



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

WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 8th December 2021 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were several members of the public present who wished to observe discussions and speak in relation to agenda item FC21/300. The chairman moved this item be discussed after agenda item FC21/281 and this was resolved by all present. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllr Lloyd (in the chair), Bygraves, Hensher, Lennox, Mapesa, Martin, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC21/279	Apologies for absence. Cllr Watson.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC21/280	Disclosure of local and/or disclosable pecuniary interests. Cllr Wallace declared a local interest in agenda item FC21/300 – Treasurer of the Village Hall Committee.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
FC21/281	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.
FC21/282	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues.	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. BBCllr/Cllr Wheeler added the Rookery South Community Trust	Clerk to keep on file.	N/A.

Full Council Minutes 8th December 2021

Chairman.....

Page | 1

Date 12th January 2022

	(Appendix 1). To receive crime figures for November 2021. (Appendix 1a).	Fund would be live from 9 th December 2021, with a sum of c.£190,00 available in Year One and c.£65,000 available from Year Two onwards. No further comments received.	Clerk to keep on file.	N/A.
FC21/283	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	The clerk detailed a request from the Wootton Good Neighbour Scheme for suggestions on how to recruit additional volunteers (the scheme currently had only three). The clerk confirmed they had referenced the same in their report for December's Wootton newsletter and members were asked to forward recruitment suggestions to the clerk. It was recommended the scheme approach local churches for recruitment advice. All other significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC21/284	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 10 th November 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 27 th October 2021.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

Full Council Minutes 8th December 2021

Chairman.....

Date 12th January 2022

	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Neighbourhood Plan Steering Group meeting held on 28th July 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 15th September 2021.	Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Mapesa. Resolved by all present.		
FC21/285	Matters arising from the minutes – for information only. - FC21/268 + FC21/295 – Community Centre at Berryfields. Refer to agenda item FC21/295. - FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council: - 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. - FC21/268 + FC21/295 – 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 FC21/295. - 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	No further comments received.	N/A.	N/A.

Full Council Minutes 8th December 2021

Chairman.....

Date 12th January 2022

	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 heritage statement have been completed. A full planning application has been delayed whilst Neil deals with potential flooding remedies and costings are still expected – 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 + FC21/273 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10th			
--	---	--	--	--

Full Council Minutes 8th December 2021

Chairman.....

Page | 4

Date 12th January 2022

	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. A lack of progress has been raised with Bedford Borough Council's Budget and Corporate Services Committee (as response to a request for views on how the borough council's services may be improved). • FC21/138 – Neighbourhood Plan. The draft plan has been scrutinised by an Independent Examiner and Bedford Borough Council has now executed all amendments. The plan will now be presented to Bedford Borough Council's Executive after which it should proceed to referendum. • FC21/270 + FC21/297 – The Queen's Green Canopy Tree Planting Event – 22nd January 2022 (to mark Her Majesty's Platinum Jubilee). The Crown Estate and Forest of Marston Vale are assisting with the project which will see trees planted within Lorraine Road cemetery and adjacent Crown Estate land. Refer to agenda item FC21/297. • 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.			
--	--	--	--	--

	• FC21/278 + FC21/306 – Course of action in relation to The Queen’s Platinum Jubilee Central Weekend 2022. Refer to agenda item FC21/306. • 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).			
FC21/286	Chairman’s report – for information only.	Cllr Lloyd reminded members of the need to exercise care when circulating information from a GDPR perspective and reinforced the need for members to use .gov.uk email addresses at all times. Cllr Lloyd then detailed a request received from Bedford Borough Council’s Democratic and Electoral Services Manager and Statutory Scrutiny Officer, in relation to the Neighbourhood Plan. The latest possible date a referendum could be held was Thursday 17th February 2022 and given Wootton’s electorate was large (involving four polling stations in two venues) it was thought it may be appropriate for the count to be conducted (volume depending) on Friday 18th February	Clerk to take forward.	N/A.

		2022 either at Borough Hall or a venue in Wootton, to be determined. An invitation to campaign groups, plus parish councillors, clerk and ward councillor to attend that count would be extended, if members were in agreement. Members were in agreement with this recommendation – with the venue to be determined.		
FC21/287	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).	The clerk agreed to amend/update the referendum leaflet before circulating to members. Resolved to receive, review and adopt the report without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/288	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.
FC21/289	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt the Project Action Plan without further comment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/290	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 Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC21/291	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 Lone and Isolated Working risk assessment. Resolved to receive, review and adopt the updated risk assessment plan without further comment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 8th December 2021

Chairman.....

Page | 7

Date 12th January 2022

		Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		
FC21/292	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.
FC21/293	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.
FC21/294	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 Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC21/295	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> Agreed to appoint Hillary Cooper Law to review this document in conjunction with the lease agreement. <u>Charitable Trust</u> Nothing to report. <u>Lease</u> Agreed to appoint Hillary Cooper Law to make a further review of this document in conjunction with the Heads of Terms. <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.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		
FC21/296	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> Some infrastructure works were 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. Cllr Lloyd had received correspondence from residents noting the continued lack of lighting at the Harris Way bus loop and also flooding issues at Goff Place, due to the incorrect positioning of a drain. BBCllr/Cllr Wheeler was asked to raise the drain issue with Bedford Borough Council. No response was received from the directors of Persimmon Homes in that respect and it was still unclear when the handover from Persimmon to Bedford Borough Council would take place. <u>Berry Wood (FRS)</u> 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 anticipated to be ready for adoption end of Q2 2022.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC21/297	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.	It was noted the draft letter of consent with the parish council's suggested amendments was still with The Crown Estate. The lectern was on order and it was resolved to site it in the vicinity of the right-hand fencing when entering the cemetery extension area. Cllrs	Cllr Wallace and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Lloyd, Quirk and Wallace would meet on site to formalise the exact location. Proposed: Cllr Wallace. Seconded: Cllr O'Dell. Resolved by all present. The Lord Lieutenant of Bedfordshire had confirmed their attendance and representatives from the Crown Estate had also been formally invited. Cllr Wallace was in the process of inviting village clubs/organisations. The clerk confirmed insurance was in place and requested members sign off on the accompanying risk assessment which had been completed in conjunction with the Forest of Marston Vale. Cllr Wallace confirmed he would liaise with the Forest of Marston Vale to produce a press release and determine text required for a leaflet drop publicising the event. The clerk would instruct delivery of the leaflets no later than 10 days before the event (12th January for 22nd January). Cllr Wallace then confirmed the area would be staked the day before the event. On the day, the Lord Lieutenant would unveil the lectern at 11am before planting the first tree and the other trees would be planted by volunteers, following a demonstration by the Forest of Marston Vale. Logistical issues meant only cold refreshments could be served. Resolved to receive, review and adopt the risk assessment referenced above and note all points raised above also. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
--	--	---	--	--

