



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 9th February 2022 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to observe the meeting. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllr Lloyd (in the chair), Bygraves, Hensher, Mapesa, Martin, Noakes, O'Dell, Quirk, Randell 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)	Cllr Lennox.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/027	Apologies for absence. Cllrs Wallace and Watson.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/028	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/029	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.
FC22/030	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. No further comments received.	Clerk to keep on file.	N/A. N/A.

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	To receive crime figures for January 2022. (Appendix 1a).	No further comments received.	Clerk to keep on file.	
FC22/031	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.
FC22/032	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 12th January 2022. 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 24th November 2021. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 17th November 2021.	Minutes were received and adopted. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/033	Matters arising from the minutes – for information only. - FC22/017 + FC22/043 – Community Centre at Berryfields. Refer to agenda item FC22/043. - 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 – works are expected to be completed by 18th February 2022); - Lorraine Road (its entirety); - Monoux Road (its entirety – some repair works have been completed);	No further comments received.	N/A.	N/A.

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	○ Payne Road (left-hand side as you enter from Monoux Road). It is unlikely any other areas will be considered. ● FC22/017 + FC22/043 – 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 FC22/043. ● 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 completed more of the yellow lining at Hall End, however Cllr Lloyd is investigating whether this is in full. 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, however the lining remains outstanding due to inclement weather. ● FC21/131 – Synthetic Pitch. 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. Submission of a full planning application remains outstanding and costings have been provided to Cllrs Bygraves and Wheeler to source the balance of funding required. The parish council will be required to serve notice on the landowner ahead/when the planning application is submitted.			
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	• 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). • 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). It is hoped a meeting with Bedford Borough Council’s Chief Executive will be opportunity to further address this issue. • 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. • FC22/019 – The Queen’s Green Canopy Tree Planting Event – 22nd January 2022 (to mark Her Majesty’s Platinum Jubilee). The tree planting event was a great success with 200+ residents in attendance. The Lord Lieutenant of Bedfordshire, Helen Nellis, unveiled a ceremonial lectern and planted the first tree. Representatives from the Forest of Marston Vale assisted with the tree planting event. Move to close. • FC21/163 – Replacement of faulty/damaged dog mess/litter bins. Resolved 14th July 2021 (FC21/163)			
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	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 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 and a works order was raised in January to complete all works. • FC22/020 + FC22/045 – Course of action in relation to The Queen's Platinum Jubilee Central Weekend 2022. Refer to agenda item FC22/045. • 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. Bedford Borough Council's Highways Department has confirmed in principle that a brick built entrance sign can be erected at one of two possible sites (closer to the actual parish boundary). Cllr Lloyd will provide a facsimile of what is required			
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	(matching the sign on Bedford Road) to submit to Bedford Borough Council and potential contractors.			
FC22/034	Chairman's report – for information only.	Cllr Lloyd informed members Harris Way was scheduled for resurfacing works on Tuesday 15 th February 2022 and would be closed to vehicles between 8am-4pm. It was noted the Neighbourhood Plan Referendum was due to take place on Thursday 17 th February 2022. Mis-information had been published on Social Media App 'Next Door', detailing an alleged 300+ houses were planned via the Neighbourhood Plan for Keeley Lane – factually incorrect. Other residents had posted to point out this error and members were reminded they were unable to canvas in any capacity.	Clerk to keep on file.	N/A.
FC22/035	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.
FC22/036	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.
FC22/037	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 Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/038	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 Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC22/039	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 Cemeteries risk assessment, having noted comments made regarding the boundary wall between the Churchyard and Wootton House. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/040	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 Noakes and Randell. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/041	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.
FC22/042	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 O'Dell. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/043	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 clerk had been unable to place the defibrillator order due to a lack of stock. Lettings were up again for January. <u>Lease</u> Nothing to report. <u>Sports Pitches</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		CLlr Lloyd confirmed drainage works continued. Fencing to secure the area whilst those works were undertaken continued to be damaged, in order to gain access to the area.		
FC22/044	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South (Berry Wood) and to resolve a suitable course of action.	<u>Berryfields (FRN)</u> It was again noted Harris Way was scheduled for resurfacing works on Tuesday 15th February 2022 and would be closed to vehicles between 8am-4pm. <u>Berry Wood (FRS)</u> Concerns were again raised regarding sub-standard pavement surfacing and BBCllr/CLlr Wheeler confirmed this had been reported to Bedford Borough Council.	BBCllr/CLlr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC22/045	To consider a response to Ofcom in relation to its proposals for the regulation of postal services from 2022 to 2027 and to resolve a suitable course of action.	Resolved to note the consultation but to make no response on behalf of the parish council. Proposed: CLlr O'Dell. Seconded: CLlr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC22/046	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.	It was noted the first meeting of The Queen's Platinum Jubilee 2022 Working Group would be held on Wednesday 23rd February 2022 at 8pm. CLlr O'Dell confirmed the Planning & Environment Committee's resolution to accept the winning Berryfields/Fields Road roundabout design: 'C – Beacon with Flowers', meaning the beacon would only be a temporary structure at the recreation ground. An article publicising the event would feature in March's Wootton Newsletter.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/047	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.	Resolved to approve the grant request in full (£634) without further comment. Proposed: CLlr Quirk. Seconded: CLlr Martin. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/048	To consider a request that Popes Way Green (under the ownership of the parish council) be used to host a street	Resolved to approve the request with a caveat that any damage to the ground would need to	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	party by Popes Way residents as part of The Queen's Platinum Jubilee Central Weekend 2022 (Saturday 4th June 2022) and to resolve a suitable course of action.	be remedied after the event. In the event of inclement weather a marquee would be permitted, subject to organiser insurances. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.		
FC22/049	To review the graphic design, printing and delivery of the Wootton Newsletter by Bespoke Media and to resolve a suitable course of action.	Resolved to accept the review of all aspects of the Wootton Newsletter production without amendment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/050	To receive a report from Cllr Bygraves in relation to utilising Community Infrastructure Levy (CIL) Funding to part-fund the construction of the proposed 3g/4g synthetic pitch on land owned by Wootton Academy Trust and to resolve a suitable course of action.	After discussion the following was noted: • Cllr Lloyd would update the CIL Funding Allocations/Spend Spreadsheet; • Cllr Bygraves would continue to analyse costings; • The clerk would bring this agenda item back to the next meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/051	To receive a recommendation from the Finance & General Purposes Committee that a report from the clerk requesting a compressed working hours arrangement be approved and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.20pm.

