 13:45	BEDFORD ROAD,CHURCH ROAD,CRANFIELD ROAD
40/42540/20	Sec 4 POA Fear or provocation of violence	07/08/2020 00:00	Fields Road
40/43812/20	Sec 4a POA Causing intentional harassment, alarm or distress	12/08/2020 17:00	Fields Road
40/45340/20	Sec 5 POA Harassment, alarm or distress	20/08/2020 18:50	Fields Road
40/47288/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	29/08/2020 19:00	

Appendix 1a

40/46175/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	24/08/2020 18:00	
40/47001/20	Theft from a motor vehicle	27/08/2020 22:00	School Lane
40/46718/20	Theft from a motor vehicle	27/08/2020 23:59	A421
40/46586/20	Theft from a motor vehicle	24/08/2020 20:30	Elmsdale Road
40/46505/20	Theft from a motor vehicle	26/08/2020 00:00	A421
40/45985/20	Theft from a motor vehicle	24/08/2020 00:01	Buckworth Drive
40/45954/20	Theft from a motor vehicle	24/08/2020 00:33	Roundel
40/45932/20	Theft from a motor vehicle	24/08/2020 00:10	Marshall
40/42288/20	Theft from a motor vehicle	05/08/2020 17:00	Grovebury Court
40/42538/20	Theft if not classified elsewhere	07/08/2020 00:00	Fields Road
40/42451/20	Theft or Unauthorised Taking of a Pedal Cycle	06/08/2020 16:10	Church Road
40/46172/20	Threats to kill	24/08/2020 18:00	Cause End Road
40/46167/20	Threats to kill	24/08/2020 18:00	Cause End Road
40/42346/20	(Not given)	05/08/2020 00:00	Duncombe Drive

Appendix 2

FC20/221

Nothing significant to report.

FC20/225

Neighbourhood Plan Steering Group Report

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

26th August 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.
- NP20/067 + NP20/081 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/081.
- NP20/065+NP20/066 + NP20/079+NP20/080 – Emerging Neighbourhood Plan. Refer to agenda item NP20/079+NP20/080.
NP20/068 + NP20/082 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/082.

Resolutions

NP20/078 – 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.

NP20/079 – To receive a report from APC Planning (Sally Stroman) and Cllr Lloyd regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

GL confirmed the policies maps were completed.

Several minor amendments were provided to SS who agreed to make the changes and re-issue the draft document. It was noted whilst central government had issued two white papers (Planning for the Future and Changes to the Current Planning System – both currently out for consultation) – all Neighbourhood Plan works would continue within the existing framework.

Resolved to ratify the draft document as amended.

Proposed: SO.

Seconded: JN.

Resolved by all present.

NP20/080 – 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.

NP20/081 – 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.

It was agreed TR would inform all land agents of the upcoming dates/times for the Regulation 14 Pre-Submission Public Consultation.

NP20/082 – To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.

SS confirmed she had contacted Aecom for an update in this respect and the assessment was expected to be received in early September.

NP20/083 – To discuss the upcoming Regulation 14 Consultation and to make recommendation to Full Council as necessary.

The following points were noted:

- SP confirmed all costings for the consultation materials and TR had provided the same to Bedford Borough Council/Bedfordshire Rural Communities Charity;
- The first option for the display/one-way system layout was the preferred choice, subject to GL's confirmation the measurements would accommodate all display boards;
- SP would purchase hand sanitiser, disposable masks (for public), floor markings, plastic visors (for members) and a notebook for track and trace;
- GL agreed to draft a staffing rota for circulation to/completion by members (minimum of three members needed per shift);
- A risk assessment completed by SP was approved (to be forwarded to the Charitable Trust once ratified by Full Council);
- A risk assessment completed by the Charitable Trust (management entity for the Community Centre) was approved with the following query:
 - The completion dates for all relevant actions was listed as 1st August. Currently there were no directional arrows in the community centre. SP agreed to query the date;
- A proposed newspaper publicity article was approved without amendment;
- SO and GB had sourced display boards – GB agreed to confirm numbers;
- Banner wording was approved – KR agreed to assist SO with their placement. JW agreed to seek confirmation from Bedford Road Lower School that their railings could be used.

Resolved to accept the above (see also under agenda item FC20/229 in relation to the risk assessment(s)).

Proposed: GB.

Seconded: KR.

Resolved by all present.

NP20/084 – To receive a report from APC Planning (Sally Stroman) regarding Bedford Borough Council's Local Plan Review – Issues and Options Consultation and Call for Sites and to make recommendation to Full Council as necessary.

