



WOOTTON PARISH COUNCIL



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Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 10th March 2021 at 7.30pm.

Open Forum	There were two members of the public present, one who wished to observe the meeting and the other representing the Charitable Trust responsible for the management of Wootton Community Centre. The latter wished to observe discussions and deliver a report on agenda item FC21/065. The chairman determined this agenda item would be heard after FC21/051 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), Hensher, Mapesa, Martin, Noakes, 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)	Cllr Lennox.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/049	Apologies for absence. Cllr Bygraves.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC21/050	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/051	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.
FC21/052	Report from outside organisations – for information only.	BBCllr Wheeler's report was circulated ahead	Clerk to keep on file.	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 February 2021. (Appendix 1a).	of this meeting. BBCllr Wheeler added the Boundary Review was set to go to Parliament at the end of March 2021. It was likely Wootton would become a two member ward (with Kempston Rural), Bromham would join with Turvey, whilst Biddenham and Great Denham would stand alone. Cllr Noakes detailed vehicle crime figures across Group 5 villages (18 for February 2021) which Bedfordshire Police wished to consider as its next priority focus. All members were in agreement and the clerk agreed to notify Bedfordshire Police accordingly.	Clerk to take forward.	N/A.
FC21/053	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.
FC21/054	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 10th February 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 27th January 2021.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present. (To be signed in person by the Chairman after this meeting). Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. (To be signed in person by the Chairman after this meeting). Minutes were received and adopted. Proposed: Cllr O'Dell.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 27 th January 2021.	Seconded: Cllr Martin. Resolved by all present. (To be signed in person by the Chairman after this meeting).		
FC21/055	Matters arising from the minutes – for information only. • FC20/042 + FC21/065 – Community Centre at Berryfields. Refer to agenda item FC21/065. • FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council: ○ Church Road (from War Memorial to Cause End Road junction); ○ Cranfield Road (in part from the double mini roundabout). The following <u>pavement</u> areas have been prioritised by Bedford Borough Council: ○ Keeley Lane (its entirety); ○ Lorraine Road (its entirety); ○ Monoux Road (its entirety); ○ Payne Road (its entirety). It is unlikely any other areas will be considered. • FC21/042 + FC21/065 – 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. • FC21/045 – Parking Restrictions/Yellow Lining at various sites. Resolved 10th February 2021 (FC21/045) to contribute a maximum of £3.5k for new yellow lining at the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions and to request Bedford Borough Council complete yellow lining at Hall End at its own cost.	No further comments received.	N/A.	N/A.

	• 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. • 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			
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	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: ○ Request a PSCO/Officer attend Full Council meetings once a quarter; ○ Request police acknowledgment that speeding is an issue throughout the village; ○ 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. An open design competition for a design/proposal for the roundabout is now being project managed by the Planning & Environment Committee. Move to close. • 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. • FC21/044 – Gritting of parish council-owned car parks. Gritting the community centre car park is covered under the Heads of Terms currently being drafted by Bedford Borough Council (between the Charitable Trust and Wootton Lower School).			
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FC21/056	Chairman's report – for information only.	Cllr Lloyd confirmed that remedial works to the Harris Way sports pitches were underway and were expected to be completed in two weeks. These timescales were necessary to allow seeding to take place in April 2021. Further works had been undertaken at Keeley End Pond, including strimming and planting works, which should become better established towards the end of April 2021.	Clerk to keep on file.	N/A.
FC21/057	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Martin. Seconded: Cllr Randell. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/058	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.
FC21/059	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No project action plan as this safety steering group had not met since 20 th January 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/060	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.
FC21/061	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).	No further comments received as no changes had been made.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/062	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers	Resolved to receive and approve all bank reconciliation(s) without further comment –	Clerk to keep on file.	Governance and Accountability For Smaller