FC22/030

Borough Councillors Report to Parish Council February 2022

Bedford Borough release budget

The papers for the Budget have been released and are available here:

<https://councillorsupport.bedford.gov.uk/ieListDocuments.aspx?CId=116&MId=5563>

It is proposed there will be a 2% rise for Adult Social Care precept and an additional 1.99% rise in core Council Tax which means the total rise is planned to be 3.99%.

This will be debated at Full Council on Wednesday 2nd February.

Bedford Borough accept Bikeability funding from Department of Transport

Bedford Borough Council have accepted funding of £71,756 from the Department of Transport's Bikeability Trust.

This funding will allow over 3,000 of Bedford's children to have cycle training from learning to ride sessions to Level 3 Bikeability where they are trained to cycle safely on the roads. It also includes some family training sessions and a bursary for four instructors to ensure the sessions can be delivered.

Update on speed cameras

An update on speed cameras was given at Environment and Sustainable Communities Overview and Scrutiny Committee on Thursday 27th January which is available here:

<https://councillorsupport.bedford.gov.uk/documents/s59679/Item%2009%20-%20Speeding%20in%20Rural%20Areas%20Jan%202022%20v1.pdf>

Six Sites are being considered for average speed cameras in the current financial year (Wilstead, on, A6 south of Bedford, B530, Ampthill Road, Mile Road Brickhill Drive).

