



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 13th July 2022 at 7.37pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to observe the meeting. Two other members of the public arrived at 8.30pm to discuss and observe discussions on agenda item FC22/182. Cllr Lloyd moved this agenda item be determined after agenda item FC22/174 and all members were in agreement. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes and O'Dell. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllrs Lennox and Watson.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/155	Apologies for absence. Cllrs Mapesa, Quirk, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/156	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/157	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.
FC22/158	Report from outside organisations – for information only.	BBCllr/Cllr Wheeler's report was circulated ahead of the meeting. No further comments	Clerk to keep on file.	N/A.

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	To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	received.		
	To receive crime figures for June 2022. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
FC22/159	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.
FC22/160	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 8th June 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 25th May 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Queen’s Platinum Jubilee 2022 Working Group meeting held on 25th May 2022 (members should note this working group will now be disbanded following delivery of the project and therefore these are the final set of minutes which have not been pre-signed by the Chairman of the working group).	Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Noakes. 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 Noakes. Seconded: Cllr O’Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/161	Matters arising from the minutes – for information only. - FC22/145 + FC22/172 – Community Centre at Berryfields. Refer to agenda item FC22/172. - 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 now complete); ○ 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). ● FC22/145 + FC22/172 – 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 FC22/172. ● 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 as well as Bedford Road – from the Cause End roundabout extending to the bus cage(Manor Road flats-side). Yellow lining works in part remain outstanding at Hall End. ● 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			
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	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. Refer to agenda item FC22/174. • 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). The appeal has now been withdrawn by the appellant and no further action will be taken. Move to close.			
FC22/162	Chairman's report – for information only.	Cllr Lloyd confirmed the unauthorised encampment were able to access the recreation ground due to the gate to the	Clerk to keep on file.	N/A.

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		grassed area having been left open by contractors working to replace the MUGA (Multi Use Games Area) lighting. In future, all contractors would be told to close the gate at all times – this extended to all football teams also. He thanked Steve Rowse for his quick actions in reporting their presence to both the police and parish council and thanked the Clerk for her quick actions in ensuring they were moved on within 24 hours. Cllr Lloyd had attended the site whilst occupied and was threatened with violence. Cllr Lloyd then thanked all involved with the Fun Fest – Mark Atkins in particular. It was noted help promised from the upper school did not materialise, putting pressure on others to ensure the day went smoothly. Cllr Lloyd also noted the Community Centre entrance door had been left wide open on Sunday 10th July – with no one in the building. A marshal arts group had been in the building earlier that morning.		
FC22/163	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 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/164	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.
FC22/165	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).	No report as this working group’s final meeting was 25 th May 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/166	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 18 th May 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).			
FC22/167	To receive, review and adopt the (Full Council) Project Action Plan for 2022-23, to determine which projects will be taken forward during 2022-23, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/168	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 re-assign the cemeteries risk assessment to Cllr O'Dell. Further resolved to receive, review and adopt the revised risk assessment for the defibrillators without amendment. Further resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/169	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 Hensher and Noakes. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/170	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 2022.
FC22/171	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2022-23, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/172	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the	<u>Car Park Heads of Terms/Joint Use Agreement</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	Community Centre and to resolve a suitable course of action.	It was noted Hillary Cooper Law continued to have robust dialogue with their counterpart at Bedford Borough Council. <u>Charitable Trust</u> Cllr Bygraves had provided the Clerk with the latest audited year end accounts for the Charitable Trust. <u>Lease</u> Cllr Lloyd and the clerk confirmed the lease agreement had been drafted and was ready for signature, subject to completion of the Heads of Terms/Joint Use Agreement. <u>Sports Pitches</u> A recent cut was undertaken but IdVerde needed to complete a further full cut and weed kill (which could not be carried out during hot weather). This was programmed for the week commencing 18th July (although it was recognised the hot weather may further delay works), along with the final seed, top dress and fertiliser treatment. The clerk confirmed they were now sourcing a maintenance entity for the pitches moving forward and Cllr Bygraves agreed to look into goal post requirements. Resolved to accept the above. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.		
FC22/173	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> No further comments received. <u>Berry Wood (FRS)</u> No further comments received.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