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	(to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	signed by Cllrs Randell and Wallace. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present. (To be signed in person by Cllrs after this meeting).		Authorities in England 2020.
FC21/063	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.
FC21/064	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 O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Governance and Accountability For Smaller Authorities in England 2020.
FC21/065	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 FC21/051. <u>Car Park Heads of Terms</u> The latest HOTs version were circulated ahead of this meeting. No further comments were received. Mike Peet asked if a barrier key would be provided however it was understood the barrier would be lifted by the school at 5.30pm. <u>Charitable Trust</u> Mike was asked if the charitable trust were happy with the gritting machine choice and agreed to let the clerk know. Mike confirmed the charitable trust's insurers were happy to indemnify the lower school in relation to gritting. Mike also stated the caretaker would be the point of contact for legionnaires testing, which	All to take forward.	Localism Act 2011, Ch 1, s1-8.

		the clerk would arrange when it was possible to do so. The charitable trust had received a number of enquiries from groups looking to hire the community centre, when restrictions permitted. <u>Lease</u> It was noted the draft lease, bullet points and responses remained with Hillary Cooper Law, who had now acknowledged receipt. Cllr Bygraves had chased on request from the clerk. <u>Sports Pitches</u> ProPitch (iVerde) had commenced remedial works this week. Fencing was in place although there was an issue with other contractors blocking the access bridge which BBCllr/Cllr Wheeler was working to resolve. The works consisted of removing top soil and laying 250t of sand, to help improve the drainage. It was hoped heras fencing could remain in place during the summer 2021 to allow the seeding to establish and it was understood the pitches would not be ready for play until at least 2022.		
FC21/066	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.	BBCllr/Cllr Wheeler confirmed following a conversation with the contractors on site (Berryfields), infrastructure works would not likely finish (or adoption take place) until Q4 2021. BBCllr/Cllr Wheeler noted Neil Laws had left Concept and Peter Sutton/Jon Emmerson were the new points of contact. BBCllr/Cllr Wheeler confirmed he and the clerk would meet with Concept in the coming weeks to	BBCllr/Cllr Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		discuss s106 funding in relation to bus stops and electric vehicle charging points. All discussions/agreements from that meeting would be followed up in writing. Resolved to accept the above. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC21/067	To consider a response to central government in relation to its consultation on draft revisions to the National Planning Policy Framework, which seek to implement policy changes in response to the 'Building Better Building Beautiful Commission "Living with Beauty" report and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC21/068	To consider a response to Bedford Borough Council in relation to its Overview and Scrutiny Committees' Work Programme Consultation for the municipal year 2021/22 and to resolve a suitable course of action.	Cllr O'Dell began by stating his report was in no way a reflection of the Borough Councillor. After discussion it was resolved to accept Cllr O'Dell's report – that the O&S Committee include a review of the effectiveness and time-responsiveness of Bedford Borough Council's support to its Parish and Town Councils. Cllr O'Dell confirmed he would attend any relevant O&S Committee meetings, on the basis his report would be taken forward. Resolved to accept the above. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC21/069	To consider a response to O&H Land in relation to its Development Brief (February 2021) for Marston Valley and to resolve a suitable course of action.	After detailed discussion it was resolved the clerk would write to O&H Land and ask them to attend a future meeting of Full Council. Whilst Wootton was not situated in Central Bedfordshire (where the development was planned), it was a parish on the boundary of the proposed development which stretched	Clerk to take forward.	Stakeholder Consultation.

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		from J13 to Marston Moreteyne. It was hoped O&H Land would explain their development brief, detail its intentions with regard to Wootton and allow members to note their concerns regarding schooling and traffic provision. Cllr Lloyd agreed to locate previous published plans which detailed the full scope of development along the A421 corridor. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.		
FC21/070	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 was one member of the public present who then left the meeting.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC21/071	To receive a report from Cllr Hensher and the clerk with regard to appointing a contractor to install Christmas street lighting for a further three-year period and to resolve a suitable course of action.	Cllr Hensher confirmed he had received two quotations from three approaches and was awaiting the third. When received, Cllr Hensher would then look to possibly extend the scheme, taking into account requests to extend the display along Bedford Road to Keeley Lane and Church Road to St. Mary's Church.	Cllr Hensher to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8:40pm.

