



WOOTTON PARISH COUNCIL



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Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 13th January 2021 at 7.30pm.

Open Forum	There 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 FC21/017. The chairman determined this agenda item would be heard after FC21/003 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, Noakes, Mapesa, O'Dell, Quirk, Randell and Wallace. 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
FC21/001	Apologies for absence. Cllrs Martin and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC21/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/003	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.
FC21/004	Report from outside organisations – for information only.	BBCllr Wheeler's report was circulated ahead of this meeting. In the absence of BBCllr	BBCllr Wheeler to take forward.	N/A.

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	To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for December 2020. (Appendix 1a).	Wheeler no further comments were made. Concerns were again raised over the nature of some crimes (sexual).	Clerk to keep on file.	N/A.
FC21/005	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.
FC21/006	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 9th December 2020.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present. (To be signed in person by the Chairman after this meeting).	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC21/007	Matters arising from the minutes – for information only. - FC20/313 + FC21/017 – Community Centre at Berryfields. Refer to agenda item FC21/017. - 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: - o 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: - o Church Road/Hall End Road to Keeley Lane (BBCllr Wheeler has confirmed this has been taken forward); - o Lorraine Road (BBCllr Wheeler has confirmed this was not taken forward);	No further comments received.	N/A.	N/A.

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	<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: - o Keeley Lane (entirety); - o Lorraine Road (entirety). • FC20/313 + FC21/017 – 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 FC21/017. • P20/074 – Parking Restrictions/Yellow Lining at various sites. A report containing all sites has been sent to Bedford Borough Council (26th October 2020). An update has been provided to the clerk and will be discussed initially at the next meeting of the Roads & Pavements Safety Steering Group. • FC20/239 + FC21/025 – 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. Refer to agenda item FC21/025.			
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	• 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 proposer, Rt Hon Peter Aldous MP and relevant Ministers to establish how best to proceed. • FC20/295 – Local Government Boundary Commission Draft New Electoral Arrangements for Bedford Borough. Resolved 11th November 2020 (FC20/295) to reject the draft proposals and submit Cllr O’Dell’s recommendation. • FC20/316 – Bedfordshire Police & Crime Commissioner’s Engagement Plan Consultation. Resolved 9th December 2020 (FC20/316) to request the following: - o Request a PSCO/Officer attend Full Council meetings once a quarter; - o Request police acknowledgment that speeding is an issue throughout the village; - o Request a greater police presence in the village. • FC20/318 – Berryfields Roundabout. Resolved 9th December 2020 (FC20/318) to remove the current display and re-site the silent soldier at the War Memorial once remedial works (to the memorial) have been completed.			
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	FC20/321 – Installation of fencing and double gates encroaching into the recreation ground (Tithe Barn Road side). Resolved 9th December 2020 (FC20/321) Cllr Lloyd write to the homeowner and request the correct boundary be re-instated and gates re-hung to open into the property. Cllr Lloyd has since spoken with the homeowner who has confirmed they will undertake the necessary remedial works.			
FC21/008	Chairman's report – for information only.	Cllr Lloyd confirmed he was still working on a response relating to the Neighbourhood Plan Regulation 14 Pre-Submission Public Consultation. He had also prepared a report in relation to the heating issue at the Community Centre and was meeting with separate contractors in the coming weeks to inspect the MUGA (Multi Use Games Area) lighting at Harris Way and resolve the issues with fire doors/main doors, also at the Community Centre. Cllr Lloyd added in the last week, over 1% of residents in Wootton had tested positive for Covid-19. Cllr Lloyd asked members if Bedford Borough Council's latest Local Plan 2040 information should be shared on Facebook and members agreed this should be actioned, with an understanding the information had been provided by Bedford Borough Council.	All to note.	N/A.
FC21/009	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report as this steering group had not met since 25 th November 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/010	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.

FC21/011	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No report as this safety steering group had not met since 18 th November 2020.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/012	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 are noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/013	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 receive, review and adopt the updated risk assessment plan without further comment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/014	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 Bygraves. Seconded: Cllr Noakes. Resolved by all present. (To be signed in person by Cllrs after this meeting).	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC21/015	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.
FC21/016	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.
FC21/017	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the	This agenda item was heard after agenda item FC21/003.	All to take forward.	Localism Act 2011, Ch 1, s1-8.

