



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 12th April 2023 at 7.40pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Hensher, 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)	Cllrs Mapesa and Quirk.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/068	Apologies for absence. Cllr Bygraves.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC23/069	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/070	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.
FC23/071	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. No further comments received.	BBCllr/Cllr Wheeler to take forward.	N/A.

Full Council Minutes 12th April 2023

Chairman.....

Date 17th May 2023

	To receive crime figures for March 2023. (Appendix 1a).	No further comments received.	Clerk to keep on file.	N/A.
	Forest of Marston Vale – update on the Queen’s Green Canopy Tree Planting from January 2022.	No further comments received.	Clerk to keep on file.	N/A.
FC23/072	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.
FC23/073	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 8 th March 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 22 nd February 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting held on 18 th 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 Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/074	Matters arising from the minutes – for information only. - FC23/063 + FC23/084– Community Centre at Berryfields. Refer to agenda item FC23/084. - 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. Move to close. - FC23/063 + FC23/084 – 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 FC23/084.	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 12th April 2023

Chairman.....

Date 17th May 2023

	• 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 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. Hearing Sessions of the Examination have been arranged in two blocks. The first block of hearing sessions opens Monday 12th June 2023 at 12 noon and will run for two weeks. The second block of sessions opens Monday 11th September 2023 at 12 noon and			
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Full Council Minutes 12th April 2023

Chairman.....

Date 17th May 2023

	will run for two weeks. All sessions in block one and the first week sessions in block two will be held in person at Bedford Council Offices, Cauldwell Street, Bedford, MK42 9AP. The second week sessions in block two are likely to be virtual and details will be confirmed closer to the time. Fuller information can be found here:  FC23-074.pdf • 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. Timescales are no longer viable – move to close. • FC23/043 – Remodelling of Changing Rooms and demolition of Toilet Block – Recreation Ground, Church Road. The Clerk has been notified that the planning application has been validated by a planning officer. A target date for determination has been set for 23rd May 2023.  FC23-074a.pdf			
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	FC23/065 – Bedford Borough Council’s Overview and Scrutiny Committees’ Work Programme Consultation 2023. Resolved 8th March 2023 (FC23/065) to request the O&S Committee responsible for Highways Works consider whether support/advice provided to rural parish councils was adequate. The clerk has received confirmation this will be forwarded to members following the May 2023 elections.			
FC23/075	Chairman’s report – for information only.	CLlr Lloyd confirmed the parish council was facing an uncontested election and thanked all present for standing again. All were asked to consider which committees they wished to stand for, for the upcoming municipal year. CLlr Lloyd then reminded all present on the need to adhere to GDPR (General Data Protection Regulations) guidelines when sharing data/information.	All to take forward.	N/A.
FC23/076	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).	Resolved to receive, review and adopt the report and Project Action Plan without further comment. Proposed: CLlr O’Dell. Seconded: CLlr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/077	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.
FC23/078	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.
FC23/079	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 Hensher. Resolved by all present.	Clerk to keep on file.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 12th April 2023

Chairman.....

Date 17th May 2023

FC23/080	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 Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/081	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 Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022/23.
FC23/082	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 2022/23.
FC23/083	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 Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022/23.
FC23/084	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> BBCllr/Cllr Wheeler confirmed he had spoken with representatives from the lower school regarding the JUA and no issues had been identified as to why the JUA could not be signed off. BBCllr/Cllr Wheeler agreed to chase Bedford Borough Council's legal department in order to expedite matters and the clerk agreed to inform Hillary Cooper Law of the same. <u>Charitable Trust</u> The clerk had received copies of updated risk assessments for the Scaffold Tower and Community Centre (General). Cllr Hensher was dealing with the following issues: • The fire risk assessment	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		completed by Shield Safety Systems Ltd recommended a review in October 2020. Cllr Hensher confirmed a new fire risk assessment was due to be completed by Fury Fire in the coming week. • Latest risk assessment for the MUGA (Multi Use Games Area). Cllr Hensher confirmed all issues had now been addressed by the Charitable Trust. • Gallico Systems Certificate (Fire Detection and Alarm System) dated 2019 – is a more up to date copy available? Cllr Hensher confirmed a new fire risk assessment was due to be completed by Fury Fire in the coming week. • 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 Hensher stated the Charitable Trust was concerned about prohibitive electricity costs so Cllr Lloyd agreed to turn off the MUGA lights until Highlights (Floodlighting) Ltd could attend the site (see also under MUGA below). Concerns had been raised by the Charitable Trust about unsightly cabling in the meeting room and a request was made to box them in. No decision was made. <u>Lease</u> No further update received. <u>MUGA (Multi Use Games Area)</u> The clerk was awaiting one final quotation regarding lining works to the surface. It was		
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		noted all netball games had to be played at Bedford's Bunyan Centre, so netball lining was no longer a requirement. The clerk continued to chase Highlights (Floodlighting) Ltd with regard to the possibility of adding sensors to the MUGA lighting. <u>Pitches</u> It was noted Bedford Borough Council would be undertaking the following works in the coming weeks/months: • Shockwave treatment (in the coming week); • Additional drainage channels (potentially June as good weather is needed); • Fertilizer (next month or so). White lining works would stop in the first week of May (season end). Cllr Hensher stated the adult pitch would only be hired by the Charitable Trust to Wootton-based teams however this was challenged by Cllr Lloyd. After a detailed discussion Cllr Lloyd agreed to seek advice on pitch use from Sports England/ Beds FA and report back to Full Council. Cllr Lloyd also expressed an interest in becoming a parish council representative on the Charitable Trust. Resolved to accept the above agreements and findings. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC23/085	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> Cllr Lloyd confirmed he had requested BBCllr/Cllr Wheeler to establish which roads within the estate would be adopted by Bedford Borough	BBCllr/Cllr Wheeler and Cllr Lloyd to take forward.	Town & Country Planning Act 1990 & subsequent.

