



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 9th June 2021 at 7.30pm at Wootton Community Centre, Harris Way, Wootton.

Open Forum	There was one member of the public present who wished to observe the meeting. 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, Martin, Noakes, O'Dell, Quirk, Randell, Watson, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	Cllr Mapesa.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/113	Apologies for absence. Cllr Lennox. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC21/114	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/115	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.
FC21/116	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr Wheeler's report was circulated ahead of this meeting and no further comments were received.	Clerk to keep on file.	N/A.

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	To receive crime figures for May 2021. (Appendix 1a). A resident requested WPC consider how it could reinforce a police letter detailing recent incidents of anti-social behaviour and cannabis use.	No further comments received. It was suggested by the resident present that the parish council look to increase CCTV coverage in the village, seek to increase the number of PCSOs and encourage more youth activities to prevent a further increase in anti-social behaviour. After discussion it was agreed the existing trouble makers would not be interested in youth activities and it was recommended that all such incidences be reported to Bedfordshire Police via 101.	N/A. Clerk to keep on file.	N/A. N/A.
FC21/117	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.
FC21/118	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Annual Council meeting held on 5th May 2021. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 5th May 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 31st March 2021.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	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 with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 28th April 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 31st 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 17th March 2021. Members of Full Council are asked to receive and adopt the minutes of the (executive but unlikely to hold a further meeting) Synthetic Pitch Working Group meeting held on 11th May 2021.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Martin. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC21/119	Matters arising from the minutes – for information only. - FC21/096 + FC21/129 – Community Centre at Berryfields. Refer to agenda item FC21/129. - 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.	No further comments received.	N/A.	N/A.

	• FC21/065 + FC21/129 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Refer to agenda item FC21/129. • 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. • FC21/111 – Synthetic Pitch. An Ecological Survey has been undertaken. Resolved 11th May 2021 (SP21/005) to appoint Neil Boddington as Project Manager. Refer to agenda item FC21/131. • 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 + FC21/141 – 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			
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	recommendations were published on 11th May 2021. Refer to agenda item FC21/141. • 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. • 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. This review has been taken forward as part of the committee’s works programme.			
FC21/120	Chairman’s report – for information only.	Cllr Lloyd asked members for ideas on how to improve life within Wootton – including activities similar to the Fun Fest or Outdoor Cinema Event, or an installation for residents to use. Cllr Lloyd also confirmed the parish council had successfully renewed its Quality Local Council Award Scheme.	Clerk to keep on file.	N/A.
FC21/121	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 Noakes. Seconded: Cllr Bygraves. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/122	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.
FC21/123	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to	Resolved to receive, review and adopt the Project Action Plan without further comment.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.		
FC21/124	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.
FC21/125	To receive, review and adopt all Risk Assessments for 2021-22, 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: • Covid 19 – Re-Opening of all Play Areas including MUGAs and Skate Park (members determined no further action required); • Defibrillators; • Generator; • Litter Picking/Caretaker; • Lone and Isolated Working; • Marquee; • Recreation Ground Gate Duty (Car Park Opening/Closure – including volunteers); • Trees. 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.
FC21/126	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.	No reconciliations were available, pending the closure of the 2020-21 year-end accounts.	N/A.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/127	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No receipts and payments were available, pending the closure of the 2020-21 year-end accounts.	N/A.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.

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FC21/128	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, pending the closure of the 2020-21 year-end accounts.	N/A.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/129	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> It was noted the charitable trust should not be expected to pay for any road markings. <u>Charitable Trust</u> In the absence of Mike Peet, no further comments were received. <u>Lease</u> It was noted the landlord would also require access to the toilets and kitchen area without permission. Directors information needed to be changed to Chairman and subject to those amendments, the lease was accepted. <u>Sports Pitches</u> ProPitch (idVerde) works have been completed for now. Resolved to note the above findings/actions. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/130	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 at the last Full Council meeting BBC were investigating the installation of electric vehicle charging points in the resident car park area along Burgoyne Avenue and that bus stops (with shelters and Real Time Passenger Information Units) were planned for either end of Burgoyne Avenue. It was therefore unlikely any surplus s106 funding will be available for additional EVCPs or RTPI units.	BBCllr/Cllr Wheeler and the Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

		BBCllr/Cllr Wheeler stated he was unable to locate anyone at Bedford Borough Council to discuss these issues with. A working group (open to all) would meet on Friday 18th June at 6pm (Sainsbury's Car Park) in order to undertake an infrastructure audit ahead of the transfer from Persimmon to Bedford Borough Council. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.		
FC21/131	To consider appointments to two working groups to facilitate the delivery of a synthetic pitch within the grounds of Wootton Upper School and to resolve a suitable course of action.	Resolved to appoint members as follows: <u>Construction Working Group</u> Cllr Lloyd. Cllr O'Dell. Cllr Randell. Cllr Wallace. <u>Fundraising Working Group</u> Cllr Bygraves. Cllr Wheeler. Proposed: Cllr Bygraves. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/132	To receive and approve the Internal Audit report for year end 2020/21 and to resolve a suitable course of action.	Resolved to receive and approve the report without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/133	To review the effectiveness of the Internal Audit for year end 2020/21 and to resolve a suitable course of action.	Resolved to accept the review of the effectiveness of the Internal Audit without further comment. Proposed: Cllr Noakes. Seconded: Cllr Martin.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.

