



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the Virtual Meeting of the Full Council held via Zoom on Wednesday 5th May 2021 at 8pm.

Open Forum	There were two members of the public present. One wished to be considered for co-option under agenda item FC21/082 and the other wished to observe discussions and deliver a report on agenda item FC21/100. 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, Mapesa, Noakes, O'Dell, Quirk, Randell and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/079	Apologies for absence. Cllrs Martin and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC21/080	Disclosure of local and/or disclosable pecuniary interests. Cllrs Lennox, Noakes and O'Dell declared a pecuniary interest in agenda item FC21/100.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC21/081	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.
FC21/082	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by an online show of hands to co-opt Claire Watson as a member of	Clerk to keep on file.	Local Elections (Parishes and Communities) (England and Wales) Rules

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		Wootton Parish Council. A Declaration of Acceptance of Office Form was signed and virtually witnessed by the Clerk to the Council as Proper Officer and Claire was welcomed.		2006 SI2006/3305 r 5(5).
FC21/083	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for March (and now April) 2021. (Appendix 1a).	BBCllr Wheeler's report was circulated ahead of this meeting and no further comments were received. April's crime figures had been added since the agenda for this meeting was published. It was noted vehicle crime was agreed by Bedfordshire Police as its next priority focus, from 1st April 2021 for a period of three months. This would encapsulate theft of/from motor vehicles and interfering with motor vehicles. Crime prevention would be the focus, alongside offering security advice and engagement events (Covid-19 restrictions permitting).	Clerk to keep on file. Clerk to take forward.	N/A. N/A.
FC21/084	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. The clerk had also received two requests to hold outdoor fitness classes on the recreation ground (Boxercise and HIIT). Further details were being obtained and the clerk intended to grant permission subject to the receipt of all necessary insurances and risk assessments (in line with current Covid-19 regulations) and in line with previous requests received. HIIT were looking at Fridays between 7pm-7.45pm. The other party had yet to confirm days/times and both had been made aware that the sports pitches were to be avoided.	Clerk to keep on file.	N/A.
FC21/085	Minutes of the previous meeting.		Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	<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 28th April 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 24th February 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 24th February 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 17th March 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 20th January 2021.	Minutes were received and adopted. Proposed: Cllr Noakes. 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 Bygraves. Seconded: Cllr O'Dell. Resolved by all present. (To be signed in person by the Chairman after this meeting). Minutes were received and adopted. Proposed: Cllr Noakes. 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 Bygraves. Seconded: Cllr Noakes. 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 Lloyd. Resolved by all present. (To be signed in person by the Chairman after this meeting).		
FC21/086	Matters arising from the minutes – for information only.	No further comments received.	N/A.	N/A.

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	Please inform the Clerk to the Council by Tuesday 4th May 2021 if you wish to update any item below – for information only. • FC21/065 + FC21/096 – Community Centre at Berryfields. Refer to agenda item FC21/096. • 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. • FC21/025 + FC21/111 – 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			
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	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/Clr 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. The clerk is meeting on 12th April 2021 with a representative from Wootton Upper School to discuss the proposal in greater detail. Refer to agenda item FC21/111. • 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. • FC20/275 – Ministry of Housing, Communities and Local Government’s Planning for the Future consultation. Resolved 28th October 2020 (FC20/275) to make a formal response. A briefing paper has now been published following that consultation.			
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	• 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. The timetable for this review has now changed as new draft recommendations are being published on 11th May 2021. • 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. • FC20/321 – 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. Works have been completed. Move to close. • 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). Resolved 10th February 2021 (FC21/044) that signage be erected at the Memorial Hall car park stating that area cannot be gritted (subject to Bizzy Bees/Memorial Hall Committee agreement). The recreation ground car park is gritted by Bedford Borough Council. Move to close.			
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	FC21/068 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10th March 2021 (FC21/068) to request an O&S Committee consider a review of the effectiveness and time-responsiveness of BBC's support to its Parish and Town Councils.			
FC21/087	Chairman's report – for information only.	Cllr Lloyd thanked councillors for their ongoing and upcoming contributions to various committees, following the Annual Council Meeting. It was noted works were ongoing in relation to the clerk's appraisal and drafting of the Procedures and Disaster Recovery Plan. Members were also reminded to ensure data was correctly and appropriately shared, in line with GDPR and as noted within the Internal Best Practice Review.	Clerk to keep on file.	N/A.
FC21/088	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 Randell. Seconded: Cllr Bygraves. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/089	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.
FC21/090	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).	Resolved to receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/091	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 Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC21/092	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 following risk assessments: • Changing Rooms and Toilet Block (members determined no further action required); • Memorial Hall Play Area; • MUGA – Church Road; • Recreation Ground Play Area; • Skate Park. Further resolved to receive, review and adopt the updated risk assessment 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.
FC21/093	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 Lennox and Randell. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. 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.
FC21/094	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.
FC21/095	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2021-22, to date and to resolve a suitable course of action.	No reports were available as the year end accounts for 2021-21 had yet to be closed down.	N/A.	Governance and Accountability For Smaller Authorities in England 2020.
FC21/096	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms</u> The clerk confirmed they had emailed Bedford Borough Council to confirm the charitable trust would indemnify BBC in relation to gritting the car park. The latest HOTS (approved by WPC) remained with Bedford Borough Council. <u>Charitable Trust</u>	All to take forward.	Localism Act 2011, Ch 1, s1-8.

