



WOOTTON PARISH COUNCIL



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Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 11th November 2020 at 7.30pm.

Open Forum	There were two members of the public present, one of whom wished to observe discussions and speak in relation to agenda item FC20/289 (Risk Assessments and Play Area closures) and one who represented the Charitable Trust responsible for the management of Wootton Community Centre, who wished to observe discussions and deliver a report on agenda item FC20/293. The chairman determined agenda item FC20/293 would be heard first, followed by agenda item FC20/289 – after agenda item FC20/279 and all were in agreement. 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 (arrived 7.45pm), Noakes, Mapesa, 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	
FC20/277	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.	
FC20/278	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC20/279	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.	

Full Council Minutes 11th November 2020

Chairman.....

Date 9th December 2020

FC20/280	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for October 2020. (Appendix 1a).	BBCllr Wheeler's report was circulated ahead of this meeting. BBCllr Wheeler added now a new researcher had been appointed, he would be providing a weekly Covid-19 infection rate update. The clerk confirmed they had requested a police presence at a future Full Council meeting but had received no response. Concerns were raised over crimes relating to wounding with intent and those of a sexual nature.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC20/281	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.
FC20/282	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 14th October 2020. Members of Full Council are asked to receive and adopt the minutes of the additional Full Council meeting held on 28th October 2020. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment	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). Minutes were received and adopted. Proposed: Cllr Noakes. 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 O'Dell.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 11th November 2020

Chairman.....

Date 9th December 2020

	authorisation) Finance & General Purposes Committee meeting held on 30 th September 2020.	Resolved by all present. (To be signed in person by the Chairman when Coronavirus (Covid-19) restrictions have been lifted).		
FC20/283	Matters arising from the minutes – for information only. - FC20/259 + FC20/293 – Community Centre at Berryfields. Refer to agenda item FC20/293. - FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been put forward to Bedford Borough Council for resurfacing consideration: - Cause End Road – from Lorraine Road to Tithe Barn Road (BBCllr Wheeler has confirmed this is due to be completed Q1 2021); Resolved 8th January 2020 (FC20/025) to also request the following to be taken forward by Bedford Borough Council: - Church Road/Hall End Road to Keeley Lane (BBCllr Wheeler has confirmed this has been taken forward); - Lorraine Road (BBCllr Wheeler has confirmed this was not taken forward); <u>Pavements</u> including Hall End (from Hall End towards the upper school), St. Mary's Road and Tithe Barn Road have all been completed. Resolved 14th October 2020 (FC20/264) to put the following areas forward to Bedford Borough Council for resurfacing consideration: - Keeley Lane (entirety); - Lorraine Road (entirety). - FC20/259 + FC20/293 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. The latest Heads of Terms agreement has been emailed back to Bedford Borough Council. Refer to agenda item FC20/293.	*Cllr Lloyd confirmed he was working on the tender document.	Clerk to keep on file.	N/A.

