



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 12th October 2022 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to discuss and observe discussions on agenda item FC22/237. Cllr Lloyd moved this agenda item and FC22/238 be determined after agenda item FC22/211 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, Mapesa (left at 8.45pm), O'Dell and Randell. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllrs Lennox and Quirk.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/209	Apologies for absence. Cllrs Noakes, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. Cllr Wheeler arrived at 8.50pm directly from Bedford Borough Council's Full Council meeting.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/210	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/211	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.
FC22/212	Report from outside organisations – for information only.	BBCllr/Cllr Wheeler's reports for August and	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). To receive crime figures for August and September 2022. (Appendix 1a).	September were circulated ahead of the meeting. No further comments received. No further comments received.	Clerk to keep on file.	N/A.
FC22/213	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	The clerk detailed receipt of a donation to the parish council of £150, from Ferg Brazier and Tracey Lee who supplied pony rides at this year's Fun Fest event. This sum was paid to the Wootton Poor's Land Charity. All other significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC22/214	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 10th August 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 27th July 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 31st August 2022	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/215	Matters arising from the minutes – for information only. - FC22/199 + FC22/225 – Community Centre at Berryfields. Refer to agenda item FC22/225. - 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). Works are programmed	No further comments received.	Clerk to keep on file.	N/A.

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	between Thursday 27th October 2022 and Friday 4th November (09.00 – 15.30 hrs). The following <u>pavement</u> areas have been prioritised by Bedford Borough Council: ○ 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). BBCllr/Cllr Wheeler is now investigating the pavement areas as Payne Road, Foster Way and Lorraine Road have yet to be programmed by BBC. • FC22/199 + FC22/225 – 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 FC22/225. • FC21/139 – Parking Restrictions/Yellow Lining at various sites. Restrictions are now in place at Elmsdale Road/Bedford Road and Potters			
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	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 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. • FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. Resolved 13th July 2022 (FC22/174) to submit a comment referencing the need for accessible and adaptable buildings within the Local Plan. • FC22/175 – Bedford Borough Council/Central Bedfordshire Council’s Developing in the Forest of			
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	Marston Vale SPD consultation. Resolved 13 th July 2022 (FC22/175) to note default routes should not be bridleway-standard. This was an inappropriate standard for people with disabilities, including wheelchair and mobility scooter users and would remove the motivation to ensure the best possible routes for all. All bridleways should be split in two – one side for horses and one for pedestrians, buggies and wheelchair/mobility scooter users.			
FC22/216	Chairman's report – for information only.	Cllr Lloyd had nothing to report.	N/A.	N/A.
FC22/217	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.
FC22/218	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.
FC22/219	To receive, review and adopt the (Advisory) Roads & Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 5).	No project action plan as this safety steering group had not met since 20 th July 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/220	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/221	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 revised risk assessments for the following: • Christmas Street Lighting; • Christmas Tree (including switch on event). (It was agreed not to hold a formal switch on event this year); • Litter Picking (and Caretaker); • Lone & Isolated Working; • Memorial Hall Play Area;	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		• MUGA – Church Road; • Recreation Ground Gate Duty including volunteers; • Recreation Ground Play Area; • Remembrance Sunday Parade; • Skate Park; • Sports Pitches – Church Road; • Street Furniture; • Trees; • Village Sign; • War Memorial. Further resolved to receive, review and adopt the updated risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		
FC22/222	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 Mapesa and Randell. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/223	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.
FC22/224	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 Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/225	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> The clerk confirmed the latest draft version of the Joint Use Agreement had yet to be received for circulation and discussion.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Charitable Trust</u> The charitable trust was asked to update the parish council on the following issues: • Latest risk assessment for the Community Centre (to include Fire Risk): • Latest risk assessment for the MUGA (Multi Use Games Area); • Latest RoSPA inspection for the MUGA. The clerk was asked to liaise with another charitable trust member. Clarity was needed on the hiring of the sound system/hearing loop (when required). It was noted the sound system had recently been used without permission. <u>Lease</u> No further update received. <u>MUGA (Multi Use Games Area)</u> It was noted the charitable trust intended to make modifications to the MUGA – including replacement flooring and addition of goals – despite a recent RoSPA inspection passing the flooring as suitable for multi purpose use. <u>Sports Pitches/Changing Rooms</u> • Grass cuttings had now been cleared. Cllr Lloyd had spoken with Idverde who continued to be chased on the following outstanding works: • Application of weed killer, seeding, topsoil and fertiliser and the removal of all fencing. It was noted the pitches would likely be available for use post-Christmas and that Bedford Borough Council would take over maintenance when Idverde had completed the works above. Monthly maintenance costings were expected to be £200-£300 and		
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		once the commuted sum received from Persimmon Homes Ltd was spent, the charitable trust would then finance the same. The clerk advised that goal posts recently purchased by the parish council (donated to the charitable trust) would need to be insured under the charitable trust's insurance policy. They would also require assembly before use. The charitable trust's current bookings clerk would facilitate the hiring of the pitches/changing rooms and Cllr Bygraves agreed to resend the hire fees to the clerk. It was noted the changing rooms would need attention before hiring. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC22/226	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> Two laybys on Folkes Road featuring zig zag markings (denoting a no parking area) running from kerb to kerb, regularly had vehicles parking with impunity. Questions were raised as to whether these markings were erroneous given their layout and the clerk was requested to bring this to the attention of Bedford Borough Council's Highways Department. Cllr Lloyd confirmed he had submitted a report to Bedford Borough Council's Highways Department noting the need to replace yellow lining at the top of the layby (junction of Harris Way/Folkes Road). Vehicles parking during school drop off and pick up times overhang into the highway, causing congestion and raising safety concerns.	Clerk to take forward/keep on file.	Town & Country Planning Act 1990 & subsequent.