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		In the absence of Mike Peet, the clerk was asked to email to confirm the charitable trust were happy with the choice of gritting machine. <u>Fire Stopping/Compartmentation Issues</u> BBCllr/Cllr Wheeler had received a report from CLC Group dated April 2021 which raised a number of compartmentation and fire stopping issues. Since the agenda was published for this meeting, Cllr O'Dell had obtained a copy of the final certificate, signed by Salus and dated January 2017. This confirmed the building conformed with Section 51 of the Building Act 1984 and The Building (Approved Inspectors etc.) Regulations 2010. A Fire Risk Assessment published by Shield Safety Systems Ltd dated October 2019 was circulated by Cllr Hensher (again since the agenda was published for this meeting). That report stated the compartmentation was of a reasonable standard and fire breaks extended beyond false ceiling height. After discussion it was agreed no further action was necessary, however it was recommended the Charitable Trust look to review the Fire Risk Assessment, ideally on an annual basis. <u>Lease</u> After discussions it was agreed members would review the documentation received from Hillary Cooper Law ahead of the next meeting of Full Council.		
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		<u>Sports Pitches</u> ProPitch (iVerde) works have been completed for now. Resolved to note the above findings/actions. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC21/097	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 Bedford Borough Council were looking into the feasibility of adding electric vehicle charging points in the resident car park area along Burgoyne Avenue. Bus stops (with shelters and Real Time Passenger Information Units) were planned for either end of Burgoyne Avenue. Play equipment and sports pitches works were commencing – completion was expected end of summer 2021. Allotment works were also commencing – completion was expected end of 2021. It was noted allotments would be for residents of the Fields Road South development only and BBCllr/Cllr Wheeler confirmed he would pass contact details to the clerk, so the parish council allotments officer could inform any qualifying resident seeking an allotment. Non-LED lighting within Fields Road North would be replaced by BBC at cost to Persimmon and infrastructure works were ongoing. The handover from Persimmon to BBC was expected to be the end of summer 2021. Resolved to accept the above. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	BBCllr/Cllr Wheeler and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/098	To consider a request from the lessee of the paddock that their lease be brought into line with the lease agreement	Resolved that the paddock lease be brought into line with the lease agreement between	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	between the parish council and Wootton Church and Poor's Land Charity and to resolve a suitable course of action.	the parish council and Wootton Church and Poor's Land Charity. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.		
FC21/099	To consider amendment(s) to the allotment tenancy agreement ahead of the annual renewal in September and to resolve a suitable course of action.	Resolved to accept the amendments to the lease, namely: • That it be made clearer the plot <u>as a whole</u> must be kept cultivated; • To increase the yearly rental figures be increased to £25 (full size plot) and £15 (half size plot). Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/100	To receive a report from the clerk regarding the parish council's representation as part of the Covanta Liaison Panel and to resolve a suitable course of action.	The clerk provided background to the resident's representation at Covanta Liaison Panel meetings which had been in place since 2019. It was suggested the resident provide any email responses to the parish council before submission to CLP, to allow for any further information to be added. The resident was thanked for their continued involvement. Resolved to note the above findings/actions. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/101	To receive and approve the Internal Best Practice Review findings for Q3+4 2020/21 (with a number of exceptions to be completed after 2020/21 financial year end) and to resolve a suitable course of action.	Resolved to receive and approve the Internal Best Practice Review findings, without further comment. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/102	To consider the ongoing retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to resolve a suitable course of action.	Resolved to retain the services of Regeneration Positive until end of June 2021. Proposed: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Seconded: Cllr Bygraves. Resolved by majority vote. Cllr Hensher did not take part in voting.		
FC21/103	To consider a return to face-to-face meetings (the current legislation is set to expire on 6th May 2021. A ruling following a High Court Challenge made on 21st April 2021 that meetings should continue to be held remotely is awaited) and to resolve a suitable course of action.	It was noted a return to face-to-face meetings was inevitable following the rescinding of legislation enabling the same. Members of the public attending would be asked to adhere to the Standing Orders time limits when speaking under Open Forum and would be asked to leave the meeting at the earliest opportunity. Resolved to note the above findings/actions and to accept the risk assessment without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/104	To review the graphic design, printing and delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to accept the review of all aspects of the Wootton Newsletter production without amendment. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/105	To receive a report from Cllr Lloyd in relation to the condition of the wooden jetty/platform at Keeley End Pond and to resolve a suitable course of action.	Resolved the wooden jetty be removed for health and safety reasons and to create a shallow stone slope to/from the water's edge to allow frogs and newts to move between areas. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/106	To receive and accept the insurance renewal premium from insurance broker Came & Company (Pen Underwriting Ltd as year two of a three year Long Term Agreement Option) and to resolve a suitable course of action.	Resolved to accept the insurance renewal premium without further comment. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC21/107	To receive a recommendation from the (advisory) Finance & General Purposes Committee that all appropriate staff members receive the increased national living wage hourly rate with effect from 1st April 2021 and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/108	To receive a recommendation from the (advisory) Roads & Pavements Safety Steering Group that the parish council undertake works to further reduce the height of the churchyard extension hedgerow, to better improve pedestrian/vehicle safety at the junction of Cause End Road/Church Road and to resolve a suitable course of action.	Resolved to accept the recommendation but to leave works until October 2021. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/109	To consider a response to East West Rail in relation to its consultation on proposals to provide improved rail links for communities between Oxford, Milton Keynes, Bedford and Cambridge and to resolve a suitable course of action.	Resolved to note the consultation but to make no response on behalf of the parish council. Members were encouraged to respond in an individual capacity. Proposed: Cllr O'Dell. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC21/110	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).	One member of the public was thanked for attending and left the meeting.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC21/111	To consider a request from Wootton Upper School that Wootton Parish Council consider the appointment of a Project Manager to aid with the delivery of the synthetic pitch and agree to a 50/50 split of fees in that respect, pending receipt of s106 funding and to resolve a suitable course of action.	After detailed discussion it was resolved to form an executive working group consisting of all Full Council members. This working group would meet on Tuesday 11 th May 2021 at 7pm (via Zoom) to discuss the appointment in greater detail. It was noted outline planning permission should be obtained at the earliest opportunity and Cllr O'Dell agreed to work with the clerk in that respect. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC21/112	To receive a report from Cllr Hensher with regard to appointing a contractor to install Christmas street lighting and to resolve a suitable course of action.	Resolved to appoint City Illuminations (four differing lights as the preference). Were the scheme to be extended to include Bedford Road (to Keeley Lane) and Church Road, permission would be required from Bedford Borough Council. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Cllr Hensher and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
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Meeting closed at 9.50pm.