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Borough Council Report to Parish Councils March 2021

Petition to improve flood defences

Over the Christmas period there were worrying floods in the borough and these are becoming a more regular occurrence.

Investigations revealed that the [current flood action](#) plan was drawn up in September 2015 whilst there was another [risk assessment](#) in November 2020 it is unclear to see how it follows from the action plan in 2015. In the 2015 plan there are several actions which are still ongoing, and it is unclear whether they have been completed.

Therefore, a petition was started by the Conservative Group to review the causes of the local flooding and seek improvements to the flood defences. It also asks for more action to be taken to increase flood protection in the Borough. You can find more information here: <http://chng.it/VYvBwZ8g>

This petition was accepted by Full Council on Wednesday 24th February and the Council has committed to set up a “water management forum”, to include Councillors, that will facilitate the promotion of good practice in our communities in relation to flood risk.

Controversial route 'E' for East West Rail a source of increasing concern for Borough residents

The chosen route selected for the East West Rail project - route E - continues to prove controversial and Borough Councillors received a petition this month, signed by over 1600 Bedford residents, objecting to it. The petition was debated at a heated meeting of the Borough Council on 24th February, when a number of residents from parishes in and around the route, put a series of questions to Council Leaders, and calling for the Council to "hold a full public consultation to be followed by a debate at Full Council in respect of the Council's decision to support Route E".

Many residents felt that there had been a lack of transparency around how the Mayor and Borough had come to support route E and felt that not enough information had been put in the public domain. They also demanded to know how route E, previously identified as one of the most expensive of the 5 options A-E, had suddenly become the cheapest option, without any explanation.

The subject of freight also proved controversial, with residents, parishes and Borough Councillors expressing the view that freight had been underplayed in previous discussions, and more information was required, as it forms a key part of the business case for the EWR project.

In the Council debate that followed, the Mayor's and Council leadership put forward a resolution which reconfirmed the Borough's support for a route through the town centre but didn't really address the concerns of the petitioners. Councillors representing the rural wards in the north of the Borough, those most affected by route E, objected to the motion. They feel route E will do irreparable damage to the north Bedfordshire countryside. Equally, Councillors in the south of the Borough wanted to ensure the safe delivery of Wixams station and wanted an EWR route that would not jeopardise this. Ultimately, the Mayor's resolution was not unanimously supported.

The East West Rail project and the route it takes, are likely to be the source of ongoing controversy. Another round of consultation is due soon and residents and Parishes are strongly encouraged to respond.

Further information about East West Rail and any forthcoming consultations can be found here: <https://eastwestrail.co.uk/>

Budget 2021/22

Bedford Borough Council have approved 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 which was agreed at Full Council on Wednesday 3rd February.

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>

At Full Council on Wednesday 24th February the completed budget was finalised and included the precepts of Police & Crime Commissioner for Bedfordshire, the Bedfordshire Fire & Rescue Authority and the Parish Councils.

Tesco confirms Midland Road closure but plans new Express store in town centre

Tesco have confirmed that they will be closing their Metro store on Midland Road in Bedford town centre. However, in a letter to the Bedford & Kempston MP, the company said they were “actively working on plans to open a Tesco Express in the town centre.”

In the letter, Tesco said that all staff members would be offered alternative roles at nearby stores. The difference between a Tesco ‘Metro’ and an ‘Express’ is that a ‘Metro’ is generally bigger, offering a wider range of products whereas an ‘Express’ is closer to an off-license style of shop.

Garden Waste Collections Restart in Bedford Borough

Garden waste collections restart in Bedford Borough on Monday 1 March, following the usual pause in this service over the winter.

