



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 8th September 2021 at 7.30pm at Wootton Community Centre, Harris Way, Wootton.

Open Forum	One resident was present who wished to raise concerns over the home to school transport system for Wootton. The resident detailed a number of issues which had occurred recently (mostly centred around the bus service to/from Holywell Middle School, Cranfield) and asked for support from the parish council to improve matters moving forward. They were aware the service was not provided by the parish council and thanked BBCllr/Cllr Wheeler for his efforts in resolving many of the issues ahead of this meeting. It was noted the parish council had worked (and contributed towards) many road safety issues, yet children had been (and some may continue to be) displaced by changes made by Bedford Borough Council (BBC). BBC knew the school intake figures in April, however parents/carers were only informed of changes at the end of August. The resident was concerned over a lack of communication between BBC departments and the fact that bus routes had been subsequently revised (since the original changes) five times in three days, for some families. As the village continued to grow, this situation would get worse and a request was made for the parish council to work in partnership with BBC to prevent a reoccurrence. BBCllr/Cllr Wheeler stated the parish council was not the medium to deal with this issue and recommended the resident either officially complain using BBC's complaints channel (which would generate an inquiry) or raise this at BBC's Full Council meeting on 13th October 2021. BBCllr/Cllr Wheeler was happy to support the resident at BBC's Full Council meeting if required. After detailed discussion the resident agreed to furnish the clerk with a summary of all issues and an email from the parish council would be sent to BBC noting dismay at the situation and raising concerns over the safety of children using the amended bus service locations. The resident thanked members for their support and left the meeting at 7.45pm. One representative from Grantscape was in attendance to deliver a short presentation under agenda item FC21/217. The chairman proposed this agenda item be heard after agenda item FC21/201 and this was agreed by all present. There were no other members of the public or press present and so the meeting continued without further adjournment.	Public Bodies (Admissions to Meetings) Act 1960, s1(1).
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	(Appendix 2).			
FC21/204	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 Full Council meeting held on 11th August 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 28th July 2021.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present. Minutes were received and adopted. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC21/205	Matters arising from the minutes – for information only. - FC21/191 + FC21/215– Community Centre at Berryfields. Refer to agenda item FC21/215. - 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) – works are ongoing as of September 2021; - 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. - FC21/129 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Further amendments have been passed back to Bedford Borough Council. - FC21/139 – Parking Restrictions/Yellow Lining at various sites. Restrictions are now in place at	*The parish council's subsequent submission in relation to the Local Government Boundary Review have not been adopted in the final recommendations which still propose the merger of Kempston Rural with Wootton. These recommendations must now be approved by Parliament via a draft order which will provide new electoral arrangements for Bedford Borough Council's implementation at local elections in 2023.	N/A.	N/A.

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	Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions. Bedford Borough Council has yet to complete yellow lining at Hall End. Resolved 9th June 2021 (FC21/139) submit a further request to Bedford Borough Council for further parking restrictions/yellow lining on Bedford Road – from the Cause End Road roundabout extending to the bus cage (Manor Road flats-side of Bedford Road). • FC21/131 – Synthetic Pitch. Refer to the Full Council Project Action Plan. • 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. • 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 recommendations were published on 11th May 2021. The parish council’s recommendation did not feature in the new draft recommendations and a further submission was made, given the review deadline was extended. *			
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	• 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. At present, no officers are available to attend quarterly meetings, however there are currently increased patrol cars in the village. Move to close. • 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. • FC21/138 – Neighbourhood Plan. Resolved 9th June 2021 (FC21/138) to submit all documentation to Bedford Borough Council as part of the next stage process. • FC21/195 + FC21/219 – Hedgerow/Tree Planting – Forest of Marston Vale initiative. Resolved 9th June 2021 (FC21/140) that Regeneration Positive approach the Crown Estate to begin negotiations to secure land adjacent to Lorraine Road cemetery to aid with a proposal to tree plant in that vicinity creating a green canopy. Refer to agenda item FC21/219. • FC21/141 – Bizzy Bees request for an area of grass land for recreational play. Resolved 9th June 2021 (FC21/141) to permit the request subject to a number of caveats. Bizzy Bees are determining next steps as they raised safety concerns about the fencing caveat (that it should match existing fencing).			
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	• FC21/163 – Replacement of faulty/damaged dog mess/litter bins. Resolved 14th July 2021 (FC21/163) to replace all faulty/damaged bins, if possible with dual purpose litter bins. If dual purpose could not be used, a metal similar design would be used. The clerk is awaiting guidance from Bedford Borough Council. • FC21/194 + FC21/224 – Improvements to acoustics within the Community Centre meeting room. Refer to agenda item FC21/224. • FC21/193 + FC21/217 – Course of action in relation to The Queen’s Platinum Jubilee Central Weekend 2022. Refer to agenda item FC21/217. • FC21/173 – Bedford Borough Council’s Local Plan 2040 Draft Plan. Resolved 14th July 2021 (FC21/173) that Wootton Parish Council support option 2c: Development in and around the urban area, plus A421 transport corridor with rail based growth parishes, plus two new settlements (as detailed on Page 22 of Bedford Borough Council’s Local Plan 2040 – Draft Plan, Strategy Options and Draft Policies Consultation June 2021 document (click here to view full details). • FC21/174 – Further response to the Planning Inspectorate in relation to the Hollins Strategic Land LLP appeal (Inspectorate No: APP/K0235/W/19/3243154, Land West of Wootton Upper School, Hall End Road, Wootton, Bedford, Appellant’s Updated Statement of Case - LPA Ref: 19/00894/MAO). Resolved to make a further submission (click here to view full details).			
FC21/206	Chairman’s report – for information only.	In the absence of Cllr Lloyd no report was available.	N/A.	N/A.
FC21/207	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report available as this steering group had not met since 28 th July 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.