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	Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms</u> The latest HOTs version was circulated ahead of this meeting. After detailed discussion it was resolved (in the best interests of the parish) to authorise the Clerk to spend up to £1k to install car park signage as needed at the Community Centre, as Bedford Borough Council had indicated it had no budget for the same. Cllr Hensher agreed to take the signage request forward (subject to the wording/installation being agreed by Bedford Borough Council). Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by majority vote. <u>Charitable Trust</u> Mike Peet was welcomed and the following was noted: • A plumber had attended to investigate heating issues, which remained unresolved. Cllr Lloyd had stated previously he believed the issue to be a non-functioning multi-way valve in the meeting room, kitchen, office and toilets and had since provided a report with his findings to the Charitable Trust. Mike confirmed a replacement caretaker was in the process of being appointed and this would be one of their first tasks to resolve; • Cllr Lloyd previously reported faults with the front door and fire door (main hall double doors) mechanisms and had met with Neil Roper who was determining whether the issue could be resolved without the need for		
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		parts. Were parts required, Neil would submit a quotation; • The Clerk confirmed a full inspection of the MUGA lighting was due to be carried out on 14th January 2021. • <u>Lease</u> It was noted the draft lease, bullet points and responses remained with Hillary Cooper Law, who had now acknowledged receipt. <u>Sports Pitches</u> The pitches were currently being cut ahead of a further, more detailed pitch inspection by Bedfordshire FA (delayed due to ongoing Covid-19 restrictions). Bedfordshire FA had confirmed it would be impossible to fence off the pitches (as raised at the previous Full Council meeting) as there was insufficient room to accommodate them. The Clerk had also spoken to Bedford Borough Council regarding the implementation of Dog Control Order (as raised at the previous Full Council meeting) and was informed any such order in that area would be difficult to enforce as the surrounding land remained under the control of Greenbelt and was accessible to the public.		
FC21/018	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South and to resolve a suitable course of action.	It was noted there was still no update regarding the installation of a bus stop on Burgoyne Avenue (not a plan feature/s106 requirement) and BBCllr/Cllr Wheeler confirmed he was still investigating. It was also noted Bedford Borough Council was pushing for early adoption of the section of road between the Fields Road roundabout and start of Burgoyne Avenue. BBCllr not here.	BBCllr/Cllr Wheeler and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllrs Bygraves, Lloyd, Wheeler and the Clerk had attended a virtual meeting earlier in the day with members of Bedford Borough Council to discuss s106 funding issues. There were no plans to install bus stops along Burgoyne Avenue (despite there being one already in situ) and therefore the developer could decide to make no s106 contribution in respect of bus shelters and electric vehicle charging points. It was understood bus stops were surely a requirement given Bedford Commercial Park employees may be using public transport – in addition to local residents. It was agreed to request BBCLlr/Cllr Wheeler clarify this issue. Cllr Lloyd also noted the following: • The pedestrian crossing on Harris Way (school side) was poorly lit; • Street lighting in the area was not LED, despite the Mayor's announcement that Bedford Borough Council were using the same. It was agreed to request BBCLlr/Cllr Wheeler take both issues forward. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC21/019	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.	After detailed discussion it was resolved to keep the Band D property value (used to calculate the precept) the same as 2020/21 - £90.26. Proposed: Cllr O'Dell. Seconded: Cllr Mapesa.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