FC22/174	To consider a response to Bedford Borough Council in relation to its Local Plan 2040 Plan for Submission consultation and to resolve a suitable course of action.	CLlr O'Dell had provided a report ahead of this meeting which referenced accessible and adaptable buildings. Having made a Freedom of Information request, CLlr O'Dell confirmed Bedford Borough Council had issued in excess of £5.5million in grant funding to adapt housing, previously unsuitable for disabled residents. This grant funding would only be halted when developers included bungalows within all developments. After discussion it was resolved CLlr O'Dell's report be submitted on behalf of Wootton Parish Council in response to this consultation. Proposed: CLlr Bygraves. Seconded: CLlr Noakes. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC22/175	To consider a response to Bedford Borough Council in relation to its Developing in the Forest of Marston Vale SPD consultation and to resolve a suitable course of action.	After discussion it was resolved to note that whilst the parish council supported Bedford Borough Council's aspirations, it had concerns over their stance that default routes would be bridleway-standard (as noted in Paragraph 4.1.3 – Design Guidance Supplementary Planning Document dated June 2022). This was an inappropriate standard for people with disabilities, including wheelchair or mobility scooter users and removed the motivation to ensure the best possible routes for all. It was suggested all bridleways be split in two – with one side for horses and the other for pedestrians, buggies and wheelchair/mobility scooter users. Proposed: CLlr O'Dell. Seconded: CLlr Bygraves. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC22/176	To receive, review and adopt revised Terms of Reference for the newly merged Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) and to resolve a suitable course of action.	Resolved to receive, review and adopt the revised Terms of Reference without amendment. Proposed: CLlr Noakes.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Seconded: Cllr Hensher. Resolved by all present.		
FC22/177	To receive, review and adopt the updated CCTV Code of Practice and to resolve a suitable course of action.	Resolved to receive, review and adopt the updated CCTV Code of Practice, but remove Cllr Quirk as a person authorised to access the system. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/178	To receive and approve the Internal Best Practice Review findings for Q3+4 2021/22 and to resolve a suitable course of action.	Resolved to receive and approve the Internal Best Practice Review 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.
FC22/179	To revisit the installation of Average Speed Cameras along Cranfield Road and to resolve a suitable course of action.	It was noted that whilst the Roads & Pavements Safety Steering Group had requested Full Council revisit the installation, no progress had been made in securing police support for the proposal. After discussion it was resolved to keep the proposal on file in the hope police support could be secured. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/180	To consider next steps with regard to the relocation/storage of the brazier/beacon currently in situ at the recreation ground, Church Road following the successful Queen's Platinum Jubilee event and to resolve a suitable course of action.	It was noted one support post had been knocked. After discussion it was resolved Cllr O'Dell would investigate the support post and liaise with the Helliwells' who had kindly agreed to help relocate the brazier/beacon. Further resolved to store the brazier/beacon behind the meeting room at the Community Centre, adjacent to the lower school garden. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Cllr O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/181	To review and approve all CIL (Community Infrastructure Levy) projects and to resolve a suitable course of action.	After discussion it was resolved to take forward the following projects:	All to note/take forward.	Localism Act 2011, Ch 1, s1-8.

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		• Enhancement of Green Spaces (this would come forward when the Crown Estate land behind Lorraine Road came into the ownership of the parish council); • Changing Rooms and Toilet Block Remodelling Works (a working group site visit was arranged for Tuesday 2nd August 2022 at 7pm); • 3G Synthetic Pitch (Planning application was with Bedford Borough Council for determination); • Village Hall Disabled Toilets (Cllr Hensher to take forward). Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC22/182	To consider a request from 'A Pizza This' (wood fired pizza van) to trade from the recreation ground car park on Tuesday evenings from (5pm – 8pm) and to resolve a suitable course of action.	The applicant and his partner attended to address questions or issues and members were able to see the pizza van ahead of determining this agenda item. Members were concerned over litter and it was noted a check would be carried out by the applicant before leaving the premises. In addition, only biodegradable products (no polystyrene) were used. After discussion it was resolved to grant permission (subject to the vehicle being sited near the gated access to the grassed area and away from housing) for a trial period of six months, after which the arrangement would be reviewed again. Cllr Lloyd agreed to provide a map showing the suggested location and the applicant confirmed they would now apply to Bedford Borough Council for the appropriate trading licence. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 9.17pm.

