



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 9th March 2022 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	Three members of the public from the Keeley Lane vicinity were in attendance following delivery of an information leaflet from Rainier Developments Ltd relating to Site W6 (Land South Side of Keeley Lane) as referenced within Wootton's recently adopted Neighbourhood Development Plan. The following issues were previously raised via email and addressed in return by Cllr Lloyd, however the residents present requested the parish council assist in highlighting these issues on their behalf with the appropriate authorities: • Safety/Traffic – photographs of parking in the vicinity of the Legstraps PH were shown. Vehicles parked on the bend and in a continuous line from the PH as far as the first dwelling along Keeley Lane – often also on the pavement. This forced pedestrians into the road and other vehicles onto the wrong side of the road. Cllr Lloyd's previous response detailed advisory white lining was already in situ and that yellow lining could be considered by Bedford Borough Council (as the local highways authority). It was thought however, this would merely push the problem further along Keeley Lane and concerns were also raised the proposed development (with new access junction) would exacerbate the issue; • Unsafe junction/turning into Keeley Lane from Bedford Road. Rainier Developments had completed a transport assessment however residents noted this was not impartial. On the morning of the meeting between 8am and 8.30am, some 50 vehicles and one bus were recorded using that junction; • Speeding. The parish council's website noted Keeley Lane was a low priority for average speed cameras and residents stated they had not been asked about any alternative means to reduce speed. A request was made for any developer funding received from Site W6 to be spent in the immediate area; • Flooding – a culvert outside 35 Keeley Lane remained blocked despite previous works carried out by Bedford Borough Council. Flooding issues in that area and towards the Legstraps PH continued; • It was noted a drainage pipe emptied into a ditch, situated in front of Site W6 and concerns were raised this would become blocked with the new development. A request was made to make the developers aware of this; • There were frequent occasions when sewage backed up in the area affecting a number of properties. One resident had spoken to an engineer who opined the pumping station could not cope with current levels. Again, a request was made to make developers aware;	Public Bodies (Admissions to Meetings) Act 1960, s1(1).
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	Ecology – residents were concerned the development would affect local wildlife including bats, badgers and foxes (the latter two were known to use that section of field to cross Keeley Lane at night). It was noted no concerns had been raised by Bedford Borough Council or the Independent Examiner. It was agreed all Borough Council issues should be forwarded to BBCllr Wheeler and development issues would be passed to the developer. Those members of the public were thanked for attending the meeting and left. There were four other members of the public present who wished to observe and join discussions on agenda item FC22/073. The chairman moved this item be discussed after agenda item FC22/054 and this was resolved by all present. There were no other members of the public or press present and so the meeting continued without further adjournment.				
Present	Cllr Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Quirk, Randell, 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	
FC22/052	Apologies for absence. Cllrs Lennox, Mapesa, Martin 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.	
FC22/053	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC22/054	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.	
FC22/055	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for February 2022. (Appendix 1a).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting. In the absence of BBCllr/Cllr Wheeler, no further comments were received. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.	
FC22/056	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.	
FC22/057	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i>	Minutes were received and adopted. Proposed: Cllr Noakes.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).	

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	Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9th February 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 26th January 2022	Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.		
FC22/058	Matters arising from the minutes – for information only. - FC22/043 + FC22/069 – Community Centre at Berryfields. Refer to agenda item FC22/069. - 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 were expected to be completed by 18th February 2022 but are ongoing; - 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. - FC22/043 + FC22/069 – 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 FC22/069. - 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	*Cllr Bygraves confirmed he had met with a four piece band (Fly Wheel) who could play any music from the 50's to today. They would provide all equipment and lighting and were due to meet again to ensure the parish council's generator was fit for purpose. They would play 2x 45 minute sessions alongside Joe Bygraves at a cost of £1,200 and would provide their own risk assessment. It was noted Cllr Lloyd would provide a layout plan for the event, and this/any additional information would be brought to the next meeting of The Queen's Platinum Jubilee Working Group on 30th March 2022.	Clerk to take forward.	N/A.

