



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 13th April 2022 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllr Lloyd (in the chair), Bygraves, Hensher, Lennox, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	Cllrs Martin and Watson.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/086	Apologies for absence. Cllr Mapesa. The Clerk to the Council and Responsible Financial officer Sue Edgar Playford was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/087	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/088	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.
FC22/089	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	No report was received or circulated ahead of this meeting.	Clerk to keep on file.	N/A.

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	To receive crime figures for March 2022. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC22/090	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.
FC22/091	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 9th March 2022. Members of Full Council are asked to receive and adopt the minutes of the additional Full Council meeting held on 23rd March 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 23rd February 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads & Pavements Safety Steering Group meeting held on 19th January 2022.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. 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).
FC22/092	Matters arising from the minutes – for information only. - FC22/069 + FC22/103 – Community Centre at Berryfields. Refer to agenda item FC22/103. - 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:	No further comments received.	N/A.	N/A.

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	○ Keeley Lane (its entirety – works were expected to be completed by 18th February 2022 but remain 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). Given the lengthy timescales that have now passed since the above priorities were confirmed by Bedford Borough Council, the Roads & Pavements Safety Steering Group has requested the following <u>pavement</u> areas now be given priority (RP22/012): ○ Monoux Road (its entirety – reinforcing the original request); ○ Payne Road (its entirety – reinforcing the original request); ○ Foster Way (its entirety); ○ Lorraine Road (its entirety – reinforcing the original request); ○ Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural). ● FC22/069 + FC22/103 – 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 FC22/103. ● 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			
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	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 has now been completed and notice served on the landowner. Costings have been provided to Cllrs Bygraves and Wheeler to source the balance of funding required (some of which may be taken from Community Infrastructure Levy (CIL) funding. • FC20/268 – Trial of a Traffic Regulation Order to prevent 'no verge or footway parking'. Resolved 13th May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. Resolved 14th October 2020 (FC20/268) that Wootton Parish Council agree with the option to implement a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council). • FC22/071 – 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			
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	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. Resolved 9th March 2022 (FC22/071) to make the same request from March 2021 and continue to seek a meeting with the Chief Executive. • 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. 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. • 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).			
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	FC22/064 + FC22/098 – Replacement Village Entrance sign – Keeley Lane. Refer to agenda item FC22/098.			
FC22/093	Chairman's report – for information only.	CLlr Lloyd stated he was attending a family funeral the day after this meeting and in the absence of the clerk, all minutes from this evening's meetings would be delayed by up to one week. Members present requested their condolences be passed to the clerk on the passing of her father.	N/A.	N/A.
FC22/094	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.
FC22/095	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.
FC22/096	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 Bygraves. Seconded: CLlr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/097	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 O'Dell. Seconded: CLlr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/098	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).	Members resolved to vire £23k from earmarked reserves (Village Entrance Signs) to the new Berryfields Roundabout Redesign project. All other 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.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Resolved by all present.		
FC22/099	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: • Street Furniture. Resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Randell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/100	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 Lennox. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/101	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.
FC22/102	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2021-22, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/103	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> Hillary Cooper Law continued to triage all paperwork and were communicating directly when needed with Bedford Borough Council's legal counterpart. <u>Charitable Trust</u> It was noted that users of the centre were not taking their rubbish home. They would be reminded to do so, otherwise a large refuse bin would be needed.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Bygraves confirmed he had secured a third Covid-related grant and had applied for reduced business rates. <u>Lease</u> Hillary Cooper Law continued to triage all paperwork and were communicating directly when needed with Bedford Borough Council's legal counterpart. <u>Sports Pitches</u> It was noted the pitches were coming along well – the last of the sand had arrived and was due to be ploughed within the week. A final seeding of the ground was then required before the Heras fencing was re-installed. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.		
FC22/104	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> The majority of smaller roads had now been resurfaced, including Harris Way (yellow lining and 'no waiting' signage would follow). Resurfacing works for Folkes Road were ongoing and BBCllr/Cllr Wheeler had requested the drains by the shops/pedestrian crossing be lowered to enable better surface water drainage. BBCllr/Cllr Wheeler had raised an issue with an incorrectly positioned drain (Goff Place) with Bedford Borough Council and had been asked to establish whether a dropped kerb should be installed at the end of Harris Way to enable emergency services vehicles to access the play area. BBCllr/Cllr Wheeler had also been provided with a report which detailed inconsistent street signage (not all signs displayed Bedford	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		Borough Council's logo and some signs did not display a dead end symbol when it was appropriate to do so). It was understood the handover from Persimmon to Bedford Borough Council would take place one year post-works completion. BBCllr/Cllr Wheeler was investigating why the parking camera was no longer being provided by Persimmon as he understood that was the case (and it would then be adopted as a BBC asset). <u>Berry Wood (FRS)</u> No further update received. Resolved to note the above. Proposed: Cllr Lloyd. Seconded: Cllr Hensher. Resolved by all present.		
FC22/105	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.	It was noted Wootton Academy Trust had identified several tranches of s106 funding which could be used to meet costings for the synthetic pitch. It was hoped these tranches would be better identified following a meeting on 28th April 2022 between the trust and Bedford Borough Council. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	All to note.	Localism Act 2011, Ch 1, s1-8.
FC22/106	To revisit 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 not to extend Regeneration Positive's retention beyond March 2022. Proposed: Cllr Quirk. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/107	To receive a report from Cllrs Hensher and O'Dell regarding the future of the (currently suspended advisory) Leisure and Amenities Committee and to resolve a suitable course of action.	Resolved to reconvene the Leisure & Amenities Committee after May's Annual Council Meeting, with a proviso to meet every two months.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.		
FC22/108	To receive, review and accept a signed Landowner Agreement from the Forest of Marston Vale following a tree planting event on 22nd January 2022 at Lorraine Road Cemetery as part of The Queen's Green Canopy Tree Planting Scheme to mark Her Majesty's Platinum Jubilee, to consider any next steps and to resolve a suitable course of action.	Resolved to receive, review and adopt the Landowner Agreement without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.25pm.