		<u>Berry Wood (FRS)</u> It was noted Bedford Borough Council had recently entered into a Section 38 agreement (Highways Act 1980) with Bellway Homes Ltd in relation to the adoption of some constructed roads within the development. It was further noted signage at the Cranfield Road end of Burgoyne Avenue denoted a 20MPH zone, however there was no signage Fields Road end. 75% of Burgoyne Avenue was now surfaced, however it was noted a resident had complained to the developers that speed cushions had recently been installed in the wrong place. Whilst it was noted Remus Management Ltd were the management entity for allotments, green spaces and play equipment/sports facilities within the development, play equipment signage still referenced developer's details.		
FC22/227	To consider a response to Bedford Borough Council in relation to its 'Bedford Borough Draft Design Guide' consultation and to resolve a suitable course of action.	Resolved to note the consultation but to make no formal response. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/228	To receive and approve Mazars LLP external audit findings for the financial year ended 31st March 2022 and to resolve a suitable course of action.	Resolved to receive and approve the findings without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/229	To receive, review and adopt an amalgamated/revised Review of Effectiveness of the System of Internal Control (now combined with the Risk Assessment Schedule) and to resolve a suitable course of action.	Resolved to receive, review and adopt the document without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/230	To consider the 'Civility & Respect Pledge' and to resolve a suitable course of action.	Resolved to sign up to the pledge without further comment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Proposed: Cllr O'Dell. Seconded: Cllr Mapesa. Resolved by all present.		
FC22/231	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2023-24, ahead of agreeing/finalising the precept demand in January 2023 and to resolve a suitable course of action.	The clerk confirmed amendments to revenue projects had been made and that she would re-circulate the reports and add this same agenda item to all committee agendas for this/next month.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC22/232	To consider a request from an allotment holder in relation to the placement of a shed* (plot at Hall End) and to resolve a suitable course of action.	*It was noted the request was for a greenhouse rather than shed. An anomaly in the current tenancy agreement was noted and after discussion it was resolved to permit the erection of a greenhouse, subject to the following caveats: • Clear plastic was permitted – glass was not allowed for safety reasons; • All repairs must be completed within a two week period; • The maximum size permitted was 6ft x 4ft; • £100 refundable deposit was required to be paid to the parish council BEFORE installation. This would be refunded ONLY upon the complete removal of the structure and all associated parts; • The tenancy agreement would be amended to reflect the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/233	To consider the placement of one or more 'Tommy' statues and a Remembrance bench (in the style of that at Lorraine Road cemetery) in the vicinity of the war memorial and to resolve a suitable course of action.	Resolved to place a bench only, in the same style as that at Lorraine Road cemetery. The clerk would establish whether planning permission was needed. The existing 'Tommy' style statue currently housed by Cllr Bygraves was damaged and would be disposed of. Proposed: Cllr Randell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr O'Dell. Resolved by all present.		
FC22/234	To consider a revised fees proposal from Neil Boddington (Synthetic Pitch Project Manager) and to resolve a suitable course of action.	Resolved to accept the revised fees proposal which included additional ecological and access road works. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/235	To consider relinquishing Wootton Parish Council's role as agent to Bedford Borough Council in relation to delivery of a synthetic pitch on site at Wootton Upper School, to recommend Wootton Upper School be appointed to fulfil the same role and to resolve a suitable course of action.	This proposal was brought to Full Council as a result of concerns over whether the parish council could recover VAT on the synthetic pitch build, given its location within the grounds of Wootton Upper School. It was noted the developer consortium and school were happy with the proposal and that Bedford Borough Council required formal instruction on the same from the parish council. The parish council would remain involved in the project, which would include the need to secure a user agreement enabling the facility to be freely available to the public during specified hours. Parish council costs incurred to date would be invoiced to the school. Resolved to accept the above and relinquish the parish council's agent role in favour of Wootton Upper School. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/236	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There was one member of the public present who wished to speak and observe proceedings in relation to agenda item FC22/237. There were no other members of the public or press present.	Noted for the minutes.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).

FC22/237	To consider an appeal from an allotment holder in relation to notice given (unkept allotment plot at Hall End) and to resolve a suitable course of action.	The plot holder detailed their wish to be given opportunity to retain the plot but did acknowledge both its current poor state and significant waiting list. After discussion, members resolved the plot holder be given two months to clear and tidy the plot in full, using a rotavator if necessary. This would be reviewed first week of January 2023 and brought to January's Full Council meeting for further discussion/review. Proposed: Cllr Bygraves. Seconded: Cllr Mapesa. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/238	To consider costings in relation to the replacement of bus shelters within Wootton (not including those located within the Berryfields Estate) and to resolve a suitable course of action.	In the absence of costings, it was agreed to carry this agenda item forward to a future meeting of Full Council. Cllr Lloyd agreed to chase for the same.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.58pm.

