



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 11th May 2022 at 8pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllr Lloyd (in the chair), Bygraves, Hensher, Lennox, Mapesa, Noakes, O'Dell, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	Cllrs Watson.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/109	Apologies for absence. None. 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.
FC22/110	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/111	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.
FC22/112	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments received.	Clerk to keep on file.	N/A.

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	To receive crime figures for April 2022. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC22/113	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.
FC22/114	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 13th April 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 30th March 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Queen’s Platinum Jubilee 2022 Working Group meetings held on 23rd February 2022 and 6th April 2022.	Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O’Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/115	Matters arising from the minutes – for information only. - FC22/103 + FC22/126 – Community Centre at Berryfields. Refer to agenda item FC22/126. - 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 remain ongoing; - Lorraine Road (its entirety); - Monoux Road (its entirety – some repair works have been completed);	No further comments received.	N/A.	N/A.

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	○ Payne Road (left-hand side as you enter from Monoux Road). 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). ● FC22/103 + FC22/126 – 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 FC22/126. ● FC21/139 – Parking Restrictions/Yellow Lining at various sites. Restrictions are now in place at Elmsdale Road/Bedford Road and Potters Cross/Bedford Road junctions. Bedford Borough Council has completed more of the yellow lining at Hall End, however Cllr Lloyd is investigating whether this is in full. Resolved 9th June 2021 (FC21/139) submit a further request to Bedford Borough Council for further parking restrictions/yellow lining on Bedford Road – from the Cause End Road roundabout extending to the bus cage (Manor Road flats-side of Bedford Road). A Traffic Regulation Order is now in place, however the lining remains outstanding and BBCllr/Cllr Wheeler continues to chase.			
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	• FC21/131 + FC22/121 – Synthetic Pitch. Refer to agenda item FC22/121. • 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 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. BBCllr/Cllr Wheeler continues to chase. • 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			
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	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). - FC22/098 + FC22/121 – Replacement Village Entrance sign – Keeley Lane. Refer to agenda item FC22/121.			
FC22/116	Chairman's report – for information only.	Cllr Lloyd confirmed he had received Cllr Martin's resignation and wished to note his thanks for her five years of service on the parish council. Cllr Lloyd also confirmed the clerk was currently undertaking light duties following the funeral of her father. The clerk was expected to return to evening meetings starting with the Roads & Pavements Safety Steering Group on Wednesday 18th May 2022.	Clerk to keep on file.	N/A.
FC22/117	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).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/118	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.
FC22/119	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 Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/120	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to	No project action plan as this safety steering group had not met since 16 th March 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).			
FC22/121	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).	CLlr O'Dell had sourced an architect to aid with the production of drawings for the village entrance sign on Keeley Lane at a cost of £60 per hour (maximum £3,000 total spend including mileage at 45p per mile). 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 O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/122	To receive, review and adopt all Risk Assessments for 2022-23, 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 updated risk assessment plan without further comment. Proposed: CLlr Noakes. Seconded: CLlr Quirk. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/123	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.	No bank reconciliations available due to ongoing works to close the year end accounts for 2021-22.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/124	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.
FC22/125	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.	Neither report was available due to ongoing works to close the year end accounts for 2021-22.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2021.
FC22/126	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.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		<u>Charitable Trust</u> It was noted refuse bins were being source and the Charitable Trust was working on costings for pitch hire. <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> ProPitch (idVerde) continued to cut the grass and a further 'vertidrain' procedure was due to be completed in early April 2022. It was noted top soil would be delivered during half term week (June) and placed in the car park closest to the play equipment, pending its placement on the pitches along with grass seed. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC22/127	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 took place over Easter 2022 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	BBCLlr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		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 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 and this had been confirmed by Thomas Emmett. BBC/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 by BBC as their asset. <u>Berry Wood (FRS)</u> The adoption of Burgoyne Avenue (Fields Road to the Amazon roundabout) was ongoing. The remaining area of Burgoyne Avenue (Amazon roundabout to Cranfield Road) was anticipated to be ready for adoption end of Q2 2022. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.		
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Meeting closed at 8.25pm.

FC22/112

Borough Councillor's Report

On the 29th May, I shall be representing Wootton at the Queens Jubilee celebration service at St. Paul's Church, Bedford and on the 20th June I shall be at the raising of the flag for Arms Forces day at Borough Hall.

