



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

Email: Clerk@Wootton-PC.gov.uk

Website: Wootton-pc.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the **Full Council** meeting held on Wednesday 10th November 2021 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllr Lloyd (in the chair), Bygraves, Hensher, Lennox (arrived 7.40pm), Mapesa, Martin, Noakes, O'Dell, Quirk, Randell and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllrs Watson and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/252	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC21/253	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC21/254	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.
FC21/255	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.	BBCllr Wheeler's report was circulated ahead of this meeting. No further comments received.	Clerk to keep on file.	N/A.

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	(Appendix 1). To receive crime figures for October 2021. (Appendix 1a). Bedford Borough Council. Local Plan 2040 Call for Sites information (additional site within Wootton). To receive a report from Cllr Wallace in relation to a request received from the village hall committee that the village hall gates remain open until 10pm for a trial period of three months.	No further comments received. It was noted the new site was situated at Tippins, Hall End and was included within the Call for Sites as potentially land for housing and employment. The report was received too late for this meeting of Full Council. Cllr Wallace provided a précis and the clerk confirmed this would be added as an agenda item at December's Full Council meeting.	Clerk to keep on file. Clerk to keep on file. Clerk to take forward.	N/A. N/A. N/A.
FC21/256	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.
FC21/257	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 13th October 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 29th September 2021.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC21/258	Matters arising from the minutes – for information only. - FC21/241 + FC21/268 – Community Centre at Berryfields. Refer to agenda item FC21/268. - FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council:	No further comments received.	N/A.	N/A.