FC22/212

Borough Councillor Update – August 2022

Ward specific news Wootton

Cranfield and Cause end Road maintenance works were moved from last year's scheme to this year, with Cranfield Road works currently under review.

White lining has been introduced to Fields Road to help ease concerns over traffic safety. The Borough Council are in conversation with me to pen a date for the pedestrian crossing to be installed. Allan Burls has also contacted me so we are a step nearer, however there are still issues with children rushing across Fields Road in the morning to catch the bus. I have also noticed bus cages have been put around some of the stops in Wootton, hopefully now after the meeting with the Borough Council we will see more action taking place!

On the schooling two tier front I was informed last night that Wootton parents will be notified by the end of October what the current situation is (this is keeping in line with Central Bedfordshire Council).

The Borough Council has continued monitoring and maintaining local greenery and have pruned the willow tree on Lorraine Road Green. The Borough Council also assisted in clearing up broken branches in the area as a result of anti-social behaviour.

Executive Decisions

2nd August – Decision to award the following grant - £1,000.00 to support Smart CJS to deliver their Prebend Day Care Centre which provides essential care and support to those facing homelessness in our local community.

4th August – Decision to approve funding from the Mayor's Climate Change Fund for an application from Bedford Pentecostal Church to fund the installation of a more energy efficient gas heating system, in the sum of £8,468 for the reasons set out in this report.

5th August – Decision to accept Grant funding from the DfE to carry out work on their behalf to raise standards in the Early Years. The grant has been signed and accepted for funding up to £27,600 from 1/4/23 to 31/8/23.

12th August – Decision to award the following grant - £1,000.00 to support PBIC to support the Ukrainian Independence Day celebrations.

23rd August - Decision to enter into the Inter Authority Agreement (IAA) on behalf of Bedford Borough Council and as a "Participating Authority" in the Sustainable Warmth scheme. £1,881,000 of funding has been allocated to Bedford Borough Council

Elstow Solar Farm goes live

Bedford Borough Council's brand-new solar farm has been fully energised and is now exporting low-carbon electricity to the grid.

The project has cost £4.15m with Bedford Borough Council investing over £2.2million. The project was awarded more than £1.8million from the South East Midlands Enterprise Partnership (SEMLEP) with additional support from HM Government via the Getting Building Fund.

The Elstow Solar Farm is going to play an instrumental role in the council meeting its ambition of becoming net-zero by 2030.

Solar Together Bedfordshire offer

Bedford Borough Council announced Solar Together Bedfordshire, a group-buying scheme for solar panels and battery storage in May 2022.

Residents who signed up to join Solar Together Bedfordshire recently received an offer letter, which advises them how much installation will cost should they like to proceed with the scheme.

The deadline for residents to reply to their offers is Friday 12 August 2022. If residents have any queries about their quote, they can ask for advice by contacting the Solar Together helpdesk by email: bedfordshire@solartogether.co.uk or by phone: 0800 098 8994 (Monday - Friday, 8am - 5pm).

'Make sure you can vote' urges Bedford Borough Council

The Annual Canvass of households, to update the Electoral Register, is now live. Communications via email and/or letters have been sent to residents of Bedford Borough from the 21st July 2022 to remind them about the electoral register.

The Borough will be sending out further communications to residents that do not respond.

Application for Tesco Express, Harpur Centre

The executive and committee members met regarding the Tesco moving from its current premise in town to a smaller premise inside the Harpur Centre.

Application is to be Determined.

Two New Play areas

The Council officially opened two newly refurbished play areas. One Bedford Park and the other at Jubilee Park.

The play areas have recently opened following extensive refurbishment and upgrades as part of the Council's £500,000 investment in play areas across the Borough this year.

Traffic Management Act and new Borough powers

As part of the Traffic Management Act (2022) the Government will be giving councils the option to apply for powers to enforce against moving traffic offences. Bedford Borough Council applied for these powers by the deadline of 20th May 2022 and the powers were granted unofficially in June 2022. The Borough is still awaiting the official letter, which will confirm these new powers.

Assistance with energy bills and cost of living

£150 Council Tax energy payment

Appendix 1

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

The assistance is paid via direct debit however, any household that are not able to pay via direct debit, have or have not completed the online form have been sent reminder letters, with the access code. If residents are eligible, please do remember to complete and forms.

The Governments Energy Bills Support Scheme

The Energy Bills Support Scheme discount, equating to £400, will be administered by energy suppliers and paid to consumers over a 6-month period. Payments will start from October 2022, there is no need for residents to contact energy suppliers concerning this.

This forms part of the £37 billion cost of living assistance package for consumers over winter 2022 to 2023. A further 8 million of the most vulnerable households will be receiving £1,200 of direct support to help with the cost of living.

Household Support Grant for winter 2022-2023

Bedford Borough Council is giving more than 50% of the Household Support Grant funding to families with children that qualify for free school meals. This will help vulnerable families on very low income to meet the cost of food and utilities during school holidays.

There is also a Local Council Tax Reduction Scheme which provides a Council Tax Support discount of 100% to households on a low income.

Further help

Any households on a low income or that have experienced an unexpected crisis or emergency that means you cannot afford food, can receive assistance from the Council. If any difficulties have arisen, the Council may be able to refer residents to a Bedford Foodbank for assistance.