Cllr Lloyd and I are meeting with Highways in Wootton on Thursday 19th May to review all outstanding Highways issues in Wootton and to get a timescale of works still to be completed. Pressure is being put on Persimmon Homes to complete the pedestrian crossing near the lower school on Folkes Road (painting is outstanding), alongside the white and yellow lining also near the lower school and bus loop. The police are undertaking regular patrols and senior Borough Council officers are also chasing Persimmon Homes, as the safety of children is a priority.

Anti-Social behaviour has started to pick up again in the village and I have been speaking to the police on this issue. Again, regular patrols are taking place and village shops have been asked not to sell eggs to teenagers. Sadly, there have also been a few drug related issues which are now under investigation and resident reports have been passed to the police and relevant housing associations. If you see graffiti in the village please report directly to the borough council (if it's on highways land or property) or the parish council (if it's on parish council play equipment or property).

I am now making regular trips to Borough Hall as there are now more face-to-face meetings and some officers are now out and about!

Please find below a report from Cllr. Jim Weir from Great Denham ward. He has very kindly offered to help me in Wootton on this issue and is speaking to residents from 'Little Wootton', before meeting with myself and Cllr Lloyd.

Estate Management Companies

One of the biggest issues I receive request for help for are the charges, poor work, and equally poor communications from the 13 plus estate management schemes running in Great Denham. The recent article in the Bedford Independent [Great Denham residents face 'mind-boggling' maintenance costs of £1,257 per light - Bedford Independent](#) highlights the massive flaw in the construct of these developer-led bodies. Ludicrous charging where typically 60%+ are management fees which bear no resemblance to fair or proper costings. Following the article, I have started to receive requests from other wards where the same issues are repeated. Work not done, but charges still raised and where refusal to pay for the work not done is met with debt collectors. I have brought this to the Executive Mayor and raised with the Director for Environment – Craig Austen – but there seems little support to tackle the issues because they are a nationally agreed format. My argument is that this may be the case, but we can't stand by and allow what amounts to extortionate practice to go unchallenged by our leadership in the Borough Council. You will see below that the purpose of the Executive is to "achieve a better quality of life for people of Bedford Borough". We have a Trading Standards department and we should at the very least be challenging these organisations. These and the Open Space Management charge come under the auspices of the Environment Committee. I am pleased that in the new municipal year I will sit on that committee.

New Municipal Year

This will be the last year that Kempston Rural Ward will exist. The new warding arrangements will start from the Mayoral and Borough Councillor and Parish Councillor elections in May 2023. This will mean Kempston Rural will become part of Wootton Ward, however Wootton and Kempston Rural will retain separate parish councils. As this

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new council year starts, I thought it would be a good time to refresh the Executive information about those running the Borough and their responsibilities. Below is a list of all the Portfolio Holders and their responsibilities.

COMPOSITION AND CONSTITUTION OF THE EXECUTIVE

The Constitution requires the Mayor to report to the Annual Council meeting each year on the names, addresses and Wards of the Councillor's he has appointed to the Executive. That information, together with the Portfolios they each hold, and a general description of the matters which the Executive will deal with collectively, is set out below.

THE EXECUTIVE

Purpose: To achieve a better quality of life for the people of Bedford Borough

Membership:

The Mayor (Community Mobilisation, Economic Development, Local Economy, Rural Affairs and Partnerships Portfolio)
37 Kathie Road
Bedford
MK42 0DJ

Councillor Charles Royden (Deputy Mayor) (Brickhill Ward) (Environment, Highways & Transport Portfolio)
St Marks Vicarage
Calder Rise
Brickhill
Bedford MK41 7UY

Cllr Colleen Atkins (Harpur Ward) (Community Safety, Regulatory Services and Housing Portfolio)
'Broughton'
3 Chaucer Road
Bedford
MK40 2AJ

Cllr Dean Crofts (Kingsbrook Ward) (Adult Services Portfolio)
46 Turnpike Gardens
Bedford
MK42 0JA

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Cllr Michael Headley (Putnoe Ward) (Finance, Risk and Welfare Portfolio)

7 Hadleigh Close

Putnoe

Bedford

MK41 8JW

Cllr Louise Jackson (Harpur Ward) (Health, Public Health and Wellbeing Portfolio)

c/o Borough Hall

Bedford

Cllr Doug McMurdo (Sharnbrook Ward)(Leisure and Culture Portfolio)

9 Normans Road

Sharnbrook

Bedford

MK44 1PR

Cllr James Valentine (Kempston West Ward) (Education and Children's Services Portfolio)