Borough Council Report to Parish Councils May 2021

East West Rail- Public Meetings

Bedford Borough Council is holding two virtual meetings to hear views from residents and businesses on what they wish to see in the Council's response to the current East West Rail Company consultation.

During the meeting, there will be a presentation and a question and answer session with the Mayor.

These meetings will take place on Wednesday 12 May from 12pm- 2pm and Thursday 13 May from 6.30pm-8.30pm.

Due to ongoing COVID-19 restrictions these meetings will be held virtually via the Council's virtual committee meeting system and they will be streamed live on YouTube.

Due to the nature of virtual meetings, questions and comments will need to be submitted in advance of the meeting- via email to EWRpublicmeetings@bedford.gov.uk . All questions and comments will need to be submitted by 8am on Friday 7 May.

Due to the level of interest anticipated, it is unlikely that everyone that submits a question will be able to take part. All the questions and comments received by the deadline will be collated and a selection of people will be invited to speak at the meeting, with a time limit of three minutes each, to ensure as many points are covered as possible, in an organised and efficient way.

Any questions that aren't addressed due to time restrictions will receive a written response.

People watching live on YouTube will also be able to submit comments via EWRpublicmeetings@bedford.gov.uk and via an online form at www.bedford.gov.uk/eastwestrailconsultation

The virtual meetings will not form a consultation response in themselves but will be a listening exercise on behalf of the Council.

If you are not able to attend the meeting, there is also a form available on the Council website where you can let the Council know your views at www.bedford.gov.uk/eastwestrailconsultation

You can view all documents and respond on their website found below. There are also some dates for virtual events. We strongly urge you to respond before it closes on 9 June: <https://eastwestrail.co.uk/consultation>

Fusion facilities now open

All Fusion facilities apart from Oasis are now open.

Bookings can be made up to seven days in advance, via download of the Fusion Lifestyle app or visit www.fusion-lifestyle.com to register and use the booking facility.

For centre opening times and timetables please visit

www.fusion-lifestyle.com/centres/mowsbury-golf-and-squash-centre

Boundary Commission update

Appendix 1

The Boundary Commission has changed its timetable for its recommendations. There will now be more draft recommendations released on 11 May for 8 weeks of further consultation. The final recommendations will then be released on 31 August.

Bedford Borough libraries reopen

Bedford Central and Kempston libraries reopened from 12th April 2021, with Putnoe Library opening on 19th April 2021. Bromham and Wootton libraries opened on 26th April 2021. You can check the website for opening hours and further service updates on the Virtual Library website.

Initially the libraries will be open for managed browsing, allowing you to select your own books. Essential computer use will also be available and people are encouraged to book a session in advance if they can, as fewer computers are available due to social distancing. You can book a 45 minute session at <https://bedford.imil.uk/>

Please wear a face covering when you visit the libraries, unless you have a legitimate reason not to, and remember to make space between yourself and other people and to regularly wash or sanitise your hands. Customers will also be asked to use the NHS Test and Trace app, or if you are not able to your contact details will be taken for the same purpose.

With libraries opening, the current Select and Collect service will reduce. Staff selected bundles will no longer be available, but you can request individual titles for free using the library app or by calling the library. The books will be issued to your card when they are ready, so all you need to do is pick them up from the collection shelves in the relevant library.

During this initial period of reopening, please don't worry if you are unable to visit a library – loans have been extended for a further period plus you can renew your books online or by telephone.

The Mobile Library also returned from the week beginning 12th April 2021. Due to the small space, customers will not be able to browse the shelves on the vehicle, but will be able to request books using the Select and Collect service and collect them from a Mobile Library stop. A temporary change to routes will be in place and details will be available shortly via the Virtual Library.