FC22/158

Borough Councillors report

E-Scooters

Many residents have expressed concern about the use of these scooters in and around Wootton. In the UK, you are legally entitled to buy, sell, and own an electric scooter. However, it is currently illegal in the UK to use an electric scooter on public roads, pavements, or cycle lanes. Electric scooters can only be legally used in the UK on private land with the permission of the landowner.

Transport Secretary Grant Shapps said:

“E-scooters are widely sold and seen in towns and cities but are currently only legal for use on private land. I want to crack down on the private market and make it illegal to sell e-scooters which don’t meet the regulatory standards which we will bring in,” he told MPs. E-scooters are currently only legal for use on the roads if they are hired as part of government trials, which have safety features such as speed limits of 15.5mph and automatic lights. **More than 30 areas** - including London, Newcastle, Bristol, and Bournemouth - are already operating rental trial schemes. Government figures show that there were 931 casualties involving e-scooters in the year to June 2021, and three fatalities. None of the fatalities involved official trials.

Bedfordshire Police have already confiscated approximately 100 machines. New laws governing their use are due to be announced later this year.

Bedford Corn Exchange given special status by Historic England

The Victorian building which hosted concerts throughout World War Two has been given special status. The mid-19th century Bedford Corn Exchange has been listed at Grade II by Historic England.

During the Second World War the building located on St Paul's Square was used by the BBC Symphony Orchestra to host the BBC Proms and it was also the venue for concerts by the American big band leader Glenn Miller.

Additionally, Historic England has updated the listing of the Grade II* listed Harpur Suite to better describe its history.

In becoming Grade II listed, Bedford Corn Exchange has joined several other buildings in the St Paul's Square area with special historic status.

The Church of St Paul is Grade I listed, as is a statue of John Howard. Bedford's Town Hall and Shire Hall are both listed at Grade II.

Henry Vann, portfolio holder for town centres and planning at Bedford Borough Council, said: “The Corn Exchange is a significant and important building that played a central role during wartime history both globally and locally.

"It is only right that these buildings are recognised through this listing.

"These buildings have an incredibly rich history and deserve to have this recognised."

Bedford Borough Council Issues Nearly 500 Tickets for Illegal Parking Outside Schools

Bedford Borough Council Parking Patrol has already issued 483 parking fines to people parked illegally outside local schools since they started visiting schools during drop off and pick up.

Introduced in November 2021 the Parking Patrol vehicle visits schools around the Borough during drop off and pick up times. Fines are issued to parents parked illegally at locations where danger is caused to school children, parents, and other pedestrians either on double yellow lines or on the zigzag keep clear lines.

The Council has also installed 63 Parking Buddies across 15 schools so far. These buddies remind drivers to park considerately and thank those who walk and cycle to school.

Mayor Dave Hodgson said “Parking restrictions are in place to keep school children, staff, pedestrians, cyclists, and other road users safe. Dangerous and illegal parking outside schools is not acceptable and we are acting against it.

“Our council enforcement officers are committed to keeping people safe and I congratulate them on their dedication, often despite aggressive behaviour from parents.

“Our parking buddies are there to remind parents of their responsibility to keep children safe and consider their driving habits when parking near schools. Please, do remember park safely and lawfully and help keep our roads safe.”

Improvement Works on the Embankment

Bedford Borough Council has completed the first stage of a £1.5million investment in the Embankment, which saw the buff-coloured walkway resurfaced between Newnham Avenue and Bushmead Road.

During these works, fifteen benches down the Embankment have also been replaced. These new benches will refresh and enhance the look of the Embankment and provide better places for people to sit and relax in the beautiful location. The new benches are metal with recycled plastic slats.

These new benches were funded by the Welcome Back Fund, developed by the government as part of the Covid-19 response, comes from the European Regional Development Fund (ERDF) and aims to support the high street and tourist attractions in welcoming back shoppers and visitors.

Local Plan 2040: Plan for Submission consultation

Consultation is now taking place on the Local Plan 2040: Plan for Submission. The plan was approved for consultation purposes by the Council’s Executive on 27 April 2022.

