



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 8th March 2023 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were three members of the public present, two who wished to observe the meeting and one who wished to discuss and observe discussions on agenda item FC23/066. 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, Noakes, O'Dell, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Quirk.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/047	Apologies for absence. Cllrs Hensher and Mapesa.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC23/048	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/049	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.
FC23/050	Report from outside organisations – for information only. To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1).	The report was circulated ahead of the meeting. BBCllr/Cllr Wheeler was asked to investigate the Fields Road crossing in greater detail. Why was a zebra crossing	BBCllr/Cllr Wheeler to take forward.	N/A.

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	To receive crime figures for February 2023. (Appendix 1a).	installed in place of a toucan crossing and what was happening with the balance of s106 funding? Why was the parish council not consulted on the change prior to installation? Some form of push-button crossing was surely a necessity on what was a very busy route through the village. BBCllr/Cllr Wheeler then explained the developer consortium did not wish to install Electric Vehicle Charging Points at the site car park on Burgoyne Avenue and it was therefore necessary to seek an alternative location within the village, for the same. Finally, BBCllr/Cllr Wheeler noted works to install yellow/zig zag lining along Harris Way had been delayed due to issues with the water table – he was investigating this further.	No further comments received.	Clerk to keep on file.	N/A.
FC23/051	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.
FC23/052	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 February 2023. 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 January 2023.	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 Bygraves. Resolved by all present.		Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/053	Matters arising from the minutes – for information only. FC23/041 + FC23/063– Community Centre at Berryfields. Refer to agenda item FC23/063.	No further comments received.		Clerk to keep on file.	N/A.