No report was received or circulated ahead of this meeting.

Appendix 1a

FC22/089a March 2022			
40/16559/22	ARSON NOT ENDANGERING LIFE	23/03/2022 16:30	Mephram Road
40/14305/22	ASSAULT WITH INJURY	13/03/2022 00:40	Bedford Road
40/13535/22	ASSAULT WITH INJURY	08/03/2022 00:00	Bedford Road
40/12981/22	ASSAULT WITH INJURY	06/03/2022 14:30	Hall End Road
40/16846/22	CRIMINAL DAMAGE - RESIDENTIAL	24/03/2022 20:45	Farrell Road
40/16179/22	CRIMINAL DAMAGE TO A VEHICLE	19/03/2022 00:01	Hall End Road
40/17544/22	HARASSMENT	31/12/2020 08:00	Roundel
40/16541/22	HARASSMENT	22/03/2022 20:20	Harris Way
40/15964/22	HARASSMENT	20/03/2022 21:30	Roundel
40/15959/22	MALICIOUS COMMUNICATIONS	20/03/2022 21:30	Roundel
40/13362/22	MALICIOUS COMMUNICATIONS	08/03/2022 00:00	Cynthia Court
40/13367/22	MALICIOUS COMMUNICATIONS	08/03/2022 00:00	Cynthia Court
40/13366/22	MALICIOUS COMMUNICATIONS	08/03/2022 00:00	Cynthia Court
40/13365/22	MALICIOUS COMMUNICATIONS	08/03/2022 00:00	Cynthia Court
40/13321/22	MALICIOUS COMMUNICATIONS	07/03/2022 17:00	Hall End
40/12133/22	MALICIOUS COMMUNICATIONS	02/03/2022 10:00	Bedford Road
40/16255/22	OTHER CRIMINAL DAMAGE	21/03/2022 18:10	Ashpole Avenue
40/14614/22	OTHER CRIMINAL DAMAGE	14/03/2022 00:01	Thorpe Way
40/17689/22	OTHER THEFT	01/11/2021 00:00	Swallow Way
40/15428/22	OTHER THEFT	17/03/2022 22:00	Folkes Road
40/15304/22	OTHER THEFT	15/03/2022 00:00	Harris Way
40/17631/22	PUBLIC FEAR ALARM OR DISTRESS	27/03/2022 16:10	Johnson Avenue
40/15410/22	PUBLIC FEAR ALARM OR DISTRESS	18/03/2022 10:20	Innovation Way
40/12380/22	PUBLIC FEAR ALARM OR DISTRESS	03/03/2022 15:00	A421
40/11945/22	SEXUAL	20/02/2022 13:30	
40/13360/22	SHOPLIFTING	08/03/2022 14:45	Cause End Road
40/16470/22	THEFT FROM A MOTOR VEHICLE	22/03/2022 18:00	A421
40/13738/22	THEFT FROM A MOTOR VEHICLE	10/03/2022 00:01	A421

Appendix 2

FC22/090

Nothing significant to report.