BBCllr Wheeler
September 2022

FC22/212a

Borough Councillor Update – September 2022

Executive Decisions

2nd September – To award the following grant, £928.20, to support the Legacy Of Windrush Descendants and Friends (LOWD) Jamaican Independence Day celebrations.

12th September - To formally 'make' the neighbourhood plan for Odell, and to confirm it as part of the development plan covering the Odell neighbourhood area (Odell Parish).

15th September - To approve funding from the Mayor's Climate Change Fund for an application from All Nations Church to fund the installation of LED lighting, in the sum of £4,608.

23rd September - To enable Wilshamstead Neighbourhood Plan to progress to the referendum stage of the neighbourhood plan making process.

26th September - To award the following grant, £1,000, to support Wixams Events Team in the organisation of the Community Christmas Light Switch on in Wixams.

26th September - To award the following grant, £1,000, to support Spiral Freerun CIC to provide equipment for their new facility.

Wootton Specific/Two-Tier

An executive paper will be published on the 29th September requesting permission from the executive to agree to launch a non-statutory 'Have your say' consultation on the proposals on two-tier. Consultation will be between 31st October – 11th December.

Wootton Specific/Fields Road

Following the recent success of having white lining put down on Fields Road, Bedford Borough Council renewed its promise of have a crossing installed on the road.

So far we do not have an approximate date for the crossing yet. I understand that there have been near misses lately and two accidents, which thankfully, were not fatal. Following these incidents I will continue to pressure the borough council to get this crossing installed ASAP.

Wootton Specific/20 new homes approved for Wootton

A planning application for 20 new homes in Wootton has been approved by Bedford Borough Council's Planning Committee. Council planning officers recommended the application for the homes on Keeley Lane for approval, subject to conditions which included an agreement to secure 30 per cent affordable housing.

Planning permission was granted for a 3G synthetic pitch to go on site at the upper school. Meetings are ongoing between the upper school and borough council to secure additional funding.

Cranfield Road will be resurfaced from the mini roundabouts to the cottages at the end of October and borough council engineers are looking at potential safety measures for the narrow section before the roundabout.

Cause End Road resurfacing by Tesco's will be delayed until gas works are completed.

Passing of Graham Bates (Alderman, JP, OBE)

Graham Monro Bates, b.1937, inheritor of the family business, Cyril Bates Drapers until its closure in 1994, passed away Sunday morning, 18th September. He had been heavily involved with the Conservative Party

He served as a Borough Councillor for a total of 35 years (firstly for Queens Park then Biddenham & Bromham), becoming Mayor of Bedford in 1973-74 and was elected an Honorary Alderman on his retirement from the Borough Council.

Our thoughts are with his friends and family.

Adult Services questioned after death of young man

A report into the death of a young man in Bedford is set to ask how he was failed by adult services agencies in Bedford Borough and Central Bedfordshire.

Bedford Borough Council's Executive heard on Friday (23 September) that the report is due next week.

Bedford Borough Council "Best Start" website

Last year Cllr Phillippa Martin-Moran-Bryant (Conservatives) raised important questions at the Children's Services Overview and Scrutiny Committee surrounding what guidance and support the Borough provides to parents/carers when choosing schools.

The Council has since taken this forward with its soon to be named 'Best Start Bedford Borough' website potentially going live this month/soon. The site will function as a 'one-stop' website, which will offer advice to parents/carers for children under five with information about health, education and childcare.

Sustainable Warmth Scheme

Bedford Borough Residents is set to receive £1M of Conservative Government grants to help insulate energy inefficient homes on low-income.

After successfully bidding, Bedford Borough Council become a "Participating Authority" in the Sustainable Warmth scheme. The funds will be used to upgrade the energy efficiency of households most impacted by the cost of rising energy prices through solutions like better insulation, renewable heating systems and double-glazing.

The scheme should help lower bills and help tackle fuel poverty. For homes connected to the gas grid, the grant is up to £10,000. Whereas the grant ranges between £10,000 and £25,000 for homes not connected to the gas grid. Bedford Borough residents who have an annual household income under £30,000, under £20,000 after rent or mortgage costs, or whose household is on means-tested benefits, are more likely to qualify for the scheme.

To find out more or check your eligibility, please visit www.bedford.gov.uk/SustainableWarmth.

Midland Road Regeneration

Bedford was awarded over £22million from the Conservative Government as part of its Town Deal and is looking to invest £5million for Midland Road.

The Council held a public drop-in session regarding its Midland Road Regeneration project as part of the Town Deal, on Wednesday 7th of September as an opportunity for local residents and businesses to learn more about the project proposals and provide their thoughts on the scheme.

The Midland Road regeneration projects include investment to transform this key gateway from the railway station into the town centre. The council want to create a vibrant corridor by investing in both the walking route and the visual impression, with improvements to individual businesses' shopfronts."

New Average Speed Cameras

New average speed cameras have been confirmed for the following locations:

- A6 south of Bedford
- B530 – Kempston Hardwick
- Ampthill Road, Bedford
- Brickhill Drive, Bedford
- Clapham Road, Bedford
- Harrowden Road, Bedford
- Mile Road, Bedford
- Norse Road, Bedford
- Park Avenue, Bedford
- Wentworth Drive, Bedford
- Bedford Road, Kempston
- Cemetery Road, Kempston (between High Street and Martell Drive)
- Cotton End, Wilstead
- Bedford Road, Wixams
- Rushden Road, Wymington

The average cost per set of cameras is £85,000 with a maintenance cost of £2500 per camera. Assuming two cameras per site, the cost of installation would be in the region of £1,275,000 with a maintenance cost of £75,000.