		Resolved by majority vote.		
FC21/020	To receive a report from Cllr Quirk regarding the consideration of 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 Cllrs Quirk and Wallace would work to produce a new report in mid-2021, with a view to commencing planting in Q1 2022.	Cllrs Quirk and Wallace to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/021	To receive a report from the Clerk regarding the gritting of all parish council-owned car parks and to resolve a suitable course of action.	This agenda item was heard after agenda item FC21/017. The Clerk agreed to send a copy of her report to the Charitable Trust (Mike). The lower school would be asked to provide the same indemnification as requested from the Charitable Trust during periods of gritting. Mike then left the meeting. The Clerk also agreed to speak to the parish council's insurers regarding the Memorial Hall car park to clarify the following: • To establish whether signage stating the area was not gritted would constitute a sufficient duty of care; • To note that part of the car park was used as a play area by Bizzy Bees and could therefore not be gritted. The Clerk would then bring this agenda item back to a future Full Council meeting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/022	To receive a report regarding the Wootton Village Sign at the junction of Bedford Road/Cause End Road and to resolve a suitable course of action.	Resolved not to take any works to the sign forward at this stage. Proposed: Cllr Wallace. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/023	To consider a grant request from Bedford Daycare Hospice (£500 to help with the purchase of uniforms and additional PPE for clinical staff) and to resolve a suitable course of action.	Resolved not to approve the grant request. Proposed: Cllr Lennox. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC21/024	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC21/025	To receive a report from Cllr Lloyd with regard to a draft tender (synthetic pitch) and to resolve a suitable course of action.	Cllr Lloyd again referenced the virtual meeting held earlier in the day with members of Bedford Borough Council, at which s106 funding issues were discussed. Initial forecasts in 2020 had indicated the trigger for payment of the s106 synthetic pitch funding would be reached in Q1 2021. However, occupations had slowed significantly and that target had been revised to Q3 2021. The knock on effect meant this project (to site the synthetic pitch on land at Wootton Upper School) had to be delayed for 12 months, pending receipt of that funding. Cllrs Bygraves and Lloyd confirmed they were due to attend a virtual meeting with representatives from the upper school on Monday 18th January. The upper school would be updated on the latest developments and clarification would be sought on a number of issues including ownership of the project and asset when delivered, community agreement lease and tender document. The Clerk confirmed they would begin an outline planning application for the facility in the coming weeks, which would be brought back to a future meeting of Full Council before submission.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.05pm.

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Borough Council Report to Parish Councils January 2021

COVID-19 update

The United Kingdom was placed into a National Lockdown on Monday 4 January. You must not leave, or be outside of your home except where necessary. You may only leave the home if you have a reasonable excuse such as:

- Essential activities;
- Fulfilling legal obligations;
- Education and childcare;
- Meeting others and care;
- Exercise and recreation;
- Medical reasons, harm and compassionate visits;
- Communal worship and life events;
- seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse);
- attend education or childcare - for those eligible.

You can exercise or visit a public outdoor place:

- by yourself;
- with the people you live with;
- with your support bubble;
- or, when on your own, with 1 person from another household.

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

You can find more information about the national lockdown regulations on: [National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/coronavirus/covid-19/lockdown-guidance).

As of the 3rd Jan in Bedford there has been 7564 cases since the start of the Pandemic and there has been 1556 registered cases in Bedford in the last 7 days. This means there have been 897.9 people per 100,000 in Bedford which has risen by 247.6 over the last 7 days which shows how rapidly the virus is currently spreading.

If you would like the latest COVID snapshot (as of 3rd Jan) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-6Jan21.pdf>.

More information available at:

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

COVID test centres in Bedford

There is continued testing in Bedford at Borough Hall and Prebend Street car parks as well as University of Bedfordshire's Polhill Campus. Test results from these sites should come back within 24-72 hours. The government has updated its advice on testing. If you have any of the symptoms of Coronavirus, you can ask for a test through the NHS website or phone 119.

There are two walk through testing centres in Bedford for residents showing symptoms of Coronavirus. Drive-through testing is available 6 days/week at Gilbert Hitchcock House, Bedford Hospital and 5 days/week at Borough Hall. Both can be booked through the national testing website.

Appendix 1

If you're an essential worker (see list [here](#)) you can apply for priority testing through GOV.UK by following the guidance for essential workers on the government website.

You can also get tested through this route if you have symptoms of coronavirus and live with an essential worker. If you are unable to get to a testing centre, you can order a home testing kit through the national testing website. You can find further details on testing on the government webpages.

More information is available here:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/covid-19-testing/>.