Bedford Borough takes action on fly-tipping

At an Environment Scrutiny Committee on April 22, the officer in charge for waste management announced that Bedford Borough Council has started taken against fly-tipping.

In fly-tipping hotspots the Council have put up cameras and those caught face prosecution and fines.

COVID-19 Update

The Government has now set a roadmap out of lockdown, we are now in step 2

STEP 1 8 March 29 March		STEP 2 No earlier than 12 April At least 5 weeks after Step 1	
EDUCATION 8 MARCH - Schools and colleges open for all students - Practical Higher Education courses		EDUCATION As previous step	
SOCIAL CONTACT 8 MARCH - Exercise and recreation outdoors with household or one other person - Household only indoors		SOCIAL CONTACT - Rule of 6 or two households outdoors - Household only indoors	
BUSINESS & ACTIVITIES 8 MARCH Wraparound care, including sport, for all children		BUSINESS & ACTIVITIES - All retail - Personal care - Libraries & community centres - Most outdoor attractions - 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 8 MARCH - Stay at home - No holidays		TRAVEL - Domestic overnight stays (household only) - No international holidays	
EVENTS - Funerals (30) - Weddings and wakes (6)		EVENTS - Funerals (30) - 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 As previous step		EDUCATION As previous step	
SOCIAL CONTACT - Maximum 30 people outdoors - Rule of 6 or two households indoors (subject to review)		SOCIAL CONTACT No legal limit	
BUSINESS & ACTIVITIES - Indoor hospitality - Indoor entertainment and attractions - Organised indoor sport (adult) - Remaining accommodation - Remaining outdoor entertainment (including performances)		BUSINESS & ACTIVITIES Remaining businesses, including nightclubs	
TRAVEL - Domestic overnight stays - International travel (subject to review)		TRAVEL - Domestic overnight stays - International travel	
EVENTS - Most significant life events (30) - Indoor events: 1,000 or 50% - Outdoor seated events: 10,000 or 25% - Outdoor other events: 4,000 or 50%		EVENTS - No legal limit on life events - Larger events	

Borough COVID Information

As of the 25th April in Bedford there have been 13,491 cases since the start of the Pandemic and there have been 44 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 25th April) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-28April2021.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/>

Launch of free rapid Covid testing around the borough

Bedford residents who are in contact with other members of the public as part of their work are now able to access free, rapid Covid-19 (coronavirus) tests and are encouraged to take a test twice a week.

This includes retail workers, childminders, bus and taxi drivers, construction workers and tradespeople like plumbers or electricians. Testing is also available for pregnant women and their partners prior to attending key maternity appointments.

Bedford Borough Council, in partnership with the Department of Health and Social Care, has launched the free community testing initiative for workers without symptoms.

The self-administered test takes 10 minutes and the results are usually sent by text message within an hour. A negative rapid test does not completely rule out infection, so it is important that individuals and business continue to follow COVID-secure guidelines.

Appendix 1

Whilst free testing was originally available at the Bunyan Centre, Bedford Borough Council have now spread this service around the borough so that residents are able to get tests more locally to them.

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.

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.

FC21/083a March and April 2021			
Reference	Offence Class Description	First Committed	Address
40/13553/21	ASSAULT WITH INJURY	19/03/2021 00:00	Foster Way
40/11810/21	ASSAULT WITH INJURY	09/03/2021 22:31	Harris Way
40/11589/21	ASSAULT WITH INJURY	08/03/2021 00:00	Harris Way
40/12295/21	ASSAULT WITHOUT INJURY	12/03/2021 00:00	Ashpole Avenue
40/12192/21	BURGLARY - RESIDENTIAL	11/03/2021 17:00	Burgoyne Avenue
40/13286/21	CRIMINAL DAMAGE TO A VEHICLE	17/03/2021 10:30	Keeley Lane
40/14934/21	HARASSMENT	25/03/2021 11:00	
40/10822/21	OTHER THEFT	02/03/2021 14:00	Bedford Road
40/10536/21	POSSESS OF CONTROL DRUGS (CANNABIS)	02/03/2021 22:51	Roseberry Avenue
40/15495/21	PUBLIC FEAR ALARM OR DISTRESS	27/03/2021 17:00	Hall End Road
40/11596/21	PUBLIC FEAR ALARM OR DISTRESS	08/03/2021 20:40	Harris Way
40/13767/21	ROBBERY OF PERSONAL PROPERTY	20/03/2021 17:40	Squires Road
40/14253/21	SEXUAL	01/07/2020 00:00	
40/15297/21	THEFT FROM A MOTOR VEHICLE	28/03/2021 00:00	Bedford Road
40/11834/21	THEFT FROM A MOTOR VEHICLE	10/03/2021 00:01	A421
40/11803/21	THEFT FROM A MOTOR VEHICLE	10/03/2021 00:01	A421
40/12569/21	THEFT IN A DWELLING OTHER AUTO MACH	23/02/2021 09:15	Fields Road
40/19880/21	ARSON ENDANGERING LIFE	20/04/2021 08:20	Denny Street
40/20283/21	ASSAULT WITH INJURY	24/04/2021 15:18	Cranfield Road
40/16156/21	ASSAULT WITH INJURY	26/03/2021 14:30	Hall End
40/18915/21	ASSAULT WITHOUT INJURY	16/04/2021 00:00	Cranfield Road
40/16180/21	BURGLARY - RESIDENTIAL	28/03/2021 20:30	Bedford Road
40/21016/21	CRIMINAL DAMAGE - RESIDENTIAL	27/04/2021 00:01	Keeley Lane
40/19039/21	CRIMINAL DAMAGE TO A VEHICLE	17/04/2021 22:00	Cranfield Road
40/17687/21	CRIMINAL DAMAGE TO A VEHICLE	09/04/2021 00:00	Church Road
40/20133/21	HARASSMENT	01/06/2020 00:00	
40/18130/21	HARASSMENT	13/04/2021 00:00	
40/17524/21	OTHER CRIMINAL DAMAGE	10/04/2021 00:00	Thorpe Way
40/20046/21	OTHER THEFT	27/03/2021 00:00	Green Lane