		Resolved by all present.		
FC21/134	To receive and approve the Annual Governance Statement 2020/21 (Section 1 – Annual Return for the year ended 31st March 2021 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2020/21 (Section 1 – Annual Return for the year ended 31 st March 2021 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/135	To receive and approve the Accounting Statements 2020/21 (Section 2 – Annual Return for the year ended 31st March 2021 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) and to resolve a suitable course of action.	Resolved to receive and approve the Accounting Statements 2020/21 (Section 2 – Annual Return for the year ended 31 st March 2021 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/136	To consider a request that a/some bee hive(s) be permitted at the allotments site (Hall End) and to resolve a suitable course of action.	Resolved that all allotments holders be asked to give their views on having a bee hive located at the allotments, before a final decision were made. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/137	To receive and adopt an Anonymous Correspondence Policy and to resolve a suitable course of action on any issues or recommendations arising.	Resolved to receive and adopt the policy without further comment. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/138	To receive a recommendation from the (advisory) Neighbourhood Plan Steering Group that the following documentation be ratified by Full Council and to resolve a suitable course of action:	Resolved to receive and accept the recommendations as follows: <u>Draft Neighbourhood Plan</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	• Latest Draft Neighbourhood Plan; • Basic Conditions Statement; • Consultation Statement.	No further comments received. <u>Basic Conditions Statement</u> No further comments received. <u>Consultation Statement</u> One minor amendment. Further resolved that all documents (once the Consultation Statement had been amended) be submitted to Bedford Borough Council as part of the next stage process. Proposed: Cllr O'Dell. Seconded: Cllr Martin. Resolved by all present.		
FC21/139	To receive two recommendations from the (advisory) Roads & Pavements Safety Steering Group that: • Bedford Borough Council's consultation relating to proposed parking restrictions at the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions be approved without amendment; • A new and separate request be submitted to Bedford Borough Council for further parking restrictions from the Cause End Road roundabout extending to the bus cage (Manor Road flats-side of Bedford Road).	Resolved to receive and accept the recommendations as follows: <u>Bedford Borough Council's consultation relating to proposed parking restrictions at the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions be approved without amendment.</u> Received and accepted without further comment. <u>A new and separate request be submitted to Bedford Borough Council for further parking restrictions from the Cause End Road roundabout extending to the bus cage (Manor Road flats-side of Bedford Road).</u> Received and accepted without further comment. Proposed: Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC21/140	To receive a report from Cllrs Quirk and Wallace in relation to the consideration of areas for hedgerow/tree planting following a presentation made by Jo Roberts (Forest of Marston Vale) and in relation to the FOMV's five year project to offer trees for planting to parishes within the FOMV area and to resolve a suitable course of action.	Resolved that Regeneration Positive be asked to contact the Crown Estate to begin negotiations to gift land immediately adjacent to the cemetery to aid with tree planting to form a green canopy and extend the cemetery. Proposed: Cllr Randell. Seconded: Cllr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/141	To consider a request from Bizzy Bees Pre-School that an area of grass land at the Memorial Hall Play Area be placed under the control of the pre-school for exclusive use by their children and to resolve a suitable course of action.	Resolved that the request be permitted, subject to the following caveats: • The proposed fencing should be of a similar style to existing fencing surrounding the play area; • Bizzy Bees would cut and maintain the grass; • Signage noting the area was under the (new) control of Bizzy Bees would be required (at cost to Bizzy Bees); • Bizzy Bees were responsible for the removal of all litter and safety aspects; • The arrangement would be reviewed every five years; • Should the arrangement be terminated, the area would need to be returned to its current/original specifications. Proposed: Cllr Martin. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/142	To consider a further response to the Local Government Boundary Commission for England's (redrafted) New Electoral Arrangements for Bedford Borough Council as detailed within a new consultation and to resolve a suitable course of action.	Cllr O'Dell agreed to source revised figures for inclusion in an amended report. This requires approval via email in order to meet the submission deadline which falls before the next meeting of Full Council. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.

FC21/143	To consider a response to Bedford Borough Council in relation to its Bus Travel Survey and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Members who were bus users were encouraged to respond in an individual capacity. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
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Meeting closed at 9.11pm.

Borough Council Report to Parish Councils June 2021

Councillors and Borough Council concerned about restarting face to face meetings

Bedford Borough Council is concerned about having to restart face to face Council meetings with the number of Indian variant COVID-19 cases rising in Bedford Borough.

In looking for workarounds most Council meetings have been turned into 'virtual workshops'. This allows committees at a later date to have a short face to face meeting of members to formally ratify the decisions of the workshops.