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	• FC20/264 – Areas of road/pavement requiring resurfacing. Refer to the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) as all areas of roads & pavements are being re-visited before a request for remedial works is made to Bedford Borough Council. (Historically, the parish council has requested the following <u>pavement</u> areas be resurfaced): ○ Foster Way (its entirety); ○ 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). • FC23/041 + FC23/063 – 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 FC23/063. • FC21/139 – Parking Restrictions/Yellow Lining at various sites. 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). • FC22/174 – 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. Policy DM3(S) Housing Mix currently states: <i>“New housing developments will be expected to provide a mix of dwelling size and type to meet the identified needs of the community including families with children, older people, people wishing to build</i>			
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	<i>their own homes and people with disabilities and special needs in accordance with the Council's current Local Housing Needs Assessment and other current assessments of housing need including the Older Person's Accommodation Strategy, the Learning Disabilities Accommodation Strategy, the Mental Health Accommodation Strategy (or their successor Strategies) and evidence in respect of the needs of other specialist groups".</i> The Local Plan 2040 was submitted to the Secretary of State on 12th January 2023, where an independent examination will take place. • FC22/233 – Placement of a Remembrance Bench (in the style of that at Lorraine Road cemetery) in the vicinity of the war memorial on Church Road. Resolved 12th October 2022 (FC22/233) to site the bench adjacent to the war memorial. An order to site the base has been given to N R Services however this will now be held until spring 2023 due to inclement weather. • FC23/019 – Correspondence from Bruno Peek (Pageant Master) relating to King Charles III's Coronation and the 80th Anniversary of the D-Day landings. Resolved 11th January 2023 (FC23/019) to keep this on file until the village entrance sign and Berryfields roundabout projects have been completed/resolved.			
FC23/054	Chairman's report – for information only.	No report available.	Noted for the minutes.	N/A.
FC23/055	To receive, review and adopt a report and Project Action Plan from the (Advisory) Leisure & Amenities Committee (including the Roads & Pavements Safety Steering Group) and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report as this committee/safety steering group had not met since 18 th January 2023.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/056	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 4).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/057	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 5).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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FC23/058	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 Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/059	To receive, review and adopt all Risk Assessments for 2022-23, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/060	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC23/061	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.
FC23/062	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: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC23/063	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 had met (virtually) with Joy Akah-Douglas on 21 st February 2023 and was informed Bedford Borough Council were chasing their client and would be in contact again when instructions were received. BBCllr/Cllr Wheeler was asked to see what	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		version of the JUA the lower school had, in the hope it would speed up the process. Cllr Lloyd asked when the lights in the school car park would be fixed. BBCllr/Cllr Wheeler confirmed repairs (to include the school roof and sewage system) were programmed. It was hoped sewage repairs would not affect the Community Centre car park. Cllr O'Dell stated the company responsible for certifying the school building should be sued by the Borough Council – to cover the cost of remedial works. <u>Charitable Trust</u> Cllr Hensher was now dealing with the following issues, however due to his non-attendance at this meeting no further updates were available: • Latest risk assessment for the Community Centre (to include Fire Risk) – the fire risk assessment completed by Shield Safety Systems Ltd recommended a review in October 2020 and a more up to date copy has not been sent. It was unclear whether the comments/deficiencies raised in the 2019 assessment had been addressed. • Latest risk assessment for the MUGA (Multi Use Games Area) – this query had not been addressed and the clerk submitted a further copy to Paul Quinton on 15th November 2022. • Gallico Systems Certificate (Fire Detection and Alarm System) dated		
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		2019 – is a more up to date copy available? • Latest RoSPA inspection for the MUGA – the Charitable Trust was awaiting the outcome of its request for WPC to use EMR to fund changes to the MUGA (including surface). Cllr Bygraves detailed the charitable trust was currently running at a loss, mostly due to increased utilities. Their fees had been reviewed accordingly. <u>Lease</u> No further update received. <u>MUGA (Multi Use Games Area)</u> Cllr Lloyd/the clerk confirmed they were in the process of obtaining quotations to replace the existing lining to better accommodate basketball, netball and football. The clerk was awaiting further information from Highlights (Floodlighting) Ltd with regard to the possibility of adding sensors to the MUGA lighting and moving the sensor currently located near the plant room. Resolved to accept the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.		
FC23/064	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> It was again noted BBCllr/Cllr Wheeler continued to chase on the yellow/zig zag lining for Harris Way.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		<u>Berry Wood (FRS)</u> A number of residents had complained about the poor state of internal footpaths. Despite that, the developer consortium had dismissed Cllr Lloyd's report detailing the same. The developer consortium were also unwilling to make changes to the speed cushions or consider changes to extend the 20MPH as far as Fields Road. Play areas were still cordoned off and it was noted a number of trees planted last year had failed. The following members were appointed to a working group, created to inspect all roads and pavements within the development. A time to meet would be determined and Cllr Lloyd would provide a map of the area ahead of that meeting: Cllrs Bygraves, Lloyd, Noakes, O'Dell and Randell. The parish council had recently been made aware of YMCA's intention to close its nursery provision from the end of March 2023. BBCllr/Cllr Wheeler confirmed the unit was owned by Bedford Borough Council who had already commenced a tender process to appoint a new provider.	Cllrs Bygraves, Lloyd, Noakes, O'Dell and Randell to take forward.	
FC23/065	To consider a response to Bedford Borough Council in relation to its Overview And Scrutiny Committee's Work Programme Consultation and to resolve a suitable course of action.	After discussion it was resolved to ask the Overview and Scrutiny Committee responsible for Highways Works to consider whether support and advice provided to rural parish councils was adequate. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler.	Clerk to take forward.	Stakeholder Consultation.

		Resolved by all present.		
FC23/066	To receive the latest draft notes from the Covanta (now Encyclis) Liaison Panel and to resolve a suitable course of action.	The resident in attendance confirmed notes from October 2022's liaison panel meeting went some way to address previous concerns, however they were still not available to view on Rookery South ERF's website. A lengthy water management report was now available (and had been circulated to members ahead of this meeting). The resident intended to take that report a stage further and would be enquiring whether there was a requirement from Rookery South ERF to discharge out of the Rookery South pit. If yes – how would it be managed and where would it go? Cllr Noakes confirmed he found the information relating to the Penstock Valve useful. Resolved to receive and note the latest draft notes and comments above. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/067	To consider a grant request from the Wootton Good Neighbour Scheme (£916.62) to cover the scheme's running costs and to resolve a suitable course of action.	After discussion, it was resolved to approve a reduced grant request of £850.00. The clerk was asked to explain the reduction which would likely provide guidance for any future grant requests. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.26pm.