Garden waste can go in the green-lidded bin. Please put this bin out alongside your orange recycling bin by 6am on your next recycling day, and it will be collected every other week.

Grass cuttings, plants and weeds, hedge clippings and more can go in the garden waste bin- please make sure it is all loosely within the bin, not in bags.

To find out when your next bin collection is, please visit www.bedford.gov.uk/bins

£2.7m of Business Support Grants to be paid out in March

A number of local businesses are set to remain closed for the remainder of this financial year, following the Prime Minister’s announcement earlier this week about the roadmap out of lockdown.

As a result, Bedford Borough Council is now able to automatically pay £2.7million in business support grant to these businesses. These payments are expected to be in business bank accounts early next week. These grants are set and funded by the Government at a national level and administered by the local council.

Additionally, any businesses with business premises that haven’t been required to close but have been badly impacted by lockdown are encouraged to get in touch with the Council and apply for support at www.bedford.gov.uk/bsg, if they haven’t already.

Any business that has already received a payment during this national lockdown period- either because it has had to close, or because it has been.

COVID-19 Update

The Government has now set a roadmap out of lockdown which is as follows:

STEP 1 8 March		29 March	STEP 2 No earlier than 12 April At least 5 weeks after Step 1
 EDUCATION			 EDUCATION
8 MARCH			• As previous step
• Schools and colleges open for all students			
• Practical Higher Education courses			
 SOCIAL CONTACT			 SOCIAL CONTACT
8 MARCH		29 MARCH	• Rule of 6 or two households outdoors
• Exercise and recreation outdoors with household or one other person		• Rule of 6 or two households outdoors	• Household only indoors
• Household only indoors		• Household only indoors	
 BUSINESS & ACTIVITIES			 BUSINESS & ACTIVITIES
8 MARCH		29 MARCH	• All retail
• Wraparound care, including sport, for all children		• Organised outdoor sport (children and adults)	• Personal care
		• Outdoor sport and leisure facilities	• Libraries & community centres
		• All outdoor children's activities	• Most outdoor attractions
		• Outdoor parent & child group (max 15 people, excluding under 5s)	• Indoor leisure inc. gyms (individual use only)
			• Self-contained accommodation
			• All children's activities
			• Outdoor hospitality
			• Indoor parent & child groups (max 15 people, excluding under 5s)
 TRAVEL			 TRAVEL
8 MARCH		29 MARCH	• Domestic overnight stays (household only)
• Stay at home		• Minimise travel	• No international holidays
• No holidays		• No holidays	
 EVENTS			 EVENTS
• Funerals (30)			• Funerals (30)
• Weddings and wakes (6)			• Weddings, wakes, receptions (15)
			• Event pilots

STEP 3 No earlier than 17 May At least 5 weeks after Step 2		STEP 4 No earlier than 21 June At least 5 weeks after Step 3 All subject to review
 EDUCATION		 EDUCATION
• As previous step		• As previous step
 SOCIAL CONTACT		 SOCIAL CONTACT
• Maximum 30 people outdoors		• No legal limit
• Rule of 6 or two households indoors (subject to review)		
 BUSINESS & ACTIVITIES		 BUSINESS & ACTIVITIES
• Indoor hospitality		• Remaining businesses, including nightclubs
• Indoor entertainment and attractions		
• Organised indoor sport (adult)		
• Remaining accommodation		
• Remaining outdoor entertainment (including performances)		
 TRAVEL		 TRAVEL
• Domestic overnight stays		• Domestic overnight stays
• International travel (subject to review)		• International travel
 EVENTS		 EVENTS
• Most significant life events (30)		• No legal limit on life events
• Indoor events: 1,000 or 50%		• Larger events
• Outdoor seated events: 10,000 or 25%		
• Outdoor other events: 4,000 or 50%		

Borough COVID Information

As of the 21st February in Bedford there has been 12,882 cases since the start of the Pandemic and there have been 241 registered cases in Bedford in the last 7 days. This means there have been 139.1 people per 100,000 in Bedford, even though this is a decrease of 40.9 per 100,000 in the last week, these numbers still show how rapidly the virus is currently spreading. At the Mayor's latest briefing he stated that the numbers were still declining at a slow rate and it was important that everyone does their bit to keep everyone safe.