Direction was provided by members and a draft response was expected after the August bank holiday.

NP20/085 - To consider how best to update the parish council website in relation to all matters Neighbourhood Plan related and to make recommendation to Full Council as necessary.

GL requested assistance from members in relation to the timeline of events to date.

Resolved to appoint Macro Design to undertake all works needed and make the same recommendation to Full Council.

Proposed: JN.

Seconded: GL.

Resolved by all present.

NP20/086 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP20/087 – 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
28th August 2020**

FC20/226

Planning & Environment Committee Report

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

12th August 2020

Meeting cancelled due to lack of business to transact.

26th August 2020

Disclosure of local and/or disclosable pecuniary interests

Cllr Bygraves declared a pecuniary interest in agenda item P20/171 (20/01673/FUL) and did not take part in voting.

Report from outside organisations – for information only

Bedford Borough Council. Extension of the (Temporary Prohibition of Through Traffic) Order 2017 in relation to Part of Footpath No 1. The closure will continue from Friday 24th July 2020 for up to one year. No further comments received.

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 provided Bedford Borough Council with latest risk assessments and inspection reports on 24th June 2020.
- 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 has been informed (18th August 2020) these works

will now be carried out by Bedford Borough Council's own contractors and BBCllr/Cllr Wheeler will liaise with Canon Ackroyd to inform him of latest developments.

- 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. The clerk is now obtaining planning permission and 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. A quotation to pressure wash the area before carrying out remedial works is awaited.
- 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

20/01673/FUL - 6 Fields Road. Rear extension and external alterations including balcony to rear, erection of garden office.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by majority vote. Cllr Bygraves did not take part in discussions or voting.

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

20/01144/FUL – Meadowview, 60 Cause End Road. Single storey front and rear extensions, new pitched roof over dormer to front, cladding and rendering to existing elevations.

This council previously raised no objection.

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

This council previously raised no objection.

20/01307/FUL – 37 Payne Road. Single storey rear extension.

This council previously raised no objection.

Resolutions

P20/174 – To consider a course of action with regard to unauthorised works to shrubs within Lorraine Road cemetery and to resolve a suitable course of action.

It was noted the issue may have been caused due to lockdown restrictions and the lack of waste disposal services. Resolved to keep this on file and review again should further incidences occur.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

P20/175 – To consider a response to Bedford Borough Council in relation to its proposal to introduce a 7.5 tonne weight restriction on roads in Kempston Rural and Wootton.

Resolved to note the proposal which was welcomed but to clarify the siting of signage along Cranfield Road. It was thought the proposed location (adjacent to Hoo Lane) would not permit HGV's to turn, should the need arise.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

28th August 2020

FC20/227

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21

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

¹ Project Action Plan.

FC20/228**Project Action Plan for Ongoing Projects**

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

Priority	Action	Timescales	Budget				Update	Project Manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2020	£220,000	£80,000 s106 funding	£0	£300,000	<u>14th August 2019</u> Jon Shortland has confirmed the tender will be awarded on 21st October 2019 but works most likely won't start until early 2020 <u>12th August 2020</u> Cllrs Wheeler and Lloyd met with a BBC representative and the cameras for Fields Road are expected to be installed by the end of October 2020. Once operational, data will be reviewed ahead of delivering further cameras within the village (given Bedfordshire Police do not support their installation currently) <u>9th September 2020</u> No further updates received	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 <u>9th September 2020</u> Refer to agenda item FC20/233 for fuller information	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 <u>9th September 2020</u> Refer to agenda item FC20/233 for fuller information	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 11th December 2019 <u>12th February 2020</u> It was noted Chris Maher and Tony Ireland were providing valuable assistance in taking this project forward. A defibrillator for the Memorial Hall was due to be ordered imminently <u>11th March 2020</u> A defibrillator is now in situ at the Memorial Hall <u>9th September 2020</u> A request has been made to consider siting a defibrillator at the pharmacy on Folkes Road as confirmation from Sainsbury's has not yet been received. BBCllr/Cllr Wheeler confirmed he was waiting on a response from the new landlord and Cllr Lennox agreed to assist also	Cllr O'Dell
Low	Lecterns	2020	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11th December 2019 <u>13th May 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely	Cllr Quirk

							<u>12th August 2020</u> Indicative costings have been provided to Cllr Quirk and locations/wording are being determined. Cllr Quirk is awaiting guidance from Bedford Borough Council regarding potential highways permission ahead of installation <u>9th September 2020</u> Cllr Quirk confirmed the text had been drafted and would be circulated to members for approval after he had met with Graffit (who installed the previous lectern at Keeley End Pond)	
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	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>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 <u>12th August 2020</u> All locations within Cllr O'Dell's report for the placement of publicity banners have been agreed – being the four entry points for the village. Further locations can be added in the future if necessary	Cllr Hensher