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	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 and latest drafts of the Design, Access and Planning Statement plus Community Use Agreement have been provided. • 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 + FC22/071 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10th			
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	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. Refer to agenda item FC22/071. • FC21/138 – Neighbourhood Plan. The referendum was held on Thursday 17th February 2022 and Lesley Blue, Deputy Counting Officer, Bedford Borough Council declared of those voting, the majority had voted in favour of making the Neighbourhood Plan. Those in favour were 634, those against were 121. • 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 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. Works are not complete. Move to close. • FC22/045 – Course of action in relation to The Queen's Platinum Jubilee Central Weekend 2022. This is now under the remit of the newly formed Queen's Platinum Jubilee Central Weekend 2022 Working Group*.			
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	- 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 + FC22/064 – Replacement Village Entrance sign – Keeley Lane. Refer to agenda item FC22/064.			
FC22/059	Chairman’s report – for information only.	Cllr Lloyd wished to minute the parish council’s thoughts were with all in Ukraine. Members were asked to ensure (for GDPR purposes) that council emails <u>ONLY</u> were used for council business.	Clerk to keep on file.	N/A.
FC22/060	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.
FC22/061	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.
FC22/062	To receive, review and adopt a report from the (Advisory) Queen’s Platinum Jubilee 2022 Working Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr O’Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC22/063	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 19 th January 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/064	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 Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/065	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 updated risk assessments: • Fun Fest; • Generator; • Marquee. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/066	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/067	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.
FC22/068	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.

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FC22/069	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/Joint Use Agreement</u> The clerk and Cllr Lloyd reported they had met (virtually) with Hillary Cooper Law earlier in the day. Advice had been <u>NOT</u> to sign the JUA in its current form and a memorandum from HCL would follow, for members understanding. Members were in agreement the clerk and Cllr Lloyd continue to meet with HCL to reach an amicable conclusion. <u>Charitable Trust</u> No further update received. <u>Lease</u> The clerk and Cllr Lloyd were scheduled to meet virtually with Hillary Cooper Law on 16th March 2022. <u>Sports Pitches</u> ProPitch (idVerde) continue to cut the grass. 'Vertidrain' works were undertaken at the end of November to soften the ground, however no works were undertaken (save for grass cutting) during December. One further 'vertidrain' procedure is required before 'Sandmaster' works can be completed. This will take place when the inclement weather has ended. Cllr Lloyd detailed the good works done in amassing donations for the Ukraine crisis. The changing rooms were storing stock. It was noted the parish council would consider a financial donation to assist, if approached. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
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FC22/070	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> Resurfacing works to Folkes Road had been delayed until Easter 2022 and it was now unclear whether a parking camera at the lower school site would be installed (BBCllr/Cllr Wheeler had been informed by Bedford Borough Council this would not be provided by Persimmon). Cllr O'Dell asked for clarification on who had informed BBCllr/Cllr Wheeler the handover from Persimmon would take place '...one year post-works completion', as it could enable the parish council to continue to lobby for any additional remedial infrastructure works. <u>Berry Wood (FRS)</u> No further update received. Resolved to note the above. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC22/071	To consider a response to Bedford Borough Council in relation to its Overview and Scrutiny Committees' Work Programme Consultation and to resolve a suitable course of action.	After discussion it was resolved to submit the same response as in 2021, namely that: "The O&S Committee include a review of the effectiveness and time-responsiveness of Bedford Borough Council's support to its Parish and Town Councils". It was further resolved to continue to seek a meeting with Bedford Borough Council's Chief Executive as previously referenced by BBCllr/Cllr Wheeler. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	BBCllr/Cllr Wheeler and the clerk to take forward.	Stakeholder Consultation.
FC22/072	To consider a response to Bedford Borough Council in relation to its Moving Traffic Offences Consultation and to resolve a suitable course of action.	Resolved to support Bedford Borough Council's intention to apply for power to enforce against	Clerk to take forward.	Stakeholder Consultation.