Vaccine rollout

The vaccine is currently being rolled out in Bedford by the Bedfordshire Clinical Commission Group. The NHS has written to all over 80's residents saying that they can have jabs at Stevenage, however if they would like the jab in Bedford they will have to wait until they are called for an appointment. This letter was essentially to highlight a shortcut for those 80s residents who are able to travel to Stevenage, however everyone who has been written to will be able to receive a vaccination in Bedford borough.

Petition to improve flood defences

Over the Christmas period there was flooding in the borough. This is becoming a more regular occurrence due to the weather being dry for long periods before having heavy amounts of rain. Therefore, a petition has been started to call for more action to be taken to increase flood protection in the Borough. You can find more information here: <http://chnng.it/VYvBwZ8q>.

Business Support Grants for Local Businesses

With the announcement that Bedford Borough entered Tier 4 from Saturday 19 December, businesses that are required to close will be receiving a business support grant. These grants are set and funded by the Government at a national level and administered by Bedford Borough Council.

Businesses that received a grant from the Council due to the last national lockdown because their business was required to close, and are required to close again due to Tier 4 restriction will be paid automatically. These businesses have already been contacted by the Council to let them know when to expect their grant.

In addition, if a local business ratepayer believes they are eligible for this grant funding but did not receive a grant during the last lockdown they are asked to fill out the online form at www.bedford.gov.uk/bsg which will be available from Monday 21 December.

Any businesses who have not received the grant but believe they should have should contact Bedford Borough Council to discuss the matter and should there be problems they should contact their Ward Councillor.

PSPO to Tackle Street Drinking Comes Into Force

Following public consultation, Bedford Borough Council has approved a Public Space Protection Order (PSPO) to tackle street drinking and related anti-social behaviour in the area of Bedford town centre. This replaces the old Alcohol Free Zones.

This PSPO is set to come into force from Wednesday 16 December and is set to remain in place for three years initially.

Appendix 1

This PSPO would prohibit people consuming alcohol or having an open container of alcohol in the defined area, to prevent anti-social behaviour. It covers the town centre from the Embankment in the south, St Cuthbert's Street in the east, Landsdowne Road, Roff Avenue and De Parys Avenue in the north, and Ashburnham Road in the west.

Once in place, the Order gives the Police and authorised officers' powers to enforce against those breaking it. This enforcement can range from asking the person to surrender the alcohol, issuing a Community Protection Notice, a criminal behaviour order, to issuing a fixed penalty notice. The Council will continue to offer support for people where appropriate, such as referral to alcohol support services.

This PSPO proposal followed a wide-ranging consultation conducted by the Bedford Borough Community Safety Partnership in 2019, where alcohol-related anti-social behaviour in the town centre came back as a key concern for people.

In the consultation to introduce this Order, 90.7% of the over 500 respondents agreed or strongly agreed with the proposal.

Public Reminded to Report Dead Wildfowl to DEFRA

Following confirmation of some bird flu cases in Bedford's wild bird population, the Council is reminding people to contact DEFRA if they spot any dead swans, geese, ducks or any other wild birds.

Avian Influenza (bird flu) spreads from bird to bird by direct contact or through contaminated body fluids or faeces, or via contaminated feed, water or by dirty vehicles, clothing and footwear. It isn't an airborne virus.

An 'Avian Influenza Prevention Zone' was declared across the whole of England in November, and from today all bird keepers in England are required to keep their birds indoors.

Public Health advises that the risk to public health from bird flu is very low. While some strains can pass to humans, it is very rare and requires very close contact between the human and infected birds.

Nevertheless, the public are reminded to not touch or pick up any dead or visibly sick birds. If you find any dead wild birds such as swans, geese or ducks you should report them the DEFRA helpline on 03459 33 55 77. There will be notices going up along the Embankment with this information and further advice.

Executive meeting on Wednesday 6 January 2021

Bedford Borough Safeguarding Children Board Annual Report is available here:

<http://www.councillorsupport.bedford.gov.uk/documents/s52805/Item%2006%20BBSCB%20Annual%20Report%202019%20-%202020%20covering%20report.pdf>.

Adoption of housing strategy to cover 2021-26. The Housing strategy is available here:

<http://www.councillorsupport.bedford.gov.uk/documents/s52809/Item%2007%20Housing%20Strategy%20Appendix%20B.pdf>.