24 King William Close

Kempston

Bedford

MK42 7BA

Cllr Henry Vann (De Parys Ward) (Town Centres and Planning Portfolio)

280 Goldington Road

Bedford

MK40 3EF

The Executive collectively will consider and where necessary determine issues required of it by legislation and the Council's Constitution. These include:-

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- (1) the Council's budget and policy framework;
- (2) key decisions referred to the Executive by the Mayor, by portfolio holders with delegated powers, or Officers for determination;
- (3) matters which are submitted for information purposes;
- (4) matters which may be referred to the Executive by non-Executive bodies (including outside bodies) wishing to seek its views;
- (5) matters which arise out of or in connection with the Council's scrutiny procedures;
- (6) any other issues it may be felt appropriate to consider.

BEDFORD BOROUGH COUNCIL EXECUTIVE

DETAILS OF PORTFOLIO RESPONSIBILITIES – 2022/23

<u>Executive Member</u>	<u>Portfolio Responsibilities</u>
The Mayor – Dave Hodgson 37 Kathie Road Bedford MK42 0DJ	Community Mobilisation, Economic Development, Local Economy, Rural Affairs and Partnerships including: Voluntary Organisations Business Rates Reliefs Economic Development Partnerships Procurement Planning Policy Communications and Marketing Corporate Policy and Performance Legal Services Democratic and Registration Services (Executive Functions) Rural Issues Property/Asset Management Internal Audit
Deputy Mayor – Councillor C Royden (Brickhill Ward) St Marks Vicarage Calder Rise Brickhill,	Environment, Highways and Transport including: Carbon Reduction Transport Policy Traffic Operations Highways

Appendix 1

Bedford MK41 7UY	Refuse and Recycling Waste and Resources Grounds Maintenance Parks and Open Spaces Engineering Services Fleet and Transport Co-ordination Major Capital Projects (Environment)
Councillor C Atkins (Harpur Ward) 'Broughton' 3 Chaucer Road Bedford MK40 2AJ	<u>Community Safety Regulatory Services and Housing including:</u> Community Safety and Resilience Community Regulations Commercial Regulations Housing Operational Housing including Gypsy and Travellers Domestic Violence/Abuse
Cllr D Crofts (Kingsbrook Ward) 46 Turnpike Gardens Bedford MK42 0AJ	<u>Adult Services including:</u> Adults Commissioning and Contracts Care Standards and Review Adults Services Adults Social Care Resilience – internal, private and voluntary Learning Disabilities and Mental Health Older People and Physical Disabilities and Sensory Needs Safeguarding
Councillor M Headley (Putnoe Ward) 7 Hadleigh Close Putnoe, Bedford MK41 8JW	<u>Finance, Risk and Welfare including:</u> Financial Strategy Financial Management and Planning Treasury Management Corporate Finance Revenues and Benefits Customer Services Insurance and Risk Management Information Communication Technology Welfare Food Resilience: including Food Banks and Free School Meals

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	Railways
Cllr L Jackson (Harpur Ward) c/o Borough Hall Bedford	<u>Health, Public Health and Wellbeing including:</u> Community Wellbeing Health and Wellbeing Board Health Improvement Health Intelligence and Protection Health Commissioning and Population Health
Cllr D McMurdo (Sharnbrook Ward) 9 Normans Road Sharnbrook Bedford MK44 1PR	<u>Leisure and Culture including:</u> Libraries and Culture Sports Development and Leisure Rivers and Waterways
Cllr J Valentine (Kempston West Ward) 24 King William Close Kempston Bedford MK42 7BA	<u>Education and Children's Services including:</u> Children's & Young People's Safeguarding, including the Local Safeguarding Board Children's Social Care Quality Assurance Children in Need Looked After Children including Fostering and Adoption Leaving and Aftercare Services Children & Young People's Engagement and Development Youth Offending Services Child Poverty School Improvement, Organisation, Admissions, Planning (including Capital Programme) and Support Services Children & Young People with SEND Educational Psychology Services Early Help and Intervention Early Years Provision Children's Social Care Resilience – internal, private and voluntary music service
Councillor H Vann (De Parys Ward) 280 Goldington Road Bedford MK40 3EF	<u>Town Centres and Planning including:</u> Building Control Heritage and Compliance Development Management Town Centres Economic and Strategic Development

£150 Council Tax energy payment

The £150 Council Tax energy payment is available to all eligible households in Council Tax Bands A to D, and Band E where there is a disabled Band reduction.