	• P20/074 – Parking Restrictions/Yellow Lining at various sites. A report containing all sites has been sent to Bedford Borough Council (26th October 2020). • 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 have been provided to facilitate the production of both. Cllr Lloyd is currently drafting a tender which will require formal Full Council approval before circulation. Bedford Borough Council has stated it is in the best interests of the parish council to obtain both an option notice from the developer (BBCllr/Cllr Wheeler has requested this) and planning permission for the pitch in the desired location. The latter is required before Bedford Borough Council will transfer the s106 funding to the parish council. Bedford Borough Council has also confirmed once the contract for construction is in place, it will transfer the s106 funding in accordance with the previous stipulations *. Cllr Lloyd is drafting a tender for the construction process. • FC20/268 – 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. Resolved 14th October 2020 (FC20/268) that Wootton Parish Council agree with the option to implement a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council). • 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			
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	proposer, Rt Hon Peter Aldous MP and relevant Ministers to establish how best to proceed.			
FC20/284	Chairman's report – for information only.	CLlr Lloyd confirmed works had been completed to clear Keeley End Pond and additional planting would take place in Spring 2021. Thanks were given to all involved with the small Remembrance Sunday event (due to Covid-19 restrictions). Students from Wootton Upper School had recorded the event which was available to view on the parish council's website.	All to note.	N/A.
FC20/285	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report available as this steering group had not met since 16 th September 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/286	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.
FC20/287	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No report available as this safety steering group had not met since 16 th September 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC20/288	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 Noakes. Seconded: CLlr Quirk. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC20/289	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).	This agenda item was heard after agenda item FC20/293. Resolved to accept the updated cemeteries risk assessment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		The member of the public in attendance was then invited to speak with regard to the continued closure of the enclosed children's play areas and set out their reasons why the play areas should be opened. Whilst walks were available, activities within the play area were not and children's development was being curtailed. The clerk confirmed that vandalised equipment in the Jubilee Garden play area needed remedial works before it could re-open (advice received from Caloo) and confirmed works had been delayed due to their engineer having to self-isolate. After detailed discussion it was resolved to open Bedford Road (Memorial Hall) at the earliest opportunity and Cllr Hensher agreed to install signage. Further resolved to complete the remedial works required at Church Road (Jubilee Garden) and then open that area. The clerk confirmed they would speak again to Caloo and amend the risk assessment accordingly. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolved by majority vote, including one abstention. It was noted BBCllr/Cllr Wheeler had still not received any response from Greenbelt regarding their lack of action in relation to their play areas and he wished to record his annoyance and disgust. Further resolved to receive, review and adopt the updated risk assessment plan without further comment.		
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		Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.		
FC20/290	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 Quirk. Seconded: Cllr Lloyd. 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.
FC20/291	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.
FC20/292	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 Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC20/293	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.	This agenda item was heard after agenda item FC20/279. <u>Car Park Heads of Terms</u> It was noted the latest version with track changes had been returned to Bedford Borough Council. BBCllr/Cllr Wheeler agreed to chase for a further update. <u>Charitable Trust</u> Mike Peet was welcomed and the following was noted: • The community centre remained closed; • One applicant had expressed an interest in the caretaker position;	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		The clerk confirmed a valuation notice from the Valuation Office Agency had to be completed by the Charitable Trust. Mike agreed to take that issue back to Charitable Trust. <u>Lease</u> It was noted the draft lease, bullet points and responses had been returned to Hillary Cooper Law. The clerk had chased but no further response had been received. <u>Sports Pitches</u> The pitches were currently being cut ahead of a further, more detailed pitch inspection by Bedfordshire FA and the clerk confirmed they were now registered online with the Football Foundation/PitchPower. Mike then left the meeting.		
FC20/294	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.	A Freedom of Information request made to Bedford Borough Council confirmed the s106 funding (bus shelters and electric vehicle charging points) had not yet been paid by Concept, despite the trigger point being reached as Bedford Borough Council had yet to invoice them. BBCllr/Cllr Wheeler agreed to speak again with Bedford Borough Council. Resolved to accept/note the above. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC20/295	To receive a report from Cllr O'Dell which recommends Wootton Parish Council rejects the Local Government Boundary Commission for England's (draft) New Electoral Arrangements for Bedford Borough Council as detailed	Resolved to receive and accept Cllr O'Dell's recommendation to reject the draft electoral arrangements for Bedford Borough Council and make that submission. Further resolved to see if Kempston Rural Parish Council backed	BBCllr/Cllr Wheeler and clerk to take forward.	Stakeholder Consultation.

	within its ongoing consultation and to resolve a suitable course of action.	the same recommendation, which could be added as an addendum if that was the case. BBCllr/Cllr Wheeler agreed to take that request forward. Proposed: Cllr Wallace. Seconded: Cllr Martin. Resolved by all present.		
FC20/296	To consider financial requirements (annual expenditure, capital and revenue projects) for 2021-22, ahead of finalising the precept demand in January 2021 and to resolve a suitable course of action.	Cllr Martin detailed a wish to formulate a project to clear/improve the Berryfields roundabout on Fields Road. It was noted Persimmon Homes carried out all maintenance and permission would be needed from Bedford Borough Council as the local highways authority. Previous permission was given for the existing display as it commemorated the WW1 Armistice. After further discussion it was agreed to take this request to December's Full Council meeting, to allow members time to consider/submit proposals for the roundabout to the clerk. Further resolved to include an agenda item for December's Full Council meeting to discuss budget requirements relating to the appointment of an administrative assistant for the clerk. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	All to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

Meeting closed at 9pm.