If you would like the latest COVID snapshot (as of 21st Feb) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-24Feb.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 with 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.

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/>

COVID-19: Increased Support If You Need to Self-Isolate

Bedford Borough Council is making the Test and Trace Support Payment available to more people and has increased the Support Payment to £700. This means this payment will cover the earnings of someone working full time on the Living Wage.

In Bedford Borough, an individual is eligible for a Test and Trace Support Payment if:

- they have been told to self-isolate by NHS Test and Trace, and
- have responded to the Test and Trace messages about their contacts, and
- are unable to work from home, and

Either:

- are currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit, or
- are on a low income (household earns less than £25,000 per year) and can show that self-isolation will result in financial hardship

If anyone has any symptoms of coronavirus: high temperature, new continuous cough, loss or change to your sense of smell or taste, it is really important that they self-isolate and book a test at www.nhs.uk/coronavirus

Appendix 1

Also, anyone contacted by NHS Test and Trace and asked to self-isolate, must do so for the full amount of time they are told. Someone may not test positive or show symptoms straight away, but you could still be infectious and spread the virus to others, as it can take 10 days to develop the symptoms.

You can apply for this payment and find out more via our website by visiting www.bedford.gov.uk/TTSP. adversely impacted- will receive this further grant automatically.

BBCllr Wheeler
March 2021

FC21/052a February 2021			
Reference	Offence Class Description	First Committed	Address
40/4190/21	ARSON ENDANGERING LIFE	27/01/2021 02:00	Tithe Barn Road
40/4190/21	ARSON ENDANGERING LIFE	27/01/2021 02:00	Tithe Barn Road
40/10175/21	ASSAULT WITH INJURY	28/02/2021 14:55	Orchart Gardens
40/9930/21	ASSAULT WITH INJURY	27/02/2021 15:00	Ashpole Avenue
40/9925/21	ASSAULT WITH INJURY	27/02/2021 15:30	Ashpole Avenue
40/6313/21	ASSAULT WITH INJURY	06/02/2021 09:22	Mepham Road
40/5822/21	ASSAULT WITH INJURY	03/02/2021 10:40	Cranfield Road
40/7773/21	ASSAULT WITHOUT INJURY	15/02/2021 20:12	Roundel
40/4901/21	ASSAULT WITHOUT INJURY	30/01/2021 16:57	Denny Street
40/7351/21	ATTEMPTED BURGLARY - RESIDENTIAL	03/02/2021 02:29	Granby Way
40/5664/21	ATTEMPTED BURGLARY - RESIDENTIAL	03/02/2021 02:40	Winded
40/6448/21	BURGLARY - BUSINESS AND COMMUNITY	06/02/2021 13:00	Cranfield Road
40/9938/21	CRIMINAL DAMAGE TO A VEHICLE	25/02/2021 20:30	Payne Road
40/7926/21	HARASSMENT	12/02/2021 00:00	
40/5739/21	INTERFERING WITH A MOTOR VEHICLE	03/02/2021 22:00	A421
40/7891/21	MALICIOUS COMMUNICATIONS	12/02/2021 00:00	
40/6539/21	MALICIOUS COMMUNICATIONS	08/02/2021 00:00	
40/4855/21	OBSCENE PUBLICATIONS ETC	07/12/2019 00:00	
40/9369/21	OTHER THEFT	23/02/2021 17:00	Cranfield Road
40/6739/21	OTHER THEFT	08/02/2021 16:30	Green Lane
40/5243/21	OTHER THEFT	31/01/2021 13:30	Moore Gardens
40/5608/21	POSSESS OF CONTROL DRUGS (CANNABIS)	03/02/2021 11:50	Hall End Road
40/7727/21	PUBLIC FEAR ALARM OR DISTRESS	15/02/2021 12:10	Roseberry Avenue
40/4862/21	Sexual	07/12/2019 00:00	
40/7334/21	THEFT FROM A MOTOR VEHICLE	12/02/2021 21:00	A421
40/6628/21	THEFT FROM A MOTOR VEHICLE	09/02/2021 00:05	A421
40/5753/21	THEFT FROM A MOTOR VEHICLE	03/02/2021 17:00	A421
40/4270/21	THEFT FROM A MOTOR VEHICLE	27/01/2021 18:55	Mepham Road