FC22/094

Neighbourhood Plan Steering Group Report

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

Planning & Environment Committee Report

9th March 2022

Report from outside organisations – for information only

Bedford Borough Council. Changes to Commercial Waste Collection Service. To view this information please contact the Clerk to the Council.

Bedford Borough Council. An update in relation to Bedford Borough Council's consultation on its Planning Process. For fuller information [click here](#).

Matters arising from the minutes – for information only

See under 30th March 2022.

Planning Applications – for resolution

22/00360/TPO – 20 Cause End Road. T1 Ash – Crown reduce by 1.5-2 metres.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

22/00401/FUL – 16a Cause End Road. Porch extension and remodelling of elevations.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

22/00444/TPO – 5 The Willows. Willow – re-pollard back to previous points at approximately 5 metres from ground level.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION**.

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

21/00359/FUL – 62 Folkes Road. Relocation of fence and erection of electric gates. An appeal against Bedford Borough Council's **OBJECTION** to this proposal has been made to the Planning Inspectorate. Any comments should be made directly to the Planning Inspectorate.

Resolutions

P22/068 – To consider changes to Lorraine Road cemetery’s fees structure and to resolve a suitable course of action.

Resolved the fees remain unchanged until further notice.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

P22/069 – 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.

P22/070 – To receive completed tender application(s) in respect of the Cemeteries Grass Cutting and Grounds Maintenance/Jubilee Gardens (including Village Hall frontage) Maintenance contract and to resolve to appoint a contractor for the period 1st April 2022 – 31st March 2027.

Resolved to appoint J Dennis Garden Property and Maintenance without further comment.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

30th March 2022

Report from outside organisations – for information only

Bedford Borough Council. Wilshamstead Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Wilshamstead Parish Council have submitted their Neighbourhood Development Plans to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Wilshamstead Neighbourhood Development Plan for a period of 6 weeks. The submission plans and supporting documents are available to view on the Council’s website at:

www.bedford.gov.uk/neighbourhoodplanning.

If you are unable to view online, you can look at a paper copy of the documents at the Wilshamstead Parish Council office at the Village Hall, on Monday mornings between 9am and 12pm. Alternatively, viewing can be arranged by appointment by contacting the Chairman of the Parish Council Eric Benton on phone 01234 740971.

Representations must be made in writing (preferably using the consultation form provided on the website) and can be:

- emailed to: planningforthefuture@bedford.gov.uk; or
- posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.

Any representations may include a request to be notified of Bedford Borough Council’s decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plans.

All representations must be received by 5pm on 14 April 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. After the consultation, the plans will each undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website <https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

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

- Willington Neighbourhood Development Plan.

The plan was made by Council's Executive on 2nd March 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 Willington parish. Copies of the made Neighbourhood Development Plan and all information relating to the plan are available to view [here](#).

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

- Wootton Neighbourhood Development Plan.

The plan was made by Council's Executive on 2nd March 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 Wootton 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. Upgrade works should be completed by the end of May 2022, however Bedford Borough Council has stated (9th March 2022) two columns (one at Hall End and one at Potters Cross) are situated on private land (unadopted road) and cannot be upgraded/adopted. This is currently being investigated.
- 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. This project has now been moved to Full Council's Project Action Plan. Move to close.

Planning Applications – for resolution

22/00473/FUL – 2 Studley Road. Erection of front porch extension, conversion of existing garage and external alterations.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

22/00490/FUL – 55 Cause End Road. One and two storey front, side and rear extension.

Resolved **OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by majority vote.

22/00519/FUL – 86 Folkes Road. First floor side extension to increase roof height of bedroom over garage and external alterations.

Resolved **NO OBJECTION.**

Proposed: Cllr Watson.

Seconded: Cllr Hensher.

Resolved by all present.