National Highway and Transport Public Satisfaction Survey

Recently, Bedford has taken part in the NHT Survey and its results had been released. This year the survey was sent to 3,428 households across the authority area and 728 members of the public responded. This represents an overall response rate for Bedford of 21.4% compared with the national average of 23.8%.

Key takeaways:

- The Bedford public placed most importance on 'Safety on roads' with a high priority on the 'Condition of Roads'. The public was least satisfied with the 'Condition of Roads' with residents wanting see improvement in the level of service and more spending.
- There was a public reception that there is an increased number of potholes and damaged roads

Appendix 1

- For Bedford's residents the main grievances were mostly the condition, repair and quality of roads. These concerns made up the bulk of the top 10 lowest scores
- Bedford's residents reported the lowest Satisfaction with the speed of repair to damaged roads at 29%.

Stagecoach Bus Timetable and Service.

A number of bus routes are to be axed or changed by a Stagecoach to reflect what it called "new travel habits." Stagecoach East said a new bus network would be brought in across Bedfordshire from 30 October.

Changes such as cutting the hourly service of the 41 bus to 90 minutes, has made commuting virtually impossible for these residents and only encourages more travel by car. These are completely unacceptable changes and the Conservative Group does not support the changes made.

Bedford Borough Council Planning Department

In order to address the current pressures and backlog the Borough council will follow these principles to attract and retain planning officers.

- The BBC will ensure that their planners have a manageable workload.
- The BBC will ensure that they pay their planners at an equivalent level to those in neighbouring authorities.
- The BBC will ensure that their planners receive full support from senior officers and from Members.
- The BBC will seek to "grow our own" planners, offering comprehensive training – including support in obtaining planning degrees – to new entrants into the planning service.
- The BBC will look to promote internally as soon as staff are ready for more senior roles.
- The BBC will use Bedford's characteristics as a microcosm of the country as a whole to build an "offer" to planners wishing to progress their careers in every aspect of development; major or minor applications; rural or urban locations; employment or housing sites; schools, roads, railways and other infrastructure – Bedford can offer everything except a coastline.

Avian influenza (bird flu)/Council encourages public to exercise caution over reported bird deaths

As you may be aware, a single case of avian influenza (bird flu) had been confirmed near Blunham back in late August. Currently, there are no reported cases in Bedford or anywhere else in the Borough however, there have been concerns have been raised about a recent increase in birds dying in and around the River Great Ouse.

Bedford Borough Council are currently unable to confirm their cause of death and are working with Defra (Department for Environment, Food and Rural Affairs) to investigate. **There is no indication this is linked to Avian Influenza.**

However, we are encouraging residents do not touch any sick or dead birds and request that if they find any dead or visibly sick birds in the local area, they are not fed or touched. Instead, cases should be reported to Defra's GB helpline by calling 03459 335577.

Electoral register checks underway in 2022 Annual Canvass

The annual canvass – which allows the council to keep Bedford's Electoral Register up to date, ensuring residents are able to vote in future elections – is now well underway.

Appendix 1

As part of the next steps, Electoral Registration canvassers will be knocking on doors of non-responding households to ensure everyone's details are correct.

Residents can call the council helpline on 01234 718078 if they have any queries about the Electoral Registration Canvassers.

For more information visit www.bedford.gov.uk/household-canvass

Project SEARCH launches at Bedford Borough Council

Bedford Borough Council, Bedford College and DFN Project SEARCH, a leading charity that supports young people with learning disabilities and autism to move into work, launched a new supported internship programme in Bedford Borough (September 2022).

Bedford Borough Council will be the host employer for up to 12 young adults with the interns going on to complete three 10 week work experience placements within Bedford Borough Council.

Traffic Management Act and new borough council powers

As part of the Traffic Management Act (2022) the Government will be giving councils the option to apply for powers to enforce against moving traffic offences. Bedford Borough Council applied for these powers by the deadline of 20th May 2022 and the powers were granted unofficially in June 2022. The Borough is still awaiting the official letter and no updates have been given on its status.

COVID-19 Booster

The autumn booster jab will be offered to everyone aged 50 and over, those who are at higher risk from serious illness such as pregnant women and people with long-term health conditions, along with frontline health and social care workers.

Since Monday 12 September an autumn booster can be booked online for anyone who is:

- 65 or over
- Pregnant
- Aged 5 and over and at high risk due to a health condition or weakened immune system
- Aged 5 and over and living with someone who has a weakened immune system
- Aged 16 and over and is a carer
- A frontline health or social care worker

To find out more about the autumn booster or to book your vaccination [visit the NHS website](#).

Council Active Adult Courses

Booking is now open for Bedford Borough's Active Adults courses.

The courses all start the week commencing 26th September and last eight weeks. These beginner sessions are ideal for people who have never tried a sport or who would like to get back into sports in a relaxed environment.

Find out more about all of these courses on the [Council's website](#).