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FC23/050

Borough Councillor Update – March 2023

Department for Work and Pensions Household Support grant continues to support Borough residents

The Household Support grant has been used to help provide supermarket vouchers to thousands of families who are entitled to income related free school meals. Additionally, following Government guidance, the Council has chosen to extend the Household Support Grant criteria to include those who face additional energy costs because of a disability or they are living with a chronic illness. Under the changes, eligible residents may be entitled to claim £100 additional support

Borough Council receives £149,403 from Department for Environment, Food & Rural Affairs (Defra) to help improve Air Quality in Bedford Borough

The funding received from Defra will help ensure the Borough Council can continue its Active Travel work to communicate and inform the public of air pollution which encouraging more sustainable ways of travel.

One way the funding will be used is to hire an Air Quality Officer who will be in charge of communication and improving resident's awareness of active travel options, air pollution and quality and much more.

Borough Council receives £385,183 from Department for Education

The Borough Council has received £5000 from the DfE to carry out work on their behalf. The money will be used to implement professional development activity to improve children's early communication and language, early maths and Personal, Social and Emotional Development outcomes.

Department for Education has also given the Borough Council a £380,183 grant which will enable the delivery of the Family Hubs Delivery Plan and the Family Hubs programme across Bedford Borough. The programme forms part of a national drive to ensure all families get the support they need to help babies and children to thrive. The help offered can support with issues such as infant feeding, mental health and relationship building

Estate Management Charges

At Full Council on 28th February Councillor Jim Weir led a petition calling on all local authorities to lobby the Government to abolish the current system of Estate Management Charges and put in place a fairer and more transparent scheme.

Richard Fuller MP and Councillor Sarah Gallagher have worked together with Councillor Jim Weir to gather data which has now been used to raise questions in Parliament. Following the latest meetings Richard Fuller MP is pushing for a debate in Parliament and for the issue to be part of the Kings Speech to tackle what he calls "Estate Management fees abuse".

The Council agreed with Councillor Weir's course of action.

Business Rates to fall in Bedford Town Centre

Following plans announced by the government last year, business rates in Bedford Town Centre are set to fall overall for Retail and Hospitality premises from 1 April 2023.

The change has come after the Valuation Office Agency (VOA) revalued the rates that all businesses pay and the government chose not to increase rates by inflation. The Borough Council keeps 50% of business rates due to changes by this Government with 1% of that goes to Bedfordshire Fire and Rescue.

Rate relief increase

Alongside the revaluation, recipients of the Council's Retail, Hospitality and Leisure business rates relief will see their rate of relief rise under the scheme, increasing from 50% to 75% during 2023/24. This relief will be subject to a cap of £110,000 per eligible business.

Bedford received £69,509.50 from the DfT protect bus services

The Council accepted a grant of £69,509.50 from the Department for Transport to protect socially necessary bus services from January to March.

At Full Council on Wednesday 1st Friday, the Conservative Group tabled a second amendment which switched £100,000 from the Communications Department to the rural Bus Service, this would be cost/revenue neutral.

The £100,000 would then be spent on helping to improve rural bus services which have been left underfunded and with reduced or heavily altered services. The budget amendment was defeated.

More of Bedford's young adults are living with their parents

More young adults are living with their parents which is a national issue. One of the main reasons is the cost of getting on the housing ladder.

House prices in Bedford have risen by an average of 71%, from £178,750 in December 2011 to £305,000 in December 2021. Back in August the average Bedford house prices increased more than East of England average.

New Active Wellbeing sessions for people suffering with long-term health conditions

Bedford Borough Council's Sports Development Team, in partnership with Be Active, are announcing the launch of a new physical activity programme called "Active Wellbeing". These weekly sessions will offer gentle physical activity for cancer prehab/rehab patients and anyone experiencing other long-term health conditions.