Transfer of environmental agency control measures at Duckmill and Newnham Weir;

<http://www.councillorsupport.bedford.gov.uk/documents/s52810/Item%2008%20Transfer%20of%20Environment%20Agency%20public%20safety%20measures.pdf>.

Appendix 1

5. Details

The Local Government Finance Act 1992 requires the Council to determine the estimated surplus/deficit on the Collection Fund as at 31 March in respect of Council Tax prior to 15 January. This will enable the precepting authorities to take into account their share of any surplus or deficit before finalising their precepts for 2021/2022.

The table below identifies the actual surplus as at 31 March 2020, the estimated deficit on the Collection Fund relating to Council Tax as at 31 March 2021, and how the deficit is to be shared in accordance with current regulations:

Estimated Deficit Calculation	£		£
Balance in the Collection Fund relating to Council Tax as at 31 March 2020 after allowing for bad debts			615,000
Less: Surplus/(Deficit) paid in 2020/2021 (based on forecast made in previous year)			
Bedford Borough Council	434,318		
The Police & Crime Commissioner for Bedfordshire	57,124		
Bedfordshire Fire & Rescue Authority	27,828		
			519,270
			95,730
Add: Estimated Surplus/(Deficit) in 2020/2021			(1,151,613)
Estimated Surplus/(Deficit) at 31 March 2021 for Distribution (see below)			(1,055,883)
Share of Estimated Surplus/(Deficit) Calculation	2020/2021 Precept	% ⁽²⁾	Share of Deficit
	£		£
Bedford Borough Council (including Parishes) ⁽¹⁾	97,244,328	83.62%	(882,961)
The Police & Crime Commissioner for Bedfordshire	12,925,401	11.11%	(117,360)
Bedfordshire Fire & Rescue Authority	6,119,287	5.26%	(55,562)

5.25 The analysis below sets out the calculation of the proposed 2021/2022 Council Tax Base:

	2021/2022 Band D Equivalent Properties	2020/2021 Band D Equivalent Properties	Notes
Gross Tax Base taking into account the current dwellings shown in the Valuation List as at 30 November	67,992.89	66,790.79	Note 1
• Reduction due to Council Tax Support discounts	(8,679.50)	(5,691.47)	
• Adjustment due to anticipated growth	502.86	771.75	
Adjusted Tax Base	59,816.25	61,871.07	
• Less Provision for Losses on Collection of 1.50%	(897.25)	(928.07)	Note 2
Recommended Tax base 2021/2022	58,919.00	60,943.00	
Increase / (Decrease)	(2,024.00)		
Increase / (Decrease) as %	(3.32%)		

Executive meeting on 20 January

The Bedford Borough Council Executive hopes to approve an increase in core Council Tax of 1.99% supplemented by a 1.75% Adult Social Care Precept, totalling 3.74% giving an average Band D Council Tax of £1,624.14

You can find more details about their budget proposals here:

<http://www.councillorsupport.bedford.gov.uk/documents/s53056/Item%2014%20-%20Revenue%20Budget%202021-22.pdf>.

Councillor Coombes responds to local residents concerns about planning

Cllr Coombes gave support for local residents who have been experiencing issues with the Planning Department urging them to listen to residents' concerns. As I am sure you are aware many parishes have experienced a multitude of problems with Bedford Borough's Planning Department and you may be interested to listen to his speech here:

<https://www.facebook.com/BedfordConservativeGroup/videos/1322776161391837>.