	○ 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) – some repair works have been completed; ○ Payne Road (left-hand side as you enter from Monoux Road). It is unlikely any other areas will be considered. ● FC21/129 + FC21/268 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. Further amendments have been passed back to Bedford Borough Council. Refer to agenda item FC21/268. ● FC21/139 – Parking Restrictions/Yellow Lining at various sites. Restrictions are now in place at 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). A Traffic Regulation Order is now in place and the lining should be completed by December 2021. ● FC21/131 – Synthetic Pitch. An Ecological Survey has been undertaken. Resolved 11th May 2021 (SP21/005) to appoint Neil Boddington 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. Design works, arbour/ecological/topographical surveys and a			
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	heritage statement have been completed. Neil had intended to submit a full planning application by the end of October 2021 (the parish council will receive a copy for approval by the Construction Working Group and adjoining neighbours will also be notified of the plans), however there have been delays. Costings will also be provided to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding. • 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. • FC21/068 – 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. The draft plan is currently being scrutinised by an Independent Examiner. • FC21/243 + FC21/270 – Hedgerow/Tree Planting – Forest of Marston Vale initiative. Resolved 9th June 2021 (FC21/140) that Regeneration Positive approach			
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	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 FC21/270. • 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). • 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 and continues to chase. • FC21/224 – Improvements to acoustics within the Community Centre meeting room. Resolved 8th September 2021 (FC21/224) to appoint Sound Reduction Systems Ltd to install an acoustic system as determined by Cllr O'Dell and the clerk. Acoustic panels and blinds have now been installed in the meeting room. Move to close. • FC21/251 + FC21/278 – Course of action in relation to The Queen's Platinum Jubilee Central Weekend 2022. Refer to agenda item FC21/278. • 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).			
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	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).			
FC21/259	Chairman's report – for information only.	Cllr Lloyd confirmed the annual report was due to be delivered this month and December's edition of the Wootton newsletter was in production. It was noted the Christmas tree and street lighting would be switched on without ceremony for the second year, due to concerns over increased Covid-19 infection rates and a scaled-back Remembrance Sunday parade/service was planned for Sunday 14th November to/at the war memorial, Church Road. Cllr O'Dell recommended the inclusion of an article in March's Wootton newsletter informing residents about 2022/23 precept (budget) calculations – noting there was no increase for 2021/22.	Clerk to take forward.	N/A.
FC21/260	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.
FC21/261	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.
FC21/262	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.	No project action plan available as this safety steering group had not met since 15 th September 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	(Appendix 5).			
FC21/263	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 were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/264	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 Christmas Street Lighting risk assessment. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/265	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/266	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.
FC21/267	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.
FC21/268	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> Members accepted the latest draft of the Heads of Terms as provided by Bedford Borough Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Charitable Trust</u> It was noted a gritting machine had now been purchased for the caretaker's use. The clerk confirmed they were currently sourcing companies to quote to undertake and/or provide legionnaires' testing/training. Members confirmed the Community Centre's caretaker would undertake any training as required. It was noted lettings were high. <u>Lease</u> Members agreed to instruct Hillary Cooper Law in relation to all additional documentation required to complete the lease agreement. <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 Quirk. Seconded: Cllr Bygraves. Resolved by all present.		
FC21/269	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 (Berry Wood) and to resolve a suitable course of action.	<u>Berryfields (FRN)</u> It was noted some infrastructure works had been undertaken during October half term week, however resurfacing of roads (including yellow lining and no waiting signs) would not take place until December 2021. Harris Way resurfacing would now take place in February 2022. No response had been received from the directors of Persimmon Homes in that respect, and it was still not known when the handover from Persimmon Homes to Bedford Borough Council would take place.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		Cllr O'Dell added it was unclear whether a recent infrastructure report delivered to Bedford Borough Council had been taken into consideration (and whether issues raised would be remedied). It would be beneficial to learn what issues would/would not be remedied and why/why not. The clerk agreed to request BBCllr/Cllr Wheeler take this request forward. <u>Berry Wood (FRS)</u> The adoption of Burgoyne Avenue (Fields Road to the Amazon roundabout) was ongoing and the remaining area of Burgoyne Avenue (Amazon roundabout to Cranfield Road) would be ready for adoption at the end of Q2 2022. Cllr Lloyd noted play areas, allotments and tennis courts were anticipated to be available from Spring 2022, with the sports pitches following in September 2022. It was understood all facilities would only be available to residents of Berry Wood.		
FC21/270	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 confirmed matters were swiftly moving forward. The draft letter of consent was expected within the next two weeks. Cllr Wallace had visited the planting site with Jo Roberts, Community Engagement Officer, Forest of Marston Vale (FoMV) who confirmed 0.1ha of land would be needed. The trees would be sourced from the Trees for Climate scheme, by the FoMV and it was expected the majority of maintenance costs would also be met by the same scheme. It was agreed a gap in the hedgerow was the proposed access point rather than a gate and this would be located at the far end of Lorraine	Cllr Wallace and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Road cemetery. The clerk agreed to liaise with the cemeteries caretaker to take that forward. Discussions then centred on hedgerow works and the need to ensure trees were not planted too close to the hedgerow. This would enable tractor access (if required) for any future maintenance works. It was agreed the clerk would order the basic lectern as soon as possible and Cllrs Lloyd and Wallace would complete the graphics/text. The lectern's location would be determined at the next meeting of Full Council. Cllr Wallace confirmed he would contact local organisations to invite them to the planting event on 22nd January 2022, adding the Lord Lieutenant of Bedfordshire, Helen Nellis, would be attending to plant the first tree and unveil the lectern. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Lennox. Resolved by all present.		
FC21/271	To consider a report from Cllr Hensher relating to shrubs at the village hall and to resolve a suitable course of action.	The report detailed the need to cut back shrubs and hedgerows adjacent to the boundary wall with Church Road and village hall footpath. Resolved to request quotations for maintenance works from two contractors who already carried out works in the area. The clerk was instructed to appoint the lower of the two quotations with the proviso initial works be carried out at the earliest opportunity. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/272	To consider financial requirements (annual expenditure, capital and revenue projects) for 2022-23, ahead of finalising	The clerk confirmed the annual expenditure figures were almost complete. No capital or revenue projects were proposed.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