FC21/298	To consider financial requirements (annual expenditure, capital and revenue projects) for 2022-23, ahead of finalising the precept demand and to resolve a suitable course of action.	After detailed discussion it was resolved to increase the precept by 4%, in line with inflation. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC21/299	To receive a report from Cllr O'Dell in relation to a replacement village entrance sign at Keeley Lane and to resolve a suitable course of action.	Cllr O'Dell's report was circulated ahead of this meeting. It was understood a brick built entrance sign may be possible if the position were altered and two sites closer to the actual parish boundary were suggested. After discussion it was resolved to request a site visit with Bedford Borough Council's Highways Department and seek agreement on feasibility. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Cllr O'Dell/Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/300	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 and to resolve a suitable course of action.	This agenda item was heard after agenda item FC21/281. Cllr Wallace opened discussions and provided detailed background behind the latest request from the village hall committee. It was thought users of the village hall were being adversely affected by the gates closure time of 9pm which in turn, could impact on village hall finances. The clerk had circulated an email from the bowls club asking for support for the village hall committee request. A church road resident (and vice-chairman of the village hall committee) spoke next, detailing the reasons why the village hall committee felt unable to help with the gates closure. They took exception to the police's failure to address anti-social behaviour. Residents from Old School Gardens and School Lane then spoke to express their opposition to changing the closure time to 10pm. Examples	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		of anti-social behaviour were given, including fireworks and fighting although it was noted other incidents of anti-social behaviour linked to car park use had reduced significantly as a result of the 9pm curfew. It was noted this time of the year was quiet in any event, with logged evidence showing an increase from March until October (peaking during summer months). The clerk then read out an email from another resident of Old School Gardens who was also opposed to any change but unable to attend the meeting. BBCllr/Cllr Wheeler stated he had met on several occasions with Bedfordshire Police who were patrolling the area and reiterated the need to report all incidents via 101. After further detailed discussion a motion that the closing time be pushed back to 10pm for a trial period of three months was proposed by Cllr O'Dell and seconded by Cllr Martin. Voting was five in favour and six against with one abstention and so the motion was not carried. The gates closing time would remain as 9pm.		
FC21/301	To receive a report from the clerk in relation to concerns raised over the maintenance of the 'Little Wootton' estate opposite Wootton Upper School, Hall End Road and to resolve a suitable course of action.	Members had every sympathy that the area was not being adequately maintained, but noted the parish council had no jurisdiction or powers to intervene. It was further noted advice from Bedford Borough Council confirmed it too had no powers to help and recommended residents pool resources and seek independent legal advice.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/302	To consider a grant request from Wootton Village Hall to install external lighting at the side of the village hall adjacent to the footpath) and to resolve a suitable course of action.	It was agreed this item be carried forward to the next meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC21/303	To receive, review and adopt a Lone Working Policy and to resolve a suitable course of action.	Resolved to receive, review and adopt the policy without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/304	To approve payments as per the attached schedule(s) and to resolve a suitable course of action.	Resolved to approve without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/305	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).
FC21/306	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.	After discussion it was resolved to accept the brazier quotation from Messrs Collier and Houghton at a cost of £1,850 (VAT not applicable). Further resolved to accept the timber quotation from Bedford Timber at a cost of £465.71 (ex VAT). The brazier would be made locally and could be re-used for future events or re-sited at the Berryfields roundabout (a public vote was ongoing). Mark Atkins had confirmed the scouts would provide soft drinks and food. Further event details would be confirmed at a future meeting of Full Council (as would a risk assessment and insurance cover) and in light of the above it was further resolved to create a budget of £5k to cover all expenses. Proposed: Cllr Bygraves. Seconded: Cllr Lennox. Resolved by all present.	Cllr O'Dell/Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC21/307	To receive a report from the clerk in relation to email exchanges with a resident and to resolve a suitable course of action.	Resolved the clerk continue to invoke the Vexatious Complaints Policy. Proposed: Cllr Lennox. Seconded: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 8th December 2021

Chairman.....

Date 12th January 2022

		Resolved by all present.		
--	--	--------------------------	--	--

Meeting closed at 9.45pm.

FC21/282

Borough Councillors Report to Parish Council December 2021

Bedford Borough Receive £202k as part of Welcome Back Fund

The activities agreed for the use of the Welcome Back Fund (WBF) total £202,500 and are summarised as:

- Additional planting at various town centre locations
- Enhanced communications campaign
- Temporary benches in town centre and embankment
- Temporary bins in town centre
- Floor signage at various council owned buildings
- Lighting for the Corn Exchange

Bedford Borough were originally allocated £308,000 as part of the Reopening High Streets Safely Fund which the WBF is part of. That means there is a remaining allocation of £105,500 which can still be spent by March 2022, subject to a successful project change request.

East West Rail update

East West Rail have said they will announce their preferred route alignment in the first half of 2022.

Bin collection update

There have been some delays in collecting green bins across the borough caused by HGV driver shortages.