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		'moving traffic offences' as detailed within the Traffic Management Act 2022. Proposed: Cllr Quirk Seconded: Cllr Bygraves. Resolved by all present.		
FC22/073	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.	Three separate issues were discussed in relation to the MUGA facility. <u>Light Pollution</u> Residents present noted light pollution into their properties from the MUGA lighting. The clerk had sourced a quotation from the parish council's existing lighting contractor (£8k) to replace the current lighting with an LED alternative which would reduce pollution and costings. A sensor would deactivate the lights when the facility was not used and a timer would ensure the lights continued to extinguish at 9.30pm. Resolved to accept the above quotation. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. <u>Request to bring forward extinguish time from 9.30pm</u> Whilst bookings finished at 8.45pm it was noted the MUGA was also available for free play by users who may not use the car park (car park gates close at 9pm). After discussion, it was agreed to replace the lighting as noted above and review any change to extinguish time in 12 months. <u>Request to lock the facility overnight to prevent early/late access and anti social behaviour</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		After detailed discussion on the practicalities of keeping people out of the facility even with fencing changes, it was agreed to review this in Autumn 2022. Residents were asked to report anti social behaviour (early morning/late evening MUGA use) to Bedfordshire Police and also inform the clerk, to ensure any CCTV footage could be downloaded. The clerk agreed to speak to the parish council's lighting contractor to see if the remaining lighting columns in the car park could also be placed on a timer as it was noted they remained on 24/7. The clerk also agreed to inform the fencing contractor that repairs were needed at the goal ends. Resolved to note the above. Proposed: Cllr Quirk. Seconded: Cllr Lloyd. Resolved by all present.		
FC22/074	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 detailed discussions it was resolved to potentially ringfence £250k from CIL funding for the synthetic pitch. Cllr Bygraves agreed to speak to Wootton Academy Trust to see if other funding sources were available and to better identify essential/non-essential elements within the project's scope. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Cllr Bygraves and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/075	To receive and adopt Terms of Reference for The Queen's Platinum Jubilee 2022 Working Group and to resolve a suitable course of action.	Resolved to receive and adopt the terms of reference 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.
FC22/076	To receive and adopt the amended Code of Conduct and to resolve a suitable course of action.	Resolved to receive and adopt the amended code of conduct without further comment. Proposed: Cllr Noakes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Quirk. Resolved by all present.		
FC22/077	To receive an update from the clerk in relation to the (draft) Procedures and Disaster Recovery Plan and to resolve a suitable course of action.	Cllr Lloyd recommended removing the Passwords/Keys/Combinations section. The clerk confirmed they would do so and would continue to work on the document.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/078	To consider the ongoing retention of Regeneration Positive's services, in light of Bedford Borough Council's decision to adopt the plan at its Executive meeting on 2nd March 2022 and to resolve a suitable course of action.	Resolved to retain Regeneration Positive's services until the end of May 2022. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/079	To consider a grant request from Wootton Country Players Amateur Dramatic Group (£450 to help with costume and props clearance) and to resolve a suitable course of action.	Resolved to approve the grant request in full (£450) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/080	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).
FC22/081	To appoint a Project Management Entity to oversee the refurbishment/demolishment of the Changing Rooms/Toilet Block at the Recreation Ground, Church Road, to consider next steps following that appointment and to resolve a suitable course of action.	After detailed discussion the following was agreed: • An informal working group (Terms of Reference would not be required) would meet (likely on site) to discuss the proposal; • Members would be Cllrs Bygraves, Hensher, Lloyd, Noakes, O'Dell and Randell; • Cllr Bygraves would liaise with the football teams to discuss goalpost options/storage as this would determine/remove the need to raise the roof for additional storage; • Cllr O'Dell would approach Bedford Borough Council to secure pre-application planning advice for both the changing rooms refurbishment and demolition of the toilet block.	Cllrs Bygraves, Hensher, Lloyd, Noakes, Randell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		All findings would be reported at a future meeting of Full Council. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 9.25pm.