Appendix 1a

FC22/212b August 2022			
40/44702/22	ASSAULT WITH INJURY	02/08/2022 21:00	Studley Road
40/48923/22	ASSAULT WITHOUT INJURY	22/08/2022 00:00	Burgoyne Avenue
40/47143/22	ASSAULT WITHOUT INJURY	14/08/2022 00:00	Burgoyne Avenue
40/45711/22	ASSAULT WITHOUT INJURY	07/08/2022 18:15	Bedford Road
40/44146/22	BURGLARY - RESIDENTIAL	29/07/2022 09:30	Church Row
40/49058/22	CRIMINAL DAMAGE - RESIDENTIAL	22/08/2022 20:44	Duncombe Drive
40/45424/22	CRIMINAL DAMAGE TO A VEHICLE	02/08/2022 19:30	Ellis Close
40/48985/22	HARASSMENT	04/07/2022 00:00	
40/48621/22	HARASSMENT	18/08/2022 00:00	
40/46256/22	INTERFERING WITH A MOTOR VEHICLE	09/08/2022 23:30	Tithe Barn Road
40/45818/22	MALICIOUS COMMUNICATIONS	23/06/2022 14:20	Halegate
40/45664/22	MALICIOUS COMMUNICATIONS	29/07/2022 00:01	Simms Close
40/50206/22	OTHER CRIMINAL DAMAGE	28/01/2022 00:00	Thorpe Way
40/44239/22	OTHER THEFT	31/07/2022 00:00	Church Road
40/44089/22	OTHER THEFT	30/07/2022 00:00	Tithe Barn Road
40/44667/22	PUBLIC FEAR ALARM OR DISTRESS	31/07/2022 02:26	Denny Street
40/49747/22	STATE OR PUBLIC ORDER	01/07/2022 00:01	Manor Road
40/45013/22	THEFT FROM A MOTOR VEHICLE	02/08/2022 22:00	A421
40/48424/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	16/08/2022 21:50	Mephram Road
40/50309/22	THREATS TO KILL	29/08/2022 13:30	Church Road
FC22/212c September 2022			
40/54079/22	ARSON NOT ENDANGERING LIFE	03/09/2022 02:23	Church Road
40/54119/22	ASSAULT WITH INJURY	17/09/2022 22:21	Ellis Close
40/54012/22	ASSAULT WITH INJURY	12/09/2022 14:17	Denny Street
40/51245/22	ASSAULT WITH INJURY	03/09/2022 15:00	Harris Way
40/54137/22	ASSAULT WITHOUT INJURY	17/09/2022 00:00	Juffs Lane
40/53254/22	ASSAULT WITHOUT INJURY	13/09/2022 00:00	Early Mead
40/55560/22	ATTEMPTED BURGLARY - RESIDENTIAL	24/09/2022 19:03	Ashpole Avenue
40/51979/22	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	19/08/2022 02:00	Hall End

Appendix 1a

40/51454/22	CRIMINAL DAMAGE TO A VEHICLE	03/09/2022 23:15	Duncombe Drive
40/54133/22	HARASSMENT	17/09/2022 00:00	
40/54460/22	KIDNAPPING	19/09/2022 00:00	
40/54571/22	KIDNAPPING	19/09/2022 00:00	
40/51933/22	MALICIOUS COMMUNICATIONS	02/09/2022 07:55	Burgoyne Avenue
40/54809/22	PUBLIC FEAR ALARM OR DISTRESS	20/09/2022 11:00	Ella Gardens
40/53133/22	PUBLIC FEAR ALARM OR DISTRESS	10/09/2022 14:20	Waite Meadows
40/51931/22	PUBLIC FEAR ALARM OR DISTRESS	07/09/2022 06:09	Lorraine Road
40/54582/22	STALKING	19/09/2022 00:00	
40/55231/22	THEFT FROM A MOTOR VEHICLE	22/09/2022 19:30	A421
40/54884/22	THEFT FROM A MOTOR VEHICLE	13/09/2022 18:30	Swallow Way
40/53216/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	12/09/2022 00:01	Foster Way
40/51347/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	02/09/2022 14:00	Folkes Road
40/54243/22	THREAT INTENT TO COMMIT CRIM DAM	16/09/2022 22:00	Duncombe Drive
40/51936/22	THREATS TO KILL	29/08/2022 00:00	Juffs Lane

FC22/213

List of correspondence received (copies of correspondence can be requested from the clerk)

Significant issues are emailed at the time of receipt.

FC22/217

(Advisory) Neighbourhood Plan Steering Group Report

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

FC22/218

Planning & Environment Committee Report

10th August 2022

Matters arising from the minutes – for information only

See under 31st August 2022

Planning Applications – for resolution

22/01661/FUL – 12 Payne Road. Single storey side extension linking existing detached garage with main dwelling.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

22/01732/FUL – 41 Folkes Road. Front porch extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

20/01842/OUT – 18 and Land at 16 Bedford Road. Condition 11 Construction Management Plan (Discharge of Condition – 22/00594/AOC) and Condition 12 (Discharge of Condition – 22/00595/AOC).

This council previously raised **AN OBJECTION.**

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

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

22/01122/FUL – 149 Bedford Road. Erection of garden room/annexe in rear garden.

This council previously raised **NO OBJECTION.**

No further comments received.