A further 7 locations will be considered in 2022/23 which are currently being assessed.

It was suggested during the debate that the Police do not always monitor the cameras. There is also concern that whenever new cameras are added, each camera is monitored less. The Borough indicated they had offered support to the Police to enable cameras to be monitored more regularly, but this offer had not been accepted.

Rural Affairs Grant

There is currently £77,000 of uncommitted funds in the Rural Affairs Grant. If you want to see the requirements for this grant they are available by clicking the relevant web form here: <https://www.bedford.gov.uk/benefits-and-support/advice-and-benefits-grants/grants-for-financial-assist/>

Bedford Borough Council efforts to end fossil fuel pension fund investments

Appendix 1

At Full Council on Wednesday 12 January, an amended motion was carried to end further fossil fuel pension fund investments and write to Bedfordshire Pension Fund and the Border to Coast Pension Partnership to ask them to phase out all funds from fossil fuels following cross-party agreement from the Conservative, Lib Dem and Labour Groups.

The Green Party had originally submitted a motion calling for more extreme and immediate changes to climate change policy and refused to compromise from their position.

Stagecoach ‘temporarily’ cutting bus services in the borough

Many bus services run by Stagecoach across the borough have been given a new reduced timetable due to the pressures of Covid-19.

Bedford Borough Council representatives described these as ‘temporary’ at an Environment and Sustainable Communities Overview and Scrutiny Committee on Thursday 27 January, though it has been implied to residents that Stagecoach may keep the reduced timetable due to low usage.

Bedford Borough have also given Stagecoach money to update the electronic timetables in a timely manner, but that did not happen.

Borough COVID-19 Latest Figures

It was reported on 26th Jan that Bedford Borough has the third highest COVID-19 case rate in England, at 1,488 cases per 100,000 people in the local population.

Cases remain high in Bedford

As of the 23rd January in Bedford, there have been 46,130 cases since the start of the pandemic and there have been 2,660 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 23rd January) please find it below:
<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-26Jan22.pdf>

More information available at:

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

Bedford providing free taxis to and from Vaccination centres

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

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

Businesses can apply for a new Omicron Hospitality and Leisure Grant

Applications for the new Omicron Hospitality and Leisure Grant, which has been funded by the Government, are now open on Bedford Borough Council’s website.

The Government announced that further support will be provided to businesses in the hospitality, accommodation and leisure business sectors affected by the Omicron wave through the Omicron Hospitality and Leisure Grant.

The amount eligible local businesses will receive are:

- Qualifying businesses with a rateable value of £15,000 or less on 30 December 2021, will receive a one-off grant of £2,667.
- Qualifying businesses with a rateable value over £15,000 and less than £51,000 on 30 December 2021, will receive a one-off grant of £4,000.
- Qualifying businesses with a rateable value of £51,000 or above on 30 December 2021, will receive a one-off grant of £6,000.

Visit www.bedford.gov.uk/BSG to find out more about eligibility, and to apply for this grant.

You can find out which type of businesses are excluded at: [Omicron Hospitality and Leisure Grant Guidance \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

Omicron discretionary additional restrictions grant scheme

The Government have also provided funds for Bedford Borough to implement a discretionary grant scheme to assist qualifying businesses in the hospitality, leisure, indoor facilities and non-essential retail sectors with further assistance.

The Omicron discretionary grant scheme will pay eligible businesses a one-off grant. You may be eligible if your business:

- Is located in the Bedford Borough Council area.
- Did not receive funding under the main Omicron Hospitality and Leisure Grant scheme.
- Operates within the sectors in the table below.