FC22/055

Borough Councillors Report to Parish Council March 2022

Bedford Borough ignore residents' responses to their own consultation on cycling in Town Centre

It was revealed that 54% of responders opposed or strongly opposed continuing the current ban on daytime cycling in the town centre. However, Bedford Borough Council have decided to continue supporting the ban stating they had received support for it from businesses in the town centre and will recommend that it continues at Executive on Wednesday 2nd March.

Budget 22/23

At Full Council on Wednesday 2nd February, Bedford Borough Council agreed to raise Council Tax by 3.99% after rejecting the Conservative amendment to freeze Core Council Tax.

You can read more about it here:

<https://rosettapublishing.com/bulletin/2022/02/03/bedford-borough-conservatives-call-for-core-council-tax-freeze/>

The Council Tax resolution which includes all of the Parish Council precepts, went through at Full Council on Wednesday 23rd February and you can see that in full here:

<https://councillorsupport.bedford.gov.uk/documents/s59993/Item%2016%20Council%20Tax%20Resolution.pdf>

Residents concerned by Manton Lane feeder road

Road users are claiming that the new feeder lane at Clapham Road roundabout onto Manton Lane has created an 'new accident black spot' and have called for urgent action.

It is claimed that the angle at which the road joins Manton Lane is too acute to see vehicles already on the roundabout. Concerns have been raised with the Borough but they will not take action, stating the angle meets the legal requirement.

Bedford bus station has deep clean

Over the weekend of February 25-27, Bedford Borough Council commissioned a deep clean of the bus station in the town centre. General neglect and pigeons within the building are blamed, the portfolio holder for Environment and Transport said that 'the Council is looking to implement further pigeon prevention measures'.

There are further reports by bus users of drinkers in the bus bays and unsubstantiated reports of drug use within the station, however there has been no update on what action will be taken over the anti-social behaviour.

Extra Powers for Council to Enforce On Bedford Roads

The Government has given local authorities the chance to apply for powers to enforce against 'moving traffic offences'. Currently, only the Police can enforce against these offences. Bedford Borough Council is considering acquiring these powers, and wants to hear the views of local residents, businesses and interested parties.

You can see the full list of moving traffic offences along with further information including how to respond to the consultation here: www.bedford.gov.uk/mtconsultation

You can respond via email or writing at the following: Email : highway.consultations@bedford.gov.uk

Appendix 1

Write to : Traffic Operations, Room 109, Borough Hall, Cauldwell Street Bedford MK42 9AP.

Comments should be received by 18 March 2022 and may be published.

East West Rail (EWR) update

All Councillors have been invited to a meeting with East West Rail to discuss the forthcoming line. Councillors from all parties have expressed dismay at residents not being invited and hope for more two-way communication in the process.

You can read more about it here:

<https://www.bedfordindependent.co.uk/frustration-that-residents-are-excluded-from-east-west-rail-community-discussions/>

Bedford Borough Council Launches Fly-Tipping Information Appeal

Bedford Borough Council has invested in new, portable CCTV cameras that they are deploying at fly-tipping hotspots around Bedford Borough.

The footage will be posted on the Council's 'Caught on Camera' webpage at www.bedford.gov.uk/caughtoncamera. Residents are being urged that if they recognise a vehicle or an individual, to let the Council know on that webpage to assist in their investigations.

Borough COVID-19 Latest Figures

As of the 23rd February January in Bedford, there have been 54,362 cases since the start of the pandemic and there have been 833 registered cases in Bedford in the last 7 days.

If you would like the latest COVID snapshot (as of 23rd February) please find it below:

<https://bbcdevwebfiles.blob.core.windows.net/webfiles/Social%20Care%20Health%20and%20Community/Covid19/covid19-weekly-statistics-23Feb22.pdf>

More information available at:

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

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 \(publishing.service.gov.uk\)](https://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.

We had a police day of action in Wootton on the 16th of February and these will continue through 2022. At the moment the issues taking up most of police time are neighbour and domestic disputes. Car patrols will also continue in the village during the night.

I now understand road resurfacing and marking within the Berryfields estate will not be completed until this Easter. Similarly, the pedestrian crossing for Fields Road has been delayed until this summer as some of the required surveys are outstanding. Now the weather is set to improve, I am pushing for outstanding yellow and white lining works to be completed.