Direct Debit

If you pay your Council Tax by Direct Debit you will receive payment automatically. Thousands of payments were made in April and the majority of Direct Debit payers were paid by 3 May. Payments take a few days to reach bank accounts. Direct debit payers whose first payment will be in May will be paid by mid-May.

There are approximately 3,000 households whose names on the Council Tax register are not the same as the name on the Direct Debit bank account. Where this is the case, the Government guidance states that payment cannot be made. You will be contacted shortly with a request for additional details and further evidence.

Non Direct Debit payers

The form to apply for payment is now live.

To complete the form you need an access code.

[Non Direct Debit payers apply here](#)

Information and support for Ukrainians

If you are still in Ukraine, help and support is available:

- **[UK visa support for Ukrainian nationals](#)**
- **[If you are Ukrainian and don't have family members in the UK](#)**
- **[Moving to the UK if you're coming from Ukraine](#)** (in English and Ukrainian)
- **[Shelter for UA – Connecting people with hosts](#)**
- **[Room for Refugees – finding a safe UK sponsor](#)**

If you have arrived in Bedford Borough and have **[nowhere to live please contact our Housing Team](#)** on 01234 718008 or email **ukrainesupport@bedford.gov.uk**.

Once you have found somewhere to live this [welcome pack for Ukrainians arriving in the UK](#) covers what you need to know in your first few days, getting used to life in the UK including how to access healthcare, childcare, education services, and how to find work.

See also this [information leaflet from British Red Cross](#) which explains your rights and gives information on services you can access.

More help and support is available from:

- [Ukrainian Embassy](#)
- [Barnado's Ukrainian Support Helpline](#)
- [National Rail's Ukrainian Displaced Persons Travel Scheme](#)
- [Understanding Universal Credit](#) and [Apply for Universal Credit](#) (benefits available)
- [RBS](#), [Natwest](#) and [Santander](#) (opening a UK bank account)
- [Translated health information in Ukrainian and Russian about understanding the NHS](#)

Information for Bedford Borough residents wanting to become a host/sponsor

The [Homes for Ukraine](#) programme enables UK residents to volunteer accommodation for Ukrainian refugees. If you want to offer a home to people fleeing Ukraine, you can become a 'sponsor' as part of the Homes for Ukraine scheme.

To apply to be a sponsor you must be able to offer accommodation in a spare room or separate self-contained accommodation for a minimum of six months.

- [Register your interest to become a sponsor](#)

We will complete property and safeguarding checks on sponsors who have successfully sponsored a Ukrainian after their visa application has been made.

If you do not know a named Ukrainian you will only be able to record your interest in becoming a sponsor. The government will try to match you to a Ukrainian via charities and other organisations.

Appendix 1

You can also contact charities directly who may be able to match you to an individual or family. Some charities that are doing this include:

- [Refugees at Home](#)
- [Room for Refugees](#)
- [Reset UK](#)

Further guidance for sponsors:

- The government has produced an [information guide for sponsors](#) including their responsibilities and how best to support their guests.
- [Homes for Ukraine scheme frequently asked questions](#).
- The charity [RESET has produced a toolkit](#) developed to help you make an informed decision about becoming a sponsor.

If you already know a Ukrainian national (or immediate family member) who you want to sponsor, you can help them [apply for a visa under the Ukraine Sponsorship Scheme](#).

Help and support when you are hosting

You can email ukrainesupport@bedford.gov.uk or phone 01234 718008 for more information.

- We will provide a school places for children of school age and we will be given extra funding so that it does not impact the school places of children currently in Bedford Borough.
- We will provide advice and referrals to public health services where appropriate, such as mental health services, adult social care, and children's services.
- We will provide an interim support payment of £200 to your guest.
- We will administer optional 'thank you' payments of £350 per month to sponsors.

We will publish information about these payments on this page as soon as we have more information available.

Become a Ukrainian Guest support volunteer

We are working with The Harpur Trust and [PBIC](#) to coordinate care and support for guests from Ukraine arriving in Bedford Borough.

Visit [PBIC](#) to find out about becoming a Ukrainian Guest support volunteer or email them at UGV@pbic.org.uk.

Translations and interpreters

Ukrainian to English language support - including translations of key documents needed for visa applications - is available from [Institute of Translation and Interpreting \(ITI\)](#).