FC20/280

Parish Council update November 2020

Motion to save Great Denham Golf Course and keep 'urban gap'

A motion proposed by Cllr Jim Weir (Kempston Rural Ward) was accepted at Full Council on Wednesday 14 October which stated that the Council must uphold rulings that the Golf Course acts as an urban gap and that any development in the area must be made in connection with a golf course.

Maternity Services in Bedford

A motion proposed by Cllr Phillippa Martin-Moran-Bryant (Great Barford Ward) was passed at Full Council on 14 October, asked the Mayor to write to the chief Executive of Bedford Hospital to ask them to increase the number of appointments a birth partner could attend during pregnancy. Though the Hospital have not come in line with national guidelines they have allowed partners at 11-14 wk as well as 20wk scans. They are also allowed to attend the delivery suite further than just the established labour. Whilst this is a good change we are hoping the Mayor's letter can help bring them in line with national guidelines.

Veolia Awarded Waste Contracts for Bedford Borough and Central Bedfordshire Councils

Veolia have been given the Bedford Borough Council waste contracts which means the Covanta incinerator site in Stewartby will begin taking in waste from both Bedford Borough Council and Central Bedfordshire too. We will continue to look for ways to mitigate the effect of this decision on those living in the vicinity of the Covanta plant and who are most likely to be concerned by the invisible particulate matter that the facility will emit. We continue to believe the Mayor and Borough Council should be looking for ways to destroy the business case for Covanta rather than using it to burn Borough waste and that of our neighbouring Council.

Response to planning white paper

The Conservative Group have submitted a response to the consultation "planning for the future". In our letter the main points were:

- Unhappy at proposals to give local democracy less say, feel that this is vitally important to planning process
- Support the use of the neighbourhood plan as we believe the time put in by local residents led to plans that are beneficial to local communities.
- Also agree with BBC submission that there needs to be a solid plan regarding affordable housing

Planning department admit they are performing poorly

In a recent Planning committee, Jon Shortland who is the Chief Officer for Planning admitted that the department was ""keeping our heads above water."

He also said: "I thought the committee might find it interesting that figures were released by the Government this week looking at the performance of all 353 councils. We are currently ranked at 337th."

Though we were left disappointed by this revelation, it is not a surprise and we are in constant contact with the planning department to see what can be done to improve their services.

Boundary commission

Appendix 1

As I am sure you will be aware the boundary commission has made its proposals and we now have until 7 December to comment on them. In general there are a lot of improvements we feel need to be made and you can find out more the consultation here: <https://www.lgbce.org.uk/all-reviews/eastern/bedfordshire/bedford>

It is worth remembering you need to follow 3 key factors for proposing new wards, there are as follows:

1. New wards should leave each councillor representing roughly the same number of voters as other councillors elsewhere in the authority.
2. New wards should – as far as possible – reflect community interests and identities, and boundaries should be identifiable. Consider transport links, community groups and facilities, natural or physical boundaries, parishes and shared interests.
3. New wards should promote effective and convenient local government. Consider the number of councillors for, the geographic size of, and the links between parts of the ward

Please do submit a response at:

<https://consultation.lgbce.org.uk/have-your-say/20441?bbox=474108.5,235922,537332.5,275234>

Lane Closure into Bedford Starts on Monday 19 October

Cadent Gas are carrying out essential works to divert gas services that will see a lane closure from the A6 Paula Radcliffe Way roundabout to Clapham Road.

This will see one lane closed travelling southeast into Bedford past Sainsbury's from 10am. This lane will be reopened by the middle of December, at the latest.

This is part of wider works to make improvements to these roundabouts and help ease congestion as part of the A6 Northern Gateway. As part of the wider Transporting Bedford project, road and junction improvements have been carried out across the town which will improve congestion and road safety.