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FC21/208	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.
FC21/209	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No project action plan as this safety steering group had not met since 21 st July 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC21/210	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: BBCllr/Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/211	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 revised Remembrance Sunday and War Memorial risk assessments. BBCllr/Cllr Wheeler confirmed the Remembrance Sunday parade would be an expansion on last year, with no indoor church service. Church Road would require a closure order to facilitate the parade from the village hall and the upper school had kindly agreed to stream the event via YouTube. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Mapesa. Resolved by all present.	BBCllr/Cllr Wheeler to take forward. Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/212	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 Quirk. Proposed: Cllr Wallace. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.

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FC21/213	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.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/214	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.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/215	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 the parish council was now in possession of a key for the car park barrier. The final HOTs remained with Bedford Borough Council. <u>Charitable Trust</u> Cllr Lloyd had again spoken to the caretaker regarding the purchase of a suitable gritting machine and confirmation was awaited before an order was placed. Cllr Bygraves confirmed his new position as treasurer of the charitable trust. It was noted at a recent meeting of the Charitable Trust that the trust did not wish to take on responsibility for the MUGA (Multi Use Games Area) or sports pitches. Given responsibilities had been agreed in 2020 (with the trust being responsible for both entities), Cllr Bygraves stated he would take this forward and report back again at a future meeting of Full Council. <u>Lease</u> It was noted the latest lease amendments/annotations had been sent back to Hillary Cooper Law.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Sports Pitches</u> ProPitch (idVerde) had completed current works and were cutting the grass. Drainage works (including secondary drainage works) remained outstanding. Resolved to note the above findings/actions. Proposed: Cllr Bygraves. Seconded: Cllr Quirk. Resolved by all present.		
FC21/216	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 a working group had undertaken an infrastructure audit and the findings had been forwarded to BBC's Highways Department. It was not yet known if/when the handover from Persimmon to Bedford Borough Council would take place. Concerns were raised remedial infrastructure works had stopped and after discussion it was resolved the clerk write to Directors of Persimmon to note and query this (reference was made to a particularly deep pothole in Folkes Road near Sainsbury's). The adoption of Burgoyne Avenue (Fields Road to the Amazon roundabout) was ongoing. The remaining area of Burgoyne Avenue (Amazon roundabout to Cranfield Road) was expected to be ready for adoption end of Q2 2022. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Quirk. Resolved by all present.	BBCllr/Cllr Wheeler and the clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC21/217	To receive a brief presentation from Grantscape in relation to the Rookery South Community Trust Fund and to resolve a suitable course of action.	A presentation was given by a representative of the local grant-making charity, GrantScape (based in Salford, Milton Keynes). GrantScape had been appointed by Rookery South Ltd (owned by Covanta and Green Investment Group (40% each) and Veolia (20%)) to manage		Localism Act 2011, Ch 1, s1-8.