Resolutions

P22/188 – To receive, review and adopt revised regulations for Lorraine Road cemetery (including a brochure to be taken away from the cemetery) and to resolve a suitable course of action.

Resolved to receive, review and adopt the revised regulations and brochure with the following amendments:

- Amend all references from ‘graves’ to ‘plots’;
- Note the Clerk to the Council has the discretion to allocate plots;
- Note it must be clear whether an American style casket will be used, when reserving a plot.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

P22/189 – To consider a new Street Trading Consent application (Wootton Village Hall car park, MK43 9EU – Tuesday 5pm-8pm) for Christopher Tyler T/A A Pizza This and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

31st August 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. Upgrade works were due to commence week commencing 22nd August 2022.
- 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. This has now been completed. Move to close.
- P22/133 + P22/172 – 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. Further resolved 13th July 2022 (P22/172) in light of further significant information received, to replace the bench with a metal commemorative-style bench. The metal bench is in situ but requires fixing, once the existing concrete base has been replaced to accommodate the extra length required. *
*Cllr O'Dell commented on the replacement bench which was much improved on the previous.

Planning Applications – for resolution

22/01810/FUL – 41a Fields Road. Two storey side extension and single storey canopy extension

BBCllr Wheeler passed on comments given to him by a local resident who was concerned about increased parking in the area and loss of light to adjoining properties. Concerns the property was close to the proposed pedestrian crossing for Fields Road were considered not relevant.

After discussion it was resolved **NO OBJECTION** but to make the following observation:

- Any development (including but not limited to roof tiles, guttering, satellite dishes) should not encroach adjoining properties or extend beyond the boundary.

Proposed: Cllr Quirk.

Seconded: Cllr Noakes.

Resolved by all present.

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

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.

This council previously raised **AN OBJECTION**.

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

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

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

This council previously raised **NO OBJECTION**.

Resolutions

P22/201 – To consider a new Street Trading Consent application (all consent streets throughout Bedford Borough area, outside of the Town Centre) for Deli Delivered Ltd and to resolve a suitable course of action.

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

Proposed: Cllr Randell.

Seconded: Cllr Quirk.

Resolved by all present.

P22/202 – To receive a report from FA Bartlett Tree Expert Co in relation to the annual tree survey and to resolve a suitable course of action.

Resolved to receive and accept the report and request that all Priority One and Two works be carried out.

Proposed: Cllr Quirk.

Seconded: Cllr Lloyd.

Resolved by all present.

28th September 2022

Report from outside organisations

Bedford Borough Council. Notice of temporary road closure – Keeley Lane. Length affected – Lower Kiln Field. Reason – new water supply. The temporary road closure is anticipated to be in operation 08.00 – 18.00 hrs from 10th -12th October 2022. For fuller information including map, please click [here](#).

Planning Applications – for resolution

22/01959/FUL – 22 Fields Road. Two storey side and single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

22/01950/FUL – 26 Wootton Green. Conversion of and alterations to garage space to form accessible ground floor annexe with provision of first floor office space above including flat roof dormer to rear.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Randell.

Resolved by all present.

22/01970/FUL – 44 Cause End Road. Proposed new 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.

Resolved TO OBJECT using the following material considerations:

- The proposal was an over-development of the site;
- Ingress/egress to the proposed development was on a dangerous apex in the road;
- A replacement ash tree (in relation to a previous planning application at the same address – 19/00313/TPO) should remain.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

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

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

This council previously raised **NO OBJECTION.**

22/01661/FUL – 12 Payne Road. Single storey rise extension linking existing detached garage with main dwelling.

This council previously raised **NO OBJECTION.**

No further comments received.

Resolutions

P22/214 – To consider a request for additional works to a replacement street lighting column at Hall End and to resolve a suitable course of action.

Resolved not to carry out any additional works to the replacement lighting column, as members determined the matter was with Bedford Borough Council to take forward.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

4th October 2022

FC22/219

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2022-23

No project action plan as this safety steering group had not met since 20th July 2022.

¹ Project Action Plan.

FC22/220**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>12 October 2022</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council.	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>12 October 2022</u> Cllrs Lloyd, O'Dell and Wheeler and the Clerk met on site with a representative from Bedford Borough Council who confirmed their agreement in principle. This would be subject to the parish council	Cllr O'Dell

							indemnifying Bedford Borough Council against any accidents involving the structure. The clerk has received what members considered to be the necessary confirmation from the parish council's insurers. Any contractor would need to be Bedford Borough Council approved and be licenced to work on the highway. It would also be necessary to contact all utility providers to ensure the area was free of cabling/pipes. Cadent Gas Ltd will be approached at an upcoming open evening on 19th October 2022 and the clerk agreed to request a list of all other potential utility providers from Bedford Borough Council. This was required before planning permission/licence for installation was needed. Cllr O'Dell confirmed he has approached Graham Stewart (architect) to prepare the necessary plans for submission to Bedford Borough Council's Highways and Planning Departments, in order to secure both a licence for installation and planning permission. It was noted the beacon would likely be needed for the Coronation in May 2022 before being sited on the roundabout.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2022	£0	£0	£0	£1,500	<u>8th December 2021</u> Resolved 8th December 2021 (FC21/295) that Hillary Cooper Law be re-appointed to address all outstanding issues. <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.	Cllr Bygraves