BBCllr Wheeler
March 2022

Appendix 1a

FC22/055a February 2022			
40/11188/22	ASSAULT WITH INJURY	25/02/2022 19:00	Bedford Road
40/9728/22	ASSAULT WITH INJURY	12/02/2022 00:00	Moore Gardens
40/8555/22	ASSAULT WITH INJURY	08/02/2022 19:00	Sherwood Close
40/11044/22	ASSAULT WITHOUT INJURY	25/02/2022 08:10	Stevenson Walk
40/6678/22	ATTEMPTED BURGLARY - RESIDENTIAL	03/02/2022 21:15	Tithe Barn Road
40/11281/22	CRIMINAL DAMAGE TO A VEHICLE	26/02/2022 07:00	Foster Way
40/10900/22	HARASSMENT	22/02/2022 11:02	
40/9430/22	HARASSMENT	16/02/2022 00:00	
40/11697/22	INTERFERING WITH A MOTOR VEHICLE	17/02/2022 00:01	Thorpe Way
40/11151/22	MALICIOUS COMMUNICATIONS	25/02/2022 00:00	Burgoyne Avenue
40/10725/22	MALICIOUS COMMUNICATIONS	22/02/2022 11:02	Keeley Lane
40/10750/22	MALICIOUS COMMUNICATIONS	23/02/2022 01:00	Roundel
40/7388/22	OBSCENE PUBLICATIONS ETC	01/10/2021 00:01	
40/7644/22	OTHER THEFT	29/01/2022 14:35	Billing Way
40/6297/22	OTHER THEFT	02/02/2022 07:09	Manor Road
40/11115/22	PUBLIC FEAR ALARM OR DISTRESS	25/02/2022 00:00	Sherwood Close
40/10881/22	PUBLIC FEAR ALARM OR DISTRESS	22/02/2022 12:20	Burgoyne Avenue
40/9517/22	PUBLIC FEAR ALARM OR DISTRESS	17/02/2022 00:00	Haycroft
40/7353/22	PUBLIC FEAR ALARM OR DISTRESS	07/02/2022 09:10	Simms Close
40/11122/22	STALKING	25/02/2022 00:00	
40/9719/22	STATE OR PUBLIC ORDER	18/02/2022 12:15	Moore Gardens
40/10575/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	22/02/2022 21:30	St. Marys Road
40/6405/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	19/01/2022 00:01	Moore Close
40/9192/22	THREATS TO KILL	13/02/2022 00:00	Duncombe Drive

Appendix 2

FC22/056

Nothing significant to report.

FC22/060

Neighbourhood Plan Steering Group Report

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

Planning & Environment Committee Report**9th February 2022****Report from outside organisations – for information only**

Bedford Borough Council. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Odell Parish Council has submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Odell Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning.

Representations must be made in writing by (preferably using the consultation form provided on the website) and can be emailed to: planningforthefuture@bedford.gov.uk; or posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp. Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. **All representations must be received by 5pm on 8 March 2022.** All comments will be publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018.

Matters arising from the minutes – for information only

See under 23rd February 2022.

Planning Applications – for resolution

22/00218/FUL – 62 Hall End Road. Erection of garage in rear garden.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

Resolutions**P22/039 – To consider next steps in relation to the Berryfields/Fields Road roundabout Open Design Competition following the closure of a public vote and to resolve a suitable course of action.**

The winning design (as published in December 2021's edition of the Wootton Newsletter – Page 35) was 'C – Beacon with Flowers'. Next steps would be to approach Bedford Borough Council (as local highways authority) to secure permission to install the same.

Resolved to accept the above.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

P22/040 – To consider the dedication of trees recently planted as part of The Queen’s Green Canopy, maintenance of the newly planted cemetery area and to resolve a suitable course of action.