Bedford Borough Council have renewed their waste collection calendars. You can check your bin collection day and download a calendar here:

<https://www.bedford.gov.uk/rubbish-recycling-and-waste/household-bins-and-recycling/check-bin-collection-day/>

Bedford Borough shift Coronavirus money into environmental projects

At Executive Committee on Wednesday 24 November it was proposed to shift £3m of Coronavirus funds into environmental renewal and rejuvenation projects for the town including but not limited to, solar panels on council buildings, more trees being planted, the refurbishment of eight play parks, verge protection and the installation of a maximum of nine average speed cameras across the borough.

You can read about the proposals here:

<https://councillorsupport.bedford.gov.uk/documents/s59001/Item%2011%20Revenue%20and%20Capital%20Trens.pdf>

Bedford Borough Council to fund maximum of nine Average Speed Camera's across Bedford

Bedford Borough Council will fund a maximum of 9 ASCs across the borough for the municipal 2021/22 year. The criteria on how these 9 'core sites' will be chosen is set out in the Average Speed Camera Policy which is available on the image on the right of this section.



ENGINEERING SERVICES

ENG/008

Average Speed Camera (ASCs)
Policy

There is an option for 'Community Concern Sites' to be installed which must also meet set criteria, including 100% funding from third-party sources.

Consultation on Bedford Pharmacies

Bedford Borough Council is seeking your views about your local pharmacy.

The Council would like to hear about your own experiences of pharmacy services in the borough and what improvements you would like to see in the future, by completing a short survey.

The questionnaire is anonymous and should only take a few minutes to complete, and is open until 31 December 2021. To find out how you can take part in the consultation and fill in the questionnaire please go on the following website: www.bedford.gov.uk/PNAConsultation2021

Revision Date	Description	Author	Checked By	Approved By	Next Review Date
	First Issue	Alan Burts	Matt Soper	Matthew D'Archaubaud	

High Street works re-laid due to error

The high street between St Peters and Mill Street has been ripped up and re-laid because it was a trip hazard due to an error in laying.

It is understood that the contractor has agreed to pay for these additional works.

Works in High Street completed

The works to move the High Street into a single lane and create a bigger pavement, with 'better' drop off points and short term parking for residents has been completed just in time for Christmas.

You can read more about the works here: <https://www.bedfordindependent.co.uk/single-lane-high-street-now-fully-open-in-time-for-christmas/>

Update on 'Transporting Bedford' Road Works

There are several works going on around Bedford Town Centre during the winter period.

This includes work at St Paul's square, Ampthill Road and between Victoria and Britannia Road, so do expect delays.

There has also been progress on the Northern Gateway project with the widening of Clapham Road between the two roundabouts complete, along with the dedicated left hand turn lane from Clapham Road into Manton Lane.

Works have started on the central reservation of the dual carriageway, introducing a permanent right-hand turn into Sainsbury's so people won't need to use the Clapham Road/Manton Lane roundabout to U-turn.

The works had been creating major traffic jams for residents but they will now take place overnight, with the re-opening of the second lane and manual traffic lights being put in place between Paula Radcliffe Way and Clapham Road roundabouts to ease delays.

Christmas Plans for Bedford Borough

There will be Christmas based events in Bedford town centre every weekend in December, with music, entertainment and markets promised.

Appendix 1

The Christmas lights were turned on across Bedford town centre and the Riverside on Monday 22 November. However, the usual fireworks display will not take place this year.

Borough COVID-19 Update

As of the 28th November in Bedford, there have been 29,355 cases since the start of the pandemic and there have been 771 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 28th November) please find it below:
<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/Covid19-weekly-statistics-01Dec.pdf>

More information available at:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>
[I have a Covid 19 meeting on Thursday, I will let you have further updates regarding the Omicron variant.](#)

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.

There is some funding from BBC to convert grass hardstanding (grasscrete) in Wootton, the previously areas requested for this are:

Manor Road and St. Marys road (location to be confirmed i.e. number 4 to 10). If there are any other areas or you do not think we should do the mentioned areas, please let me know a.s.a.p.

I hope you all have a Happy and safe Christmas and New year.

BBCllr Wheeler
December 2021

Appendix 1a

FC21/282a November 2021			
40/61691/21	AGGRAVATED VEHICLE TAKING	29/10/2021 00:00	Cranfield Road
40/62738/21	ASSAULT WITH INJURY	19/11/2021 13:40	Hall End
40/62696/21	ASSAULT WITH INJURY	20/11/2021 14:00	Folkes Road
40/60407/21	ASSAULT WITH INJURY	05/11/2021 22:30	Folkes Road
40/59369/21	ASSAULT WITH INJURY	05/11/2021 22:10	Folkes Road
40/63057/21	ASSAULT WITHOUT INJURY	23/11/2021 15:10	Juffs Lane
40/62128/21	ASSAULT WITHOUT INJURY	05/11/2021 15:15	Hall End
40/60841/21	ASSAULT WITHOUT INJURY	11/11/2021 15:10	Bedford Road
40/60682/21	ASSAULT WITHOUT INJURY	11/11/2021 10:50	Hall End Road
40/60537/21	ASSAULT WITHOUT INJURY	11/11/2021 00:00	Grovebury Court
40/58448/21	ASSAULT WITHOUT INJURY	28/10/2021 12:30	Folkes Road
40/58903/21	CONTROLLING OR COERCIVE BEHAVIOUR	02/11/2021 21:50	
40/62638/21	CRUELTY	21/11/2021 22:55	
40/58502/21	DEATH OR SER INJ BY DANGEROUS DRIVING	01/11/2021 07:59	A421
40/62834/21	HARASSMENT	19/11/2021 06:43	
40/60168/21	HARASSMENT	09/08/2021 00:00	
40/58471/21	HARASSMENT	28/10/2021 12:30	
40/60098/21	INTERFERING WITH A MOTOR VEHICLE	07/11/2021 17:23	Payne Road
40/61491/21	OTHER CRIMINAL DAMAGE	12/11/2021 21:15	Ashpole Avenue
40/59227/21	OTHER CRIMINAL DAMAGE	04/11/2021 00:00	Simms Close
40/58728/21	OTHER CRIMINAL DAMAGE	02/11/2021 00:00	Manor Road
40/62587/21	OTHER THEFT	18/11/2021 08:32	Wootton Green
40/59416/21	OTHER THEFT	04/11/2021 09:00	Hall End
40/64003/21	POSSESS OF CONTROL DRUGS (CANNABIS)	29/11/2021 00:24	Juffs Lane
40/62383/21	POSSESSION OF OTHER WEAPONS	18/11/2021 12:00	Hall End
40/60746/21	SEXUAL	17/06/2021 00:01	
40/61794/21	STALKING	01/09/2020 00:00	
40/61447/21	STALKING	14/11/2021 00:00	
40/58705/21	STATE OR PUBLIC ORDER	02/11/2021 00:00	Hall End
40/58745/21	STATE OR PUBLIC ORDER	02/11/2021 12:05	Manor Road
40/63738/21	THEFT FROM A MOTOR VEHICLE	27/11/2021 01:15	A421