Appendix 1a

40/16237/21	OTHER THEFT	01/04/2021 17:30	Tuddenham Row
40/16666/21	POSSESSION OF OTHER WEAPONS	05/04/2021 02:20	Tithe Barn Road
40/19859/21	PUBLIC FEAR ALARM OR DISTRESS	15/04/2021 00:00	Gillspenny Way
40/18709/21	PUBLIC FEAR ALARM OR DISTRESS	16/04/2021 00:00	Folkes Road
40/17612/21	PUBLIC FEAR ALARM OR DISTRESS	09/04/2021 17:55	Woburn Road
40/17222/21	PUBLIC FEAR ALARM OR DISTRESS	07/04/2021 14:00	Bedford Road
40/18295/21	RACE OR RELIGIOUSLY AGG ASSAULT NO INJ	12/04/2021 16:00	
40/16518/21	ROBBERY OF PERSONAL PROPERTY	04/04/2021 07:00	Cranfield Road
40/21142/21	STALKING	28/04/2021 00:00	
40/16659/21	STALKING	04/04/2021 01:30	
40/19441/21	THEFT FROM A MOTOR VEHICLE	19/04/2021 23:00	A421
40/17448/21	THEFT FROM A MOTOR VEHICLE	09/04/2021 03:20	Elmsdale Road
40/17019/21	THEFT FROM A MOTOR VEHICLE	07/04/2021 00:01	A421
40/16605/21	THEFT FROM A MOTOR VEHICLE	04/04/2021 13:30	Green Lane
40/16163/21	THEFT FROM A MOTOR VEHICLE	01/04/2021 17:30	A421
40/20143/21	THEFT IN A DWELLING OTHER AUTO MACH	26/03/2021 00:00	Fields Road

Vehicle Crime Report – April			
Information below details recorded vehicle crime for Wootton for March and April 2021 as well as April 2020 as a month to date comparison			
	March 2021	April 2021	April 2020
Wootton	3 x TFMV ** 2 were recorded along the A421**	6 x TFMV ** 3 were recorded along the A421**	5 - 4 x TFMV 1 x TOMV ** 3 were recorded along the A421**

TOMV – Theft of a Motor Vehicle;

TFMV – Theft from a Motor Vehicle;

Interference – Interfering with a Motor Vehicle (“trying door handles”).

Appendix 2

FC21/084

Nothing significant to report.

FC21/088

Neighbourhood Plan Steering Group Report

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

17th March 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.
- NP21/020 + NP21/031 – New/ongoing landowner/agent communication(s). Refer to agenda item NP21/031.
- NP21/017+NP21/018 + NP21/029+NP20/030 – Emerging Neighbourhood Plan. Refer to agenda item NP21/029+NP21/030.
NP21/021 + NP21/032 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP21/032.

Resolutions

NP21/028 – 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.

An update was provided under agenda item NP21/030.

NP21/029 – 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.

NP21/030 – 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.

APC Planning's draft report addressing all statutory consultee findings was circulated ahead of this meeting. After detailed discussion it was resolved to accept all representations noted within the report, with a number of additions.

The next stage would be to review site allocations as part of those representations and a further draft Neighbourhood Plan would follow.

It was further resolved to accept APC Planning's previous report which addressed resident findings and it was noted that report would also be updated in line with the upcoming draft Neighbourhood Plan.

SS then referenced the possible inclusion of a draft home working policy and it was resolved to include that policy also in the upcoming draft Neighbourhood Plan.

Proposed: SO.

Seconded: JN.

Resolved by all present.

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

NP21/031 – 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.

No further comments received.

NP21/032 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP21/033 – 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

2nd April 2021

Planning & Environment Committee Report

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

10th March 2021

Report from outside organisations – for information only

- Bedford Borough Council. Sharnbrook Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Sharnbrook Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Sharnbrook Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents are also available for inspection during normal opening hours at:

- St. Peters Room, St. Peters Church, Church Lane, Sharnbrook.

Representations must be made in writing by (preferably using the consultation form provided on the website) and can be:

- emailed to: planningforthefuture@bedford.gov.uk; or
- Posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. **All representations must be received by 5pm on 31st March 2021.** All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plan will undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website:

<https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

- Bedford Borough Council. Milton Ernest Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Milton Ernest Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Milton Ernest Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents are also available for inspection during normal opening hours at:

- Milton Ernest Garden Centre, Radwell Road, Milton Ernest.