		the Rookery South Community Trust Fund. The fund would provide grants for community groups located within Ampthill, Brogborough, Cranfield, Houghton Conquest, Lidlington, Marston Moreteyne, Maulden, Millbrook, Stewartby and Wootton. The wish was for the parish council to complete a survey as part of a consultation to establish current priorities for each area, funding level requirement and what could/could not be supported. After detailed discussion it was resolved the clerk would provide the details for all councillors to complete the survey (which closed at the end of October 2021) and return it initially to the clerk. Responses would be collated and the findings would determine whether this could be discussed at October's Full Council meeting or whether an additional meeting of Full Council would be necessary. The representative was then thanked for attending and left the meeting at 8.05pm.		
FC21/218	To revisit a course of action to coincide with The Queen's Platinum Jubilee Central Weekend 2022 and to resolve a suitable course of action.	Cllr Lennox provided an update on quotations being sourced for both the wooden beacon structure and brazier and Cllr O'Dell confirmed he had also sought a brazier quotation. After a detailed discussion it was agreed to bring this item back to the next meeting of Full Council to determine quotations and look at any proposed event in greater detail.	Cllrs Lennox and O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/219	To receive a report from Cllr Wallace in relation to negotiations with the Crown Estate/Tree Planting within Lorraine Road cemetery and adjacent land and to resolve a suitable course of action.	Cllr Wallace detailed his discussions with The Crown Estate and it was noted the draft consent letter had not yet been received. The Forest of Marston Vale had pencilled in the dates 22nd/23rd January 2022 for planting. After a detailed discussion it was agreed to bring this item back to the next meeting of Full	Cllr Wallace and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Council at which time it was hoped the draft consent letter would be available for scrutiny.		
FC21/220	To receive and approve Mazars LLP external audit findings for the financial year ended 31st March 2021 and to resolve a suitable course of action.	CLlr O'Dell thanked the Clerk to the Council and Responsible Financial Officer for their efforts in delivering a clean audit. Resolved to receive and approve the external audit findings without further comment. Proposed: CLlr O'Dell. Seconded: CLlr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/221	To consider a response to Bedford Borough Council's consultation on its draft Design Guide, which will provide general design advice for future residential development within the borough and support adopted design policies already in place within Bedford Borough Council's development plan and to resolve a suitable course of action.	CLlr O'Dell proposed a response which noted a lack of reference to Policy 59S (Housing Mix). This policy ensured developers were obliged to provide inclusive housing for older people and those with disabilities, incorporating that inclusivity through design. CLlr O'Dell agreed to provide the necessary wording to the clerk. Resolved to accept the above. Proposed: CLlr Bygraves. Seconded: CLlr Quirk. Resolved by all present.	CLlr O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/222	To receive a recommendation from the (advisory) Finance & General Purposes Committee that a report in relation to the Clerk to the Council/Responsible Financial Officer's role evaluation be approved without amendment and to resolve a suitable course of action.	Resolved to receive and approve the report without amendment. Proposed: CLlr Quirk. Seconded: BBCllr/CLlr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/223	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC21/224	To receive a report from CLlr O'Dell in relation to proposed measures to improve acoustics within the Community Centre's meeting room and to resolve a suitable course of action.	After detailed discussion it was resolved CLlr O'Dell would establish the best option between the two provided by Sound Reduction Systems Ltd (bonded v suspended) and the clerk would use delegated powers (if necessary) to confirm the final selection. However, it was further resolved that a request	CLlr O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		be made to BBCllr/Cllr Wheeler that ward monies be used to fund the purchase. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 9.15pm.

Borough Councillors Report to Parish Councils September 2021

Rogers Court Opens Providing Accommodation for the Vulnerable

Bedford Borough Council have opened up Rogers Court, on Cauldwell Street, which is a block of 20 self-contained units for those rough sleeping (or at a risk of doing so).

SMART Bedford and Bedford Borough Council will have control of this building which will provide support services for its residents 24 hours a day.

East West Rail update

East West Rail have said that they have received 9800 individual responses to their latest consultation and that they will release a report on their findings in due course.

Government Gives Bedford Borough £280k to support English Speakers of Other Languages

Central Government provided £280k to Bedford Borough Council so that they continue providing courses for English Speakers of Other Languages.

These courses are vitally important to integrate those whose first language is not English into our community.