The consultation will run for 6 weeks until 5pm on Friday 29 July 2022.

The Local Plan 2040: Plan for Submission, a short summary leaflet and the supporting documents can be found below:

- [Local Plan 2040: Plan for Submission](#)
- [Summary leaflet](#)
- [Supporting documents](#)
- [Statement of Representations Procedure](#)

Thank you to all involved in removing the unauthorised encampment from the recreation ground so quickly. The policy put in place by the Clerk was swiftly put in action and followed to the letter! It just shows how we must ensure the gates are kept closed even when work is being done on the grassed area.

Appendix 1

Cllr Lloyd, myself and the Clerk are due to meet with the interim Highways Officer who is covering Thomas Emmett's projects following his departure from the borough council, on 20th July. I will provide a report after that meeting. At the time of writing this report we are due to have a further meeting with other representatives from Bedford Borough Council's Highways department to discuss the Berryfields/Fields Road roundabout project. We will also be pushing for white lines along the entire length of Fields Road when the pedestrian crossing is installed.

I have been quite involved in the Wootton schools proposed two tier conversion, mostly on funding using s106 developer funding, Community Infrastructure Levy (CIL) funding and funding from Central Bedfordshire Council. A consultation on this proposal is imminent.

Over the past few weeks, I have been working closely with the police and upper school in dealing with anti social behaviour in the village. Officers have issued warnings, visited parents and some teenagers have been interviewed at the local police station. Police are still attending known hot spots and we hope that affected residents continue to report all issues.

On the 20th June I represented Wootton at the Flag raising event at Borough Hall for Armed Forces Day which was well attended. Myself and the Conservative Group have been given tickets to attend the Mayors reception at this years River Festival – however this year, we have decided to donate our tickets to foster parents within the borough as a way of thanking them for their work in caring for children.

BBCllr John Wheeler
July 2022

Appendix 1a

FC22/158a June 2022			
40/36536/22	ASSAULT WITH INJURY	24/06/2022 17:50	Cause End Road
40/35898/22	ASSAULT WITH INJURY	22/06/2022 00:00	Manor Road
40/33417/22	ASSAULT WITH INJURY	11/06/2022 00:01	Bedford Road
40/35596/22	ASSAULT WITHOUT INJURY	21/06/2022 00:00	Denny Street
40/35584/22	ASSAULT WITHOUT INJURY	21/06/2022 09:00	Denny Street
40/34760/22	ASSAULT WITHOUT INJURY	17/06/2022 17:45	Hide Close
40/34238/22	ASSAULT WITHOUT INJURY	14/06/2022 17:00	Granby Way
40/31898/22	CRIMINAL DAMAGE - RESIDENTIAL	04/06/2022 01:30	Billing Way
40/36216/22	CRIMINAL DAMAGE TO A VEHICLE	24/06/2022 02:15	Manor Road
40/35957/22	CRIMINAL DAMAGE TO A VEHICLE	22/06/2022 16:50	Foster Way
40/34488/22	HARASSMENT	07/01/2022 00:00	
40/32356/22	HARASSMENT	05/06/2022 00:00	
40/31638/22	HARASSMENT	02/06/2022 00:00	
40/31431/22	MALICIOUS COMMUNICATIONS	01/06/2022 13:30	Moore Close
40/35691/22	OTHER CRIMINAL DAMAGE	21/06/2022 00:00	Manor Road
40/35318/22	OTHER THEFT	16/06/2022 14:00	Wootton Green
40/34072/22	OTHER THEFT	10/06/2022 17:00	Church Road
40/33167/22	OTHER THEFT	09/06/2022 19:41	Church Road
40/35662/22	PUBLIC FEAR ALARM OR DISTRESS	19/06/2022 18:30	Manor Road
40/34748/22	PUBLIC FEAR ALARM OR DISTRESS	16/06/2022 21:30	Folkes Road
40/34224/22	PUBLIC FEAR ALARM OR DISTRESS	14/06/2022 17:00	Granby Way
40/33650/22	PUBLIC FEAR ALARM OR DISTRESS	11/06/2022 18:00	Church Road
40/31560/22	PUBLIC FEAR ALARM OR DISTRESS	15/05/2022 00:00	Denny Street
40/36271/22	STATE OR PUBLIC ORDER	31/01/2021 00:01	Manor Road
40/32669/22	THREATS TO KILL	07/06/2022 00:00	Winded

Nothing significant to report.