School Admissions

Bedford Borough Council's online admissions system is now open to all parents and carers whose children are due to transfer to secondary or upper school in September 2021.

Parents who live within the Borough who have a child in year 6 at primary school or year 8 at a middle school will need to transfer their child to a secondary school or upper school in September 2021. The transfer to Secondary 2021 round and the transfer to Upper 2021 round is now no longer available 12 September 2020 via the Council website, closing 31 October 2020.

For parents who have a child due to transfer to middle school in September 2021, the transfer to middle school application form will go live from 26 September 2020 until 15 January 2021.

For children starting school in September 2021 (date of birth between 1 September 2016 – 31 August 2017), applications will open 26 September 2020 and will close 15 January 2021.

For further information go to www.bedford.gov.uk/onlineadmissions

COVID-19 update

As you will be aware, we are currently under a National Lockdown due to the rising R number and increasing threat of COVID 19 spreading from Thursday 5 November until Wednesday 2 December, you must:

- Stay at home, except for specific purposes.
- Avoid meeting people you do not live with, except for specific purposes.
- Close certain businesses and venues.

You can find more information about lockdown regulations on:

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

Appendix 1

In Bedford there has been 2457 cases since the start of the Pandemic and there has been 201 registered cases in the last 7 days (as of Nov 4). If you would like the latest COVID snapshot (as of 4 Nov) please find it below: <https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-4Nov.pdf>

More information available at:

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

Track and Trace App

The government has released new legislation as part of its efforts to drive down the rate of coronavirus infection and support the test and trace system.

On Friday 18th September it became law for hospitality venues to enforce the rule of 6 or face a fine of up to £4,000 and to log contact details for customer, visitors and staff as part of NHS Test and Trace.

From Thursday 24th September, this has been extended so that it will be a legal requirement to display an official NHS QR code poster to help people check in to venues.

The NHS COVID-19 App also launched today across the country. It can be downloaded via <https://covid19.nhs.uk/>

New COVID-19 Marshals Operating In Bedford Borough

In October we saw the first COVID-19 marshals take to the streets in Bedford town centre, providing advice and information about how to stay safe and slow the spread of coronavirus locally. However, it must be noted they do not have the power to make arrests or break up any activity.

Funding has been provided by the Government to support and encourage the public and businesses to follow coronavirus measures to keep themselves and our communities safe.

The marshals will be working with the public, shops, businesses and partners to provide advice and information about the situation locally and action to take to tackle the virus.

COVID test centre opened on University of Bedfordshire Polhill campus

A new walk-in coronavirus (COVID-19) walk-in testing centre has opened at the University of Bedfordshire's Polhill Campus.

The centre, in the campus Car Park on Polhill Avenue, will be open every day providing testing for local residents and students at the university.

Results from tests should be available within 24-72 hours.

This will be the third testing facility in Bedford supporting those in Borough Hall and Prebend Street car parks.