22/00603/FUL – 14 St. Mary's Road. Single storey rear extension with replacement of existing flat roof with new pitch roof to existing extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Watson.

Resolved by all present.

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

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.

This council previously raised **AN OBJECTION.**

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

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

An appeal against Bedford Borough Council's **OBJECTION** to this proposal has been made to the Secretary of State. Any comments should be made directly to the Planning Inspectorate.

This council previously raised **NO OBJECTION.**

22/00541/TELLN – Outside 5-7 Payne Road. The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 - BT intends to install fixed line broadband electronic communications apparatus 9M light pole. (This is a notification only to the Local Authority who has no determining powers).

This council was not consulted on this application.

Resolutions

P22/082 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for James Sharpe T/A Dessert Boss and to resolve a suitable course of action.

Resolved to make no objection to the application.

Appendix 4

Proposed: Cllr Lloyd.

Seconded: Cllr Watson.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st April 2022

FC22/096

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)

6th April 2022

Resolutions

TQPJ22/013 – To appoint Messrs Atkins, Collier and Houghton as members of The Queen's Platinum Jubilee 2022 Working Group.

Resolved to appoint all three as members without further comment.

Proposed: JN.

Seconded: GB.

Resolved by all present.

TQPJ22/015 – To continue determining a timetable of activities for the planned brazier beacon event (2nd June 2022) and to make recommendation to Full Council as necessary.

Brazier/Beacon

JW agreed to ask Col Colin Mason OBE, Former Vice Lord-Lieutenant of Bedfordshire to light the brazier/beacon.

GB agreed to source wood for the same.

It was noted the brazier/beacon was complete (including painting) and it remained on course to be installed on Monday 30th May 2022. Sam Helliwell had kindly agreed to prepare the ground.

JW agreed to source helpers from the upper school to carry the beacon on site and would also ask Goodmans for Heras fencing to secure the area. KR will supply the ladder to add wood to the brazier/beacon.

It was noted Dave's Snax and Ice Cream Joe were booked for the event and entertainment/alcohol licenses had been applied for. Two refuse bins were on order to keep litter to a minimum.

MA was asked to check the generator Kw usage.

'Highwires' and Joe Bygraves would supply music for the event, lighting was in hand and GB agreed to finalise the necessary contract with the parish council.

It was not yet clear who would provide the lorry needed for the stage.

Portable toilets had been sourced at a cost of £600.

Resolved to note and accept the above.

Proposed: JN.

Seconded: SO.

Resolved by all present.

TQPJ22/016 – To consider advance publicity and to make recommendation to Full Council as necessary.

One large banner was required for the Berryfields/Fields Road roundabout and SO agreed to design/source this and design posters for noticeboards and social media.

TQPJ22/017 – To consider all insurance requirements (including any possible additions to the current policy) and to make recommendation to Full Council as necessary.

JW agreed to source first aiders to attend the event.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer, 7th April 2022

FC22/097**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. <u>16th March 2022</u> The majority of smaller roads had now been resurfaced, including Harris Way (yellow lining and 'no waiting' signage will follow). Resurfacing works for Folkes Road have been delayed until Easter 2022 and JW had requested the drains by the shops/pedestrian crossing be lowered to enable	
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				better surface water drainage. JW also raised an issue with an incorrectly positioned drain (Goff Place) with BBC. GL had asked whether there should be a dropped kerb added at the end of Harris Way (emergency services route into the play area). GL also provided a report which detailed inconsistent street signage (not all signs displayed BBC's logo and some signs did not display a dead end symbol when it was appropriate to do so). This had been passed to BBC and JW was awaiting a response. It was noted there was only one dropped kerb on the Folkes Road bus loop roundabout and whilst this was not recognised by engineers as a school route, it was accepted many would use it – if a second dropped kerb were added to provide better access. In his absence, JW was asked to take this forward and establish the reasons this was not thought a necessary requirement.	
Bus routes/stops and bus cages.	Various.	Ongoing.	BBC.	<u>BUS STOPS</u> <u>15th September 2021</u> JW provided the following to Full Council (8th September 2021) by way of an update regarding changes to school bus routes/stops: • <i>'A few of you are aware there have been issues regarding School Transport from Wootton to Hollywell the start of this term, hopefully I have dealt with most of the issues and new bus passes have been issued. This was mainly down to the lady who normal deals with this have been off on long term sick leave and other officers not familiar with Wootton dealing with this, also a big increase in Wootton children going to Hollywell. The other</i>	BBC.

