



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

WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 12th January 2022 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, Mapesa, Martin, Noakes, O'Dell, Randell and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Watson.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/001	Apologies for absence. Cllrs Quirk and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/003	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.
FC22/004	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	In his absence, BBCllr/Cllr Wheeler confirmed his report would be circulated when available.	Clerk to keep on file.	N/A.

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	To receive crime figures for December 2021. (Appendix 1a).	It was noted the increase in numbers was disappointing.	Clerk to keep on file.	N/A.
FC22/005	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.
FC22/006	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 8 th December 2021.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/007	Matters arising from the minutes – for information only. - FC21/295 + FC22/017 – Community Centre at Berryfields. Refer to agenda item FC22/017. - 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. - FC21/295 + FC22/017 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. This agreement (now referred to as the Joint Use Agreement) is with Hillary Cooper Law for scrutiny. Refer to agenda item FC22/017. - FC21/139 – Parking Restrictions/Yellow Lining at various sites. Restrictions are now in place at Elmsdale Road/Bedford Road and Potters	No further comments received.	N/A.	N/A.

	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 (not checked at the time of publishing this agenda). • 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 is expected to be submitted imminently 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			
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	proposer, Rt Hon Peter Aldous MP and relevant Ministers to establish how best to proceed. No further updates have been received. Move to close. • FC21/273 – 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. 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 plan has been approved for referendum by Bedford Borough Council's Executive and the referendum is scheduled for Thursday 17th February 2022. • FC21/297 + FC22/019 – 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 FC22/019. • 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). No further update received. Move to close. • 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 has received the necessary guidance from Bedford			
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	Borough Council and an order for three replacement dog litter bins has been made. One replacement is for a dual purpose 'plaza' bin and this is with Bedford Borough Council to implement. Bedford Borough Council will also complete the dog litter bins installation. • FC21/306 + FC22/020 – Course of action in relation to The Queen's Platinum Jubilee Central Weekend 2022. Refer to agenda item FC22/020. • 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). • FC21/299 – Replacement Village Entrance sign – Keeley Lane. Resolved 8th December 2021 (FC21/299) to meet with Bedford Borough Council's Highways Department to investigate the feasibility of erecting a brick built entrance sign at one of two possible sites (closer to the actual parish boundary).			
FC22/008	Chairman's report – for information only.	Cllr Lloyd confirmed all information relating to the upcoming Neighbourhood Plan referendum had been uploaded to the parish council's website.	Clerk to keep on file.	N/A.

		A leak in the boiler expansion unit in the plant room had been reported to British Gas and a replacement part was on order.		
FC22/009	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 as this steering group had not met since 24 th November 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/010	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.
FC22/011	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No project action plan as this safety steering group had not met since 17 th November 2021.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/012	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 Martin. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/013	To receive, review and adopt all Risk Assessments for 2021-22, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to receive, review and adopt the following risk assessments without amendment, save for the village sign as noted below: • 3 Tier Flower Planters; • Car Parks; • Street Furniture; • Village Sign – change to quarterly grass checks in winter months and monthly grass checks in summer months. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Mapesa.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Resolved by all present.		
FC22/014	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Lennox and Randell. Proposed: Cllr Noakes. Seconded: Cllr Martin. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/015	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.
FC22/016	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 Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/017	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> Nothing to report. <u>Charitable Trust</u> It was noted the trust remained in a strong position financially. Their bookings clerk had resigned with effect from 31 st January 2022, however it was hoped they would subsequently remain and help on an ad-hoc basis. A request to site a defibrillator on the exterior of the building was made and the clerk confirmed she had already spoken to a community first responder to start the process. Cllr Lloyd had received several requests for a kitchen microwave and the clerk was asked to take this forward also. <u>Lease</u> Nothing to report. <u>Sports Pitches</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Cllr Lloyd noted the works to date had ensured the pitches were draining well. Those works remained ongoing. Resolved to accept and note the above. Proposed: Cllr Randell. Seconded: Cllr Mapesa. Resolved by all present.		
FC22/018	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> Nothing to report. <u>Berry Wood (FRS)</u> Nothing to report.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC22/019	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 all paperwork had been signed by the clerk and the lectern was expected to be installed by the end of this week/Monday of next week. The Crown Estate were happy with the hedgerow works and would add a stock fence on their land to separate the planting area from the rest of that field. Publicity leaflets had been delivered to all households. It was noted Forest of Marston Vale representatives would arrive on site on 22nd January 2022 (planting date) to prepare the area ahead of the Lord-Lieutenant of Bedfordshire's arrival. The lectern would be unveiled at 10.55am and the first tree (whip) planted thereafter. Cllr Wallace would continue to chase local organisations to secure their attendance. Members were invited to attend from 9am to help with any organisation needed on the day and a small gazebo would be manned by Forest of Marston Vale representatives in the event of inclement weather. A press release would follow after the event.	Cllrs Hensher, Lloyd and Wallace to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Wallace agreed to provide information to Cllrs Hensher and Lloyd to publicise the event on both Facebook and the parish council's website.		
FC22/020	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 O'Dell will deliver a verbal report at this meeting.	Cllr O'Dell confirmed the timber post had been delivered and the brazier would be prepared to fit. A working group entitled 'The Queen's Platinum Jubilee Central Weekend 2022' would be created to discuss the brazier lighting event. The following would be appointed as members: • Cllr Bygraves; • Cllr Lennox; • Cllr Lloyd; • Cllr Noakes; • Cllr O'Dell; • Cllr Randell. The first meeting would take place on 23 rd February and an invitation would be extended to Mark Atkins as the Scouts would be serving food at the event. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Cllr O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/021	To receive a report from the clerk in relation to the MUGA facility at the recreation ground (Church Road) and to resolve a suitable course of action.	The clerk confirmed they were awaiting information from both the MUGA fencing and lighting contractors so it was agreed to carry this item over to a future meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/022	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.	Cllr Wallace confirmed the grant request would be for approximately £648, however the grant application would be submitted after a village hall committee representative had met on site with the prospective contractor.	Cllr Wallace to take forward.	Localism Act 2011, Ch 1, s1-8.