BBCllr Wheeler
November 2020

FC20/280a October 2020			
Reference	Offence Class Description	First Committed	Address
40/55247/20	Abstracting electricity	10/10/2020 21:30	Bedford Road
40/57955/20	Assault occasioning actual bodily harm (ABH)	23/10/2020 13:00	Hall End
40/56174/20	Assault occasioning actual bodily harm (ABH)	15/10/2020 08:00	Hall End Road
40/53249/20	Attempted Burglary - Residential - Dwelling	30/09/2020 14:01	Fields Road
40/57728/20	Burglary - Business And Community	22/10/2020 17:00	Fields Road
40/58433/20	Having possession of a controlled drug - Class B - Cannabis	08/06/2020 00:00	Roseberry Avenue
40/58266/20	Having possession of a controlled drug - Class B - Cannabis	25/10/2020 20:30	Broadmead Road
40/55164/20	Other criminal damage to a vehicle (Under £5,000)	10/10/2020 13:20	A421
40/54824/20	Other criminal damage to a vehicle (Under £5,000)	03/10/2020 17:30	Manor Road
40/53230/20	Other criminal damage to a vehicle (Under £5,000)	29/09/2020 21:30	Manor Road
40/56778/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	10/10/2020 20:15	
40/54088/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	02/10/2020 00:00	
40/56748/20	Sexual	15/09/2020 00:00	
40/53674/20	Sexual	25/09/2020 11:30	
40/55928/20	Theft by an Employee	08/09/2020 00:00	
40/56290/20	Theft from a motor vehicle	15/10/2020 19:30	
40/56255/20	Theft from a motor vehicle	15/10/2020 00:00	
40/55880/20	Theft from a motor vehicle	13/10/2020 17:00	
40/53231/20	Theft from a motor vehicle	30/09/2020 03:00	
40/53153/20	Theft from a motor vehicle	29/09/2020 21:00	
40/54077/20	Theft if not classified elsewhere	05/10/2020 05:50	
40/53220/20	Theft if not classified elsewhere	30/09/2020 00:00	Fields Road
40/55676/20	Theft of a motor vehicle	12/10/2020 21:00	Thorpe Way
40/53413/20	Wounding with intent to do grievous bodily harm (Indictable)	26/09/2020 14:00	Manor Road

Appendix 2

FC20/281

Nothing significant to report.

FC20/285

Neighbourhood Plan Steering Group Report

No report as this steering group has not met since 16th September 2020.

Planning & Environment Committee Report

14th October 2020

Matters arising from the minutes – for information only

See under 28th October 2020.

Planning Applications – for resolution

20/02026/FUL – 1 Summerfield Drive. Single storey side/rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/02029/FUL – 10 Granby Way. Loft conversion with flat roof dormer to side elevation and roof lights.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/02138/FUL – 12-14 Bedford Road. Erection of part two and single storey rear and side extensions.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/02181/AGR – Bourne End Farm, Bourne End Road. Erection of agricultural building.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

Resolutions

P20/211 – To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2021-22, ahead of finalising the precept demand in January 2021 and to make recommendation to Full Council as necessary.

All present agreed to forward requests to the clerk before the next meeting of this committee.

P20/212 – To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).

There were no members of the public or press present.

P20/213 – To consider the potential erection of a headstone/memorial to a plot at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved any request received from either party would require the agreement of both parties before approval was granted. If necessary, the clerk would bring the request to this committee for determination.

Further noted any works (once agreed) would need to be completed within 12 months otherwise approval would be required again. This resolution was specific to this request only and any similar scenarios would require separate discussions. The clerk agreed to keep a note on file as a reminder of this resolution, ahead of any received application.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

28th October 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 + P20/228 – 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. Refer to agenda item P20/228.
- 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. Works have been delayed and are expected to be completed by the end of October 2020 *.
- 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. The area has been pressure washed and the works are programmed for early November 2020.
- 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 was growing into a highways street lighting column). The conifers have now been

removed and the ash tree trimmed. Memorial Makeovers provided an update on 19th October 2020 which recommended leaving the works until the end of 2020 due to settlement caused by the removal of the conifers.

Planning Applications – for resolution

20/02299/FUL – 30 Tithe Barn Road. Single storey front extension.

Resolved **TO OBJECT** using the following material considerations:

- The proposal would push forward the building line and would have an adverse effect on the street scene;
- The proposal would add to parking congestion in the area.

In the event Bedford Borough Council approved the application it was requested that the following planning condition be imposed:

- Request that access to/from the rear of the property into the recreation ground not be used for the transportation/delivery or disposal of any planning/building materials associated with this application.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

20/02364/TPO – 61 Cause End Road. 5 lime trees pollard to approx 4-5m.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

20/02373/FUL – 18 Granby Way. Single storey rear extension and loft conversion with rear dormer.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

20/01842/OUT – 18 and Land at 16 Bedford Road. Amended/Additional Plans received.

This council previously raised **AN OBJECTION**.

It was noted the original objection still stood.

Resolutions

P20/225 – To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2021-22, ahead of finalising the precept demand in January 2021 and to make recommendation to Full Council as necessary.

The clerk confirmed they would be working on the day to day running costs in the coming weeks.