The clerk had received a request from a resident to dedicate one of the 70 newly planted trees in memory of a deceased family member and had spoken to a Forest of Marston Vale representative during the tree planting event. They had advised against permitting the request, given the trees were planted and dedicated to HM The Queen. However, the resident was more than welcome to choose a further tree (possibly free from either Bedford Borough Council or the Forest of Marston Vale) to be planted elsewhere within Lorraine Road Cemetery. Cllr Quirk confirmed he was happy to meet with the resident to discuss options. After discussion it was resolved not to cut the grass within the newly planted cemetery area. Cllr Hensher would add some wild bluebells when appropriate.

Resolved to accept the above.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

P22/041 – To consider timescales for the removal of seasonal memorials/decorations within Lorraine Road cemetery and to resolve a suitable course of action.

The clerk referenced a complaint that Christmas memorials had been removed in early-mid January.

After discussion the following timetable was agreed:

- Christmas memorials would be removed during the first week of February (to make way for Valentines memorials);
- Valentines memorials would be removed during the first week of March;
- Easter memorials would be removed six weeks after Easter Sunday.

Resolved to accept the above.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

P22/042 – To consider locking the entrance gates to Lorraine Road cemetery and to resolve a suitable course of action.

The clerk referenced a complaint that a dog had soiled a plot within the cemetery.

It was noted that, unfortunate and unwanted as it was, it could happen at any time day or night and locking the entrance gates would not act as prevention.

BBCllr Wheeler confirmed he had received some new signage from Bedford Borough Council and Cllr Quirk agreed to install one sign in the vicinity, to act as a deterrent.

Resolved to accept the above.

Proposed: Cllr Quirk.

Seconded: Cllr Hensher.

Resolved by all present.

23rd February 2022

Report from outside organisations – for information only

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

- Great Barford Neighbourhood Development Plan.

The plan was made by Council's Executive on 19th 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 Great Barford parish. Copies of the made Neighbourhood Development Plan and all information relating to the plan 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.
- P22/039 – 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 winning design 'C – Beacon with Flowers' was confirmed on 9th February 2022 and a request has now been made to Bedford Borough Council (as local highways authority) for permission to take this project forward.

Planning Applications – for resolution

[21/02126/FUL](#) – Land at 44 Cause End Road. Proposed new detached dwelling and modifications to existing dwelling by blocking up of first floor side (east) window and the addition of front dormer, new access/crossover for existing dwelling. Amended/additional plans and new documents have been received by Bedford Borough Council).

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

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

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

[22/00221/FUL](#) – 40 Goff Place. Conversion of garage to form home office.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

An appeal has been made to the Secretary of State in relation to Bedford Borough Council's refusal of planning permission.

This council previously raised NO OBJECTION.

Resolutions

P22/054 – To consider the installation of permanent LED spot lighting to illuminate the War Memorial on Church Road and to resolve a suitable course of action.

It was determined lights situated to the front of the memorial at ground level and either side of the concrete plinth would not affect adjoining properties and would be a welcome enhancement. Finer details including whether to include a timer and works to make the chains at the front detachable would be determined at a future meeting, however after further discussions it was resolved to take this installation project forward.

Resolved to accept the above.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

P22/055 – To consider next steps in relation to cemetery plot usage at Lorraine Road cemetery and to resolve a suitable course of action.

Cllr Lloyd detailed his thoughts on how best to utilise the remaining plots within the cemetery extension at Lorraine Road, including the use of slabs to denote future available/reserved plots. The current children's burial area (to be renamed Extension Two) would now be opened to all, once most plots within Extension One had been utilised. The new system moving forward would accommodate larger, American-style caskets if necessary and would also take into consideration the ongoing Defra Environmental Permitting Regulations consultation as well as potential plot 'slippage' (which could occur due to an unforeseen issue with the ground). Cllr Lloyd agreed to speak with the clerk to source additional slabs (likely 40) ahead of completing this project.

Resolved to accept the above.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

P22/056 – To consider next steps in relation to revised regulations for Lorraine Road cemetery and to resolve a suitable course of action.

The clerk was asked to make a small number of minor amendments to the regulations and members were also asked to consider the amended Form of Interment, which now included a clause noting acceptance of those regulations. The smaller pamphlet could be stored in a weatherproof box adjacent to the cemetery noticeboard and the more detailed regulations would be published on the parish council's website as well as being sent to all local Funeral Directors.