Ward Fund

The Ward Fund allows councillors to support community schemes. My 2021/2022 budget is now almost all allocated including the £3K to WPC.

School Transport

A few of you are aware there have been issues regarding School Transport from Wootton to Hollywell the start of this term, hopefully I have dealt with most of the issues and new bus passes have been issued. This was mainly down to the lady who normally deals with this have been off on long term sick leave and other officers not familiar with Wootton dealing with this, also a big increase in Wootton children going to Hollywell. The other problem which I have asked to be looked into is all children are allocated a bus pass but not all children use them (parents drive them to school) and Borough are not told of this so they have to assume certain routes are full when they are not. As this is not a Parish issue I would recommend any parents should pass on their concerns directly to School Transport.
School.transport@bedford.gov.uk

Borough COVID-19 Update

As of the 29th August in Bedford there have been 20,278 cases since the start of the pandemic and there have been 504 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 29th August) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-25aug21.pdf>

Appendix 1

The Delta (Indian) variant is now the dominant strain in Bedford. Bedford Borough are asking residents' to proceed with extreme caution as cases are continuing to rise.

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>

Vaccinations available for over 18s

Vaccinations are now being offered to all over 18s in the Borough. If residents have not received their first jab, or if it's been eight weeks since their first vaccine, they can book an appointment at one of the below seven pharmacies, or at Bedford Heights.

Bedford Pharmacy, 9 Greenhill Street

Kidman's Surgical Chemist, Castle Road

The Village Pharmacy, Meiklejohn Centre, Unit 3, Kingswood Way, Great Denham

Meiklejohn Pharmacy, Harrowden Road

Janssens Pharmacy, Ampthill Road

Bromham Pharmacy, Avoca House, Molivers Lane, Bromham

Smarta Healthcare, Stephenson Court, Fraser Road, Priory Business Park

Residents can either book direct at the pharmacy or go through the national booking centre to get their vaccine at Bedford Heights.

BBCllr Wheeler
September 2021

FC21/202a August 2021			
40/43408/21	ASSAULT WITH INJURY	06/08/2021 00:00	Manor Road
40/42284/21	ASSAULT WITH INJURY	10/08/2021 14:00	Church Road
40/45248/21	ASSAULT WITHOUT INJURY	27/08/2021 12:00	Folkes Road
40/42623/21	ASSAULT WITHOUT INJURY	13/08/2021 22:00	Lorraine Road
40/42730/21	ATTEMPTED BURGLARY - RESIDENTIAL	13/08/2021 02:25	Bedford Road
40/45326/21	BURGLARY - RESIDENTIAL	26/08/2021 10:00	Potters Cross
40/39780/21	HARASSMENT	30/07/2021 09:00	
40/45468/21	MALICIOUS COMMUNICATIONS	27/08/2021 00:00	
40/42901/21	MALICIOUS COMMUNICATIONS	15/08/2021 13:35	
40/41869/21	MALICIOUS COMMUNICATIONS	09/08/2021 09:00	
40/39777/21	MALICIOUS COMMUNICATIONS	30/07/2021 09:00	
40/43095/21	OTHER THEFT	04/08/2021 14:00	Duncombe Drive
40/45384/21	PUBLIC FEAR ALARM OR DISTRESS	20/08/2021 00:00	Foster Way
40/44169/21	PUBLIC FEAR ALARM OR DISTRESS	21/08/2021 18:00	Church Road
40/41633/21	PUBLIC FEAR ALARM OR DISTRESS	07/08/2021 17:50	Church Road
40/40998/21	PUBLIC FEAR ALARM OR DISTRESS	04/08/2021 20:18	Potters Cross
40/43918/21	THEFT FROM A MOTOR VEHICLE	19/08/2021 22:00	A421
40/39712/21	THEFT FROM A MOTOR VEHICLE	29/07/2021 20:00	A421
40/40636/21	THEFT OR UNAUTH TAKING OF A MOTOR VEH	03/08/2021 00:00	Mephram Road

Appendix 2

FC21/203

Nothing significant to report.

FC21/207

Neighbourhood Plan Steering Group Report

No report available as this steering group had not met since 28th July 2021.

FC21/208

Planning & Environment Committee Report

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

11th August 2021

Matters arising from the minutes – for information only

See under 25th August 2021.

Planning Applications – for resolution

21/02117/FUL – 8 Robinson Close. Two storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

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

21/01503/FUL – 10 Granby Way. Garage conversion.