No further comments received.

P20/226 – To consider the renewal of a street trading consent outside of Bedford Town Centre for James Sharpe T/A Dessert Boss and to resolve a suitable course of action.

BBCLr Wheeler made the following observation:

- Bedford Borough Council were part of a campaign to reduce obesity levels in the borough and it was requested no stops were scheduled adjacent to the schools.

Cllr Lloyd added the vehicle would exacerbate parking safety issues in those areas also.

Resolved to accept the application, subject to the above caveats.

Proposed: Cllr Noakes.

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Seconded: Cllr Randell.
Resolved by all present.

P20/227 – To consider a response to Bedford Borough Council in relation to its Making of Order – Deletion of Public Footpath No 7 (Hall End adjacent to the Upper School) and to resolve a suitable course of action.

It was noted two residents had already submitted an objection to the proposal to delete the footpath. After detailed discussion it was resolved to object to the closure as it would cause safety concerns and confusion between dog walkers and horse riders in the area.

Proposed: Cllr Randell.
Seconded: Cllr Lloyd.
Resolved by all present.

P20/228 – To consider a response to Bedford Borough Council in relation to its request to submit evidence of street lighting column structural testing (for columns owned/maintained by Wootton Parish Council) and to resolve a suitable course of action.

After detailed discussion it was resolved to respond as follows:

- Due to the structure of the columns, the suggested testing could not be carried out;
- If Bedford Borough Council wished to see further testing undertaken they would be required to take on the ownership of all columns;
- A Bedford Borough Council-owned street lighting column in the vicinity of the Cock Inn PH on Bedford Road remained damaged, despite it being reported to them by the parish council nearly two years ago.

Proposed: Cllr Noakes.
Seconded: Cllr Bygraves.
Resolved by all present.

P20/229 – To consider areas for hedgerow/tree planting following a presentation by Jo Roberts (Forest of Marston Vale) in relation to the FOMV's five year project to offer trees for planting to parishes based within the FOMV area and to resolve a suitable course of action.

After discussion it was agreed Cllr Quirk would map his recommendations and email a draft to all members for approval/additions, before submission to the Forest of Marston Vale.

Resolved to accept the above.

Proposed: Cllr Quirk.
Seconded: Cllr Bygraves.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

30th October 2020

FC20/287

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21

No report as this safety steering group has not met since 16th September 2020.

¹ Project Action Plan.

FC20/288**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>11th November 2020</u> Installation has been completed	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> The draft lease, bullet points and responses have been sent back to Hillary Cooper Law	Cllr Bygraves
Medium	Defibrillators	2020	£2,000	£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> 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>14th October 2020</u> BBCllr/Cllr Wheeler has received confirmation from the landlord that a defibrillator can be sited on the wall of the pharmacy and the clerk has placed an order for all relevant components (delivery confirmed by Chris Maher, Wootton Community First Responder). It was hoped installation would take place on 17th October 2020. <u>11th November 2020</u> Installation has been completed. Move to close	
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 <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	Cllr Quirk

							<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) <u>11th November 2020</u> Cllr Quirk confirmed wording for the Keeley Lane lectern would be confirmed and circulated to members once the location had been determined	
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 O'Dell has agreed to act as the point of liaison and contact potential printers for guidance and costings Resolved to approve the above	Cllr Hensher

							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 the printers and Cllr Lloyd is drafting an attendance rota for steering group members <u>11th November 2020</u> The Regulation 14 pre-submission consultation closed on 6th November 2020. It was hoped feedback (even high level only) from this consultation would be available before the next meeting and the clerk confirmed they had emailed Bedfordshire Rural Communities Charity for an update	
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	Cllr O'Dell

							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 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 2020</u> A purchase order has been submitted and acknowledgement received. Ongoing <u>11th November 2020</u> It was noted works to install the benches was underway	
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>11th November 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	Cllr Quirk