				<i>problem which I have asked to be looked into is all children are allocated a bus pass but not all children use them (parents drive them to school) and Borough are not told of this so they have to assume certain routes are full when they are not. As this is not a parish issue I would recommend any parents should pass on their concerns directly to School Transport.</i> <i><u>School.transport@bedford.gov.uk</u></i> At a recent meeting of Full Council a resident agreed to furnish the clerk with a summary of issues raised during Open Forum – ahead of an email to BBC noting dismay over the situation and concerns over the safety of children using the amended bus service locations. <u>17th November 2021</u> SP emailed Paul Watkins and Saragh Fleckney (Bedford Borough Council) on 14th October 2021 but had received no response. <u>BUS CAGES</u> <u>20th January 2021</u> Andy Prigmore confirmed bus cage painting works should be completed by the end of this financial year – weather permitting. <u>17th November 2021</u> JW confirmed the bus cage ‘no waiting restrictions’ were with BBC to implement. <u>19th January 2022</u>	
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				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.	
Cranfield Road flooding.	Previous discussions.	Ongoing.	BBC or Developer.	<u>16th March 2022</u> The issue of flooding in this area had been raised again, as ditches (swales) in the vicinity of Hoobury appeared to be permanently full of rainwater. Concept (Management Company for the developers) had stated the swales were in order and that the source of additional water onto the highway was from BBC owned land on the other side of Cranfield Road. This was being disputed by BBC who had stated there were no flooding issues in the area before development began. Concept had requested a teams meeting with representatives from BBC, plus GL and JW.	BBC or Developer.
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.

				<u>16th March 2022</u> All bins had been installed/replaced. Move to close.	
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. Now been informed that owing to a survey not been done by Highways the project could be put back to the summer but Highways will try and do it before, the team doing the High Street in Bedford will be doing this after they have finished the high street.	BBC.
Fields Road white lining.	N/A.	N/A.	N/A.	<u>17th November 2021</u> JW understood the white lining would not be undertaken by BBC, however members requested again that BBC fulfil the request, on health and safety grounds. <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. <u>16th March 2022</u> JW had confirmed BBC would not white line this road. It was agreed however, to leave this on file in the hope it could be raised at a meeting (currently being arranged by JW) with BBC's Chief Executive.	BBC.
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>	SO.

				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>16th March 2022</u> JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <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 (Bedford Road/Church Road/ Cranfield Road/ Fields Road) to the list of areas with faded white lining (it was noted HGVs were exacerbating the diminishing white lining when turning in the area*).	
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				<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). JW had previously confirmed a camera would be sited at the Harris Way lower school site, however GL	
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				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. <u>16th March 2022</u> JW confirmed the camera installation was programmed for Easter 2022, however all other works (surfacing and lining) required prior completion. BBC had confirmed Persimmon would not be financing the camera and JW was establishing who would meet the cost. In light of BBC's recent consultation on its intention to apply for power to enforce against 'moving traffic offences' as detailed within the Traffic Management Act 2022, it was hoped this committee could then lobby for the reinstatement of the parking camera on Bedford Road (Adjacent to the lower school).	
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.	BBC.

				<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 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>16th March 2022</u> Keeley Lane works remained ongoing. JW had seen sight of BBC's 2022/23 works programme which included Monoux Road but not Payne Road (as previously understood). JW was investigating this and in his absence was also asked to take the following pavement areas forward for inclusion with BBC, if opportunity arose: • Monoux Road in its entirety (reinforcing this was top priority); • Payne Road in its entirety; • Foster Way in its entirety; • Lorraine Road in its entirety;	
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				• Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural). The state of muddy pavements within the Fields Road South development was again noted and whilst this had been raised with JW, it would also be discussed at the proposed meeting with BBC's Chief Executive. It was hoped an upgrade would be made a condition by BBC prior to the area's adoption. <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 was not and vice-versa. GL and SO agreed to walk the area and produce a report for JW to take forward.	GL and SO.

				<u>16th March 2022</u> It was noted JW had asked BBC to confirm if a fuller/second report was required, to include the entire estate as not all areas featured in the original.	
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>17th March 2021</u> Average speed cameras were now in place on Fields Road. WPC would use available data to push for police support in installing systems on all other main routes in/through the village – starting with Cranfield Road. <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 agreed 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);	GL.