FC22/163

No report as this steering group had not met since 28th April 2022.

Planning & Environment Committee Report

8th June 2022

Matters arising from the minutes – for information only

See under 29th June 2022.

P22/136 – To appoint Cllr O’Dell as a member of the Planning & Environment Committee.

Resolved Cllr O’Dell be appointed a member of the Planning & Environment Committee.

Proposed: Cllr Quirk.

Seconded: Cllr Bygraves.

Resolved by all present.

P22/137 – To elect a Chairman of the Planning & Environment Committee.

A nomination was received on the evening in favour of Cllr O’Dell. Resolved Cllr O’Dell be appointed Chairman for the ensuing municipal year.

Proposed: Cllr Quirk.

Seconded: Cllr Randell.

Resolved by all present.

Cllr O’Dell proposed a vote of thanks for the years of service undertaken by Cllr Quirk as Chairman of this committee.

P22/137 - To elect a Vice-Chairman of the Planning & Environment Committee.

A nomination was received on the evening in favour of Cllr Noakes. Resolved Cllr Noakes be appointed Vice-Chairman for the ensuing municipal year.

Proposed: Cllr Quirk.

Seconded: Cllr Bygraves.

Resolved by all present.

Planning Applications – for resolution

22/01217/FUL – 5 Ellis Close. Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

29th June 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.

- P22/132 – Condition of noticeboard at Lorraine Road cemetery. Resolved 25th May 2022 (P22/132) to remove the noticeboard. The cemeteries caretaker has confirmed they will remove and suitably dispose the noticeboard at no additional cost to the council.
- P22/133 – Condition of Royal British Legion Bench at Lorraine Road cemetery. Resolved 25th May 2022 (P22/133) to replace the bench with a recycled plastic bench (keeping the plaque) and request the cemeteries caretaker to keep all benches free of bird droppings. The cemeteries caretaker has confirmed they will use a battery operated jet wash to keep all benches clean and will invoice the council on an ad-hoc basis.

Planning Applications – for resolution

22/01293/FUL – 13 Butland Way. Single storey rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Bygraves.

Resolved by all present.

22/01413/FUL – 16 Lunniss Way. Single storey side and rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Quirk.

Seconded: Cllr Bygraves.

Resolved by all present.

22/01444/FUL – 59 Tithe Barn Road. Single storey side and rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Quirk.

Resolved by all present.

CB/18/01969/OUT – Land between Brogborough, Lidlington and Marston Moreteyne.

Outline application – development for up to 5,000 new homes specialist residential accommodation, up to 30ha of employment land, retail, community, open spaces, leisure and sports uses, hotel uses, four lower schools, two middle schools, one upper school, woodland planting, waterbodies and waterway links, ecological areas, accesses, cycle and pedestrian routes, supporting infrastructure, ground remodelling, landscaping and demolition works.

Please note this application is outside the parish of Wootton, but the parish council has been notified as an adjoining parish.

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

- The proposal would increase traffic along both the A421 and C94 (old A421) – both of which were already at capacity. Were the proposal approved, new parallel roads should be included. It was noted vehicles travelling daily to the Covanta facility would further exacerbate the issue, as would development proposals at Kempston Hardwick and Gibraltar Corner.
- The proposal was close to Wootton and without the necessary infrastructure (including but not limited to schools, doctors surgery, dental practice), further pressure would be placed on Wootton and surrounding facilities – which are already stretched. It was recognised a doctors surgery and dental practice were businesses, however their early delivery should be secured via a s106 agreement with appropriate triggers.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

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

20/01842/OUT – Condition 10 – Mobility Housing (Discharge of conditions). 18 and land at 16 Bedford Road.

This council previously raised **AN OBJECTION***.

*Cllr O'Dell confirmed he had raised a query regarding this discharge of conditions – namely that an existing bungalow was being demolished and should be replaced with a new bungalow (to accord with Wootton's Neighbourhood Development Plan). The clerk had passed this query to BBCllr/Cllr Wheeler and agreed to chase for an update and keep this matter on the agenda under matters arising (for information only).