This council previously raised **NO OBJECTION**.

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

21/01539/COU – 10 Hollies Walk. Change of use from C3 dwelling house to C2 residential care home for up to four service users with learning disabilities.

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

Resolutions

P21/183 - To consider next steps in relation to idea submissions received for the Berryfields/Fields Road roundabout design competition and to resolve a suitable course of action.

After discussion it was resolved to approach the owner of the initial submission to establish whether they were willing to professionally draw up images for all submissions (including two more which were yet to be received). This would create a level playing field ahead of a public vote and it was hoped designs would be available by the end of September/early October 2021 for both further discussions by this committee and inclusion in December's Wootton newsletter.

Proposed: Cllr Lloyd.

Seconded: Cllr Quirk.

Resolved by all present.

25th August 2021

Report from outside organisations – for information only

- Bedford Borough Council. Fields Road – planned carriageway resurfacing maintenance works. Works are planned to start on Tuesday 7th September 2021 and are programmed to take seven working days to complete. Fields Road will be closed from its junction with Bedford Road to its junction with Folkes Road between 9am and 3pm with diversions in place. Further details can be obtained [here](#).

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. This project is no longer considered a priority and has been placed on hold indefinitely. Move to close.
- 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 and continues to chase for an update.
- 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 is no longer considered a priority and has been placed on hold indefinitely. Move to close.
- P20/013 + P21/171 – 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. Correspondence has been sent by recorded delivery to the registered address.

- 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. BBCllr/Cllr Wheeler has been asked to chase for an update, however it is understood Bedford Borough Council currently has no planning enforcement officers in situ. Move to close.
- P21/028 + P21/183 – 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. Resolved 11th August 2021 (P21/183) to have all submissions professionally designed to ensure a level playing field ahead of a public vote. The clerk will meet with the owner of the original submission on 27th August 2021 to discuss options.
- P21/132 – Installation of posts on the grass area of Popes Way Green (Lorraine Road end). Resolved 9th June 2021 (P21/132) to proceed with the installation and purchase the necessary posts from Glasdon UK Ltd. Installation costs have been obtained and an order placed with Glasdon UK Ltd. Delivery is expected to be within a 4-6 week period.

Planning Applications – for resolution

21/01340/FUL – 10 Moore Close. Garage conversion with external alterations.

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

- The proposal would result in the loss of a parking space and increase parking congestion in the vicinity.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02012/FUL – 12 Moore Close. Garage conversion to form annexe.

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

- The proposal would result in the loss of a parking space and increase parking congestion in the vicinity.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02126/FUL – Land at 44 Cause End Road. Proposed new detached dwelling and modifications to existing dwelling by blocking up of first floor side (east) window and the addition of front dormer, new access/crossover for existing dwelling.

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

- The proposal was an over-development of the site;
- Ingress/egress to the proposed development was on a dangerous apex in the road.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

21/02166/FUL – 30 Tithe Barn Road. First floor side extension and ground floor verandah to rear.

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

- The proposal was an over-development of the site;
- The side extension was too close to the boundary to allow property maintenance to this and the adjacent property;
- Inaccurate plans detail the boundary line in the incorrect location.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

21/02196/FUL – 72 Hall End Road. Garage loft conversion with new front and rear dormers.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

21/02077/MAO – Plots 1A-C, 2-3 Marston Vale innovation Park, Land South of Fields Road. Outline application with all matters reserved except access for plots 1A-C (Class Eb food and drink/Class C1 hotel/Sui Generis Public House) and Plots 2 and 3 (Class Eg office/research and development/industrial process and ancillary storage and distribution (Class B8) access, parking, drainage, landscaping and associated works.

It was noted the plans lacked sufficient detail in order to make a formal resolution and so the application was noted for the minutes only.

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

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

This council previously raised **AN OBJECTION**.

No further comments received.

Resolutions

P21/195 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for Charlotte Williams T/A Lottie's and to resolve a suitable course of action.

Resolved to accept the application without further comment.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

28th August 2021

FC21/209

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22

No project action plan as this safety steering group had not met since 21st July 2021.

¹ Project Action Plan.