The sessions are set to start on Monday 27 February 2023 and more information can be found in the following link - <https://www.bedford.gov.uk/leisure-parks-and-sport/sports-and-physical-activity/active-wellbeing-sessions>

Central Government approve £11.3m of the Borough's Business Cases under Bedford Town Deal

Following a successful bid, Bedford Borough received £22.6 million from central Government for the Town Deal. Four of these business cases, which were submitted in 2022, have been approved by Central Government, giving the green light to start delivering the projects.

These projects include the Midland Road regeneration and public realm improvements, the regeneration and restoration of St Paul's Square, and improvements to the Greyfriars junction which total £11.3 million of the total funding. More information on the Town Deal can be found on the Council's website here - <https://www.bedford.gov.uk/business/invest-bedford/projects-and-infrastructure/towns-fund>

Cost of Living Grant Fund

Bedford Borough Council is working with Compass Wellbeing and the Bedfordshire, Luton and Milton Keynes Integrated Care Board to provide £210K of grants to community, voluntary and social enterprise organisations, or town and parish councils, which are supporting individuals and families during the current cost of living crisis.

Fly-tipping

The Borough Council has released its 11th Press Release on fly-tipping since November averaging 2.5 similar press releases on the topic over the course of these last 4 months.

The Council has been keen to tackle fly-tipping after data revealed incidents have increased since 2016/17 with 1000 more incidents in 2020/21 than the previous year. In 2020/21 Bedford Borough had 2393 (357%) more incidents than Central Bedfordshire.

Only 1 fine was issued in 2020/21 which totalled £200. Despite welcome progress rural residents have reported to Councillors that fly-tipping continues to be an issue.

Residents will need photo ID to vote in person at elections in May

Electors voting in person at polling stations will need to show photographic ID to vote at this year's local elections. Accepted forms of ID include a UK, European Economic Area (EEA) or Commonwealth passport; a UK, EEA or Commonwealth drivers' licence; and some concessionary travel passes, such as an older person's bus pass or an Oyster 60+ card.

Issues within Wootton

As you can see, the Fields Road crossing is now back up having been taken down! There is an issue with connecting the power needed and E-on has informed Bedford Borough Council the works will not be completed until the end of March. This is unacceptable and the borough council are sourcing an alternative contractor. The style of crossing differs from that detailed in the s106 agreement – a zebra crossing has been provided rather than toucan. Despite this, Bedford Borough Council has said it is the correct crossing for the area so I have asked what will happen with the balance of s106 funding (£50k was paid by Persimmon Homes for a toucan crossing, whereas a zebra crossing costs £15k).

There has been a delay in the handover of Burgoyne Avenue to the borough council – tidying up works and bus shelters are still to be completed. I am told completion will be soon, however we still face a long battle to get the internal footpaths looked at. They remain unusable in wet weather.

I am told a Traffic Regulation Order has been implemented by Bedford Borough Council to get the yellow/zig zag lining completed on Harris Way – as soon as I have seen a copy of this TRO I will pass it on.

Resurfacing works to the Monoux Road pavement will start soon and resurfacing works for Payne Road pavement and Cause End Road are now officially programmed on Bedford Borough Council's schedule of works for 2023-24. As we know the scoring system, we should be able to score any further areas ourselves before submitting them to the borough council.

Finally, the borough council will be replacing a number of lamp posts within the village in the coming weeks – the clerk has a list should anyone wish to learn more.