There is now a Government consultation on restarting local authority remote meetings and responses have to be back by 17 June.

Please do submit your own responses at:

<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

East West Rail - Public Meetings and possible extension

Bedford Borough Council held 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.

However, the meetings were very disappointing as the administration chose the questions beforehand and many of the questioners were either dissatisfied that their questions were not called or were not appropriately answered. Some of the comments made by Bedford Borough Council also infuriated residents as you can see from the following: <https://www.bedfordindependent.co.uk/letters-councillors-own-communities-and-environments-are-under-threat/>

East West Rail - Bedford Borough Council supports 4 track route

Bedford Borough Council commissioned SLC (who are consultants) to write a report on whether a 4 track route would be viable for EWR. They believed that EWR should be able to go ahead with a 4 track route. Hopefully, this would lead to those residents whose homes are at risk under a 6 track plan, being allowed to keep their homes.

EWR believe this to be very unlikely and have written to local residents with the following: "Following the 2019 consultation, we carried out further work to assess if the existing Midland Mainline tracks north of Bedford Midland station would have sufficient capacity to accommodate the new East West Rail services without reducing the existing passenger and freight capacity. After considering a full set of options we found four tracks would not be sufficient, and this is why we are presenting a six-track proposal during this consultation."

Full Council Report

There was an informal Full Council meeting on Wednesday 2 June to debate East West Rail. The Conservative Group submitted a motion that called for a re-consultation for the chosen route as it is believed that the original consultation was flawed. This motion was rejected. The meeting was very fiery and executive Members who were defending the recommendation of route E by Bedford Borough Council were very dismissive of members and members of the public who held opposing views.

Fusion facilities now open

Appendix 1

All Fusion facilities apart from Oasis Swimming Pool are now open. Oasis Swimming Pool opened on Wednesday 19th May.

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

On May 11 the Boundary Commission released their latest draft recommendations. They are available to look at on the following website where you are also able to respond:

<https://consultation.lgbce.org.uk/have-your-say/20441>

The deadline for responding is 5th July.

They have also written a report explaining their decisions here:

<https://s3-eu-west-2.amazonaws.com/lgbce/Reviews/Eastern/Bedfordshire/Bedford/New%20Draft%20Recs/Bedford%20new%20draft%20recommendations%20report.pdf>

Local Plan 2040 Update

We are expecting the new Local Plan 2040 draft is now available and will go to the Executive on 9 June. The consultation on the draft plan is expected to begin the week commencing 28 June.

You can find the current draft here:

[Item 08 Bedford Borough Local Plan 2040 Report and Appendices.pdf](#)

Bedford Borough providing vouchers for children during half-term

Bedford Borough children from families that receive income-related free school meals are again eligible for a £15 each, for next week's half term school holiday.

Eligible families who received vouchers from the council's free school meals scheme previously will automatically receive an email. For anyone whose circumstances have changed the Council is encouraging them to register and apply for free school meals, so that they can receive the support they need.

Children are eligible for the vouchers if their family receives one of the benefits listed below:

- Universal Credit - with an annual earned income of no more than £7,400 after tax
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190

To find out if you are eligible and to register for free school meals visit

www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/free-school-meals/

Appendix 1

Bedford Borough Interim Chief Executive stands down due to health

The new Interim Chief Executive of Bedford Borough Council unfortunately had to stand down due to health issues. We hope that he recovers from his health problems.

Recruitment to the permanent post is ongoing with the intention of making an appointment in July.

In the interim, the Council are making arrangements to cover the vacancy from internal resources, and we will keep you updated when cover arrangements have been finalised.

The Chief Officer for Legal & Democratic Services will also leave in the upcoming months due to a reorganisation of Bedford Borough Council's management structure. However, as they are the current monitoring officer, they will only be able to leave once that role has been filled.

Bedford Borough Council wants to hear your views on local bus services.

Your responses will help the Council establish its priorities and what the most important things are for residents, when it invites bids to run the rural bus services across Bedford Borough later this year.

The Council is looking to understand how residents of the Borough currently use transport, if this has changed during COVID, and how the public transport offer could be improved in the future.

Residents and interested parties can have their say via the quick and easy form on the Council website at www.bedford.gov.uk/bustravel or by calling 01234 718005. The deadline for responses is Friday 11 June.

COVID-19 Update

The Government has now set a roadmap out of lockdown, we are now into step 3

STEP 3 No earlier than 17 May	STEP 4 No earlier than 21 June
At least 5 weeks after Step 2	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 30th May in Bedford there have been 14,534 cases since the start of the Pandemic and there have been 266 registered cases in Bedford in the last 7 days. It is possible that this slight drop in the week was caused by half term and next week the numbers will continue to rise.

If you would like the latest COVID snapshot (as of 23rd May) please find it below:
<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-26may2021.pdf>

The Indian variant, which is believed to spread rapidly is now the dominant strain in Bedford. Bedford Borough are asking residents' to proceed with extreme caution and it is believed that the number of cases will continue to rise.