BBCllr Wheeler January 2021

FC21/004a December 2020			
Reference	Offence Class Description	First Committed	Address
40/65077/20	Attempted Burglary - Residential - Dwelling	01/12/2020 18:17	Bedford Road
40/68649/20	Burglary - Business And Community	20/12/2020 23:29	Fields Road
40/65092/20	Burglary - Residential - Dwelling	01/12/2020 07:30	Keeley Lane
40/68665/20	Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking	21/12/2020 00:00	
40/67375/20	Harassment - Putting people in fear of violence	16/11/2020 07:00	
40/68210/20	Having possession of a controlled drug - Class B - Cannabis	08/06/2020 14:49	Roseberry Avenue
40/66767/20	Having possession of a controlled drug - Class B - Cannabis	11/12/2020 09:00	Cynthia Court
40/68234/20	Other criminal damage to a vehicle (Under £5,000)	18/12/2020 00:00	Manor Road
40/69034/20	Racially or religiously aggravated harassment, alarm or distress	22/12/2020 12:00	
40/68326/20	Sec 4 POA Fear or provocation of violence	18/12/2020 21:39	Bedford Road
40/68312/20	Sec 4 POA Fear or provocation of violence	18/12/2020 21:39	Bedford Road
40/68371/20	Sec 4a POA Causing intentional harassment, alarm or distress	19/12/2020 00:00	A421
40/66270/20	Sec 4a POA Causing intentional harassment, alarm or distress	08/12/2020 14:38	A421
40/67639/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	14/12/2020 14:36	
40/69836/20	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	28/12/2020 14:15	
40/68083/20	Theft from a motor vehicle	18/12/2020 02:00	A421
40/67456/20	Theft from a motor vehicle	14/12/2020 20:00	A421
40/66075/20	Theft if not classified elsewhere	06/12/2020 13:00	Keeley Lane
40/67065/20	Theft of a motor vehicle	11/12/2020 19:00	Tithe Barn Road
40/68182/20		18/12/2020 16:24	Cranfield Road

Appendix 2

FC21/005

Nothing significant to report.

FC21/009

Neighbourhood Plan Steering Group Report

No report as this steering group had not met since 25th November 2020.

FC21/010**Planning & Environment Committee Report**

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

9th December 2020

List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.

Email from a resident in relation to a planning application previously discussed by this committee (committee resolved **TO OBJECT**) – 20/02422/TPO – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level. Cllr Quirk confirmed the tree had been felled before expiration of the tree protection order notice period. It was now for Bedford Borough Council (as Local Planning Authority) to take any enforcement action, although it was noted the tree may have been considered dangerous – hence the action taken. The resident had been informed of the same.

It was agreed to bring this back to the next meeting of this committee in order to establish what, if any, action had been taken by Bedford Borough Council and any further action by this committee.

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*.

*The clerk confirmed they would arrange a virtual meeting with representatives from St. Mary's in the New Year in order to move matters forward.

- 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. Bedford Borough Council has since requested further testing which cannot be undertaken due to the style of columns and it was resolved 28th October 2020 (FC20/228) that Bedford Borough Council take on the columns if further testing is required.
- 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. Works have been completed. Move to close**.

**Cllr Quirk confirmed the works had been completed to a high standard.

- 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 have now recommended leaving the works until the end of 2020 to allow for further settlement which has been caused by the removal of the conifers. Memorial Makeovers have confirmed the structure remains sound.

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

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

This council previously raised **AN OBJECTION**.

Resolutions

P20/265 – To receive a report from Cllr Quirk regarding a hedgerow at Lorraine Road cemetery and to resolve a suitable course of action.

A detailed email received from the resident requesting works to the hedgerow height between their garden and Lorraine Road cemetery was circulated with the agenda, ahead of this meeting. Cllr Quirk then provided more in the way of background.

After discussion it was resolved to leave the hedgerow height as was, and to allow the caretaker to continue with their current maintenance programme. It was noted this would provide privacy to mourners attending the cemetery.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford PSLCC

Clerk to the Council and Responsible Financial Officer

5th January 2021

FC21/011

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21

No action plan as this safety steering group has not met since 18th November 2020.

¹ Project Action Plan.

FC21/012**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2020 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 who have acknowledged receipt	Cllr Bygraves

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 <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	Cllr Quirk
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£12,000	£100,000	<u>12th February 2020</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery	Cllr Quirk
High	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.	Cllr Hensher