Representations must be made in writing by (preferably using the consultation form provided on the website) and can be:

- emailed to: planningforthefuture@bedford.gov.uk; or
- Posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. **All representations must be received by 5pm on 11th April 2021.** All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plan will undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website:

<https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

- Bedford Borough Council. Harrold Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Harrold Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Harrold Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. If you are unable to view online, you can look at a paper copy of the documents by contacting David Brough, Harrold Parish Clerk. Please phone 07870 108315.

Representations must be made in writing by (preferably using the consultation form provided on the website) and can be:

- emailed to: planningforthefuture@bedford.gov.uk; or
- Posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. **All representations must be received by 5pm on 13th April 2021.** All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plan will undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website:

<https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

- Bedford Borough Council. Street Trading (variation application), outside of town centre, James Sharpe T/A Dessert Boss.
The variations to trading times and locations in respect of Folkes Road, Wootton have been refused by Bedford Borough Council. The consent to trade remains limited to 20 minutes as per the applicant's current consent.
- Bedford Borough Council. Issue of a provisional certificate in relation to s278 works done on the C94 – Green Lane Junction, Stewartby. The works will become the responsibility of Bedford Borough Council following the completion of the maintenance period one year from the date of Bedford Borough Councils' letter (dated 4th February 2021).

Matters arising from the minutes – for information only

See under 31st March 2021.

Planning Applications – for resolution

21/00443/FUL – Rosewood, 70 Keeley Lane. Conversion of garage to office including external alterations.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P21/067 – To consider a response to Bedford Borough Council in relation to its Pre-Order Consultation regarding the proposed extinguishment of part of public footpath 10, environs of Hall End Farm, Wootton, MK43 9HP and to resolve a suitable course of action.

Resolved not to object to the proposed extinguishment.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by majority vote.

P21/068 – 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.

P21/069 – To receive a report from Cllrs Hensher and/or Quirk regarding the erection of a form of protection (possibly a post and rail timber erection or bollards) to prevent vehicular access to Popes Way Green (with exceptions) and to resolve a suitable course of action.

Cllr Hensher detailed a proposal to erect a form of protection and after discussion it was resolved to erect solid wooden posts on the grass area and two collapsible metal posts on the pavement area. It was further resolved to write to residents of Popes Way Green and revisit this resolution when those residents had opportunity to respond.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

31st March 2021

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. The further testing issue has now been resolved and the clerk is currently awaiting the relevant paperwork, confirming bar one minor issue, all is in order. Refer to agenda item P21/082.
- 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. March’s newsletter is currently being delivered.

Planning Applications – for resolution

21/00359/FUL – 62 Folkes Road. Relocation of fence and erection of electric gates.

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

- The proposal encroached onto a public highway;
- The proposal would adversely affect the street scene;
- The proposal adversely affected safe ingress/egress to that, and adjoining properties.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

21/00452/FUL – 32 Elmsdale Road. Single storey front extension and two storey side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

21/00453/FUL – 12 Popes Way. First floor rear extension above part existing and new covered area.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

21/00468/FUL – 15 Church Road. Single storey front extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

21/00529/FUL – 94 Bedford Road. One and two storey rear extension following the demolition of existing conservatory and lean-to.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P21/081 – To consider a new application to renew a street trading consent outside of Bedford Town Centre for Carmen Martinez T/A Flavours Americannos and to resolve a suitable course of action.

Resolved to object to the application, as the van would be sited close to residential properties. A query was also raised as to whether permission had been given for the use of the land by the landowner.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

P21/082 – To receive a report from Cllr Lloyd regarding a hedgerow within Studley Road (adjacent to the grass area leading to Little Wootton) and to resolve a suitable course of action.

Resolved the resident be granted permission to remove the hedgerow, at their expense and on the basis every effort had been made to liaise with the administrators for Cowlgrove Ltd.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

P21/083 – To receive a report from the Clerk regarding the transfer of parish council-owned street lighting columns to Bedford Borough Council and to resolve a suitable course of action.

Resolved to accept the report from Andy Muskett Ltd which confirmed all street lighting columns (bar one) had no defects affecting their performance. One column had verge erosion around the base mounting unit and a bi-annual inspection was recommended.

Further resolved to request again that Bedford Borough Council now take on the ownership/maintenance of the same.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

P21/084 – To receive a report from the Clerk regarding membership of the Institute of Cemetery and Crematorium Management (ICCM) and to resolve a suitable course of action.

Resolved to take out membership of the ICCM and review the same in 12 months' time.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

2nd April 2021

FC21/090**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2020-21**

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January and which includes project expenditure for the upcoming year. The R&PSSG⁴ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the SAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2020 and/or earlier. These are available to view either via the Clerk to the Council or at: <https://wootton-pc.gov.uk/parish-council/committees/roads-pavements/>