The Government has also provided additional advice stating that Bedford Borough residents should:

- meet outside rather than inside where possible
- keep 2 metres apart from people that you don't live with (unless you have formed a support bubble with them), this includes friends and family you don't live with
- minimise travel in and out of affected areas

More information available at:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>
<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

FC21/116a May 2021			
Reference	Offence Class Description	First Committed	Address
40/22897/21	ASSAULT WITH INJURY	07/05/2021 00:01	Harris Way
40/22458/21	ASSAULT WITH INJURY	05/05/2021 20:27	Ashpole Avenue
40/26264/21	ASSAULT WITHOUT INJURY	14/09/2020 09:00	Hall End
40/24748/21	ASSAULT WITHOUT INJURY	17/05/2021 00:00	Roundel
40/23692/21	ASSAULT WITHOUT INJURY	10/05/2021 00:00	Turland Close
40/22906/21	ASSAULT WITHOUT INJURY	07/05/2021 00:01	Harris Way
40/22109/21	ASSAULT WITHOUT INJURY	03/05/2021 00:00	Denny Street
40/21819/21	ASSAULT WITHOUT INJURY	03/04/2021 15:30	Harris Way
40/21513/21	ASSAULT WITHOUT INJURY	30/04/2021 16:15	Neale Way
40/21419/21	ATTEMPTED BURGLARY - RESIDENTIAL	03/02/2021 00:01	Ashpole Avenue
40/22182/21	BLACKMAIL	03/05/2021 00:00	
40/25765/21	BURGLARY - BUSINESS AND COMMUNITY	22/05/2021 00:01	Cranfield Road
40/21389/21	BURGLARY - RESIDENTIAL	03/02/2021 00:01	Goff Place
40/23408/21	CRIMINAL DAMAGE - RESIDENTIAL	10/05/2021 16:26	Turland Close
40/26799/21	HARASSMENT	28/04/2021 00:01	
40/25409/21	HARASSMENT	20/05/2021 19:00	
40/21794/21	HARASSMENT	10/04/2021 00:00	
40/25578/21	MALICIOUS COMMUNICATIONS	21/05/2021 16:18	
40/25326/21	MALICIOUS COMMUNICATIONS	13/05/2021 09:00	
40/24784/21	MALICIOUS COMMUNICATIONS	17/05/2021 18:30	
40/24989/21	MALICIOUS COMMUNICATIONS	18/05/2021 00:00	
40/24249/21	MALICIOUS COMMUNICATIONS	13/05/2021 08:26	
40/24256/21	OTHER THEFT	14/05/2021 17:30	School Lane
40/27233/21	PUBLIC FEAR ALARM OR DISTRESS	30/05/2021 00:00	Denny Street
40/25841/21	PUBLIC FEAR ALARM OR DISTRESS	23/05/2021 10:30	Manor Road
40/22021/21	PUBLIC FEAR ALARM OR DISTRESS	03/05/2021 15:50	A421
40/26552/21	RACE OR RELIGIOUS AGG PUBLIC FEAR	24/05/2021 00:00	
40/22634/21	SEXUAL	29/04/2021 13:30	
40/24817/21	SEXUAL	29/04/2021 13:30	

Appendix 1a

40/27405/21	STALKING	31/05/2021 00:00	
40/24988/21	STALKING	18/05/2021 00:00	
40/22605/21	STALKING	06/05/2021 00:00	
40/25365/21	THEFT FROM A MOTOR VEHICLE	20/05/2021 18:20	A421
40/22865/21	THEFT FROM A MOTOR VEHICLE	07/05/2021 00:00	A421
40/21496/21	THEFT FROM A MOTOR VEHICLE	03/02/2021 00:01	Summerfield Drive
40/26595/21	THEFT FROM THE PERSON	21/05/2021 11:00	Hall End
40/23754/21	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	11/05/2021 18:00	School Lane

Appendix 2

FC21/117

Nothing significant to report.

FC21/121

Neighbourhood Plan Steering Group Report

(Please note items highlighted yellow require formal approval by members under this/an alternative agenda item). In this instance, refer to agenda item FC21/138

31st March 2021

Disclosure of local and/or disclosable pecuniary interests

TR disclosed non-pecuniary interests – having knowledge of local landowners and having had previous professional dealings with site promoters and planning consultants.

Matters arising from the minutes – for information only

See under 19th May 2021.

Resolutions

NP21/039 – 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.

In the absence of SS no report was available.

NP21/040 – 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.

NP21/041 – 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.

Initial discussions centred on the need to determine the level of detail necessary in relation to the draft response to residents who had been in direct contact. Two draft versions of the proposed response had been circulated ahead of this meeting. SO then left the meeting before any recommendation was made.

After detailed discussions a recommendation was made to Full Council that the more detailed version would be the response used and SP agreed to finish collating all responses ahead of the next Full Council meeting on 14th April 2021.

Proposed: GL.

Seconded: GB.

Resolved by all present.

NP21/042 – 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.

NP21/043 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

No further comments received.

NP21/044 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

No further comments received.