							Cllr O'Dell has agreed to act as the point of liaison and contact potential printers for guidance and costings Resolved to approve the above Proposed: Cllr Lloyd Seconded: Cllr Randell Resolved by all present <u>9th September 2020</u> An order for banners has been given and the clerk has ordered all necessary Covid-19 supplies ahead of the Regulation 14 pre-submission public consultation in September/October. Exhibition materials are currently with Regeneration Positive and Cllr Lloyd is drafting an attendance rota for steering group members	
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>12th August 2020</u> Cllr O'Dell has met with a Bedford Borough Council representative to discuss chosen locations and a technical engineer is now determining whether there are adjacent utilities to consider before taking the project forward Resolved to accept Cllr O'Dell's report and take forward the installation of six benches, funding the	Cllr O'Dell

							difference from general reserves. The clerk was requested to submit a formal purchase order Proposed: Cllr Quirk Seconded: Cllr Randell Resolved by all present <u>9th September</u> A purchase order has been submitted and acknowledgement received. Ongoing	
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>12th August 2020</u> A formal report requesting units at four (possibly five) locations has been submitted to Bedford Borough Council and an acknowledgement has been received <u>9th September 2020</u> No further updates received	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 <u>9th September 2020</u> Delayed due to ongoing Coronavirus (Covid-19) restrictions	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	Cllr Quirk

						have been authorised to undertake structural assessments ahead of the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same <u>9th September 2020</u> The clerk has provided BBC with a revised inventory and latest column/lighting assessments. It was noted six columns in the vicinity of the Cock Inn PH and double mini roundabout at Bedford Road/Church Road/Cranfield Road/Fields Road were damaged/unadopted and BBCllr/Cllr Wheeler agreed to take this forward with Bedford Borough Council	
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	Cllr Bygraves

						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 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. <u>12th August 2020</u> An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps are required to facilitate the production of both. BBCllr/Cllr Wheeler confirmed a meeting with Slatters was taking place on 19th August 2020 which should provide further information <u>9th September 2020</u> Refer to agenda item FC20/239 for fuller information	
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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 <u>9th September 2020</u> Delayed due to ongoing Coronavirus (Covid-19) restrictions (a newsletter was not produced for June/September 2020)	Cllr Martin
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FC20/229**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, green font – coronavirus – Covid-19 related):

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	27.7.20 – PDQ has undertaken the risk assessment and topple testing and has met with the cemeteries caretaker to discuss required works 4.8.20 – cemeteries caretaker has carried out all works bar the bench refurbishment		
Changing Rooms and Toilet Block	SP	1.9.20	Refer to agenda item FC20/229		
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

² Wootton Parish Council
Full Council Minutes 9th September 2020

Community Centre	SP	10.7.19	Moving forward, this risk assessment should be undertaken by the Charitable Trust	Jun 20 27.7.20 – Covid-19 update: The charitable trust are looking to re-open the centre on 7 th September 2020 in line with government guidance. The charitable trust's risk assessment is attached (please note a query has been raised in relation to the date 1 st August as no measures are currently in place)	10.6.20 SP
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	22.8.19 SP

				provided with gloves and hand sanitiser	
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. The clerk is currently working from home and all meetings are being held remotely	22.8.19 SP
Marquee	SP	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	10.7.19	None	27.7.20 – Contractors have laid a new wet pour surface under existing play equipment. June 2020's risk assessment relating to Covid-19 determined the site should remain closed (reviewed monthly) until the high infection rate in Bedford Borough started to fall. To be reviewed monthly at Full Council	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	8.7.20 – Please refer to the separate risk assessment for Covid-19	

			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		
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		27.7.20 – June 2020's risk assessment relating to Covid-19 determined the site should remain closed (reviewed monthly) until the high infection rate in Bedford Borough started to fall. To be reviewed monthly at Full Council	22.8.19 SP
Remembrance Sunday Parade	SP	10.7.19	None	28.8.20 – Covid-19 update: JW is currently liaising with all parties to see how the 2020 parade can safely take place	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		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	8.7.20 – Covid-19 update: No football is currently being played	

			27.7.20 – Grass cutting works are now underway to enable further inspections to take place		
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	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Once the office is operational periodic checks will be undertaken and any significant issues recorded	8.7.20 – Covid-19 update: Office is currently closed	

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>