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

This council previously raised **NO OBJECTION**.

No further comments received.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

30th June 2022

FC22/165

The Queen's Platinum Jubilee 2022 Working Group Report

No report as this working group's final meeting was 25th May 2022.

FC22/166

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2022-23

No project action plan as this safety steering group has not met since 18th May 2022.

¹ Project Action Plan.

FC22/167**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 12th January 2022 (FC22/026) to keep the installation on file for a period of 12 months, in the hope police support for the proposal could be obtained. It should be noted the Roads & Pavements Safety Steering Group has since requested Full Council revisit this resolution after a period of six months (to comply with Standing Orders). <u>13th July 2022</u> Refer to agenda item FC22/179.	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. <u>13th July 2022</u> It was noted Cllrs Lloyd, O'Dell and Wheeler (plus the Clerk) were meeting with a Bedford Borough Council representative on Friday 22nd July to discuss this proposal.	Cllr O'Dell
High	Community Centre Lease	2022	£0	£0	£0	£1,500	<u>8th December 2021</u>	Cllr Bygraves

	Agreement (to now include the car park Joint Use Agreement)						Resolved 8th 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. <u>8th June 2022</u> Refer to agenda item FC22/145. <u>13th July 2022</u> Refer to agenda item FC22/172.	
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. <u>13th July 2022</u> BBCllr/Cllr Wheeler has received confirmation from Bedford Borough Council that a lectern may be installed in the vicinity of St. Mary's Church (in what was the gaol area). There was some confusion as to whether the land in question was part of the public highway or privately owned and Cllr O'Dell agreed to take that matter forward. Cllr Hensher would provide the text for the lectern.	Cllr Hensher

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> 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.	Cllr Hensher

Low	Noticeboards	Ongoing	£0	£0	£2,500	£500	<u>12th February 2020</u> When needed.	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>12th January 2022</u> Cllr Hensher has requested information from 21 st Century regarding vandal-proof units as an alternative suggestion (given the original units have been subject to repeated vandalism). <u>9th February 2022</u> Cllrs Hensher, Lloyd, O'Dell, Wheeler and the clerk recently attended a team meeting with a representative from Journeo (21 st Century Fleet Systems Ltd) who already work in RTPI partnership with Bedford Borough Council and a site visit has been arranged (22 nd February) to discuss both additional units and existing, vandalised units. A representative from Bedford Borough Council (Jon Pauling) will attend. <u>9th March 2022</u> The clerk, Cllrs Hensher, Lloyd, O'Dell and Wheeler attended a site visit with representatives from Bedford Borough Council and Journeo on 22 nd February. A number of suggestions including the addition of QR codes at all stops, replacement bus shelters to enable a differing style of RTPI units in some areas and flag-style units 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. <u>13th July 2022</u> A teams meeting with WPC and two Journeo representatives was held ahead of this meeting. Journeo were quoting for the addition of QR codes ²	Cllr O'Dell

² A QR Code is a machine-readable code consisting of black and white squares, usually used to store information.
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							and replacement bus shelters (x4) and a site visit was being arranged in the coming weeks.	
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> A full planning application has yet to be submitted by Neil Boddington (Boddington Planning), however Cllrs Bygraves and Wheeler are now in receipt of	Cllr Bygraves

							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. <u>8th June 2022</u> The full planning application will be determined by the Full Planning Committee of Bedford Borough Council.	
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. <u>11th May 2022</u> Cllr O'Dell had sourced an architect to aid as noted above. <u>8th June 2022</u> Cllr O'Dell's scheduled meeting with the architect (9th June 2022) had been arranged for the week commencing 18th July 2022.	
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To be reviewed monthly at Full Council.

FC22/168RISK ASSESSMENTS PLAN 2022-23

WPC³ 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	SO	13.7.22		August 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	None		8.6.22 SP
Generator	GL	11.5.22	None		8.6.22 SP
Keeley End Pond	GL	11.5.22			

³ Wootton Parish Council
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Litter Picking (and caretaker)	SP	11.5.22			
Lone & Isolated Working	SP	11.5.22			
Marquee	SP	11.5.22	None		8.6.22 SP
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>