				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>16th March 2022</u> SP had emailed 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 and was awaiting a response. <u>FIELDS ROAD DOUBLE MINI ROUNDABOUT</u> <u>SPEEDING CONCERNS</u> <u>20th January 2021</u> JW confirmed the request to paint 'SLOW' signs at all road points adjacent to the double mini roundabouts was on BBC's schedule of works, however Covid-19 restrictions meant only emergency works were currently being undertaken. <u>17th 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).	
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				<u>16th March 2022</u> JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <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>16th March 2022</u> JW had requested an update from BBC now the weather was improving. In his absence, JW was asked to establish whether timescales were for completion within this financial year. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>20th January 2021</u> A report (endorsed by Marston Moreteyne Parish Council) has been delivered to BBC, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane). BBC has acknowledged receipt but has confirmed there is currently no budget for a speed	
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				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.

FC22/098**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 (spent on Fields Road by Goodmans)	£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
Medium	Berryfields Roundabout Re-Design	2022			£23,000		<u>13th April 2022</u> A recent public vote saw the winning design chosen as 'C – Beacon with Flowers' and a request has been made to Bedford Borough Council (as local highways authority) for permission to take this project forward and site the beacon/flowers on the roundabout.	Cllr O'Dell
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> Hillary Cooper Law continue to triage all paperwork and are communicating directly when needed with Bedford Borough Council's legal counterpart. Refer to agenda item FC22/103.	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. <u>9th March 2022</u> The lectern at The Pound (Bedford Road opposite The Cock Inn PH) is now in situ.	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 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 will be considered by Bedford Borough Council's Executive on 2nd March 2022 and the clerk will be informed of that outcome after that meeting. <u>13th April 2022</u> Bedford Borough Council's Executive has made the Neighbourhood Plan. No further updates received.	Cllr Quirk
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>12th January 2021</u>	Cllr Hensher

							Bedford Borough Council's Executive has approved the Neighbourhood Plan and the referendum is scheduled for Thursday 17th 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 will be considered by Bedford Borough Council's Executive on 2nd March 2022 and the clerk will be informed of that outcome after that meeting. <u>13th April 2022</u> Bedford Borough Council's Executive has made the Neighbourhood Plan and Rainier Developments Ltd have taken the first steps to develop Policy W6.	
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. <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 22nd February.	Cllr O'Dell

							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 were made. It was noted the original units were Bedford Borough Council assets and it was hoped a mutually beneficial resolution could be reached to replace/repair them. A number of suggestions/costings will be provided by Journeo.	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>8th December 2021</u> Costings to upgrade parish council-owned street lighting columns have been approved by the Planning & Environment Committee and Bedford Borough Council has been informed. This will be implemented ahead of the adoption by Bedford Borough Council, however timescales are currently not known. <u>9th February 2022</u> Works to upgrade all lighting columns are scheduled for completion by the end of May 2022. <u>13th April 2022</u> Bedford Borough Council has now stated two columns cannot be upgraded nor adopted by them as they are positioned in unadopted roads (one at Hall End and one at Potters Cross). The remaining adoption works have been delayed post-May 2022.	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k with indexation)		£700,000 (now £812k with indexation)	<u>8th December 2021</u> A full planning application has been delayed whilst Neil deals with potential flooding remedies and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding. <u>12th January 2022</u> A full planning application is expected to be submitted imminently and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding.	Cllr Bygraves

							<u>9th February 2022</u> A full planning application has yet to be submitted by Neil Boddington (Boddington Planning), however Cllrs Bygraves and Wheeler are now in receipt of costings to aid with fundraising activities. See also agenda item FC22/050. <u>13th April 2022</u> A full planning application has now been submitted by Boddington Planning.	
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane	£38,000	<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.	Cllr O'Dell

							<u>9th March 2022</u> Cllr O'Dell is sourcing an architect to aid with the design specification.	
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FC22/099RISK 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		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

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			monthly checks – all checks are logged in the system	All checks are undertaken by one individual. Any member of the general public using the equipment will do so at their own risk	Community First Responders
Fun Fest	SP	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 place with	8.12.21 SP

				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	1.3.22	None		13.4.22 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>