Appendix 1a

40/60358/21	THEFT FROM A MOTOR VEHICLE	10/11/2021 21:30	A421
40/59275/21	THEFT FROM A MOTOR VEHICLE	02/11/2021 21:00	A421
40/62511/21	THEFT OR UNAUTH TAKING OF A MOTOR VEH	17/11/2021 17:30	St. Marys Road
40/62012/21	TRAFFICKING OF DRUGS	22/09/2021 00:00	Hall End
40/61905/21	TRAFFICKING OF DRUGS	01/09/2021 00:00	Hall End

Appendix 2

FC21/283

Nothing significant to report.

FC21/287

Neighbourhood Plan Steering Group Report

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

24th November 2021

Disclosure of local and/or disclosable pecuniary interests

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

Resolutions

NP21/066 – To receive a report from APC Planning in relation to the Independent Examination of the Neighbourhood Plan and to make recommendation to Full Council as necessary.

SS confirmed the Independent Examiner's report was received on 9th November 2021. It contained 27 proposed minor modifications which, once effected, would enable the plan to proceed to referendum as it met all legal requirements. In addition, Bedford Borough Council had requested confirmation that the changes to the plan will not alter the results of the Strategic Environmental Assessment and AECOM had confirmed they would provide a statement confirming the same, no later than Tuesday 30th November 2021. The referendum would be undertaken by Bedford Borough Council and whilst the parish council was able to publicise the referendum and encourage attendance, it could not show bias or support for the Neighbourhood Plan.

SS confirmed APC Planning's work was now at an end and thanked the parish council and all present for their support in getting to this point.

Resolved to note the above and make the same recommendation to Full Council.

Proposed: JW.

Seconded: JN.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council

1st December 2021

FC21/288

Planning & Environment Committee Report

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

10th November 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.

Matters arising from the minutes – for information only

See under 24th November 2021.

Planning Applications – for resolution

21/02846/FUL – 19 Hollies Walk. Single storey rear/side extension and replace door with window and brick for existing converted garage.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

21/02325/FUL – 5 Pilsbury Close. Loft conversion with rear facing dormer.

This council previously raised **NO OBJECTION**.

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

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

This council previously raised **NO OBJECTION**.

21/02347/FUL – 30 Hollies Walk. Replacement of 2m high wall with 2m high close board fence to also enclose additional garden land.

This council previously raised **AN OBJECTION**.

Resolutions

P21/261 – To consider a response to DEFRA (Department for the Environment, Food and Rural Affairs) in relation to its Environmental Permitting Regulations consultation and to resolve a suitable course of action.

Resolved to note the consultation with the following observation:

Full Council Minutes 8th December 2021

- It was noted the plot size was detailed as 5m² which was misleading (and did not represent 5 square metres).

Proposed: Cllr Quirk.

Seconded: Cllr Bygraves.

Resolved by all present.

P21/262 – To consider continued negotiations with Bedford Borough Council regarding the transfer of parish council-owned streetlights and to resolve a suitable course of action.

Resolved to upgrade all parish council-owned lighting to non-heritage style on the understanding Bedford Borough Council would then adopt the same, at no additional expense to the parish council.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

24th November 2021

Matters arising from the minutes – for information only

- P21/262 – 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. Resolved 10th November 2021 (P21/262) to have Bedford Borough Council upgrade all parish council-owned streetlights to non-heritage style, on the understanding Bedford Borough Council would then adopt the same, at no additional expense to the parish council.
- 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, after Remembrance Sunday 2021.
- 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. Resolved 27th

October 2021 (P21/249) to include five of the designs in December 2021's Wootton newsletter for a public vote.

Planning Applications – for resolution

21/02803/FUL – 7 Johnson Avenue. Relocation of 1.8m high boundary fence.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02945/FUL – 7 Stewart Court. Single storey rear/side extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02960/FUL – 3 Foster Way. Single storey front and rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02986/FUL – 17 Duncombe Drive. Single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02987/FUL – 32 Elmsdale Road. Single storey front extension, two storey side extension and internal alterations to existing dwelling (revised scheme). (The parish council raised no objection to a previous scheme, however Bedford Borough Council refused it).

Resolved **NO OBJECTION** but to make the following observation:

- The proposal may lead to loss of daylight to an adjacent property north of the site.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

21/02990/FUL – 23 Littlebrook Lane. Single storey side/rear extension to link to garage and partial garage conversion.

Resolved **NO OBJECTION.**

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

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

21/02522/LDP – 18 Roundel Wootton. Certificate to confirm that the details submitted do not require planning permission (Single storey rear extension).

Certificate issued.

This council was not consulted on this application.

21/02405/LDP – 41 Folkes Road. Certificate to confirm that the details submitted do not require planning permission (New fence and gate to enclose to front garden).

This council was not consulted on this application.

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

21/02569/LDP – 26 Tithe Barn Road. Certificate to confirm that the details submitted do not require planning permission (Erection of porch, mono-pitched roof above bay window and single storey rear extension).