FC21/210**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://wootton-pc.gov.uk/wp-admin/admin.php?page=ee-simple-file-list-pro&eeFolder=Meetings%2FMinutes%2FFull-Council>

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 <u>11th August 2021</u> Cllr Wheeler confirmed the costings are £60k for a set of two cameras. The clerk will produce a standard report to request installation by Bedford Borough Council	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2021	£0	£0	£0	£1,500	<u>14th July 2021</u> Latest lease amendments/annotations have been returned to Hillary Cooper Law	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 <u>14th July 2021</u> Cllr Quirk will email suggested wording to all councillors <u>11th August 2021</u> Cllr Quirk has provided suggested wording for one lectern to Cllr Hensher who will liaise with a signage company	Cllr Quirk

							<u>8th September 2021</u> A quotation for a lectern at the Memorial Hall on Bedford Road has been received and requires acceptance before an exact location is determined.	
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 <u>14th July 2021</u> Regeneration Positive have been approached to liaise with the Crown Estate to try and secure an area of land for a tree planting project (delivered by the Forest of Marston Vale) which could also include the area needed to expand the cemetery	Cllr Quirk
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>14th July 2021</u> All documentation has been submitted to Bedford Borough Council as part of the next stage process	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 <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>11th August 2021</u> The clerk continues to chase for an update <u>8th September 2021</u> The clerk detailed an ongoing conversation with Bedford Borough Council regarding who was	Cllr O'Dell

							responsible for repairs to existing units that had recently been vandalised. The significant delay in securing these additional units was also noted and opportunity to address this with the relevant Overview and Scrutiny Committee was welcomed.	
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 (31st March 2021 P21/083) and the clerk will now liaise again with Bedford Borough Council <u>9th June 2021</u> Timescales are awaited from Bedford Borough Council in relation to the transfer from the parish council <u>11th August 2021</u> The clerk continues to chase for an update	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k with indexation)		£700,000 (now £812k with indexation)	<u>14th July 2021</u> Neil Boddington has been appointed as Project Manager. Cllrs Lloyd, O'Dell, Randell and Wallace have been appointed as members of the Construction Working Group and Cllrs Bygraves and Wheeler have been appointed as members of the Fundraising Working Group	Cllr Bygraves

							<u>11th August 2021</u> Neil Boddington hopes to have a progress report for September's Construction Working Group meeting <u>8th September 2021</u> A noise report determined the proposal is within World Health Organisation limits. An arboriculture report had also been completed. A heritage report (expected mid-September 2021) was ongoing after which a full planning application would be submitted. The upper school had indicated in principle they would support an application in the name of the parish council, with notice then served on the school. (This required further discussion at October's Full Council meeting). The pitch size (width) was confirmed as 62 metres and an off-the-shelf wooden pavilion would be used to secure planning permission (this could be changed at a later stage if necessary). Parking for 36 vehicles would also be incorporated. Neil Boddington was providing Cllrs Bygraves and Wheeler with plans and costings to aid with securing additional funding. The next meeting of the working group (construction and funding) was scheduled for 4th October 2021 at which time Neil hoped to have both design and drainage statements. It was noted with indexation, the s106 funding now stood at £812k and invoices to the three consortium developer members had been generated by Bedford Borough Council.	
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

FC21/211**RISK ASSESSMENTS PLAN 2021-22**

WPC² 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					
Car Parks					
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					
Christmas Tree (including Switch On Event)					
Community Centre	N/A		This risk assessment should now be undertaken by the Charitable Trust		14.7.21 SP
Covid-19 Play Areas – including MUGAs and Skate Park	SP	19.5.21	9.6.21 – members resolved at Full Council (FC21/125) no further action required		9.6.21 SP

² Wootton Parish Council
Full Council Minutes 8th September 2021

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				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 provided with gloves and hand sanitiser.	9.6.21 SP

				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	All remedial works relating to the lighting have now been completed and the latest RoSPA report received. This risk assessment should now be undertaken by the Charitable Trust	8.7.20 – Please refer to the separate risk assessment for Covid-19	11.8.21 SP
Outdoor Film/Cinema Event					
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		None		8.9.21 SP
Resuming Face to Face Meetings	SP	29.4.21	None	Ongoing whilst Covid-19 measures remain in place	5.5.21 SP
Silhouette			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			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				
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign					
War Memorial	JN		The clerk is sourcing a new contractor to undertake remedial works		8.9.21 JN
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 periodic checks will be undertaken and any significant issues recorded	8.7.20 – Covid-19 update: Office is currently closed	

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>