Sector	Type of business
Hospitality and Leisure	Restaurants, Cafes, Bars, Shisha Cafes, Conference centres, Pubs, Nightclubs, Bingo Halls, Bowling Alleys, Hairdressers, Beauty, Businesses that cater to the events sector and mobile caterers at events
Indoor facilities	Businesses that normally provide group activities – i.e. art & crafts workshops, community centres/public halls/church or religious halls, fitness studios, squash clubs, sports clubs, boxing clubs, wellness studios, gyms, dance studios, escape rooms, health & fitness centres, soft play centres, riding centres and swimming pools
Non-essential retail	Travel businesses including travel agents and tour operators

Visit www.bedford.gov.uk/BSG to find out more about eligibility, and to apply for this grant.

BBCllr John Wheeler
February 2022

Appendix 1a

FC22/030a January 2022			
40/3530/22	ASSAULT WITH INJURY	01/12/2021 00:00	Harris Way
40/2505/22	ASSAULT WITHOUT INJURY	14/01/2022 00:00	Tithe Barn Road
40/2502/22	ASSAULT WITHOUT INJURY	14/01/2022 00:00	Tithe Barn Road
40/2152/22	ASSAULT WITHOUT INJURY	12/01/2022 17:15	Tithe Barn Road
40/4899/22	BURGLARY - BUSINESS AND COMMUNITY	21/01/2022 17:00	Oak Close
40/5704/22	BURGLARY - RESIDENTIAL	29/01/2022 16:30	Roundel
40/1517/22	CONTROLLING OR COERCIVE BEHAVIOUR	09/01/2022 13:05	
40/3427/22	CRIMINAL DAMAGE TO A VEHICLE	17/01/2022 23:00	Manor Road
40/370/22	CRIMINAL DAMAGE TO A VEHICLE	03/01/2022 01:03	Tithe Barn Road
40/1658/22	HARASSMENT	09/01/2022 05:03	
40/4065/22	MALICIOUS COMMUNICATIONS	21/12/2021 13:52	Thorpe Way
40/2037/22	MALICIOUS COMMUNICATIONS	10/12/2021 22:05	Tithe Barn Road
40/331/22	MALICIOUS COMMUNICATIONS	02/01/2022 00:00	Sherwood Close
40/266/22	OTHER CRIMINAL DAMAGE	02/01/2022 13:26	Manor Road
40/3225/22	OTHER THEFT	14/01/2022 08:51	Ashpole Avenue
40/5112/22	PUBLIC FEAR ALARM OR DISTRESS	26/01/2022 15:00	Hall End
40/4072/22	PUBLIC FEAR ALARM OR DISTRESS	22/01/2022 12:30	St. Marys Road
40/3461/22	PUBLIC FEAR ALARM OR DISTRESS	18/01/2022 16:20	Bedford Road
40/2710/22	PUBLIC FEAR ALARM OR DISTRESS	15/01/2022 16:00	Harris Way
40/2709/22	PUBLIC FEAR ALARM OR DISTRESS	15/01/2022 16:00	Harris Way
40/321/22	PUBLIC FEAR ALARM OR DISTRESS	02/01/2022 14:35	Sherwood Close
40/3452/22	SHOPLIFTING	19/01/2022 10:39	Bedford Road
40/2982/22	SHOPLIFTING	16/01/2022 18:32	Folkes Road
40/2875/22	STALKING	05/01/2022 14:30	
40/2960/22	STATE OR PUBLIC ORDER	05/01/2022 14:30	Moore Gardens

Appendix 2

FC22/031

Nothing significant to report.

FC22/035

Neighbourhood Plan Steering Group Report

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

Planning & Environment Committee Report

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

12th January 2022

Matters arising from the minutes – for information only

See under 26th January 2022.

Report from outside organisations – for information only

Bedford Borough Council. The following Neighbourhood Development Plans have been made (Adopted) within Bedford Borough:

- Milton Ernest Neighbourhood Development Plan;
- Sharnbrook Neighbourhood Development Plan.

The plans were made by Council's Executive on 24th November 2021 and will now form part of the development plan. Copies of the made Neighbourhood Development Plans and all information relating to the plans are available to view [here](#).