Certificate refused.

This council was not consulted on this application.

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

This council previously raised **AN OBJECTION**.

Resolutions

P21/274 – To consider revised cemetery regulations for Lorraine Road cemetery (to include a pamphlet) and to resolve a suitable course of action.

In light of preliminary discussions on the wish to mark out and/or re-map the cemetery extension area (including the natural burial area), it was agreed to bring this agenda item back to a future meeting of this committee.

P21/275 – To review fees for Lorraine Road cemetery and to resolve a suitable course of action.

Following discussions on the need to determine the size of caskets and plots, it was agreed to bring this agenda item back to a future meeting of this committee, when DEFRA had determined the outcome of its recent consultation on Environmental Permitting Regulations (and its effect on cemeteries).

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st December 2021

FC21/289**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22**

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

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

The Roads & Pavements Safety Steering Group committee's projects for 2021-22 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	GL.	Ongoing.	Persimmon to finance.	<u>20th January 2021</u> GL reported the following issues at a recent meeting of Full Council: • Poor street lighting at the pedestrian crossing on Harris Way (school side); • Street lighting within that estate is not LED only – despite the Mayor referencing the BBC's policy of using only LED lighting. JW had reported the same to BBC ⁵ and it was noted the handover had been delayed due to ongoing Covid-19 restrictions. <u>17th March 2021</u> It was noted JW was chasing for an update on the issues raised above, along with a site visit which GL	GL/SO. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				and SO would attend. It was understood the handover would likely now not take place until Q3/Q4 2021. <u>19th May 2021</u> Persimmon were financing BBC's replacement of non-LED lighting within the estate. Wider lighting columns were proposed to remedy the issue at the pedestrian crossing (Harris Way, school side) and the handover was expected by the end of summer 2021. JW was asked to request sight of BBC's infrastructure report by the end of May 2021, to enable CB, GL and SO to reference it when undertaking a site infrastructure assessment. If no report was forthcoming, the trio would produce their own as it was imperative all issues were recorded before the handover, to allow time for remedial works. <u>21st July 2021</u> JW confirmed an infrastructure audit report produced by a working group from this steering group had been received and noted by BBC's Highways Department. <u>15th September 2021</u> Resolved at last Full Council (8th September 2021 – FC21/216) SP write to the directors of Persimmon Homes to raise concerns remedial infrastructure works had stopped. Since that meeting SP had learnt works were proposed for October half term week and was awaiting updated guidance from the	
--	--	--	--	--	--

				parish council on how best to proceed. JW had also requested an update from BBC. <u>17th November 2021</u> It was noted only some of the proposed infrastructure works was undertaken during October half term week. Resurfacing of roads (including yellow lining and no waiting signs) would not take place until December 2021. Members expressed their disappointment at the lack of response received from BBC in relation to the infrastructure report produced by WPC. Harris Way resurfacing was now programmed for 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. JW had requested an update.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>15th September 2021</u> JW provided the following to Full Council (8th September 2021) by way of an update regarding changes to school bus routes/stops: • <i>'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 normal 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</i>	BBC.

				<i>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.</i> <i><u>School.transport@bedford.gov.uk</u></i> At a recent meeting of Full Council a resident agreed to furnish the clerk with a summary of issues raised during Open Forum – ahead of an email to BBC noting dismay over the situation and concerns over the safety of children using the amended bus service locations. <u>17th November 2021</u> SP emailed Paul Watkins and Saragh Fleckney (Bedford Borough Council) on 14th October 2021 but had received no response. <u>BUS CAGES</u> <u>20th January 2021</u> Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting. <u>19th May 2021</u> JW confirmed the works would be completed when the weather was better and TI reiterated these works had been earmarked for completion alongside white lining.	
--	--	--	--	---	--

				<u>15th September 2021</u> The bus cage on Bedford Road (adjacent to the Manor Road flats) had now been completed, however it was noted there was a lack of 'no waiting restrictions' (as can be evidenced at the bus stop further along Bedford Road opposite the Fox and Duck PH). JW agreed to take this forward with BBC during an upcoming village-wide site visit. <u>17th November 2021</u> JW had confirmed the bus cage 'no waiting restrictions' were with BBC to implement.	
Bus Shelter – Folkes Road.	Committee discussion.	Ongoing.	BBC/ Persimmon.	<u>July 2021</u> Request made. <u>17th November 2021</u> SP had sought confirmation from BBC on who would be responsible for the bus shelter once Berryfields had been officially adopted by BBC, as all other bus shelters in Wootton were maintained by WPC. No response had been received despite the request being made in July 2021. Members determined WPC would not take on responsibility for this bus shelter and would inform BBC of the same.	BBC/Persimmon.
Bus Stop relocation – Cause End Road.	Resident request.	Ongoing.	BBC/ Bus Companies.	<u>17th November 2021</u> A resident had requested consideration be given to re-siting a bus stop (and supporting bench and litter bin) outside their property on Cause End Road. Members determined there was no justification to move the bus stop and it was noted the bench and litter bin should also remain. The resident would be informed WPC could not lend its support to their request.	BBC/Bus Companies.

Church Road/Cause End Road junction/pavement – too narrow in parts.	Committee discussion.	Ongoing – carried forward from 2017-18.	FRS ⁶ to finance.	<u>20th January 2021</u> JW confirmed signage for Cause End Road was still outstanding, but signage on Church Road was in place. Works to further reduce the churchyard extension hedgerow was ongoing. <u>17th March 2021</u> It was noted JW had confirmed the works had been signed off, with no plans for any further works. It had been hoped further works would be undertaken by BBC to reduce the height of the churchyard hedgerow. It was therefore resolved to make a recommendation to Full Council that the parish council undertake those works to further reduce the height. Proposed: HM. Seconded: SO. Resolved by all present. <u>19th May 2021</u> The recommendation above was approved by Full Council on 5th May 2021 (FC21/108) with a caveat that works be delayed until October 2021. <u>17th November 2021</u> SP had given an order for the hedgerow works to FA Bartlett Tree Experts.	BBC/Developer. GL.
Dog mess/litter bins.	Committee discussion.	Ongoing.	WPC.	<u>July 2021</u> Request made. <u>17th November 2021</u>	WPC.