						<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 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	
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							<u>9th December 2020</u> Data received from the Regulation 14 pre-submission consultation was being reviewed ahead of determining whether changes were required. A working group was being created to respond to resident responses received by the clerk. Cllr O'Dell was collating all other resident data received. APC Planning were reviewing statutory consultee responses received	
Low	Noticeboards	Ongoing	£0	£0	£500	£500	<u>12th February 2020</u> When needed	Clerk
Low	Public Seating	2020	£7,000	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <u>12th February 2020</u> Members resolved to accept the report, subject to the addition of a new/refurbished bench opposite the Chequers PH at Hall End (six in total). Plaques will be ordered separately, and Cllr O'Dell will draft a detailed report for the Wootton Newsletter <u>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 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	Cllr O'Dell

							acknowledgement received. Ongoing <u>11th November 2020</u> It was noted works to install the benches was underway <u>9th December 2020</u> Benches are in situ and the members of the public will be invited on a first-come, first-served basis (via the Wootton newsletter) to have a plaque added to one bench <u>13th January 2021</u> The Clerk is dealing with requests	
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 <u>13th January 2021</u> The Clerk is looking to organise a meeting for Q1 2021 to discuss next steps	
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 <u>9th December 2020</u> A further response has been received from BBC stating an inspection to ILP's Guidance Note 22 Asset Management Toolkit: Minor Structures will be required. Andy Muskett (Andy Muskett Ltd) has confirmed he is due to undertake that training	Cllr Quirk

							before Christmas 2020 and will complete the inspections thereafter	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>12th February 2020</u> Cllrs Wheeler and Bygraves are due to meet again with representatives from Wootton Academy Trust in order to establish next steps. Three suggested layouts have been provided to date <u>11th March 2020</u> Cllrs Wheeler and Bygraves met ahead of this meeting with representatives from Wootton Academy Trust. An initial quotation of £720k is being used to determine layout. The final design will incorporate a full sized pitch, resurfacing of existing tennis courts and re-siting of cricket nets – all will be available for community use. The existing car park will be extended and changing rooms/toilet facilities provided. Final costings will likely be in the region of £1.4m. Given s106 funding totals £700k, it will be necessary to seek additional funding. Organisations to approach include Bedford Borough Council's Education department (who's policy is currently addressing childhood obesity), plus Sports England and the National Lottery. Basic Heads of Terms have been drafted and should be available for review, alongside other quotations which will be subject to a tender process, by the parish council in May. <u>8th April 2020</u> Cllrs Wheeler and Bygraves met recently with representatives from Wootton Academy Trust and an ecological survey has been requested <u>8th July 2020</u> The clerk was awaiting the ecological survey but had been informed laboratory results tested positive for great crested newt presence in both ponds. Advice	Cllr Bygraves

given was for works to proceed under a non-licenced Method Statement, which would incur an additional fee of £995.

Resolved to approve the above.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

12th August 2020

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

14th October 2020

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.

11th November 2020

Cllr Lloyd confirmed he was working on the tender document

							<u>9th December 2020</u> BBCllr Wheeler confirmed the s106 funding should be received by Bedford Borough Council in January 2021. Cllrs Bygraves, Lloyd and Wheeler agreed to meet independently of Full Council to discuss next steps (including the tender process) in greater detail <u>13th January 2021</u> Refer to agenda item FC21/025	
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>9th December 2020</u> It was noted the sign at Keeley Lane could not support a brick design. This project was placed on hold until further notice	Cllr Martin

FC21/013**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
Full Council Minutes 13th January 2021

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 carried out all clearance works and planting will be considered for Spring 2021	8.7.20 – Covid-19 update: Residents are not encouraged to enter the area. There are no areas of seating	12.11.20 GL
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	11.11.20 – Resolved at Full Council (FC20/289) to re-open the area. Cllr Hensher has removed the padlocks and erected Covid-19 guidance signage	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 (feedback is still awaited – 5th January 2021). 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	11.11.20 – Resolved at Full Council (FC20/289) to re-open the area. This will be done as soon as the vandalised equipment has been remedied	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	20.11.20	20.11.20 – The clerk has registered the pitches with PitchPower and received the first report which has been forwarded to Phil Jeggo at Bedfordshire FA. Both pitches continue to be cut on a regular basis, pending next steps to implement an ongoing maintenance programme. Bedfordshire FA have been asked to assist. The pitches are not in a fit state for play	8.7.20 – Covid-19 update: No football is currently being played	
Street Furniture	SP	10.7.19	None		24.6.20 SP
Trees	SP	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>