	the precept demand in January 2022 and to resolve a suitable course of action.			
FC21/273	To consider a response to Bedford Borough Council's Budget and Corporate Services Committee's request for views on how the borough council's services may be improved and to resolve a suitable course of action.	In addition to the issues already circulated (within a spreadsheet), it was agreed to add: • Bedford Borough Council's lack of response in relation to the infrastructure report drafted ahead of the adoption of the Berryfields development; • Bedford Borough Council's lack of response relating to previous concerns over a lack of support for town and parish councils by Bedford Borough Council. BBCllr/Cllr Wheeler had previously confirmed the parish council would have opportunity to provide verbal evidence at a meeting of the Corporate Overview & Scrutiny Committee, but no further update had been received. The clerk agreed to re-issue the spreadsheet for comment before sending to Bedford Borough Council. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC21/274	To consider a response to Bedford Borough Council's consultation on Domestic Abuse and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr Quirk. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC21/275	To consider a response to Bedford Borough Council's consultation on its Corporate Plan and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC21/276	To consider a response to Highways England's consultation on Route Strategies and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr O'Dell.	Clerk to keep on file.	Stakeholder Consultation.

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		Seconded: Cllr Noakes. Resolved by all present.		
FC21/277	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).
FC21/278	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 has been sourcing quotations for a wooden beacon structure and brazier and Cllr O'Dell has also requested a brazier quotation (none received as yet). The recreation ground (possibly in the vicinity of the Baptist Church) was the favoured location after discussions at the last meeting of Full Council. Any event has yet to be determined.	Cllr Lennox confirmed he had received a number of quotations for a beacon structure and brazier which he would pass to the clerk. Cllr O'Dell confirmed he also expected to have quotations for the same imminently – which he would also pass to the clerk, who confirmed both reports would be brought back to the next meeting of Full Council. It was agreed a wooden beacon structure and brazier would be purchased and the favoured location remained in the vicinity of the Baptist Church (Recreation Ground, Church Road). No decision on any additional event was made. Resolved to note the above. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolved by all present.	Cllrs Lennox and O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.50pm.

Borough Councillors Report to Parish Council November 2021

East West Rail update

The CEO of East West Rail, Simon Blanchflower met concerned residents in the Poets area. However, this meeting was given mixed reviews which you can read about here:

<https://www.bedfordindependent.co.uk/campaigners-call-ewr-meeting-a-tick-box-exercise-but-bedford-and-kempston-mp-says-it-was-constructive/>

Bedford Borough Ends Appointment System at Barkers Lane Recycling Centre

The online booking system for the Household Waste Recycling Centre on Barkers Lane has been stopped. Residents will now be able to visit the site during the normal opening hours without an appointment.

However, residents will need to bring proof of their address in order to be allowed in. Those who are using a trailer, a van or are looking to dispose of DIY waste will need to acquire a permit before attending the site. You can request a permit here: [Household Waste Recycling Centre \(HWRC\) · Bedford Borough Council](#)

Planning Scheme of Delegation Update

At Full Council on Wednesday 13th October an updated Planning Scheme of Delegation was voted for with an amendment to review the issue of 'reserved matters' following concerns raised by Conservative councillors prior to the meeting.

Bedford Borough Council Customer Services Launches Appointment Service

Bedford Borough Council's Customer Services Centre introduced an appointment service on 1st November, for residents who may need that extra digital assistance or face-to-face support.

Customer Services first point of contact is still the telephone line 01234 267422, which will now be open Monday-Friday 9am-5pm except for Thursdays which is 10am-5pm.

However, if they are unable to answer your query over the phone they are now able to offer a digital or face-to-face appointment.

Consultation on Council Strategy to Reduce Domestic Abuse

Bedford Borough Council has now published its 'Strategy to Address and Reduce Domestic Abuse 2021-2026' and wants to know what you think. The Strategy sets out to define domestic abuse, the five key areas of priority in Bedford and how the Council plans to address these over the next five years.

This consultation is now open, and you can send your ideas, comments or expressions of interest in the following ways:

Website: www.bedford.gov.uk/DASConsultation

Email us: DASupport@bedford.gov.uk

Write to: Consulting Bedford, Borough Hall, Cauldwell Street, Bedford MK42 9AP

Flood Investigation Report

Bedford Borough Council has completed a Flood Investigation Report concerning the Christmas 2020 floods. One of the main takes from the report is that residents were unhappy with Environmental Agency action during and after the flood. During the flood 65 buildings suffered internal flooding, along with roads and bridges also being blocked.