Appendix 1

BBCllr John Wheeler
March 2023

FC23/050a February 2023			
40/8626/23	ASSAULT WITHOUT INJURY	15/02/2023 10:20	Lorraine Road
40/7635/23	ATTEMPT BURG - BUS AND COM	09/02/2023 23:00	Folkes Road
40/10867/23	ATTEMPTED BURGLARY - RESIDENTIAL	26/02/2023 19:24	Potters Cross
40/10280/23	ATTEMPTED BURGLARY - RESIDENTIAL	19/02/2023 02:00	Hall End Road
40/10297/23	BLACKMAIL	22/02/2023 06:00	
40/7638/23	BURGLARY - BUSINESS AND COMMUNITY	09/02/2023 23:00	Folkes Road
40/7633/23	BURGLARY - BUSINESS AND COMMUNITY	09/02/2023 23:00	Folkes Road
40/7934/23	HARASSMENT	11/11/2022 15:00	
40/6554/23	MALICIOUS COMMUNICATIONS	03/02/2023 03:03	Ashpole Avenue
40/10213/23	OBSCENE PUBLICATIONS ETC	21/02/2023 00:00	
40/9986/23	OBSCENE PUBLICATIONS ETC	20/02/2023 00:00	
40/9972/23	OBSCENE PUBLICATIONS ETC	01/03/2021 00:00	
40/9219/23	POSSESS OF CONTROL DRUGS (CANNABIS)	18/02/2023 03:55	Moore Gardens
40/7928/23	PUBLIC FEAR ALARM OR DISTRESS	11/02/2023 15:00	Folkes Road
40/7293/23	PUBLIC FEAR ALARM OR DISTRESS	08/12/2021 00:00	Rawlins Gardens
40/10274/23	SEXUAL	23/02/2023 00:00	
40/9190/23	STALKING	18/02/2023 04:50	
40/5911/23	THEFT FROM A MOTOR VEHICLE	31/01/2023 17:00	Lorraine Road
40/5877/23	THEFT FROM A MOTOR VEHICLE	31/01/2023 16:00	Hoo Close
40/5954/23	THEFT FROM A MOTOR VEHICLE	31/01/2023 18:30	Summerfield Drive

FC23/051

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

Significant issues are emailed at the time of receipt.

FC23/055

**Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) Report and
Project Action Plan**

No report or project action plan available as this committee/safety steering group had not met since 18th January 2023.

FC23/056

(Advisory) Neighbourhood Plan Steering Group Report

No report or project action plan as this committee had not met since 28th April 2022.

FC23/057

Planning & Environment Committee Report

8th February 2023

Open Forum

There were two members of the public present who wished to discuss and observe discussions on agenda item P23/037. Cllr O'Dell moved this agenda item be heard after agenda item P23/026 and all members were in agreement.

A further member of the public wished to raise concerns over trees on Popes Way. They believed remedial works recently undertaken as a result of the latest tree inspection report did not address the many small off-shoots which then fell to the ground and against houses. After discussion it was agreed these concerns would be brought to the next meeting of this committee. The resident confirmed they would again attend that meeting.

There were no other members of the public or press present and so the meeting continued without further adjournment.

Matters arising from the minutes – for information only

See under 22nd February 2023.

Planning Applications withdrawn (notified by Bedford Borough Council) – for information only

22/02732/CPNQ – Agricultural Building, Keeley Lane. Change of Use Class Q Prior Notification Application. Prior notification for change of use from an Agricultural building to a dwellinghouse(s) (Use Class C3) including associated building operations reasonably necessary to convert the building. This is not a planning application

because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers. Comments received will be considered but if notification of a decision is not made to the Applicant within 56 days of the date of registration of the proposal, it can proceed. If Officers confirm that the development can proceed, it must be completed within a period of 3 years starting with the prior approval date.

This council previously raised **NO OBJECTION**.

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

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

22/02635/FUL – 62 Folkes Road. Relocation of 2m high fence.

This council previously raised **AN OBJECTION**.

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

Goods Vehicle Operator's Licence. Sergejs Nikitins T/A Goldstar Heathrow Ltd of Colndale Road, Colnbrook, Slough, SL3 0HQ is applying for a licence to use Unit 5, Swallow Way, as an operating centre for 20 goods vehicles and 10 trailers. Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, stating their reasons within 21 days

of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's Office.

After discussion it was resolved to request Goodmans seek to remedy the noise caused by the ramp (actually a join in the road), leading to the Innovation Park.