The Roads & Pavements Safety Steering Group committee's projects for 2020-21 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>20th January 2021</u> GL reported the following issues at a recent meeting of Full Council: • Poor street lighting at the pedestrian crossing on Harris Way (school side); • Street lighting within that estate is not LED only – despite the Mayor referencing the BBC's policy of using only LED lighting. JW had reported the same to BBC and it was noted the handover had been delayed due to ongoing Covid-19 restrictions. <u>17th March 2021</u> It was noted JW was chasing for an update on the issues raised above, along with a site visit which GL and SO would attend. It was understood the	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				handover would likely now not take place until Q3/Q4 2021.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>20th January 2021</u> JW confirmed Concept were investigating the lack of bus stops along Burgoyne Avenue. It was thought the bus stops on Cranfield Road would be considered sufficient to cover that end of Burgoyne Avenue, so the focus would be on the middle and Fields Road (Bedford Commercial Park) end of Burgoyne Avenue. It was confirmed there was no bus stop on Burgoyne Avenue (near Bedford Commercial Park), as first thought. <u>17th March 2021</u> Two bus stops were scheduled for Burgoyne Avenue (both with shelters and RTPi) – one near Buckworth Drive and the other near the Amazon roundabout. Full Council was investigating whether s106 funding could be used to site Real Time Bus Passenger Information units elsewhere in the village, although it was understood the final decision rested with the developers. The s106 funding issue would be raised at the proposed site visit (week commencing 22nd March 2021) and written confirmation of any decision would be requested from the developers. <u>BUS CAGES</u> <u>20th January 2021</u> Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting.	BBC.

Cause End Road leak.	Various.	Ongoing – carried forward from 2018-19.	BBC/Anglian Water.	<u>20th January 2021</u> JW confirmed all resurfacing works were ongoing – works were expected to be completed by the end of this month. <u>17th March 2021</u> It was noted JW had confirmed stage one works (resurfacing from Church Road to Tithe Barn Road) had been completed. Stage two works (Tithe Barn Road to Bedford Road) remained outstanding.	BBC/Anglian Water.
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion.	Ongoing – carried forward from 2017-18.	FRS ⁵ to finance.	<u>20th January 2021</u> JW confirmed signage for Cause End Road was still outstanding, but signage on Church Road was in place. Works to further reduce the churchyard extension hedgerow was ongoing. <u>17th March 2021</u> It was noted JW had confirmed the works had been signed off, with no plans for any further works. It had been hoped further works would be undertaken by BBC to reduce the height of the churchyard hedgerow. It was therefore resolved to make a recommendation to Full Council that the parish council undertake those works to further reduce the height. Proposed: HM. Seconded: SO. Resolved by all present.	BBC/Developer. GL.
Cranfield Road flooding.	JW.	Ongoing.	BBC.	<u>17th March 2021</u>	BBC.

				This issue was thought to be resolved but flooding is again an problem in the area. It was noted JW was arranging a site visit for the week commencing 22 nd March 2021 to seek a resolution on remedying the situation.	
Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> JW confirmed ahead of the meeting the footpath leading from Burgoyne Avenue to Fields Road was almost complete and it was hoped works to install the pedestrian crossing would follow.	BBC.
Fields Road HGV signage (now extended to the entire village).	N/A.	N/A.	N/A.	<u>20th January 2021</u> Temporary signage was in place on the Branston Way roundabout (near Lidl) and also the A421 exit near Marston Moreteyne, but BBC had yet to receive permanent signage. <u>17th March 2021</u> GL confirmed there was now 7.5T signage in place on the Branston Way roundabout (near Lidl) and Fields Road. It was unclear whether Cranfield Road had been included. HM agreed to check and report back to this safety steering group. It was agreed to leave the issue of temporary/permanent signage in relation to Amazon vehicles open for the time being.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>20th January 2021</u> A report from BBC's Team Leader for Development Infrastructure was circulated ahead of this meeting. In essence, it confirmed the lack of a carriageway centre line in Fields Road was intentional. It was noted the lack of a carriageway centre line encouraged vehicles to drift on what was neither a straight, or rural road. In addition, the lack of centre	BBC.

				line only created the illusion of a narrow road on rural roads with hedgerows – not busy central roads with a shared access pavement and significant housing. Furthermore, it was understood white lining signified a busy/potentially dangerous road. In light of the above it was agreed to feed that information back to BBC. On the issue of the shared access pavement, CB again raised concerns that the pinch point remained a safety issue. After discussion and in light of BBC's written confirmation it was satisfied all health and safety concerns had been addressed, it was agreed to minute herein all comments for the public record and to demonstrate WPC fervently disagreed with BBC's findings. <u>17th March 2021</u> BBC confirmed it would now undertake a Road Safety Audit of Fields Road – which would be combined with the proposed pedestrian crossing project. This would determine whether the area needed to be white lined as WPC had requested. Timescales were not known.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>20th January 2021</u> BBC stated it had no budget to cover yellow lining works, totalling £3k. WPC was asked to consider funding the same. After discussion it was resolved to take this request to Full Council for determination. Proposed: SO. Seconded: TI.	SO.