19th May 2021

Disclosure of local and/or disclosable pecuniary interests

TR disclosed non-pecuniary interests – having knowledge of local landowners and having had previous professional dealings with site promoters and planning consultants.

Matters arising from the minutes – for information only

- NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed.
- NP21/042 + NP21/052 – New/ongoing landowner/agent communication(s). Refer to agenda item NP21/052.
- NP21/039+NP21/040+NP21/041 + NP21/050+NP21/051 – Emerging Neighbourhood Plan. Refer to agenda items NP21/050+NP21/051.
- NP21/043 + NP21/053 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP21/053.

Resolutions

NP21/050 – 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.

Draft Neighbourhood Plan

BH and TR had provided amendments to the latest draft and all present confirmed they were in agreement with all proposals. SS confirmed she would seek to incorporate TR's suggestion that the transfer of the 15.97ha of Crown Estate open space land be referenced as a new bullet point (2) within Policy W10 (it already featured in the supporting text to Policy W10 – other important green space).

GL was working to amend the policies map.

Resolved to adopt the draft Neighbourhood Plan subject to the amendments noted above. SS agreed to circulate a final draft ahead of ratification at Full Council on 9th June 2021.

Basic Conditions Statement

This statement demonstrates that the Neighbourhood Plan has regard and is in conformity with both national and local planning policies.

Resolved to adopt the statement without further amendment, again to be ratified at Full Council on 9th June 2021.

Consultation Statement

This statement describes and provides detail of the consultation carried out during the preparation of the Neighbourhood Plan. It will also advise the Appointed Examiner of changes made.

Works were still ongoing and it was resolved this statement be taken to Full Council for adoption on 9th June 2021.

Proposed: SO.

Seconded: JN.

Resolved by all present.

NP21/051 – 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.

NP21/052 – 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.

NP21/053 – To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.

SS provided an outline of next steps which included (after ratification/adoption of all items referenced in agenda item NP21/050):

- Submission of the Neighbourhood Plan to Bedford Borough Council;
- Regulation 16 Consultation on the Submission Plan (six week period);
- Appointment of an Independent Examiner (may be carried out during the consultation). Bedford Borough Council will provide the parish council with a list of potential examiners);
- Independent Examination. Bedford Borough Council will provide all supporting information and Regulation 16 comments to the independent examiner and a report by will be issued to Bedford Borough Council and the parish council;
- Referendum.

It was noted the parish council would see all representations made, however it was for the Appointed Examiner to respond.

NP21/054 – To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.

TR was advised to update all relevant landowners regarding progress made, after ratification/adoption of all items referenced in agenda item NP21/050).

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council

2nd June 2021

FC21/122**Planning & Environment Committee Report**

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

28th April 2021

Report from outside organisations – for information only

- Bedford Borough Council. Great Barford Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Great Barford 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:

- Great Barford Post Office and General Stores, 8-10 High Street, Great Barford, MK44 3LB.

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 16th May 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. Willington Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Willington 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:

- Hudsons Plant Centre, Bedford Road, Willington, MK44 3PR.

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 16th May 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. The new application to renew a street trading consent outside of Bedford Town Centre for Carmen Martinez T/A Flavours Americannos has been withdrawn in Wootton only.

Matters arising from the minutes – for information only

See under 26th May 2021.

Planning Applications – for resolution

21/00810/FUL – White Gables, 46 Hall End Road. Erection of 1.5 storey side/rear extension, demolition of two existing garages and replacement quadruple garage, covered eating area and vehicle gates.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

21/00938/ADV – Unit 6, Marston Vale Innovation Park. Installation of three internally illuminated fascia signs, one non-illuminated fascia sign and one internally illuminated monument sign.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/00997/FUL – 3 Stevenson Walk. Garage conversion and associated external alterations.

Resolved **NO OBJECTION** but the following observation was made:

- Bedford Borough Council should consider whether sufficient parking spaces will remain in the area, following the conversion of the garage.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

Resolutions

P21/096 – To receive a report from Cllr Quirk regarding comments received in relation to the proposal to add solid wooden posts on the grass area and collapsible metal posts on the pavement area, where Popes Way Green meets Lorraine Road and to resolve a suitable course of action.

The member of the public present thanked the parish council for the responses previously given to their concerns over the proposal and Cllr Quirk provided a history of the area, including the clerk's success in registering the area under adverse possession, to the parish council. A number of vehicles had caused damage (ruts) to the grass which had been in-filled at cost to the parish council – hence the proposal to add some form of barrier to both restrict and monitor future access. Any access request would need to be made to the clerk. Discussions centred on the best location to permit vehicular access which was subsequently determined as central to both pavements (given the pavements were the responsibility of Bedford Borough Council).

After further discussion it was resolved to bring this proposal back to a future meeting of this committee, to determine final locations, costings and materials.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

5th May 2021

Matters arising from the minutes – for information only

See under 26th May 2021.