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

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

This council previously raised **AN OBJECTION**.

No further comments received.

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

21/03202/TELLN – 26 St. Mary's Road. The Electronic Communications Code (Conditions and Restrictions) (Amendment) Regulations 2017. BT intends to install fixed line broadband electronic communications apparatus – 9 metre pole. (This is a notification only to the Local Authority who has no determining powers). No further comments received.

Resolutions

P22/012 – To consider a response to Bedford Borough Council's consultation on its Planning Process and to resolve a suitable course of action.

It was noted some plans submitted to Bedford Borough Council contained coloured drawings which were difficult to read and understand – especially an issue for those with visual impairments.

It was also noted some plans were not of a neat enough standard to also be clearly read and understood.

It was further noted planning officers should better consider the wider, surrounding areas (not just immediate adjacent properties) when determining applications.

Decision notices could provide fuller information to clarify why that decision had been determined.

In cases where the parish council had raised an objection, it would be useful to learn why the parish council's observations were overruled, given parish council members had considerable local knowledge.

Resolved to note the above and inform Bedford Borough Council of the same.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.
Resolved by all present.

P22/013 – 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.

P22/014 - To approve documentation relating to the upcoming renewal of the cemeteries maintenance contract (to include the Jubilee Gardens area and village hall frontage – due to expire at the end of March 2022) and to resolve a suitable course of action.

Resolved to approve the documentation without amendment and begin the contract renewal process.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

26th January 2022

Report from outside organisations – for information only

Bedford Borough Council. The following Neighbourhood Development Plan has been made (Adopted) within Bedford Borough:

- Harrold Neighbourhood Development Plan.

The plans were made by Council's Executive on 5th January 2022 and will now form part of the development plan, meaning its policies will be used alongside other adopted local plan policies in the determination of planning applications within Harrold parish. Copies of the made Neighbourhood Development Plans and all information relating to the plans are available to view [here](#).

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.
- P21/249 – 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. The results of the public vote will feature at the meeting scheduled for 9th February 2022.

Planning Applications – for resolution

21/03179/FUL – Land Opposite 26 Littlebrook Lane. Change of use of landscaped amenity land for the installation of a new turning head.

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

- Any works should take into consideration the current height of the adjacent pavement.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

22/00010/FUL – 72 Hall End Road. First floor side extension above garage.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

22/00026/FUL – 9B Halegate. Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

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

This council previously raised NO OBJECTION.

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

This council previously raised NO OBJECTION.

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

21/02987/FUL – 32 Elmsdale Road. Single storey front extension, two storey side extension and internal alterations to existing dwelling (revised scheme).

This council previously raised NO OBJECTION.

Resolutions

P22/026 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for Atilla Nemeth T/A Really Awesome Coffee Bedford and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P22/027 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for Antonio Pompa T/A EatGelato and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

27th January 2022

FC22/037**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 2021 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 November 2021</u> It was noted only some of the proposed infrastructure works was undertaken during	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.

				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. <u>19th January 2022</u> Some resurfacing of roads (including yellow lining and no waiting signs) was due to take place in December 2021 but remained outstanding. Harris Way resurfacing was now programmed for February 2022. JW would chase BBC again in relation to an update on WPC's infrastructure report as it was still unclear which recommendations would be taken forward by BBC. It was understood the handover would take place one year post-works completion.	
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</i>	BBC.