⁶ Fields Road South

				SP had requested guidance from BBC on whether damaged dog mess bins could be replaced with dual-purpose bins. If not, BBC was asked to confirm it accepted WPC's suggested metal replacements. No response had been received despite the request being made in July 2021.	
Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th March 2021</u> JW confirmed ahead of the meeting the footpath leading from Burgoyne Avenue to Fields Road was almost complete and it was hoped works to install the pedestrian crossing would follow. <u>19th May 2021</u> JW had received confirmation that all connecting pavements were complete, as were relevant surveys. Works were proposed for summer 2021 and the location was noted as the Berryfields Roundabout side of the Health Centre. Visitors to the Health Centre would be able to use the new bus stop located on Burgoyne Avenue. <u>21st July 2021</u> BBC's Engineering Services had been commissioned to undertake the project and JW was chasing for timescales. JW agreed to locate a copy of the s106 agreement in which the funding for this project was referenced. <u>15th September 2021</u> JW confirmed the connecting pavement from Fields Road to Burgoyne Avenue was complete and an update on pedestrian crossing works had been sought from BBC.	BBC.

				<u>17th November 2021</u> JW confirmed equipment for the pedestrian crossing was on order but not yet received.	
Fields Road white lining.	N/A.	N/A.	N/A.	<u>20th January 2021</u> A report from BBC's Team Leader for Development Infrastructure was circulated ahead of this meeting. In essence, it confirmed the lack of a carriageway centre line in Fields Road was intentional. It was noted the lack of a carriageway centre line encouraged vehicles to drift on what was neither a straight, nor rural road. In addition, the lack of centre line only created the illusion of a narrow road on rural roads with hedgerows – not busy central roads with a shared access pavement and significant housing. Furthermore, it was understood white lining signified a busy/potentially dangerous road. In light of the above it was agreed to feed that information back to BBC. On the issue of the shared access pavement, CB again raised concerns that the pinch point remained a safety issue. After discussion and in light of BBC's written confirmation it was satisfied all health and safety concerns had been addressed, it was agreed to minute herein all comments for the public record and to demonstrate WPC fervently disagreed with BBC's findings. <u>17th March 2021</u> BBC confirmed it would now undertake a Road Safety Audit of Fields Road – which would be combined with the proposed pedestrian crossing project. This would determine whether the area	BBC.

				needed to be white lined as WPC had requested. Timescales were not known. <u>19th May 2021</u> JW confirmed the survey had been completed but not yet circulated. <u>21st July 2021</u> JW had chased BBC for a further update and copy of the survey. <u>15th September 2021</u> No further update received. <u>17th November 2021</u> JW understood the white lining would not be undertaken by BBC, however members requested again that BBC fulfil the request, on health and safety grounds.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>20th January 2021</u> BBC stated it had no budget to cover yellow lining works, totalling £3k. WPC was asked to consider funding the same. After discussion it was resolved to take this request to Full Council for determination. Proposed: SO. Seconded: TI. <u>17th March 2021</u> BBC had now been asked to take forward yellow lining works at the Elmsdale Road/Bedford Road junction and Potters Cross/Bedford Road junction and complete yellow lining works at Hall End	SO.

				(junction with Hilly Lane). BBC confirmed the two Bedford Road junctions would be added to its programme of works and the relevant consultations will be carried out in Summer 2021 (costs up to £3.5k to be borne by WPC). BBC also confirmed it would complete works at Hall End at its own cost. <u>19th May 2021</u> BBC confirmed steps were being considered to remove vehicles obstructing the completion of works at Hall End (junction with Hilly Lane). BBC's consultation for the Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions was circulated ahead of this meeting. No amendments were made, however following further discussions regarding additional parking concerns in the Potters Cross area it was resolved to request a further extension to the proposals – from the Cause End Road roundabout as far as the bus cage on Bedford Road, adjacent to the Manor Road flats. This would be treated as a new request, in order not to delay the previous proposals and would require ratification by Full Council on 9th June 2021. Proposed: SO. Seconded: GL. Resolved by all present. <u>21st July 2021</u> SP had chased BBC for an update regarding the completion of works at Hall End (junction with Hilly Lane) and a new request for parking restrictions on Bedford Road – from the Cause End Road	
--	--	--	--	---	--

				roundabout to the bus cage adjacent to the Manor Road flats. A Traffic Regulatory Order (TRO – no waiting at any times – double yellow lines) was now in place for Bedford Road/Elmsdale Road and Bedford Road/Potters Cross. A request was received by JW for additional yellow lining outside Wootton Upper School. It was noted existing yellow lining had recently been re-painted and it was not practical to add further lining. SP had received a request for yellow lining at the junction of Fields Road/Monoux Road. Proof that inconsiderate/illegal parking was a regular issue (and warranted yellow lining) was needed as intermittent/infrequent occurrences would not be considered by BBC. CB agreed to submit a Monoux Road resident petition requesting yellow lining to BBC and JW agreed to investigate the possible inclusion of this area on BBC's schedule for 2022. <u>15th September 2021</u> SP continued to chase for an update on the completion of works at Hall End (junction with Hilly Lane). BBC was currently consulting on the proposal for additional parking restrictions on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats. CB provided a written update to SP ahead of this meeting which confirmed incidents of cars parking too close to the junction of Fields Road/Monoux Road were much reduced and not enough photographic evidence had been obtained at this stage, to warrant a resident petition.	
--	--	--	--	--	--