Appendix 2

FC21/053

Nothing significant to report.

FC21/057

Neighbourhood Plan Steering Group Report

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

24th February 2021

Matters arising from the minutes – for information only

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP21/009 + NP21/020 – New/ongoing landowner/agent communication(s). Refer to agenda item NP21/020.
- NP21/006+NP21/007 + NP21/017+NP21/018 – Emerging Neighbourhood Plan. Refer to agenda item NP21/017+NP21/018.
- NP21/010 + NP21/021 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP21/021.
- NP20/099 – ‘Changes to the current planning system’. It was resolved 16th September 2020 (NP20/099) that the six month rule regarding Neighbourhood Plan submissions for examination was unreasonable and should be extended to nine months. That recommendation was taken to the Planning & Environment Committee which accepted the same on 30th September 2020 (P20/199). Central government has determined a transition period will be applied, but only to areas delivering the additional cities and urban centres uplift – the following link provides fuller information:
<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system/outcome/government-response-to-the-local-housing-need-proposals-in-changes-to-the-current-planning-system>

Resolutions

NP21/017 – To receive a report from APC Planning (Sally Stroman) regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

No further comments received.

NP21/018 – To receive a report from Regeneration Positive (Trevor Roff) regarding additional key issues surrounding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

No further comments received.

NP21/019 – To receive a report from APC Planning (Sally Stroman) and members of the Neighbourhood Plan Steering Group regarding ongoing responses in relation to the Regulation 14 Pre-Submission Public Consultation and to make recommendation to Full Council as necessary.

SS thanked SO and SP for their efforts in collating resident responses into a draft report, to which SS had added further comments before circulating ahead of this meeting. It was noted several issues relating to the GP surgery, the schools capacity and traffic were outside the scope of the neighbourhood plan.

SO thanked SP and SS for their contributions on the same.

It was noted SS continued to work on the statutory consultee responses and a completion date of two weeks was anticipated. All proposed changes would be annotated and brought to this steering group for discussion and formal resolution.

It was further noted SS continued to review an initial draft response to residents who had been in direct contact.

NP21/020 – To receive a report from APC Planning (Sally Stroman) and Regeneration Positive (Trevor Roff) regarding new/ongoing landowner/agent communications and to make recommendation to Full Council as necessary.

TR confirmed he had been approached by landowners/agents requesting an update. It was noted a formal resolution on all proposed changes (as noted under agenda item NP21/019) was necessary, before further communications took place. Any revised indicative site plans would also be requested after a resolution had been passed.

NP21/021 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

It was noted SS had approached AECOM in relation to the completed Strategic Environmental Assessment report, as modest changes would be required. SS confirmed a further, formal discussion with AECOM would be held after a formal resolution on all proposed changes (as previously detailed) had been passed.

NP21/022 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further comments received.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council

1st March 2021

FC21/058

Planning & Environment Committee Report

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

10th February 2021

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

Cllr Quirk referenced an email received from a resident requesting the extension of a footpath along Hall End, between Tinkers Corner and The Chequers PH. It was agreed to take the request forward with the most relevant committee.

Matters arising from the minutes – for information only

See under 24th February 2021.