				<u>17th March 2021</u> BBC had now been asked to take forward yellow lining works at the Elmsdale Road/Bedford Road junction and Potters Cross/Bedford Road junction and complete yellow lining works at Hall End (junction with Hilly Lane). BBC confirmed the two Bedford Road junctions would be added to its programme of works and the relevant consultations will be carried out in Summer 2021 (costs up to £3.5k to be borne by WPC). BBC also confirmed it would complete works at Hall End at its own cost. <u>WHITE LINING</u> <u>20th January 2021</u> BBC confirmed it had attended on several occasions to try and complete advisory white lining and would attend again in early January 2021. Letters would be placed on any vehicles parked in those locations. It was noted again that members of this safety steering group would help with letters and that BBC should provide advance warning before attending. A request was made for BBC to include outstanding and new areas of white lining (as detailed elsewhere in these minutes) when completing the bus cages, as it would save on costings. <u>17th March 2021</u> It was previously suggested BBC carry out the white lining works at the same time as bus cage works. BBC confirmed works would not be carried out until the financial year 2021/22 due to budget constraints. A further list of areas requiring re-	
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				painting (as provided by CB) had been forwarded to BBC also. <u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update has been received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation has now closed and central government is analysing feedback.	
Pavements (resurfacing) and roads (resurfacing) – various.	CB.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th March 2021</u> The following <u>pavement</u> areas had been prioritised by Bedford Borough Council: • Keeley Lane (its entirety); • Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>ROADS</u> <u>17th March 2021</u> The following <u>road</u> areas had 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 – this was expected to be first priority).	BBC.
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u>	GL.

				Average speed cameras were now in place on Fields Road. WPC would use available data to push for police support in installing systems on all other main routes in/through the village – starting with Cranfield Road. Data received from the Fields Road average speed cameras produced the following figures: • December 2020: 121 speeding tickets issued; • January 2021: 14 speeding tickets issued; • February 2021: 61 speeding tickets issued. GL confirmed Cranfield Road was the next proposal for average speed cameras. It was questioned whether repeater signs may be needed at the entrance to Wootton as the first lamp post was some distance from the entrance sign. It was agreed to add potential repeater signs to WPC's PAP as a BBC project to complete before the installation of these average speed cameras. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th March 2021</u> JW stated ahead of this meeting these works would be carried out when that stretch of Cranfield Road was resurfaced.	
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				<u>KEELEY LANE SPEEDING CONCERNS</u> SP had received confirmation from JW an order had been made for repeater signs (30MPH on the road surface) along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> A report (endorsed by Marston Moreteyne Parish Council) has been delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane). BBC has acknowledged receipt but has confirmed there is currently no budget for a speed limit review. The request will be revisited when a budget is available.	
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To be reviewed at each safety steering group meeting.

FC21/091**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 BBC⁶ 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 <u>5th May 2021</u> Cllr Lloyd confirmed plans were going ahead with the proposed installation along Cranfield Road. BBCllr/Cllr Wheeler is seeking costings (thought to have reduced since the Fields Road installation), ahead of the clerk producing a purchase order for BBC	Cllrs Lloyd and Wheeler

⁶ Bedford Borough Council.
Full Council Minutes 5th May 2021

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 <u>5th May 2021</u> Refer to agenda item FC21/096	Cllr Bygraves
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 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	£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	Cllr Hensher

							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 <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>5th May 2021</u> Responses to residents have been finalised and are ready for distribution	
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500-£1,000	<u>12th February 2020</u> When needed	Clerk
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>	Cllr O'Dell

							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 <u>5th May 2021</u> The clerk continues to chase in relation to additional units and has been asked to also raise concerns the existing units are displaying inaccurate information and are no longer synchronised	
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	Cllr Quirk

							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 is awaiting the relevant paperwork before liaising again with BBC <u>5th May 2021</u> That paperwork was accepted by the Planning & Environment Committee (31st March 2021 P21/083) and the clerk is now liaising again with BBC	
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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 given was for works to proceed under a non-licensed Method Statement, which would incur an additional fee of £995.	Cllr Bygraves
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							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 <u>9th December 2020</u> BBCllr Wheeler confirmed the s106 funding should	
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							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>5th May 2021</u> Refer to agenda item FC21/111	
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	Cllr Martin

FC21/092**RISK ASSESSMENTS PLAN 2020-21**

WPC⁷ 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: <https://wootton-pc.gov.uk/parish-council/documents/>

Wootton Parish Council's Risk Assessments for 2020-21 (black font – complete, red font – outstanding, blue font – for sign off, green font – 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	29.3.21	5.5.21 – members resolved at Full Council (FC21/092) no further action required	Apr 21	5.5.21 SP
Christmas Street Lighting	SP	29.9.20	None		29.9.20 SP

⁷ Wootton Parish Council
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Christmas Tree (including Switch On Event)	SP	1.10.20	JW will bring this up under his report at October's FC meeting – members to determine what to do for 2020 in light of ongoing Covid-19 restrictions	Nov 20	1.10.20 SP
Community Centre	SP	10.7.19	Moving forward, this risk assessment should be undertaken by the Charitable Trust	Jun 20	10.6.20 SP
Defibrillator	SP	10.7.19	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system	8.7.20 – Covid-19 update: All checks are undertaken by one individual. Any member of the general public using the equipment will do so at their own risk	Undertaken by Wootton's Community First Responders
Fun Fest	SP	22.1.20	None	8.7.20 – Covid-19 update: Cancelled for 2020	12.2.20 SP
Generator	SP	22.1.20	None		12.2.20 SP
Keeley End Pond	GL/SP	29.9.20	Land & Water Services Ltd have carried out all clearance works and planting has been completed 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 held remotely	
Marquee	SP	22.1.20	None		12.2.20 SP
Memorial Hall Play Area	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
MUGA – Church Road	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 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	29.3.21	None	29.3.21 – Please refer to the	5.5.21 SP

				separate risk assessment for Covid-19	
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	29.3.21	None	Apr 21	5.5.21 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 14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing	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>