				<u>17th November 2021</u> SP was in dialogue with BBC who were still attempting to complete works at Hall End. A Traffic Regulation Order was now in place on Bedford Road – from the Cause End Road roundabout to the bus cage adjacent to the Manor Road flats and yellow lining should be completed by the end of December 2021. <u>WHITE LINING</u> <u>20th January 2021</u> BBC confirmed it had attended on several occasions to try and complete advisory white lining and would attend again in early January 2021. Letters would be placed on any vehicles parked in those locations. It was noted again that members of this safety steering group would help with letters and that BBC should provide advance warning before attending. A request was made for BBC to include outstanding and new areas of white lining (as detailed elsewhere in these minutes) when completing the bus cages, as it would save on costings. <u>17th March 2021</u> It was previously suggested BBC carry out the white lining works at the same time as bus cage works. BBC confirmed works would not be carried out until the financial year 2021/22 due to budget constraints. A further list of areas requiring re-painting (as provided by CB) had been forwarded to BBC also. <u>21st July 2021</u>	
--	--	--	--	---	--

				JW had chased BBC for a further update. It was noted all officers were currently on annual leave. <u>15th September 2021</u> JW confirmed a village-wide site visit was due to take place next week with BBC to discuss this in greater detail as many locations had not been taken forward. <u>17th November 2021</u> JW had chased BBC for a further update. SP was asked to add the double mini-roundabouts to the list of areas with faded white lining (it was noted HGVs were exacerbating the diminishing white lining when turning in the area *). <u>PAVEMENT PARKING</u> <u>20th January 2021</u> No further update had been received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. The consultation had now closed and central government was analysing feedback. <u>19th May 2021</u> SO confirmed he had written to the Rt. Hon. Nadine Dorries in a personal capacity and had been informed consultation responses had not yet been published. TI added it was his understanding Central Government intended to delegate the powers (preventing pavement parking and currently live in	
--	--	--	--	---	--

				London) to Local Highways Authorities in England in Autumn 2021. <u>15th September 2021</u> TI noted the provisions of the Traffic Management Act were being amended in December 2021, however it was not known at this stage whether pavement parking would be included. If it were, BBC would need to lodge an interest on locations for enforcement, after which central government would advise on necessary requirements (including signage and lining). It was noted a recent dog show at The Cock Inn PH had resulted in inconsiderate pavement parking in the area. GB agreed to request that attendees to future events use the recreation ground car park. <u>PARKING CAMERA</u> <u>21st July 2021</u> JW reported the parking enforcement camera adjacent to the lower school on Bedford Road had been removed without notification or explanation from BBC. Given the camera was there to monitor the crossing and ensure the safety of pedestrians, JW agreed to query its removal at the next Full Council meeting of BBC. <u>15th September 2021</u> BBC had responded acknowledging JW should have been informed the camera was to be relocated. Other responses were also queried and JW agreed to raise these at an upcoming village-wide site visit with BBC which would also be looking at this issue in greater detail.	
--	--	--	--	--	--

				JW was also asked to investigate the feasibility of purchasing additional cameras using ward funding (with the proviso income generated could be used to off-set the purchase, installation and maintenance costs). <u>17th November 2021</u> JW met with BBC who confirmed it was no longer possible to have its camera in situ on Bedford Road adjacent to the lower school, due to the installation of the pedestrian crossing. That installation had resulted in the removal of yellow zig zag lining (enforceable by BBC) and the addition of white zig zag lining (enforceable by Bedfordshire Police). JW had previously confirmed a camera would be sited at the Harris Way lower school site, however GL raised concerns BBC's proposal for two parking bays in the area would reduce the length of the zig zag lining.	
Pavements (resurfacing) and roads (resurfacing) – various.	CB.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>17th March 2021</u> The following <u>pavement</u> areas had been prioritised by Bedford Borough Council: • Keeley Lane (its entirety); • Monoux Road (its entirety); • Payne Road (its entirety). It was unlikely any other areas would be considered. <u>15th September 2021</u> JW had made an urgent request for Payne Road to be given priority, using BBC's risk assessment/scoring system.	BBC.

				Monoux Road and Payne Road had confirmed orders for temporary fixes (Payne Road works have been completed) and Monoux Road would also be resurfaced in its entirety. Payne Road would be resurfaced on the left-hand side only (as you enter from Monoux Road). <u>17th November 2021</u> JW confirmed Monoux Road and Payne Road remained on BBC's list of outstanding works. SP received confirmation from Kempston Rural Parish Council it supported the Kempston Rural/Wootton footpath being added to BBC's schedule of works. Its ward councillor had been informed. JW understood other pavements were likely to take priority when costings/risk assessments were undertaken. <u>ROADS</u> <u>17th March 2021</u> The following <u>road</u> areas had been prioritised by Bedford Borough Council: • Church Road (from War Memorial to Cause End Road junction); • Cranfield Road (in part from the double mini roundabout – this was expected to be first priority). <u>21st July 2021</u> Works to resurface Church Road from Cranfield Road to Hall End Road were programmed between 9th and	
--	--	--	--	--	--

				24th August 2021 (changed from 2nd and 13th August 2021). GL reminded JW of BBCs plans to resurface the area of Cranfield Road leading from the double mini-roundabouts to the walk through to Barnes Road. JW did not yet have a programme for that area. Members also discussed the pavement issue raised under Open Forum. It was agreed SP would speak with the Clerk to Kempston Rural Parish Council to make them aware of these concerns. JW agreed to do the same with the ward councillor for Kempston Rural. WPC would consider nominating this area for remedial works by BBC when next approached by BBC (likely 2022). <u>15th September 2021</u> Resurfacing works for Church Road (Cranfield Road to Hall End Road) had been completed.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u> Average speed cameras were now in place on Fields Road. WPC would use available data to push for police support in installing systems on all other main routes in/through the village – starting with Cranfield Road. Data received from the Fields Road average speed cameras produced the following figures: - December 2020: 121 speeding tickets issued; - January 2021: 14 speeding tickets issued; - February 2021: 61 speeding tickets issued. GL confirmed Cranfield Road was the next proposal for average speed cameras. It was questioned whether repeater signs may be needed at the	GL.