Planning Applications – for resolution

[21/00102/FUL](#) – 17 Hollies Walk. Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

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

20/02935/FUL – 20 Oak Close. Loft conversion with rear dormer.

This council previously raised **NO OBJECTION**.

20/0291/FUL – 89 Bedford Road. Double storey rear and side extension. Two storey front extension in place of porch.

This council previously raised **NO OBJECTION**.

Resolutions

P21/043 – To consider a response to the owners of a plot with flower coverage encroaching onto a neighbouring plot and to resolve a suitable course of action.

Resolved to write to the owners of the plot, requesting it be tidied and all flowers be kept within the plot boundaries. A four week notice period would be given. In the absence of the clerk Cllr Quirk agreed to draft a letter, for the clerk's approval before sending.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

P21/044 – To consider amending current cemetery regulations in light of ongoing coronavirus (Covid-19) restrictions and to resolve a suitable course of action.

Resolved to accept the amendment – increasing numbers at a burial or graveside service to 30. The notice would be displayed at the cemetery and provided to local undertakers.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

24th February 2021

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

Bedford Borough Council. Confirmation of the registration of 8 new residential properties (site formerly known as 41-43 Cause End Road).

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.
- 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.
- 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 and did revisit in early February 2021. The ground remains waterlogged.

- P21/009 – Planning Application 20/02422/TPO – The Keeley, 155 Bedford Road. T1 Yew tree – fell to ground level. Concerns were previously raised the tree had been felled before expiration of the tree protection notice period. Bedford Borough Council has responded as follows:
“We are aware that the tree was removed without consent and the Council’s Tree Officer is in discussions with the owner’s tree surgeon to secure a replacement tree within the current planting season. We would have supported the tree’s removal but would have required a replacement tree by planning condition had the application been allowed to run its proper course”. This committee noted Bedford Borough Council’s response at its meeting on 13th January 2021 and stated it would continue to monitor the situation.
- P21/028 – Open Design Competition, Berryfields/Fields Road roundabout. Resolved 27th January 2021 (P21/028) to place an article in March’s Wootton newsletter inviting designs and/or proposals for the roundabout from residents and/or local schools.

Planning Applications – for resolution

21/00196/FUL – 20 Foster Way. Single storey front and rear extensions.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/00223/FUL – The Anchorage, 75-77 Hall End Road. Single storey side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/00295/FUL – 64 Ashpole Avenue. Single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/00313/FUL – 34 Arthur Black Way. Rear dormer with cladding.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/00315/FUL – 41 Folkes Road. Two storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

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

20/02913/FUL – 40 Fields Road. Demolition of existing detached garage and erection of single storey rear extension with dormers to the front.

This council previously raised **NO OBJECTION.**

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

20/01842/OUT – 18 and Land at 16 Bedford Road. This application was included on the agenda for Bedford Borough Council's Planning Committee which was held on 22nd February 2021 (after publication of the agenda for this meeting). The Planning Officer recommendation was to Grant Permission (CIL Liable). This council previously raised **AN OBJECTION**.

The clerk confirmed the application had been approved (CIL liable).

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st March 2021

FC21/059

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21

No project action plan a this safety steering group had not met since 20th January 2021.

¹ Project Action Plan.

FC21/060**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	2021	£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 and data obtained from Fields Road will be used to push for a similar installation along Cranfield Road	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2021	£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