Appendix 1a

FC22/112a April 2022			
40/22031/22	AGGRAVATED VEHICLE TAKING	20/04/2022 03:40	The Willows
40/24239/22	ASSAULT WITH INJURY	30/04/2022 00:00	Hall End
40/22916/22	ASSAULT WITH INJURY	23/04/2022 14:30	Pateman Lane
40/21566/22	ASSAULT WITH INJURY	09/04/2022 16:40	Bedford Road
40/21565/22	ASSAULT WITH INJURY	09/04/2022 16:40	Bedford Road
40/19902/22	ASSAULT WITH INJURY	09/04/2022 16:40	Bedford Road
40/19236/22	ASSAULT WITH INJURY	06/04/2022 00:20	Turland Close
40/24242/22	ASSAULT WITHOUT INJURY	30/04/2022 00:00	Hall End
40/21536/22	ASSAULT WITHOUT INJURY	16/04/2022 00:00	Robinson Close
40/20207/22	ASSAULT WITHOUT INJURY	08/04/2022 20:25	Ashpole Avenue
40/19239/22	ASSAULT WITHOUT INJURY	05/04/2022 22:30	Turland Close
40/19233/22	ASSAULT WITHOUT INJURY	06/04/2022 00:07	Turland Close
40/23608/22	CRIMINAL DAMAGE TO A VEHICLE	26/04/2022 07:55	Thorpe Way
40/23182/22	CRIMINAL DAMAGE TO A VEHICLE	24/04/2022 21:00	Whitmore Close
40/18579/22	CRIMINAL DAMAGE TO A VEHICLE	01/04/2022 19:45	St. Marys Road
40/19191/22	HARASSMENT	18/03/2022 19:30	
40/22364/22	INTERFERING WITH A MOTOR VEHICLE	21/04/2022 03:38	Potters Cross
40/23750/22	MALICIOUS COMMUNICATIONS	19/04/2022 20:00	Moore Close
40/22353/22	MALICIOUS COMMUNICATIONS	20/04/2022 00:01	Juffs Lane
40/20294/22	MALICIOUS COMMUNICATIONS	14/01/2022 00:01	Manor Road
40/18898/22	MALICIOUS COMMUNICATIONS	03/04/2022 00:00	Manor Road
40/17916/22	MALICIOUS COMMUNICATIONS	28/03/2022 07:00	Thorpe Way
40/20645/22	OBSCENE PUBLICATIONS ETC	07/01/2022 00:00	
40/19149/22	OTHER CRIMINAL DAMAGE	04/04/2022 16:30	School Lane
40/24001/22	OTHER THEFT	28/04/2022 16:30	Cranfield Road
40/19518/22	OTHER THEFT	05/04/2022 16:30	Cranfield Road
40/23203/22	PUBLIC FEAR ALARM OR DISTRESS	23/04/2022 14:50	Lomax Gardens
40/19629/22	PUBLIC FEAR ALARM OR DISTRESS	07/04/2022 14:03	Turland Close
40/19181/22	PUBLIC FEAR ALARM OR DISTRESS	18/03/2022 19:30	Juffs Lane

Appendix 1a

40/19128/22	PUBLIC FEAR ALARM OR DISTRESS	04/04/2022 16:15	School Lane
40/17801/22	PUBLIC FEAR ALARM OR DISTRESS	27/03/2022 16:00	Johnson Avenue
40/23158/22	STALKING	19/04/2022 20:00	
40/24159/22	STATE OR PUBLIC ORDER	30/04/2022 01:05	Bedford Road
40/22436/22	THEFT FROM A MOTOR VEHICLE	21/04/2022 22:00	A421
40/22729/22	THEFT IN A DWELLING OTHER AUTO MACH	20/04/2022 12:45	Barnes Road
40/22050/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	20/04/2022 03:05	Ashpole Avenue

Appendix 2

FC22/113

Nothing significant to report.

FC22/117

Neighbourhood Plan Steering Group Report

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

28th April 2022

Resolutions

NP22/006– To consider a review of Wootton’s Neighbourhood Development Plan in conjunction with Bedford Borough Council’s Local Plan 2040 and to make recommendation to Full Council as necessary.

After discussion it was resolved not to undertake a further review of the Neighbourhood Development Plan until Bedford Borough Council had formally adopted its Local Plan 2040. That would provide opportunity to review new policies within the Local Plan 2040 with a view to modifying if necessary, policies within the Neighbourhood Development Plan to form the Neighbourhood Development Plan 2040.