Cllr Quirk then detailed an email of complaint following his removal of some memorials and the clerk agreed to draft a response.

Resolved to accept the above.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

25th February 2022

FC22/062

The Queen's Platinum Jubilee 2022 Working Group Report

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

23rd February 2022

Resolutions

TQPJ22/001 – To elect a Chairman of The Queen's Platinum Jubilee 2022 Working Group.

A nomination was received on the evening in favour of GL. Resolved that GL be appointed Chairman for the duration of this working group.

Proposed: SO.

Seconded: JN.

Resolved by all present.

TQPJ22/002 – To elect a Vice-Chairman of The Queen's Platinum Jubilee 2022 Working Group.

A nomination was received on the evening in favour of SO. Resolved that SO be appointed Vice-Chairman for the duration of this working group.

Proposed: JN.

Seconded: GL.

Resolved by all present.

N/A

Around the table introductions then followed. It was noted this working group was seeking to deliver a brazier/beacon lighting event to commemorate The Queen's Platinum Jubilee, on Thursday 2nd June 2022.

Resolutions

TQPJ22/006 – To determine a timetable of activities for the planned brazier beacon event (2nd June 2022) and to make recommendation to Full Council as necessary.

After discussion the following was noted:

- Live music would take place between 7.30pm and 9.45pm (at which time the brazier/beacon would be lit – in conjunction with others across the country). GB agreed to liaise with one member of the public present to secure the act/band under contract to the parish council;
- Once lit it was hoped the act/band would play the National Anthem;
- Any further activities would be secured once costings were known in relation to the live music aspect;
- Two members of the public confirmed they were on course to deliver the brazier/beacon and it was noted the post would be installed first, on Monday 30th May 2022, to account for any unforeseen circumstances. A further resident had offered use of a ground drilling machine to aid installation. The brazier/beacon would be added separately and wood off-cuts would be used to light it. Lighting would require use of a JCB bucket for safety. Once installed, bracing would be added plus fencing to anchor/secure the structure. The same members of the public/further resident would oversee all aspects;
- The structure would then be removed and stored after the weekend, before its potential relocation to the Berryfields/Fields Road roundabout;
- All were invited to attend a site visit on Monday 28th February 2022 at 4.30pm to determine the final location at the recreation ground, Church Road;

- D&G Noble would be asked if they were able to supply the same lorry as used for the annual Fun Fest (at cost if necessary);
- JW agreed to speak to a number of potential suppliers of food (burgers, ice creams and cakes/teas); JW would secure the necessary entertainments/alcohol licence which would enable the Fox and Duck PH to have a beer garden;
- JW agreed to source portable toilets;
- GB would investigate act/band power requirements in order to better determine generator requirements.

TQPJ22/007 – To determine whether any village organisations or individuals should be invited to join this working group and to make recommendation to Full Council as necessary.

It was noted any organisations or individuals should detail how they wished to be involved either with this working group, or the event itself.

TQPJ22/008 – To consider advance publicity and to make recommendation to Full Council as necessary.

After discussion the following was noted:

- Posters/publicity would be taken forward once the act/band and any other potential activities had been secured. The evening would be advertised as a family picnic event with music from 7.30pm – 9.45pm, ahead of the brazier/beacon lighting event.

TQPJ22/009 – To consider all insurance requirements (including any possible additions to the current policy) and to make recommendation to Full Council as necessary.

Agreed to carry this agenda item forward to the next meeting of this working group.

Sue Edgar Playford BA (Hons) PSLCC
Clerk to the Council and Responsible Financial Officer
25th February 2022

FC22/063

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22

No project action plan as this safety steering group had not met since 19th January 2022.

¹ Project Action Plan.