FC22/023	To consider lobbying the Rt Hon Nadine Dorries MP to seek support for an Early Day Motion on the matter of the Conduct of Councillors towards Town and Parish Council Clerks and to resolve a suitable course of action.	Resolved to lobby and seek support for the Early Day Motion. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC22/024	To consider lobbying the Rt Hon Nadine Dorries MP and also the Rt Hon Kemi Badenoch, Minister for Levelling up Communities to seek support for the legalising of virtual and hybrid council meetings and to resolve a suitable course of action.	Resolved to lobby and seek support to legalise virtual and hybrid council meetings. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC22/025	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).
FC22/026	To consider next steps in relation to the installation of average speed cameras along Cranfield Road and to resolve a suitable course of action.	After detailed discussion it was resolved to keep the installation on file for a period of 12 months, in the hope police support for the proposal could be obtained. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.40pm.

FC22/004

Borough Councillors Report to Parish Council January 2022

No report available.

**BBCllr Wheeler
January 2022**

Appendix 1a

FC22/004a December 2021			
40/66925/21	ASSAULT WITHOUT INJURY	08/12/2021 00:00	Foster Way
40/66113/21	ASSAULT WITHOUT INJURY	08/12/2021 21:27	Burraway Grove
40/65403/21	ASSAULT WITHOUT INJURY	05/12/2021 00:00	Ellis Close
40/65240/21	ASSAULT WITHOUT INJURY	04/12/2021 00:00	Juffs Lane
40/69287/21	ATTEMPTED BURGLARY - RESIDENTIAL	24/12/2021 20:00	Lomax Gardens
40/66429/21	BURGLARY - RESIDENTIAL	10/12/2021 15:30	Denny Street
40/67378/21	CONTROLLING OR COERCIVE BEHAVIOUR	15/12/2021 00:00	
40/65436/21	CRIMINAL DAMAGE TO A VEHICLE	05/12/2021 00:00	Arthur Black Way
40/65195/21	CRIMINAL DAMAGE TO A VEHICLE	05/12/2021 00:30	Arthur Black Way
40/68540/21	MALICIOUS COMMUNICATIONS	21/12/2021 13:52	Thorpe Way
40/68262/21	MALICIOUS COMMUNICATIONS	18/12/2021 22:45	Cynthia Court
40/67024/21	MALICIOUS COMMUNICATIONS	11/12/2021 18:54	Sherwood Close
40/68965/21	OBSCENE PUBLICATIONS ETC	18/12/2021 13:10	
40/65065/21	OTHER CRIMINAL DAMAGE	01/12/2021 00:00	Lorraine Road
40/64901/21	OTHER CRIMINAL DAMAGE	02/12/2021 19:00	Turland Close
40/66236/21	OTHER THEFT	08/12/2021 21:05	Traily Walk
40/65747/21	OTHER THEFT	05/12/2021 13:00	Denny Street
40/68151/21	PUBLIC FEAR ALARM OR DISTRESS	18/12/2021 13:10	Wootton Green
40/65373/21	STALKING	30/11/2021 00:00	
40/64748/21	STALKING	02/12/2021 19:00	
40/69264/21	THEFT BY AN EMPLOYEE	27/10/2021 10:00	
40/69039/21	THEFT FROM A MOTOR VEHICLE	23/12/2021 21:30	A421
40/65787/21	THEFT FROM A MOTOR VEHICLE	07/12/2021 20:00	A421
40/65273/21	THEFT OR UNAUTH TAKING OF A MOTOR VEH	02/12/2021 19:00	Bourne End

Appendix 2

FC22/005

Nothing significant to report.

FC22/009

Neighbourhood Plan Steering Group Report

No report as this steering group has not met since 24th November 2021.