				entrance to Wootton as the first lamp post was some distance from the entrance sign. It was agreed to add potential repeater signs to WPC's PAP as a BBC project to complete before the installation of these average speed cameras. <u>19th May 2021</u> Repeater signs were not needed. JW had requested costings for Cranfield Road as it was understood there had been a price drop and was asked to scrutinise all paperwork when received. <u>21st July 2021</u> JW was still chasing BBC for costings. JW and GL had met with the Police and Crime Commissioner (Festus Akinbusoye) who would raise the lack of police support for cameras with the Chief Constable at a meeting scheduled before the end of July 2021. <u>15th September 2021</u> JW had received confirmation again that costings for a set of cameras were £80k including ongoing maintenance and was due to meet imminently with Bedfordshire Police regarding support for the Cranfield Road scheme. JW was asked to establish the likely costs for an individual to monitor the cameras and again agreed to raise the issue of police support for the scheme. SP was asked to establish what other parishes within the borough had paid for their cameras. <u>17th November 2021</u> SP was informed BBC had charged other parishes £80k to supply, install and maintain a pair of	
--	--	--	--	--	--

				cameras. SP was asked to submit a formal request to the Police and Crime Commissioner for assistance in securing police support for the Cranfield Road scheme. Members were in agreement with this approach. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th March 2021</u> JW stated ahead of this meeting these works would be carried out when that stretch of Cranfield Road was resurfaced. <u>21st July 2021</u> As timescales were not known in relation to Cranfield Road, it was hoped these works could be carried out when Church Road was resurfaced. <u>15th September 2021</u> JW will follow up on this again – and it was again noted the signage was needed at all road points. <u>17th November 2021</u> JW confirmed the works were programmed for this financial year (it was noted this could also be linked to the white lining issue noted previously *).	
--	--	--	--	--	--

				<u>KEELEY LANE SPEEDING CONCERNS</u> SP had received confirmation from JW an order had been made for repeater signs (30MPH on the road surface) along Keeley Lane. It was understood only two were faded and BBC were monitoring for further signs of wear. <u>19th May 2021</u> JW had confirmed this was on BBC's schedule of works. <u>21st July 2021</u> No further update received. <u>15th September 2021</u> Timescales were still not known. <u>17th November 2021</u> Timescales were still not known. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> A report (endorsed by Marston Moreteyne Parish Council) has been delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane). BBC has acknowledged receipt but has confirmed there is currently no budget for a speed limit review. The request will be revisited when a budget is available. <u>19th May 2021</u>	
--	--	--	--	---	--

				SP had received a response from BBC which confirmed there was no budget for changes to speed limits this financial year. However, given WPC was seeking to install average speed cameras along Cranfield Road, BBC may be able to include the speed limit reduction request as part of that work – extending the site of the average speed cameras to encompass a revised speed limit at Wootton Green. <u>21st July 2021</u> No further update received. <u>15th September 2021</u> SP had been informed this is still pending, given the ongoing request for average speed cameras along Cranfield Road.	
--	--	--	--	---	--

To be reviewed at each safety steering group meeting.

FC21/290**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 <u>8th December 2021</u> A formal request for assistance in securing police support for cameras has been made to the Police & Crime Commissioner and response received from Bedfordshire Police. The clerk was asked to produce a press release highlighting the ongoing uncertainty surrounding police support	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>8th December 2021</u>	Cllr Bygraves

							Refer to agenda item FC21/295	
Low	Lecterns • The Pound (opposite The Cock Inn PH, Bedford Road); • The site of the old gaol (St. Mary's Churchyard, Church Road) • Lorraine Road cemetery (in relation to The Queen's Green Canopy Project)	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 <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	Cllr Quirk
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£100,000	<u>12th February 2020</u> Cemetery will be full by 2050. WPC will continue to earmark £5k annually with a view to approaching the Crown Estate in future years to purchase land adjacent to the existing cemetery <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

							<u>13th October 2021</u> The plan is currently being scrutinised by an independent examiner <u>8th December 2021</u> The draft plan has been scrutinised by an Independent Examiner and Bedford Borough Council has now executed all amendments. The plan will now be presented to Bedford Borough Council's Executive after which it should proceed to referendum.	
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	Cllr Quirk

							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 <u>10th November 2021</u> The clerk has now received costings and these will be taken to the Planning & Environment Committee for consideration. The clerk has since sought additional clarification which will then be taken back to the Planning & Environment Committee <u>8th December 2021</u> Costings to upgrade parish council-owned street lighting columns have been approved by the Planning & Environment Committee and Bedford Borough Council has been informed. This will be implemented ahead of the adoption by Bedford Borough Council, however timescales are currently not known	
--	--	--	--	--	--	--	---	--

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 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	Cllr Bygraves
--------	---	---------	--	---	--	--------------------------------------	--	---------------

						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 will also be provided to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding <u>8th December 2021</u> A full planning application is expected to be submitted this month (delays have been caused whilst Neil deals with potential flooding remedies). Costings are still awaited to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding.	
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 <u>8th December 2021</u> Resolved 8th December 2021 (FC21/299) to seek the agreement of Bedford Borough Council's Highways Department that a brick design entrance sign is feasible on two possible sites closer to the actual parish boundary	Cllrs Martin and O'Dell

FC21/291**RISK ASSESSMENTS PLAN 2021-22**

WPC⁷ assigns and reviews all Risk Assessments annually in May. This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Some, but not all, risk assessments can be viewed via the following link: <https://wootton-pc.gov.uk/parish-council/documents/>

Wootton Parish Council's Risk Assessments for 2021-22 (black font – complete, red font – outstanding, blue font – for sign off, green font – Covid-19 related):

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters					
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

⁷ Wootton Parish Council
Full Council Minutes 8th December 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	26.11.21	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	8.12.21 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			Held over until 2022		
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

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: Community Centre office is currently closed	8.12.21 GL

To be reviewed monthly at Full Council.

Please visit the following link:

<https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1>