							<u>10th August 2022</u> Refer to agenda item FC22/199. <u>12 October 2022</u> Refer to agenda item FC22/225.	
Low	Lecterns	2022	£1,200 per	£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). <u>10th August 2022</u> A question now surrounds whether the proposed site sits on privately-owned land and this is being investigated by Bedford Borough Council.	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	Cllr Quirk

							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 2 nd 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.	
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>12th January 2021</u> Bedford Borough Council's Executive has approved the Neighbourhood Plan and the referendum is scheduled for Thursday 17 th February 2022. <u>9th March 2022</u> The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt the plan will be considered by Bedford Borough Council's Executive on 2 nd 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>	Cllr O'Dell

							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 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 a Journeo representative is being arranged to discuss suggestions/costings. <u>10th August 2022</u> The clerk and CLlrs O'Dell and Wheeler attended a further site visit with representatives from Bedford Borough Council (Jon Pauling), Journeo (Saff Riaz) and Etesian Green Shelters (Steve Miller) on 28th July 2022. Having examined the four sites with bus shelters, Steve agreed to furnish the parish council with quotations to replace all shelters with eco shelters with living roofs to help offset carbon emissions. A separate quotation would be made in relation to Real Time Passenger Information Units as	
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							it was unclear whether these could be funded by Bedford Borough Council, as previously understood. It was hoped the quotations would be ready for discussion at September's Full Council meeting. <u>12 October 2022</u> Refer to agenda item FC22/238.	
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. <u>12 October 2022</u> Upgrade works (bar the two columns noted above *) were completed week commencing 22nd August 2022. The final adoption by Bedford Borough Council remains outstanding.	Cllr Quirk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k		£700,000	<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>	Cllr Bygraves

							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 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. <u>12 October 2022</u> Planning permission has been granted by Bedford Borough Council. Refer to agenda item FC22/235.	
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	Cllr O'Dell

							clerk of any potential contractors. <u>9th February 2022</u> Cllr Lloyd has provided graphics which can be supplied to Bedford Borough Council and potential contractors. The specification (including bricks) should match the existing sign on Bedford/Wootton Road. Cllr O'Dell has sourced one potential contractor (bricklayer) and requested members pass on details of others. Wrighton & Barker have also been approached to help with the 'Wootton' insert and may be able to recommend other contractors. <u>9th March 2022</u> Cllr O'Dell is sourcing an architect to aid with the design specification. <u>10th August 2022</u> Cllr O'Dell has confirmed the architect will produce drawing specifications for consultation with Bedford Borough Council. <u>12 October 2022</u> A Bedford Borough Council representative confirmed the proposal would be acceptable in principle, but it would be advisable to contact the adjacent landowner to ensure they were aware of the same. The clerk is awaiting a response from the land registry in order to identify the owner. It will also be necessary for the parish council to indemnify the Borough Council in the event of any accident involving the structure – this can be taken forward when specifications are known. Any contractor would need to be Bedford Borough Council approved and be licenced to work on the highway.	
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							Cllr O'Dell confirmed he has approached Graham Stewart (architect) to prepare the necessary plans for submission to Bedford Borough Council's Highways and Planning Departments, in order to secure both a licence for installation and planning permission. It will also be necessary to publicise the application in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015, Article 13.	
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To be reviewed monthly at Full Council.

FC22/221RISK 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	None		10.8.22 SP
Car Parks	SP	11.5.22	Awaiting an updated RA from BBC – requested from Simon Dudley on 26.7.22. It is unlikely any changes will be made but BBC will send an updated copy when the process has been completed		
Cemeteries	SO	13.7.22		August 22	
Changing Rooms and Toilet Block	SP	11.5.22	Left on file for now pending extensive remodelling works (and the demolition of the toilet block). It is hoped works will commence in 2022		
Christmas Street Lighting	SP	11.5.22	None		12.10.22 SP
Christmas Tree (including Switch On Event)	SP	11.5.22	None		12.10.22 SP

² Wootton Parish Council

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	A recent RoSPA inspection (8.7.22) found only low risk issues		10.8.22 SP
Litter Picking (and caretaker)	SP	11.5.22	None		12.10.22 SP
Lone & Isolated Working	SP	11.5.22	None		12.10.22 SP
Marquee	SP	11.5.22	None		8.6.22 SP
Memorial Hall Play Area	SP	11.5.22	None		12.10.22 SP
MUGA – Church Road	SP	11.5.22	A new LED system was installed in June 2022, and this system should be checked every three years.		12.10.22 SP
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	Not required for 2022		
Recreation Ground Gate Duty including volunteers	SP	11.5.22	None		12.10.22 SP
Recreation Ground Play Area	SP	11.5.22	None		12.10.22 SP
Remembrance Sunday Parade	SP	11.5.22	None		12.10.22 SP
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	None		12.10.22 SP
Sports Pitches – Church Road	SP	11.5.22	None		12.10.22 SP
Sports Pitches – Harris Way	SP	11.5.22	14.4.21 – ProPitch (Idverde) have been appointed to undertake the		

			pitches maintenance programme. Works are ongoing		
Street Furniture	SP	11.5.22	None		12.10.22 SP
Trees	SP	11.5.22	None		12.10.22 SP
Village Sign	SP	11.5.22	None		12.10.22 SP
War Memorial	JN	25.8.22	None		12.10.22 SP
Workstation (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. 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>