				<i>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 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> <u><i>School.transport@bedford.gov.uk</i></u> 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.	
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				<u>17th November 2021</u> JW confirmed the bus cage 'no waiting restrictions' were with BBC to implement. <u>19th January 2022</u> JW confirmed the 'no waiting restrictions' would be completed by BBC when the gritting season had ended. It was noted BBC had been made aware of WPC's concerns over the number of long-term outstanding issues that still remained with BBC for resolution.	
Dog mess/litter bins.	Committee discussion.	Ongoing.	WPC.	<u>July 2021</u> Request made. <u>17th November 2021</u> 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. <u>19th January 2022</u> Three new dog litter bins had been ordered and were currently in storage at the Community Centre, pending BBC's installation.	WPC.
Fields Road pedestrian crossing.	JW.	Ongoing.	BBC.	<u>17th November 2021</u> JW confirmed equipment for the pedestrian crossing was on order but not yet received. <u>19th January 2022</u> JW confirmed works were programmed for Spring 2022 and a feasibility survey had been completed.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>17th November 2021</u>	BBC.

				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. <u>19th January 2022</u> BBC remained resolute there was no need for white lining in this area, however it was agreed to continue to push for lines 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>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>19th January 2022</u> Yellow lining works remained outstanding on Bedford Road, however it was understood all lining/road signage works would be completed by BBC when the gritting season ended. It was understood yellow lining works at Hall End had only partially been completed. GL and SP agreed to investigate/chase further as needed. <u>WHITE LINING</u> <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	SO.

				HGVs were exacerbating the diminishing white lining when turning in the area*). <u>19th January 2022</u> GL and JW confirmed BBC were programming resurfacing works to the double mini-roundabouts due to lorries damaging the surface and drains. White lining would then follow**. <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 January 2022</u> It was hoped an outcome would be known in 2022 following central government's consultation. Local councils would be permitted to exclude areas from any 'no pavement parking' order. <u>PARKING CAMERA</u> <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).	
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				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. <u>19th January 2022</u> JW confirmed the parking bays were complete, however surfacing and lining remained outstanding. A timescale was not yet known regarding the camera installation.	
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>19th January 2022</u> CB and GL raised concerns over the state of pavements within the Berry Wood estate, including cut-through pavements and the pavement linking the estate to Fields Road. Compressed clay had been used, which turned to mud during inclement weather. DM added he was aware a resident had fallen as a result of the mud. GL also queried why BBC were not maintaining grass-topped pavements (referencing the Summerfield Drive estate), when they were responsible for maintaining adjoining pavements. It was noted both issues had already been reported to JW to take forward with BBC.	BBC.

				BBC had programmed resurfacing works to Keeley Lane between 24th January and 18th February 2022, however JW confirmed he was still awaiting an update regarding Monoux and Payne Road. <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 – works now completed). • Cranfield Road (in part from the double mini roundabout – this was expected to be first priority). <u>19th January 2022</u> As noted above** GL and JW confirmed BBC were programming resurfacing works at Cranfield Road – between the double mini-roundabouts and Cranfield Road pedestrian access point to Barnes Road. This was necessary following lorry damage to the surface and drains and it was understood works would be completed this financial year.	
Road signage – Berryfields Estate.	GL.	Ongoing.	BBC/ Persimmon.	<u>19th January 2022</u> GL noted several road signs were misleading – with some indicated a dead end when it wasn't and vice-versa. GL and SO agreed to walk the area and produce a report for JW to take forward.	GL and SO.
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	GL.

				routes in/through the village – starting with Cranfield Road. <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>19th January 2022</u> It was noted Full Council had resolved on 12th January 2022 to keep this installation on file for a period of 12 months, in the hope police support for the proposal could be obtained. After detailed discussion the following was agreed: • A further request would be made to Bedfordshire Police to establish the feasibility in offering a financial contribution (possibly in partnership with other town/parish councils) to secure a resource to monitor the cameras (TI to provide points of contact to SP); • To inform Full Council this working group disagreed with its resolution and requested a review of that decision in six months (as permitted under Standing Orders). <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u>	
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				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 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>19th January 2022</u> It was understood all lining/road signage works would be completed by BBC when the gritting season had ended (and in this instance, resurfacing works completed). <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 January 2022</u> It was understood all lining/road signage works would be completed by BBC when the gritting season ended. <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	
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				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 January 2022</u> This request would only be considered by BBC when determining the installation of average speed cameras along Cranfield Road.	
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To be reviewed at each safety steering group meeting.