Further resolved to respond to the Traffic Commissioner requesting no vehicle movements between the hours of midnight and 6am, 7 days a week.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

Resolutions

P23/035 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Antonio Pompa T/A Eatgelato and to resolve a suitable course of action.

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

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

P23/036 – To receive a report from the Clerk and Cllr Lloyd regarding the issue of land ownership adjacent to St. Mary's Church, Church Road and to resolve a suitable course of action.

Cllr Lloyd provided a report which highlighted how the land ownership boundary in that area had changed since the 1980s, seemingly without due cause or reason.

After detailed discussion it was resolved to respond to Bedford Borough Council stating the parish council did not agree with Wheatley Plc's findings that the lighting columns and litter bin were on their land. It was hoped Bedford Borough Council would counter Wheatley Plc's claim using Cllr Lloyd's findings that the street furniture items were in fact, on Bedford Borough Council Highways land. In the event this issue could not be resolved, it was further resolved Wootton Parish Council would not pay to have the litter bin in question re-sited.

Proposed: Cllr O'Dell.

Seconded: Cllr Noakes.

Resolved by all present.

P23/037 – To receive a report from the clerk to request a bench be sited in the vicinity of plots mid-way down Cemetery Extension One and to resolve a suitable course of action.

This agenda item was heard after agenda item P23/026.

The two residents in attendance detailed their wish to site a memorial bench as close as possible to the final resting place of their loved ones.

After detailed discussion it was resolved in principle, to permit the bench and site it on the grassed Natural Burial Area, at the junction of the hard standing. Cllr Lloyd agreed to map the exact position (for final agreement by the residents).

It was noted the bench (recycled plastic) would be sited on a concrete base and the clerk would purchase the bench and invoice the residents for both bench and installation. A memorial plaque would be purchased and invoiced in the same way and installed by Cllrs O'Dell and Randell.

The bench would then be donated to the parish council for a nominal sum of £1 and would be added to the asset register and appropriate risk assessment schedule.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

22nd February 2023

Matters arising from the minutes – for information only

- P21/262 + P22/214 – 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 completed week commencing 12th September 2022. Resolved 28th September 2022 (P22/214) not to undertake any further maintenance works to the one silver-style column at Hall End. The clerk is awaiting further information from Bedford Borough Council regarding the final transfer.

Planning Applications – for resolution

22/00245/FUL – 13 Payne Road. Single storey front/side extension and single storey rear extension.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

23/00290/S73A – 6 Fields Road. Erection of store/home office building in rear garden (development already commenced) – (Retrospective Planning Permission Application).

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by majority vote. Cllr Bygraves did not take part in voting.

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

Revisiting a Goods Vehicle Operator's Licence. Sergejs Nikitins T/A Goldstar Heathrow Ltd of Colndale Road, Colnbrook, Slough, SL3 0HQ is applying for a licence to use Unit 5, Swallow Way, as an operating centre for 20 goods vehicles and 10 trailers. Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, stating their reasons within 21 days of this notice. Representors must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's Office.

After discussion it was resolved to keep the parish council's concerns as previously resolved – namely that no traffic movement be allowed between the hours of midnight and 6am, 7 days a week.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Application for Premises Licence. Surendirakumar Sarangapany, Wootton's Local Store, 43a Tithe Barn Road. Licensable activities to be: Retail sale of alcohol from 06:00 to 23:00 Monday to Sunday. Written representations should be sent to the Licensing Authority (Bedford Borough Council).

After discussion it was resolved to request should the licensing authority (Bedford Borough Council) permit the application, a caveat should be added stipulating all trading hours must match those of the Tesco store on Cause End Road.

Proposed: Cllr Lloyd.

Seconded: Cllr O'Dell.

Resolved by majority vote.

Resolutions

P23/049 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Guiseppe Domenico Forte T/A Ice Cream Joe and to resolve a suitable course of action.

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

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

P23/050 – To consider a request that additional works be carried out to trees on Popes Way Green and to resolve a suitable course of action.