Appendix 1

The Council have identified 141 specific actions from this report to help with flooding in the future which you can read on the full report here:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Environmental%20Issues/Flood%20risk%20management/Appendix-1-Section-19-Flood-Event-Dec-2020.pdf>

Borough COVID-19 Update

As of the 24th October in Bedford there have been 25,451 cases since the start of the pandemic and there have been 799 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 24th October) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-27Oct.pdf>

More information available at:

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

Bedford providing free taxis to and from Vaccination centres

Bedford Borough Council are providing free taxis for anyone in the borough getting a vaccine.

To get your free taxi ride, you just need to call one of the taxi operators from the list available at www.bedford.gov.uk/VaxiTaxi, give them the reference BBC VACCINE, and let them know where you need to be picked up and dropped off.

BBCllr Wheeler
November 2021

Appendix 1a

FC21/255a October 2021			
40/55660/21	ASSAULT WITH INJURY	16/10/2021 00:00	Gillspenny Way
40/55024/21	ASSAULT WITH INJURY	12/10/2021 00:00	Turland Close
40/52531/21	ASSAULT WITH INJURY	03/10/2021 03:00	Hall End Road
40/56602/21	ASSAULT WITHOUT INJURY	15/10/2021 00:01	Manor Road
40/53233/21	ASSAULT WITHOUT INJURY	06/10/2021 15:10	Billing Way
40/55445/21	BURGLARY - BUSINESS AND COMMUNITY	15/10/2021 17:00	Hall End
40/57045/21	CRIMINAL DAMAGE - RESIDENTIAL	21/10/2021 18:00	Manor Road
40/55381/21	CRIMINAL DAMAGE - RESIDENTIAL	16/10/2021 18:00	Granby Way
40/56951/21	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	23/10/2021 23:30	Hall End Road
40/58376/21	HARASSMENT	31/10/2021 07:00	
40/57792/21	HARASSMENT	27/10/2021 12:20	
40/56497/21	HARASSMENT	08/09/2021 12:00	
40/57179/21	INTERFERING WITH A MOTOR VEHICLE	25/10/2021 00:00	Hollies Walk
40/54563/21	INTERFERING WITH A MOTOR VEHICLE	11/10/2021 20:00	Church Road
40/54373/21	INTERFERING WITH A MOTOR VEHICLE	11/10/2021 19:45	Farrell Road
40/54303/21	INTERFERING WITH A MOTOR VEHICLE	11/10/2021 17:30	Tithe Barn Road
40/58332/21	MALICIOUS COMMUNICATIONS	31/10/2021 00:00	Burgoyne Avenue
40/57784/21	PUBLIC FEAR ALARM OR DISTRESS	27/10/2021 12:20	Folkes Road
40/52751/21	PUBLIC FEAR ALARM OR DISTRESS	03/10/2021 21:50	Johnson Avenue
40/55300/21	RACE OR RELIGIOUSLY AGG ASSAULT NO INJ	16/10/2021 17:26	
40/58118/21	STALKING	30/10/2021 00:00	
40/54245/21	STALKING	11/10/2021 00:00	
40/57216/21	THEFT FROM A MOTOR VEHICLE	25/10/2021 22:30	Bedford Road
40/55885/21	THEFT FROM A MOTOR VEHICLE	15/10/2021 00:00	Church Road
40/54282/21	THEFT FROM A MOTOR VEHICLE	11/10/2021 16:00	A421
40/53697/21	THEFT FROM A MOTOR VEHICLE	02/10/2021 06:00	Bedford Road
40/57475/21	THEFT OR UNAUTH TAKING OF A MOTOR VEH	25/10/2021 10:00	Roseberry Avenue
40/57187/21	THEFT OR UNAUTH TAKING OF A MOTOR VEH	25/10/2021 00:00	Stewart Court
40/53898/21	THEFT OR UNAUTH TAKING OF A MOTOR VEH	09/10/2021 20:00	Cynthia Court
40/54242/21	THREAT INTENT TO COMMIT CRIM DAM	11/10/2021 00:00	Arthur Black Way

Appendix 2

FC21/256

Nothing significant to report.

FC21/260

Neighbourhood Plan Steering Group Report

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

FC21/261

Planning & Environment Committee Report

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

13th October 2021

Matters arising from the minutes – for information only

See under 27th October 2021.