FC22/038**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>9th February 2022</u> Resolved 12th January 2022 (FC22/026) to keep the installation on file for a period of 12 months, in the hope police support for the proposal could be obtained. It should be noted the Roads & Pavements Safety Steering Group has since requested Full Council revisit this resolution after a period of six months (to comply with Standing Orders).	Cllrs Lloyd and Wheeler
High	Community Centre Lease Agreement	2022	£0	£0	£0	£1,500	<u>8th December 2021</u> Resolved 8th 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. <u>9th February 2022</u> The Queen's Green Canopy Project lectern is now in situ at Lorraine Road cemetery. Cllr Lloyd has provided a proof for a lectern at The Pound to Cllrs Hensher and Quirk for their approval.	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. <u>9th February 2022</u> The Queen's Green Canopy Project has now been completed, with some 70 trees (whips) planted on land within Lorraine Road cemetery and the Crown Estate. The outcome of the upcoming Neighbourhood Plan referendum is awaited.	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 17th 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 21st Century regarding vandal-proof units as an alternative suggestion (given the original units have been subject to repeated vandalism). <u>9th February 2022</u> Cllrs Hensher, Lloyd, O'Dell, Wheeler and the clerk recently attended a team meeting with a representative from Journeo (21st Century Fleet Systems Ltd) who already work in RTPI partnership with Bedford Borough Council and a site visit has been arranged (22nd February) to discuss both additional units and existing, vandalised units. A representative from Bedford Borough Council (Jon Pauling) will attend.	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	Cllr Quirk

							implemented ahead of the adoption by Bedford Borough Council, however timescales are currently not known. <u>9th February 2022</u> Works to upgrade all lighting columns are scheduled for completion by the end of May 2022.	
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. <u>9th February 2022</u> A full planning application has yet to be submitted by Neil Boddington, however Cllrs Bygraves and Wheeler are now in receipt of costings to aid with fundraising activities. See also agenda item FC22/050.	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 contractors. Members were asked to inform the	Cllr O'Dell

							clerk of any potential contractors. <u>9th February 2022</u> Cllr Lloyd has provided graphics which can be supplied to Bedford Borough Council and potential contractors. The specification (including bricks) should match the existing sign on Bedford/Wootton Road. Cllr O'Dell has sourced one potential contractor (bricklayer) and requested members pass on details of others. Wrighton & Barker have also been approached to help with the 'Wootton' insert and may be able to recommend other contractors.	
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FC22/039**RISK ASSESSMENTS PLAN 2021-22**

WPC⁶ 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	9.2.22 – members are asked to consider the note within this risk assessment	Jan 22	9.2.22 PDQ
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

⁶ Wootton Parish Council
Full Council Minutes 9th February 2022

Defibrillators	SP	19.5.21	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system	8.7.20 – Covid-19 update: All checks are undertaken by one individual. Any member of the general public using the equipment will do so at their own risk	Undertaken by Wootton's Community First Responders
Fun Fest	SP	N/A	Not needed until 2022	19.5.21 – Covid-19 update: Cancelled for 2021	9.6.21 SP
Generator	GL	18.5.21	None		9.6.21 GL
Keeley End Pond	GL	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	8.12.21 SP

				Covid-19 regulations are in place with regard to face to face meetings	
Marquee	SP	19.5.21	None		9.6.21 SP
Memorial Hall Play Area	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
MUGA – Church Road	SP	29.3.21	None	29.3.21 – Please refer to the separate risk assessment for Covid-19	5.5.21 SP
MUGA – Harris Way	SP	10.7.19	All remedial works relating to the lighting have now been completed and the latest RoSPA report received. This risk assessment should now be undertaken by the Charitable Trust	8.7.20 – Please refer to the separate risk assessment for Covid-19	11.8.21 SP
Outdoor Film/Cinema Event	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

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>