Planning Applications – for resolution

21/01035/LBC – 3 Cranfield Road. Demolition of existing conservatory and erection of single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/01060/FUL – 63 Grovebury Court. Single storey side and rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/01076/FUL – 1 Stewart Court. Front extension and conversion of garage including external alterations.

Resolved **NO OBJECTION** but the following observation was made:

- Bedford Borough Council should consider whether sufficient parking spaces will remain in the area, following the conversion of the garage.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

21/01081/FUL – 23 Summerfield Drive. Single storey side extension and side extension/alterations to existing conservatory.

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

- Works may reduce the line of sight for passing vehicles;

- Proposed works are out of character with neighbouring properties;
- Works may be sited over the building line.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

21/01137/FUL – 34 Lorraine Road. Garage conversion with change of flat roof to hipped.

Resolved **NO OBJECTION** but the following observation was made:

- Bedford Borough Council should consider whether sufficient parking spaces will remain in the area, following the conversion of the garage.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

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

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

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

26th May 2021

P21/108 – To elect a Chairman of the Planning & Environment Committee.

A nomination was received on the evening in favour of Cllr Quirk. Resolved that Cllr Quirk be appointed Chairman for the ensuing municipal year.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

P21/109 – To elect a Vice-Chairman of the Planning & Environment Committee.

Not applicable.

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. Resolved 31st March 2021 (P21/082) to accept that paperwork and again request Bedford Borough Council take on the ownership/maintenance of the streetlights. The clerk has now been informed Bedford Borough Council will draft a scheme plan, costings and payback period for consideration.
- 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. This project has been delayed due to Coronavirus Covid-19 restrictions.
- 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 grounds remained waterlogged in winter and now they are drier, the clerk is awaiting revised timescales.
- 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 has now been delivered.

Planning Applications – for resolution

21/00322/M73 – Land South of Fields Road. Reserved Matters (Layout, Scale, Appearance and Landscaping) for Plots 4 and 5 pursuant to outline permission 17/00666/MAO, including variation of approved plans condition 1 attached to 19/00742/MAR to include roof plans and details of photovoltaic panels as approved plans.

Resolved **NO OBJECTION.**

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

21/01194/FUL – 12 Granby Way. Single storey front extension with new porch entrance and single storey rear extension.

Resolved **NO OBJECTION** but to pass the following observation back to Bedford Borough Council:

- No part of the roof or guttering should exceed the boundary line.

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

21/01212/FUL – 66 Ashpole Avenue. Two storey side extension with single storey link to garage.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.
Seconded: Cllr Lloyd.
Resolved by majority vote. Cllr Noakes abstained from voting.

21/01228/FUL – 7 Tysoe Close. Garage conversion.

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

- The plans lacked detail and made no reference to the proposed use following conversion. Clarification was requested from Bedford Borough Council in order to make an informed decision.

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

21/01246/FUL – 30 Tithe Barn Road. First floor side extension and ground floor verandah to rear.

Resolved **NO OBJECTION** but to pass the following observation back to Bedford Borough Council:

- Access to the property was not permitted from the parish council's recreation ground.

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

21/01262/TPO – Walnut House, 21a Bedford Road. T1 – Sycamore. Fell to ground level and grind. Client is aware a similar species must be replanted and Bedford Borough Council will be undertaking the replanting works.

Resolved **NO OBJECTION**.

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

21/01297/S73 – Site of Former 41 and 43 Cause End Road. Variation of Condition Application. Demolition of existing dwellings and erection of eight residential units divided into four pairs of semi-detached houses, including variation of approved plans condition 2, attached to 19/01590/FUL) to allow for the creation of habitable attic space for plots 3,4,5 and 6.

Resolved **NO OBJECTION**.

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

21/01353/FUL – 54 Tithe Barn Road. Demolition of existing outbuilding and erection of new three bedroom end of terrace dwelling.

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

- The proposal will exacerbate parking congestion in the area;
- The proposal represents an overdevelopment of the site.

If planning permission were granted by Bedford Borough Council the following observation was made:

- Access to the property was not permitted from the parish council's recreation ground.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

21/01161/FUL – Outbuilding Adjacent to 51 Cause End Road. Change of use and alterations to residential outbuilding to form Tattoo Parlour.

Resolved **NO OBJECTION** but to pass the following concern back to Bedford Borough Council:

- Bedford Borough Council should consider whether sufficient parking will be available in the area.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

21/01162/LBC – Outbuilding Adjacent to 51 Cause End Road. Change of use and alterations to residential outbuilding to form Tattoo Parlour.

Resolved **NO OBJECTION** but to pass the following concern back to Bedford Borough Council:

- Bedford Borough Council should consider whether sufficient parking will be available in the area.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

21/00975/HPN – 13 Summerfield Drive. Prior notification for single storey rear extension(s) between 4 and 8 metres depth. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee (BBC) but considered by officers under delegated powers. Only objections from adjoining neighbours can be considered.

This council **was not previously consulted**.

No further comments received.

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

This council previously raised **NO OBJECTION**.

No further comments received.