It was further resolved the parish council would comment on Bedford Borough Council’s Local Plan 2040 on the need to ensure green space remained between Gibraltar Corner (part of Kempston Rural) and Wootton.

It was further noted an informal meeting should be arranged with the parish council and The Crown Estate/Savills to establish when intended development would be initiated. This would then provide opportunity to further ensure green space remained between Gibraltar Corner and Wootton. The issue of walkers gaining access to the existing tree plantation from Iron Gate corner could also be addressed.

The following document details Wootton’s Neighbourhood Development Plan and Bedford Borough Council’s Local Plan 2040 in relation to Gibraltar Corner.



Gibraltar corner.pdf

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st May 2022

Planning & Environment Committee Report

13th April 2022

Matters arising from the minutes – for information only

See under 27th April 2022.

Planning Applications – for resolution

22/00522/MAF – Wootton Upper School, Hall End Road. New artificial pitch with fencing, floodlights, acoustic fencing, erection of a pavilion with changing rooms, new car parking and revisions to existing access. Relocation of cricket net and long-jump pit.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

22/00579/REM – 18 and Land at 16 Bedford Road. All reserved matters for the demolition of existing dwelling and erection of five dwellings, pursuant to outline permission 20/01842/OUT.

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

- The removal of a bungalow style dwelling and replacement with a non-bungalow style dwelling did not accord with policies as detailed within Wootton's Neighbourhood Development Plan;
- The site was not low density and did not accord with policies as detailed within Wootton's Neighbourhood Development plan.

The following was also noted:

- The narrow road width gave cause for concern should an emergency services vehicle require access.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

22/00650/s106 – Land South of Fields Road. 15/02060/MAF – Application to approve 'Management Entity' as per s106 agreement.

Resolved **TO OBJECT** noting the following:

- Remus Management Ltd had shown poor management and ability within developments at Shortstown, resulting in residents voting to remove them from site.
- Accounts show year end profits have been taken in dividends each year with no future reinvestment.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

22/00668/FUL – 66a Keeley Lane. Loft conversion following raise in ridge height and rear dormer.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

22/00675/FUL – 8 Tysoe Close. Loft conversion with cladged rear dormer and front rooflights.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

22/00757/FUL – 14 Robinson Close. Single storey rear/side extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

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

22/00216/LDP – 50 Ashpole Avenue. Certificate to confirm that the details submitted do not require planning permission (loft conversion with dormer extension to rear roof slope and rooflights to front roof slope).

This council was not previously consulted.

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

This council previously raised **NO OBJECTION**.

22/00274/LDP – 8 Tysoe Close. Certificate to confirm that the details submitted do not require planning permission (loft conversion with rear dormer and front rooflights).

This forms part of the planning application detailed above (22/00675/FUL).

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)

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

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 **AN OBJECTION**.

Resolved that previous objections to this application be submitted to the Planning Inspectorate.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P22/094 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for Salvatore Forte T/A Sav's and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

27th April 2022

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.

Planning Applications – for resolution

22/00681/FUL – Land at 74a Wood End Road, Kempston. Erection of detached dwelling with detached double garage and associated works.

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

- Concerns were raised over ingress/egress safety issues in relation to the new dwelling.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

22/00827/ADV – Unit 4c Swallow Way. Installation of two internally illuminated fascia signs.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

22/00828/ADV – Unit 5 Swallow Way. Installation of two internally illuminated fascia signs.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

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

21/02077/MAO – Plots 1A-C, 2-3 Marston Vale innovation Park, Land South of Fields Road. Outline application with all matters reserved except access for plots 1A-C (Class Eb food and drink/Class C1 hotel/Sui Generis Public House) and Plots 2 and 3 (Class e.g. office/research and development/industrial process and ancillary storage and distribution (Class B8) access, parking, drainage, landscaping and associated works.
This council previously noted the plans lacked sufficient detail in order to make a formal resolution and so the application was noted for the minutes only.

21/02945/FUL – 7 Stewart Court. Single storey rear/side extension.
This council previously raised **NO OBJECTION**.

22/00221/FUL – 40 Goff Place. Conversion of garage to form home office.
This council previously raised **NO OBJECTION**.

22/00432/LDP – 26 Tithe Barn Road. Single storey rear extension. Certificate to confirm that the details submitted do not require planning permission.
This council was not previously consulted.