FC22/010**Planning & Environment Committee Report**

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

8th December 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 informed 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

21/03018/FUL – 62 Folkes Road. Relocation of fence.

BBCllr/Cllr Wheeler wished to place on record correspondence received in which he had been asked to favourably consider this application. Acting on advice received from Bedford Borough Council's Legal Department, BBCllr/Cllr Wheeler had made no formal response to this correspondence.

Resolved **TO OBJECT** to the proposal, using the following material considerations:

- The land in question was not in the applicant's ownership;
- The proposal encroached onto a public highway;
- The proposal would adversely affect the street scene;
- The proposal would also adversely affect safe ingress/egress to/from that, and adjoining properties;
- The proposal would adversely affect light afforded to adjacent properties.

Proposed: Cllr Hensher.

Seconded: Cllr Quirk.

Resolved by all present.

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.

21/02572/FUL – 54 Tithe Barn Road. Demolition of existing outbuilding and erection of new 2 bedroom end of terrace dwelling.

This council previously raised AN OBJECTION.

No further comments received.

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

21/02924/TELLN – O/S 1 Monoux Road. The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - BT intends to install fixed line broadband electronic communications apparatus 9M light. (This is a notification only to the Local Authority who has no determining powers).

This council was not consulted on this application.

No further comments received.

Resolutions

P21/287 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for James Ford T/A Mr Ice-Cream Man and to resolve a suitable course of action.

Resolved to accept the new street trading consent with the following caveat – that the trading finish time be brought forward from 11pm to 7pm within Wootton.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

P21/288 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for Guiseppe Domenico Forte T/A Ice Cream Joe and to resolve a suitable course of action.

Resolved to accept the new street trading consent without further comment.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

P21/289 – 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.

P21/290 – To receive a report from the clerk in relation to (historic) upstanding works to the War Memorial and to resolve a suitable course of action.

This agenda item was heard after P21/283.

After discussion it was resolved the clerk be given authority to mediate on behalf of the parish council.

Negotiations should begin at 100% of the value, with settlement no lower than 75% of the value.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

4th January 2022

FC22/011

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22

No project action plan as this safety steering group has not met since 17th November 2021.

¹ Project Action Plan.

FC22/012**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2021 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	2022	£220,000	£80,000 s106 funding	£0	£300,000	<u>12th January 2022</u> Refer to agenda item FC21/26.	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2022	£0	£0	£0	£1,500	<u>8th December 2021</u> Resolved 8 th December 2021 (FC21/295) that Hillary Cooper Law be re-appointed to address all outstanding issues.	Cllr Bygraves
Low	Lecterns	2022	£1,200 per lectern	£0	£0	£0	<u>10th November 2021</u> The Memorial Hall lectern has 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>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>12th January 2021</u> Bedford Borough Council's Executive has approved the Neighbourhood Plan and the referendum is scheduled for Thursday 17 th February 2022.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500-	<u>12th February 2020</u> When needed.	Clerk

Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>12th January 2022</u> Cllr Hensher has requested information from 21 st Century regarding vandal-proof units as an alternative suggestion (given the original units have been subject to repeated vandalism).	Cllr O'Dell
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<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.	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k with indexation)		£700,000 (now £812k with indexation)	<u>8th December 2021</u> 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. <u>12th January 2022</u> A full planning application is expected to be submitted imminently and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding.	Cllr Bygraves
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane £5,000	£23,000	<u>12th January 2022</u> Resolved 8 th December 2021 (FC21/299) to meet with Bedford Borough Council's Highways Department to investigate the feasibility of erecting a brick built entrance sign at one of two possible sites on Keeley Lane (closer to the actual parish boundary). Cllr O'Dell had received confirmation from Bedford Borough Council in principle that a sign could be erected at either site, and Cllr Lloyd agreed to provide a facsimile of what was required (matching the brick built sign on Bedford Road) to submit to Bedford Borough Council and potential	Cllr O'Dell

							contractors. Members were asked to inform the clerk of any potential contractors.	
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FC22/013**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	SP	10.12.21	None	Dec 21	12.1.22 SP
Car Parks	SP	10.12.21	None	Dec 21	12.1.22 SP
Cemeteries	PDQ	10.12.21			
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

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			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	GL	10.12.21		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	N/A	N/A	Held over until 2022	N/A	N/A
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	N/A	N/A	The silhouette is currently being stored by Cllr Bygraves before being re-sited adjacent to the war memorial (which has outstanding remedial works)	N/A	N/A
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	SP	10.12.21	14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing		
Street Furniture	SP	10.12.21	None	Dec 21	12.1.22 SP
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign	SP	10.12.21	None	Dec 21	12.1.22 SP
War Memorial	JN	8.9.21	None		8.9.21 SP
Work Station (Clerk) – to include the parish office within the community centre	GL	8.12.21	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	12.1.22 – 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>