21/00536/LDP – 59 Folkes Road. Single storey rear extension. Certificate to confirm that the details submitted do not require planning permission.

This council **was not previously consulted**.

No further comments received.

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

21/00017/FUL – St. Alban, 32 Bedford Road. Appeal following BBC's refusal of planning permission.

No further comments received.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

2nd June 2021

FC21/123**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22**

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 2021-22 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>	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

				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 handover would likely now not take place until Q3/Q4 2021. <u>19th May 2021</u> Persimmon were financing BBC's replacement of non-LED lighting within the estate. Wider lighting columns were proposed to remedy the issue at the pedestrian crossing (Harris Way, school side) and the handover was expected by the end of summer 2021. JW was asked to request sight of BBC's infrastructure report by the end of May 2021, to enable CB, GL and SO to reference it when undertaking a site infrastructure assessment. If no report was forthcoming, the trio would produce their own as it was imperative all issues were recorded before the handover, to allow time for remedial works.	
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.	BBC.

				<u>17th March 2021</u> Two bus stops were scheduled for Burgoyne Avenue (both with shelters and RTPI⁵ units) – 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>19th May 2021</u> Given two bus stops were proposed for Burgoyne Avenue with RTPI, it was noted there would be no s106 funding for use elsewhere. <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. <u>19th May 2021</u> JW confirmed the works would be completed when the weather was better and TI reiterated these works had been earmarked for completion alongside white lining.	
Cause End Road leak.	Various.	Ongoing – carried	BBC/Anglian Water.	<u>20th January 2021</u>	BBC/Anglian Water.

⁵ Real Time Passenger Information.
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		forward from 2018-19.		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. <u>19th May 2021</u> JW confirmed the leak had been resolved. Move to close.	
Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion.	Ongoing – carried forward from 2017-18.	FRS ⁶ 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.	BBC/Developer. GL.

⁶ Fields Road South

				Resolved by all present. <u>19th May 2021</u> The recommendation above was approved by Full Council on 5th May 2021 (FC21/108) with a caveat that works be delayed until October 2021.	
Cranfield Road flooding.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> 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 22nd March 2021 to seek a resolution on remedying the situation. <u>19th May 2021</u> Surface water was coming from woodland and a further ditch was necessary on Bedford Borough Council's land. This would provide drainage into an existing pipe under Cranfield Road which would in turn, feed into Elstow Brook. JW stated BBC were drafting a report detailing proposed works to be undertaken by BBC and developers, however this had yet to be completed and it was understood developers would be off-site by the end of May 2021.	BBC.
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. <u>19th May 2021</u> JW had received confirmation that all connecting pavements were complete, as were relevant	BBC.

				surveys. Works were proposed for summer 2021 and the location was noted as the Berryfields Roundabout side of the Health Centre. Visitors to the Health Centre would be able to use the new bus stop located on Burgoyne Avenue.	
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. <u>19th May 2021</u> JW confirmed incidences of vehicles continuing to travel past the Amazon junction in Burgoyne Avenue (towards Buckworth Drive from Cranfield Road) had increased in recent weeks and Amazon had installed trackers on the roadside to alert drivers. It was clear that additional signage was needed on Beancroft Road, to prevent vehicles from accessing the village that way. However, this was within the remit of Central Bedfordshire Council. JW agreed to speak to BBC again to take this forward and SP agreed to contact Cranfield and Marston	BBC.

				Moreteyne Parish Councils to see if their parishes were also affected in the same way.	
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 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	BBC.

				needed to be white lined as WPC had requested. Timescales were not known. <u>19th May 2021</u> JW confirmed the survey had been completed but not yet circulated.	
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. <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>19th May 2021</u> BBC confirmed steps were being considered to remove vehicles obstructing the completion of works at Hall End (junction with Hilly Lane).	SO.

				BBC's consultation for the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions was circulated ahead of this meeting. No amendments were made, however following further discussions regarding additional parking concerns in the Potters Cross area it was resolved to request a further extension to the proposals – from the Cause End Road roundabout as far as the bus cage on Bedford Road, adjacent to the Manor Road flats. This would be treated as a new request, in order not to delay the previous proposals and would require ratification by Full Council on 9th June 2021. Proposed: SO. Seconded: GL. Resolved by all present. <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.	
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				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-painting (as provided by CB) had been forwarded to BBC also. <u>19th May 2021</u> No further update received. <u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update had been received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation had now closed and central government was analysing feedback. <u>19th May 2021</u> SO confirmed he had written to the Rt. Hon. Nadine Dorries in a personal capacity and had been informed consultation responses had not yet been published. TI added it was his understanding Central Government intended to delegate the powers (preventing pavement parking and currently live in London) to Local Highways Authorities in England in Autumn 2021.	
Pavement extension.	Resident.	Ongoing.	BBC.	<u>19th May 2021</u> A request had been received from a resident with a proposal for a new pavement section (Tinkers Corner towards The Chequers PH).	BBC.