							<u>10th March 2021</u> Cllr Bygraves has also chased HCL and received confirmation this will be escalated	
Low	Lecterns	2021	£1,200 per lectern	£0	£0	£0	<u>8th January 2020</u> Project was recently scored at a CIL Working Group meeting in November 2019 and agreed by Full Council 11 th December 2019 <u>13th May 2020</u> Issues surrounding CIL funding have put this project on hold indefinitely <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 <u>10th March 2021</u> Cllr Quirk confirmed he still needs to determine locations	Cllr Quirk
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£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	£1,314	£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 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>	Cllr Hensher
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							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 <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 <u>10th March 2021</u> Due to illness, all reviews are still ongoing	
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500-£1,000	<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 <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>10th February 2021</u> The Clerk has received two firm requests to sponsor benches. Two plaques have been ordered to date – at a slightly more expensive price of £85.57 plus VAT (initial costings were estimated to be c.£70.00). Both sponsors have met the costs in full and the first plaque is now in situ <u>10th March 2021</u> A second plaque is now in situ. A third request (which the clerk responded to in January 2021) has not been followed up to date. Move to close	
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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 <u>10th March 2021</u> The clerk has been informed by Bedford Borough Council that the units cannot be mounted onto existing street lighting columns. Dedicated power columns will be required and the clerk is awaiting those costings	Cllr O'Dell
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£14,693	£10,000	<u>12th February 2020</u> The clerk will be arranging a meeting Q1 2020 to determine with St. Mary's Church how best to proceed <u>9th September 2020</u> Delayed due to ongoing Coronavirus (Covid-19) restrictions <u>13th January 2021</u> The Clerk is looking to organise a meeting for Q1 2021 to discuss next steps	Cllr Quirk

Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>15th February 2020</u> BBC officers are focusing efforts on implementing an upgrade scheme to make lanterns more energy and financially efficient, across the Borough. BBC have been authorised to undertake structural assessments ahead of the transfer but are experiencing delays due to the number of parish/town councils wishing to do the same <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 before Christmas 2020 and will complete the inspections thereafter <u>10th March 2021</u> Andy Muskett has now completed the inspections and the clerk has received the relevant paperwork. This will be taken to the next Planning &	Cllr Quirk
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							Environment Committee meeting for sign off, before the clerk liaises again with Bedford Borough Council	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>12th February 2020</u> Cllrs Wheeler and Bygraves are due to meet again with representatives from Wootton Academy Trust in order to establish next steps. Three suggested layouts have been provided to date <u>11th March 2020</u> Cllrs Wheeler and Bygraves met ahead of this meeting with representatives from Wootton Academy Trust. An initial quotation of £720k is being used to determine layout. The final design will incorporate a full sized pitch, resurfacing of existing tennis courts and re-siting of cricket nets – all will be available for community use. The existing car park will be extended and changing rooms/toilet facilities provided. Final costings will likely be in the region of £1.4m. Given s106 funding totals £700k, it will be necessary to seek additional funding. Organisations to approach include Bedford Borough Council's Education department (who's policy is currently addressing childhood obesity), plus Sports England and the National Lottery. Basic Heads of Terms have been drafted and should be available for review, alongside other quotations 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. <u>12th August 2020</u> An Ecological Survey has been undertaken and the clerk is awaiting its receipt which will now be accompanied with a non-licenced method statement. Electronic maps are required to facilitate the production of both. BBCllr/Cllr Wheeler confirmed a meeting with Slatters was taking place on 19th August 2020 which should provide further information <u>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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							<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>10th March 2021</u> A meeting to regroup and discuss next steps is scheduled for 25th March 2021.	
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane £5,000	£23,000	<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 <u>10th March 2021</u> Any proposed sign for Fields Road has been placed on hold pending the outcome of the proposed project to remodel the Berryfields roundabout	Cllr Martin

FC21/061**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
DRAFT Full Council Minutes 10th March 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 19.1.21 - Highlights (Floodlighting) Ltd have completed a full electrical installation conditioning inspection and remedial works have been programmed. Moving forward, this risk assessment will be undertaken by the Charitable Trust 10.3.21 – some remedial works have been completed. A replacement unit remains outstanding	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 10.3.21 – ProPitch have been appointed to undertake the pitches maintenance programme. Refer to agenda item FC21/065 for fuller information	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 19.1.21 – the Clerk has chased for a further update from Memorial Makeovers 10.3.21 – the ground remains too wet for works to be undertaken		
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>