The clerk read a statement received in the resident's absence. All members had undertaken a site visit ahead of this meeting. After discussion it was resolved to adhere to the tree inspection report findings (produced by a reputable company employing qualified tree surgeons). The next inspections would be carried out in August 2023 or soon thereafter and no additional works would be undertaken in the meantime.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

P23/051 – To receive a request to erect a temporary headstone on a plot within Cemetery Extension One at Lorraine Road cemetery and to resolve a suitable course of action.

This agenda item was heard after agenda item P23/046(a).

The resident gave a detailed explanation as to the background behind this request and sympathies were extended to them on their loss.

After discussion it was agreed to permit the request to erect a temporary headstone, subject to the following caveats:

- Proposed wording to be agreed ahead of purchase by the Clerk to the Council;
- After a period of three years (subject to no objections having been received during that time), the structure could be replaced with a permanent headstone, should the resident wish;
- Were an objection received during that period of three years, said objector would be required to attend a future meeting of this committee to put their case forward for consideration.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

P23/052 – To receive and approve the final drawings from Coloini & Lane Architecture Ltd for the proposed Changing Rooms/Toilet Block remodelling/demolition project, ahead of a planning application submission and to resolve a suitable course of action.

Cllr Lloyd stated the exterior wooden cladding option could be easy to vandalise, however the final drawings allowed for that option or rendering as a second option. On that basis, it was resolved to receive and approve the final drawings ahead of a planning application submission.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st March 2023

FC23/058**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2022 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>8th February 2023</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council. <u>8th March 2023</u> BBCllr/Cllr Wheeler was asked to again chase the outstanding order with Bedford Borough Council.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2022			£23,000		<u>8th February 2023</u> The clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout. <u>8th March 2023</u> The clerk agreed to again chase Bedford Borough Council for an update.	Cllr O'Dell
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2022	£0	£0	£0	£1,500	<u>11th January 2023</u> Refer to agenda item FC23/017. <u>8th February 2023</u> Refer to agenda item FC23/041. <u>8th March 2023</u> Refer to agenda item FC23/063.	Cllr Bygraves
Low	Lecterns	2022	£1,200 per	£0	£0	£0	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next	Cllr Lloyd

							planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings. <u>8th March 2023</u> The clerk submitted the report as detailed above and had received no further update from Bedford Borough Council.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension.	Cllr Lloyd
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>8th February 2023</u> No further updates received.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500	<u>8th February 2023</u> No further updates received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>11th January 2023</u> Resolved 14th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units. <u>8th March 2023</u> The clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPi units with roof-positioned units. Despite the parish council being informed differently historically, Bedford Borough Council's budget would cover repairs only. Units have been sent for repair already.	Cllr O'Dell

							After detailed discussion it was resolved to continue with the proposal to replace all four bus shelters. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>8th February 2023</u> No further updates received.	Clerk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k)		£700,000	<u>8th February 2023</u> No further updates received.	Cllr Bygraves
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane	£38,000	<u>8th February 2023</u> Cllr O'Dell has requested a site meeting with both the architect and the BBC Highways Officer who recommended planning permission be refused, in order to seek a solution which will secure planning permission when a subsequent application is made by the parish council. <u>8th March 2023</u> BBCllr/Cllr Wheeler confirmed a site visit had been arranged for Monday 13 th March 2023.	Cllr O'Dell

To be reviewed monthly at Full Council.

FC23/059RISK ASSESSMENTS PLAN 2022-23

WPC¹ 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 2022-23 (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	None		14.12.22 SP
Cemeteries	SO	3.1.23	The latest risk assessment has been completed by Cllr O'Dell. The one unsafe headstone has been laid down at St. Mary's churchyard in accordance with Health & Safety guidelines and the clerk is in the process of applying for a faculty to cover the works		
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 2023		
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
Community Centre	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust

¹ Wootton Parish Council

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	3.1.23	None		8.2.23 SP
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
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		

Appendix 7

			in writing. Periodic checks will be undertaken and any significant issues recorded		
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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>