Report from outside organisations – for information only

Bedford Borough Council – Cardington Neighbourhood Area. Bedford Borough Council has modified the boundary and designated Cardington Neighbourhood Area which is the whole civil parish. Further information and a copy of Bedford Borough Council's decision statement, including a map of the Neighbourhood Area can be viewed on the Council's website at www.bedford.gov.uk/neighbourhoodplanning.

Planning Applications – for resolution

[21/02572/FUL](#) – 54 Tithe Barn Road. Demolition of existing outbuilding and erection of new two 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 Randell.

Resolved by all present.

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

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

This council previously raised **AN OBJECTION**.

Resolutions

P21/231 – To consider the variation of a street trading consent outside of Bedford Town Centre for James Sharpe T/A Dessert Boss and to resolve a suitable course of action.

It was noted the resident (who had previously indicated they would attend this meeting) was not present.

Members wished to establish whether permission had been granted by the landowner and in the absence of that information, members were unable to comment further.

Resolved to note the above.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

P21/232 – To consider granting permission to James Sharpe T/A Dessert Boss to trade from the recreation ground car park on Church Road and to resolve a suitable course of action.

It was noted the resident (who had previously indicated they would attend this meeting) was not present.

After discussion it was resolved to grant a temporary one month trial, **subject to the following caveats:**

- Dessert Boss to provide a copy of the appropriate trading licence granted by Bedford Borough Council;
- Trading hours will be between 7pm-8pm ONLY. Should trading occur outside of those specific times, the trial would be revoked with immediate effect;
- The vehicle must park by the fencing between the car park and teen shelters and not within the close vicinity of any dwellings.

A further request to from Dessert Boss to hold an event at the same venue (to include use of the village hall) had also been received. After discussion it was further resolved this request could only be considered once a copy of the appropriate trading licence granted by Bedford Borough Council had been provided (as noted above). The village hall was managed by a village hall committee, who would need to be contacted directly.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

P21/233 – To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).

There were no members of the public or press present.

P21/234 – To consider next steps in relation to outstanding remedial works and finances relating to the War Memorial and to resolve a suitable course of action.

Resolved to make use of the Small Claims Mediation Service on the understanding if settlement could not be agreed, it would proceed to a Small Claims Hearing.

Proposed: Cllr Quirk.

Seconded: Cllr Watson.

Resolved by all present.

P21/235 – To consider the appointment of a contractor to undertake remedial works to the War Memorial and to resolve a suitable course of action.

Resolved to appoint Brown & Ralph to undertake remedial works (to take place after this year's Remembrance Service).

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

27th October 2021

Report from outside organisations – for information only

- Bedford Borough Council. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Clapham Parish Council has submitted its Neighbourhood 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 Clapham Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available to view on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents

are also available for inspection at the Horse and Groom PH, 15 High Street Clapham during the following opening hours:

- Tuesday, Wednesday and Thursday 12pm to 11pm
- Friday and Saturday 12pm to midnight
- Sunday 12pm to 9pm.

Representations must be made in writing (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 plans. **All representations must be received by 5pm on 21 November 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 plans will each 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. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Felmersham and Radwell Parish Council has submitted its Neighbourhood Development Plans to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Felmersham and Radwell Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available to view on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents are also available for inspection during daylight opening hours at the following location – St Mary's Church, Church End, Felmersham. Representations must be made in writing (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 plans. **All representations must be received by 5pm on 25 November 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 plans will each 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/>

Matters arising from the minutes – for information only

- P20/228 + P21/248 – 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. Refer to agenda item P21/248.

- 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. Site visits with two further prospective contractors have been held and the clerk is awaiting quotations for remedial works. It should be noted the first contractor determined no urgent works were required and the war memorial was not likely to move/shift. Resolved 13th October 2021 (P21/235) to appoint Brown & Ralph to undertake further remedial works.
- P21/207 + P21/249 – 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 and Cllr Lloyd have met with a resident who will produce designs for the public vote. Refer to agenda item P21/249.

Planning Applications – for resolution

[21/02736/FUL](#) – 9 Russell Way. Single storey rear extension following demolition of existing conservatory.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

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

21/02427/HPN – 4 Latimer Close. Prior notification for single storey rear extension(s) between four and eight metres depth.