							<u>9th September 2020</u> Delayed due to ongoing Coronavirus (Covid-19) restrictions	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>15th February 2020</u> BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same <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 <u>11th November 2020</u> A request was received from BBC asking for further testing on WPC-owned columns. The response made (via the Planning & Environment committee) stated if BBC required that testing – they take on ownership of the columns first	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>12th February 2020</u> Cllrs Wheeler and Bygraves are due to meet again with representatives from Wootton Academy Trust in order to establish next steps. Three suggested layouts have been provided to date <u>11th March 2020</u> Cllrs Wheeler and Bygraves met ahead of this meeting with representatives from Wootton Academy Trust. An initial quotation of £720k is being used to determine layout. The final design	Cllr Bygraves

						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 given was for works to proceed under a non-licensed 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-licensed method statement. Electronic maps are required to	
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						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>14th October 2020</u> Cllr Lloyd is currently drafting a tender which will require formal Full Council approval before circulation. Bedford Borough Council has stated it is in the best interests of the parish council to obtain both an option notice from the developer (BBCllr/Cllr Wheeler has requested this) and planning permission for the pitch in the desired location. The latter is required before Bedford Borough Council will transfer the s106 funding to the parish council. Bedford Borough Council has also confirmed once the contract for construction is in place, it will transfer the s106 funding in accordance with the previous stipulations. <u>11th November 2020</u> Cllr Lloyd confirmed he was working on the tender document	
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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) <u>11th November 2020</u> No further updates received	Cllr Martin
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FC20/289**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	29.9.20	None		29.9.20 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 30.10.20 – cemeteries caretaker has carried out all works and remedial works have been completed in relation to 'at risk' memorials		30.10.20 PDQ
Changing Rooms and Toilet Block	SP	10.7.19	None	Jan 20	12.2.20 SP
Christmas Street Lighting	SP	29.9.20	None		29.9.20 SP

² Wootton Parish Council
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Christmas Tree (including Switch On Event)	SP	1.10.20	JW will bring this up under his report at October's FC meeting – members to determine what to do for 2020 in light of ongoing Covid-19 restrictions	Nov 20	1.10.20 SP
Community Centre	SP	10.7.19	Moving forward, this risk assessment should be undertaken by the Charitable Trust	Jun 20	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	Undertaken by Wootton's Community First Responders
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/SP	29.9.20	Land & Water Services Ltd have been appointed to clear weeds and ensure the water is sufficiently oxygenated for fish and works are due imminently	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	29.9.20	None	8.7.20 – Covid-19 update: Both members of staff are lone workers and have been provided with gloves and hand sanitiser	29.9.20 SP
Lone & Isolated Working	SP	29.9.20	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.	29.9.20 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	29.9.20	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	29.9.20 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 30.10.20 – the clerk has asked Highlights (Floodlighting) Ltd to undertake a light touch inspection of the lighting, ahead of implementing an inspection regime. 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	8.7.20 – Covid-19 update: Cancelled for 2020	29.9.20 SP
Recreation Ground Car Park Opening/Closure including volunteers	SP	29.9.20	None		29.9.20 SP
Recreation Ground Play Area	SP	29.9.20	None	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	29.9.20 SP
Remembrance Sunday Parade	SP	1.10.20	None	1.10.20 – The risk assessment has been significantly amended for 2020.	1.10.20 SP
Silhouette	SP	29.9.20	None		29.9.20 SP
Skate Park	SP	29.9.20	None	8.7.20 – Please refer to the separate risk assessment for Covid-19	29.9.20 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 27.7.20 – Grass cutting works are now underway to enable further inspections to take place	8.7.20 – Covid-19 update: No football is currently being played	

			29.9.20 – a request for a further pitch inspection has been made to Bedfordshire FA 30.10.20 – the clerk has registered the pitches with PitchPower (Football Foundation)		
Street Furniture	SP	10.7.19	None		24.6.20 SP
Trees	SP	29.9.20			29.9.20 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 30.10.20 – further signs of movement have been noted by Memorial Makeovers who have recommended waiting until the end of 2020 to undertake remedial works. That settlement has been caused by the removal of the conifers, however Memorial Makeovers have confirmed the structure is sound		
Work Station (Clerk) – to include the parish office within the community centre	GL	29.9.20	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	29.9.20 GL

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>