22/00444/TPO – 5 The Willows. Willow – re-pollard back to previous points at approximately 5 metres from ground level.
This council previously raised **NO OBJECTION**.

Resolutions

P22/106 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for Massimo Papa T/A Gino's Soft Whip and to resolve a suitable course of action.

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

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

P22/107 – To consider a new Street Trading Consent application (outside Bedford Town Centre) for David and Caterina Meanwell T/A Cathy's Ices and to resolve a suitable course of action.

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

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st May 2022

FC22/119

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)

27th April 2022

Resolutions

TQPI22/022 – 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

- Col Colin Mason OBE, Former Vice Lord-Lieutenant of Bedfordshire has been asked to light the brazier/beacon.
- GB and JC would source firewood.
- Helliwell's would move the beacon and install on 31st May 2022.
- JW had requested Goodmans supply Heras fencing to secure the area. Helliwell's would be asked to transport the same to the recreation ground.
- KR would source a suitable ladder to help load the brazier/beacon with firewood.
- NH would store the brazier/beacon after the event.

Food/Drink Provision

- Dave's Snax and Ice Cream Joe were booked to attend.
- JW confirmed an alcohol/entertainments licence had been applied for.

Generator

- No further update received regarding the generator's Kw usage.

Live Music/Acts

- No further update received.

Lorry

- D&G Noble Ltd were kindly providing the lorry on the day, before 6pm. If a driver were needed, the parish council would cover costings. SP in her absence was asked to ensure the parish council's insurance would cover performers on a high stage (since confirmed performers must have their own insurances).

Portable Toilets

- Helliwell's were providing portable toilets for the event.

Other

- JW had booked two refuse bins.

TQPI22/023 – To consider advance publicity and to make recommendation to Full Council as necessary.

General

- SO had sourced a large advertising banner, which had been displayed near the pedestrian crossing on Fields Road (close to the Fields Road/Berryfields roundabout). Publicity information had been added to social media.

TQPJ22/024 – To consider all insurance requirements (including any possible additions to the current policy) and to make recommendation to Full Council as necessary.

General

- JW had sourced first aiders to attend the event.

**Sue Edgar Playford BA (Hons) PSLCC
Clerk to the Council and Responsible Financial Officer
1st May 2022**

FC22/120

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2021-22

No project action plan as this safety steering group had not met since 16th March 2022.

¹ Project Action Plan.

FC22/121**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			£23k		<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. 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	Cllr O'Dell

							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 Journeou.	
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. <u>9th February 2022</u>	Cllr Bygraves

							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. <u>9th March 2022</u>	Cllr O'Dell

							Cllr O'Dell is sourcing an architect to aid with the design specification. <u>11th May 2022</u> Cllr O'Dell had sourced an architect to aid as noted above.	
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To be reviewed monthly at Full Council.

FC22/122RISK ASSESSMENTS PLAN 2022-23

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	11.5.22			
Car Parks	SP	11.5.22			
Cemeteries	PDQ	11.5.22			
Changing Rooms and Toilet Block	SP	11.5.22			
Christmas Street Lighting	SP	11.5.22			
Christmas Tree (including Switch On Event)	SP	11.5.22			
Community Centre	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust
Defibrillators	SP	11.5.22	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		Community First Responders
Fun Fest	SP	11.5.22			
Generator	GL	11.5.22			
Keeley End Pond	GL	11.5.22			

² Wootton Parish Council
Full Council Minutes 11th May 2022

Litter Picking (and caretaker)	SP	11.5.22			
Lone & Isolated Working	SP	11.5.22			
Marquee	SP	11.5.22			
Memorial Hall Play Area	SP	11.5.22			
MUGA – Church Road	SP	11.5.22			
MUGA – Harris Way	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust
Outdoor Film/Cinema Event	SP	11.5.22			
Recreation Ground Gate Duty including volunteers	SP	11.5.22			
Recreation Ground Play Area	SP	11.5.22			
Remembrance Sunday Parade	SP	11.5.22			
Silhouette	SP	11.5.22	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	11.5.22			
Sports Pitches – Church Road	SP	11.5.22			
Sports Pitches – Harris Way	SP	11.5.22	14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches maintenance programme. Works are ongoing		
Street Furniture		11.5.22			
Trees		11.5.22			
Village Sign		11.5.22			
War Memorial	JN	11.5.22			
Work Station (Clerk) – to include the parish office within the community centre	GL	11.5.22	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		

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>