This council was not previously consulted on this application.

21/02328/FUL – 8 Halegate. Single storey side/rear extension.

This council previously raised **NO OBJECTION**.

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

21/01892/FUL – 48 Church Road. Replace wooden fence with 1m high metal railings.

This council previously raised **NO OBJECTION**.

21/01893/LBC – 48 Church Road. Replace wooden fence with 1m high metal railings.

This council previously raised **NO OBJECTION**.

Resolutions

P21/247 – To consider a request from a resident of Lorraine Road to undertake works to a hedgerow/trees at Lorraine Road cemetery and to resolve a suitable course of action.

After discussion it was resolved to wait for the annual tree inspection report (which was due imminently) before determining a course of action. It was noted all growth on the resident's side of the fencing was their responsibility to cut back/maintain.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

P21/248 – To consider continued negotiations with Bedford Borough Council regarding the transfer of parish council-owned streetlights and to resolve a suitable course of action.

The clerk confirmed they were waiting on further clarification regarding the adoption process. In light of that, it was agreed to bring this agenda item back to a further meeting of this committee.

P21/249 – 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 include five of the images in December's edition of the Wootton newsletter to enable a public vote to take place. It was noted any winning design would require Bedford Borough Council approval.

Proposed: Cllr Bygraves.

Seconded: Cllr Quirk.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

28th October 2021

FC21/262

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22

No project action plan available as this safety steering group had not met since 15th September 2021.

¹ Project Action Plan.

FC21/263**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 <u>13th October 2021</u> Confirmation of Bedfordshire Police's support for the scheme along Cranfield Road is still being sought	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 <u>10th November 2021</u> Refer to agenda item FC21/268	Cllr Bygraves
Low	Lecterns • The Pound (opposite The Cock Inn PH, Bedford Road);	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

	- The site of the old gaol (St. Mary's Churchyard, Church Road) - Lorraine Road cemetery (in relation to The Queen's Green Canopy Project)						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 <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 <u>10th November 2021</u> The Memorial Hall lectern had now been installed. It was noted additional lecterns were planned for the pound and gaol, plus the Queen's Green Canopy Project	
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 <u>13th October 2021</u> The plan was currently being scrutinised by an independent examiner	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 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	Cllr O'Dell
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>	Cllr Quirk

						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 <u>10th November 2021</u> At the Planning & Environment Committee meeting (ahead of this meeting of Full Council), members resolved to request Bedford Borough Council upgrade all parish council-owned columns in a non-heritage style. It was noted Bedford Borough Council had confirmed there would be no additional costings post upgrade and at the point of adoption	
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 <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	Cllr Bygraves

						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 <u>10th November 2021</u> Neil had intended to submit a full planning application by the end of October 2021 (the parish council will receive a copy for approval by the Construction Working Group and adjoining neighbours will also be notified of the plans), however there have been delays. Costings would also be provided to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding. It was noted investigations were being undertaken to determine whether flooding would be a likely issue. Concerns had also been raised about vehicles parking on the tennis courts (which were due to be resurfaced)	
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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 <u>10th November 2021</u> Cllr O'Dell agreed to produce a report for a replacement sign at the village entrance via Keeley Lane, for inclusion as an agenda item at December's Full Council meeting	Cllrs Martin and O'Dell
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FC21/264**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	SP	20.10.21	None		10.11.21 SP
Christmas Tree (including Switch On Event)	SP	6.10.21	None		13.10.21 SP
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
Defibrillators	SP	19.5.21	A Wootton Community First Responder undertakes daily and	8.7.20 – Covid-19 update:	Undertaken by Wootton's

² Wootton Parish Council
Full Council Minutes 10th November 2021

			monthly checks – all checks are logged in the system	All checks are undertaken by one individual. Any member of the general public using the equipment will do so at their own risk	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. The clerk is currently working from home and Covid-19 regulations are in	9.6.21 SP

				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	8.9.21	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

Appendix 7

Sports Pitches – Harris Way			14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing		
Street Furniture	SO				
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign					
War Memorial	JN	8.9.21	None		8.9.21 SP
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>