				It was understood a previous request to BBC for a new pavement in that area had been rejected due to costings, however the draft Neighbourhood Plan would seek to deliver a pavement as part of infrastructure improvements.	
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). <u>19th May 2021</u> No further update received.	BBC.
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u> 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.	GL.

				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>19th May 2021</u> Repeater signs were not needed. JW had requested costings for Cranfield Road as it was understood there had been a price drop and was asked to scrutinise all paperwork when received. <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>	
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				JW stated ahead of this meeting these works would be carried out when that stretch of Cranfield Road was resurfaced. <u>19th May 2021</u> No further update received. <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>19th May 2021</u> JW had confirmed this was on BBC's schedule of works. <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. <u>19th May 2021</u> SP had received a response from BBC which confirmed there was no budget for changes to speed	
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				limits this financial year. However, given WPC was seeking to install average speed cameras along Cranfield Road, BBC may be able to include the speed limit reduction request as part of that work – extending the site of the average speed cameras to encompass a revised speed limit at Wootton Green.	
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To be reviewed at each safety steering group meeting.

FC21/124**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>9th June 2021</u> Cllr Wheeler has been asked to obtain costings to install a set of cameras along Cranfield Road	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2021	£0	£0	£0	£1,500	<u>9th June 2021</u> Refer to agenda item FC21/129	Cllr Bygraves
Low	Lecterns	2021	£1,200 per lectern	£0	£0	£0	<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>9th June 2021</u> Refer to agenda item FC21/138	Cllr Hensher
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>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	Cllr O'Dell

							<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	
Medium	St Mary's Churchyard Brick Wall and Railings	Ongoing			£14,693	£10,000	<u>9th June 2021</u> The Clerk is looking to organise a meeting to discuss next steps	Cllr Quirk
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<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 Bedford Borough Council <u>14th April 2021</u> That paperwork was accepted by the Planning & Environment Committee (31 st March 2021 P21/083) and the clerk will now liaise again with Bedford Borough Council <u>9th June 2021</u> Timescales are 124 awaited from Bedford Borough Council in relation to the transfer from the parish council	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding		£700,000	<u>9th June 2021</u> Refer to agenda item FC21/131	Cllr Bygraves

Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane £5,000	£23,000	<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
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To be reviewed monthly at Full Council.

FC21/125**RISK ASSESSMENTS PLAN 2021-22**

WPC⁷ assigns and reviews all Risk Assessments annually in May. 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 2021-22 (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				
Car Parks	SP				
Cemeteries					
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			Update when the new contract with City Illuminations Ltd is underway		
Christmas Tree (including Switch On Event)					
Community Centre			Moving forward, this risk assessment should be undertaken by the Charitable Trust		

⁷ Wootton Parish Council
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Covid-19 Play Areas – including MUGAs and Skate Park	SP	19.5.21	Members to decide what, if any, action needs to be taken as detailed within the Risk Assessment		9.6.21 SP
Defibrillators	SP	19.5.21	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	N/A	Not needed until 2022	19.5.21 – Covid-19 update: Cancelled for 2021	9.6.21 SP
Generator	GL	18.5.21	None		9.6.21 GL
Keeley End Pond	GL			8.7.20 – Covid-19 update: Residents are not encouraged to enter the area. There are no areas of seating	
Litter Picking (and caretaker)	SP	19.5.21	None	8.7.20 – Covid-19 update: All members of staff are lone workers. The litter picker and caretaker have been provided with gloves and hand sanitiser. The clerk is currently working from home and Covid-19 regulations are in place with regard to face to face meetings	9.6.21 SP
Lone & Isolated Working	SP	19.5.21	None	8.7.20 – Covid-19 update: All members of staff are lone workers. The litter picker and caretaker have been	9.6.21 SP

				provided with gloves and hand sanitiser. The clerk is currently working from home and Covid-19 regulations are in place with regard to face to face meetings	
Marquee	SP	19.5.21	None		9.6.21 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		None		

Recreation Ground Gate Duty including volunteers	SP	18.5.21	None		9.6.21 SP
Recreation Ground Play Area	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
Remembrance Sunday Parade	SP				
Resuming Face to Face Meetings	SP	29.4.21	None	Ongoing whilst Covid-19 measures remain in place	5.5.21 SP
Silhouette	SP	18.5.21	The silhouette is currently being stored by Cllr Bygraves before being re-sited adjacent to the war memorial (which has outstanding remedial works)		
Skate Park	SP	29.3.21	None	Apr 21	5.5.21 SP
Sports Pitches – Church Road	SP	18.5.21	None		9.6.21 SP
Sports Pitches – Harris Way	SP	18.5.21	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	SO	18.5.21	SO has agreed to complete this risk assessment		
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign	JW	18.5.21			
War Memorial	JN		18.5.21 – works remain outstanding to remedy the cracked base. Complete this risk assessment when those works have been completed		
Work Station (Clerk) – to include the parish office within the community centre	GL		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	8.7.20 – Covid-19 update: Office is currently closed	

			periodic checks will be undertaken and any significant issues recorded		
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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>