FC22/064**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 12 th 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 8 th December 2021 (FC21/295) that Hillary Cooper Law be re-appointed to address all outstanding issues. <u>9th March 2022</u> The clerk confirmed a zoom meeting with Hillary Cooper Law was scheduled for 16 th March 2022.	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 Quirk

							<u>9th March 2022</u> An order to install a lectern at The Pound (Bedford Road opposite The Cock Inn PH) is ongoing. The next location will be St. Mary's/Gaul on Church Road and the clerk will contact Bedford Borough Council's Highways department to seek permission to erect.	
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 now awaited. <u>9th March 2022</u> The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt the plan was considered by Bedford Borough Council's Executive on 2 nd March 2022 and approved, with thanks made to the Neighbourhood Plan Steering Group.	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. <u>9th March 2022</u> The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt the plan was considered by Bedford Borough Council's Executive on 2 nd March 2022 and approved, with thanks made to the Neighbourhood Plan Steering Group.	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). <u>9th February 2022</u> Cllrs Hensher, Lloyd, O'Dell, Wheeler and the clerk recently attended a team meeting with a representative from Journeo (21 st Century Fleet Systems Ltd) who already work in RTPI partnership with Bedford Borough Council and a site visit has been arranged (22 nd February) to discuss both additional units and existing, vandalised units. A representative from Bedford Borough Council (Jon Pauling) will attend. <u>9th March 2022</u> The clerk, Cllrs Hensher, Lloyd, O'Dell and Wheeler attended a site visit with representatives from Bedford Borough Council and Journeo on 22 nd February. A number of suggestions including the addition of QR codes at all stops, replacement bus shelters to enable a differing style of RTPI units in some areas and flag-style units have been made. It was noted the original units were Bedford Borough Council assets and it is hoped a mutually beneficial resolution could be reached to replace/repair them. A number of suggestions/costings will be provided by Journeo.	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	Cllr Quirk

							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. <u>9th March 2022</u> The clerk has received confirmation that two columns (one at Hall End and one at Potters Cross) cannot be upgraded or adopted by Bedford Borough Council as they are on unadopted roads (private land). Cllr Quirk opined the Borough Council should be able to take them on as they energise both. Cllr Quirk also recalled permission being granted by the then Bedford County Council for the parish council to replace both columns some years ago. The clerk will inform Bedford Borough Council of the same, but request all other columns are upgraded and adopted nonetheless. Cllr Hensher noted two replacement columns (White Lion Close and Bedford Road adjacent to no. 93/95) were outstanding and columns on the double mini roundabout (Bedford/Church/Cranfield/Fields Road) were yet to be numbered.	
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>	Cllr Bygraves

							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. <u>9th March 2022</u> A full planning application has been submitted.	
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 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 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 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. <u>9th March 2022</u> Cllr O'Dell has sourced one architect willing to quote	Cllr O'Dell

							for the design specification. A second was unable to quote as was a third, sourced by Cllr Bygraves. Cllr O'Dell agreed to establish the hourly rate and costings and all present resolved this be approved by the clerk under delegated powers.	
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FC22/065RISK 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		12.1.22 SP
Car Parks	SP	10.12.21	None		12.1.22 SP
Cemeteries	PDQ	10.12.21	None.		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		5.5.21 SP
Christmas Street Lighting	SP	20.10.21	None		10.11.21 SP
Christmas Tree (including Switch On Event)	SP	6.10.21	None		13.10.21 SP
Community Centre	N/A		This risk assessment should now be undertaken by the Charitable Trust		14.7.21 SP
Covid-19 Play Areas – including MUGAs and Skate Park	SP	19.5.21	9.6.21 – members resolved at Full Council (FC21/125) no further action required		9.6.21 SP
Defibrillators	SP	19.5.21	A Wootton Community First Responder undertakes daily and	8.7.20 – Covid-19 update:	Undertaken by Wootton's

² Wootton Parish Council
DRAFT Full Council Minutes 9th March 2022

			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	22.2.22	None		9.3.21 SP
Generator	GL	22.2.22	None		9.3.21 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	22.2.22	None		9.3.21 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		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		12.1.22 SP
Trees	SP	18.5.21	None		9.6.21 SP
Village Sign	SP	10.12.21	None		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>