Full Council Minutes 12th April 2023

Chairman.....

Date 17th May 2023

		Council, before completing his report on road signage. <u>Berry Wood (FRS)</u> Cllr Lloyd confirmed he and Cllr Hensher had completed an initial inspection. Completed areas looked good, however the internal footpaths were unfit for purpose. Many were flooded. It was agreed a report to Bedford Borough Council should include these footpaths even though many would not be adopted. It was also agreed the report should include the sports areas, as drainage seemed to be an issue there also, with flooding in many parts. It was hoped Bedford Borough Council could pressure the developers to remedy the above, before leaving the site. Resolved to accept the above agreements and findings. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd and the clerk to take forward.	
FC23/086	To consider sites to install Electric Vehicle Charging Points within the village (making use of developer s106 funding) and to resolve a suitable course of action.	Cllr Lloyd confirmed he and the clerk had met with an EVCP company representative, who was compiling potential schemes and pricing for the parish council to consider. BBCllr/Cllr Wheeler confirmed he had been asked by the clerk to obtain confirmation in writing that developer s106 funding would be paid to the parish council to cover this potential expenditure. A second source of funding (Community Infrastructure Levy) was noted as an alternative. After discussion it was agreed to bring this agenda item back to the next meeting of Full Council in the hope BBCllr/Cllr Wheeler had received the written confirmation noted above.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/087	To consider next steps following a Freedom of Information response received from Bedford Borough Council in relation to the recent installation of a zebra-style pedestrian crossing on Fields Road and to resolve a suitable course of action.	After detailed discussion it was resolved the clerk would request of Bedford Borough Council (Jon Shortland, Chief Officer Planning, Infrastructure and Economic Growth), details of the final breakdown of costings relating to the zebra crossing installation. This would be brought back to the next meeting of Full Council. (BBCllr/Cllr Wheeler confirmed he had made the same request to a Highways Engineer on 9 th March 2023 and had received no response). Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/088	To receive a recommendation from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that all village planters for summer contain the following planting scheme and to resolve a suitable course of action: Begonia, cascade yellow, red Geranium, green Lysimachia Nummularia (Goldilocks) or Nepeta Variegata trailing or Plectrathus Ciliatus Nico, Petunia deep blue – Tumbelina Belinda and the most suitable of those plants named for the brick planter at the village entrance sign on Bedford Road.	Resolved to accept the recommendation without amendment. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/089	To receive a recommendation from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that a programme of resurfacing/repair works for roads and pavements within Wootton be submitted to Bedford Borough Council for consideration/programming within its 2023/24 schedule of works and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment (details can be found online via the published draft minutes for the Leisure & Amenities Committee including Roads & Pavements Safety Steering Group: https://wootton-pc.gov.uk/wp-content/uploads/simple-file-list/Meetings/Draft-Minutes/2023-03-15-Leisure-and-Amenities-including-Roads-and-Pavements-draft-minutes-including-appendices.pdf). Please note these draft minutes will move to completed after the next meeting on 24 th May 2023: https://wootton-pc.gov.uk/wp-admin/admin.php?page=ee-simple-file-list-pro&eeFolder=Meetings%2FMinutes%2FLeisure-	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 12th April 2023

Chairman.....

Date 17th May 2023

		and-Amenities-Committee-including-Roads-and-Pavements%2F2023). Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC23/090	To receive a recommendation from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that a report requesting additional dropped kerbs along Lorraine Road be submitted to Bedford Borough Council for consideration/programming within its 2023/24 schedule of works and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/091	To receive a recommendation from the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) that Bedford Borough Council be asked to replace missing/damaged bollards at the junction of Church Road/Bedford Road near Old School Gardens and undertake a safety audit of the two larger bollards close to the vehicular entrance to Old School Gardens and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.59pm.

FC23/071

Borough Councillor Update – April 2023

Bedford Road conditions

According to the Council's own Annual Road Condition survey – the Borough's roads have remained in roughly the same condition since 2008/09 for classified A, B and C roads except unclassified roads which have gotten worse.

Unclassified roads make up almost 60% of the road network in Bedford Borough and are defined as local roads intended for local traffic. Since 2008/09 the number of these roads graded as red has increased from 4% to 24% (A road being in red means where intervention is required as a percentage against the network).

The breakdown of the Borough's road network can be seen in the table below.

Carriageway	
A roads	99
B roads	28
C roads	228
U roads	511

In terms of how road defect repairs are timed and categorised:

- Category 1 defects due to their nature and/or location are assessed whether they need repair or hazard mitigation within a 24 hour period
- Category 2 repairs due to their nature require repair within a 2 month time period dependant on location and traffic management needs – currently this period may be slightly extended

Bedford Borough receives an extra £662,800 from Central Government to fix potholes

During the 2023 Budget Chancellor Jeremy Hunt announced there would be a £200million boost to the Government's pothole fund.

The extra cash will be given directly to local authorities, meaning it is more likely to be used on minor urban and rural routes which often fall under the unclassified description. Bedford Borough is receiving an extra £662,800 to fix potholes.

Government funding secured for SEND school

Funding from the Department for Education has been approved for a new SEND school in Kempton at the former Robert Bruce site.

The funding will be used to provide a state-of-the-art 200-place special school that will help address the need for school spaces.

School improvement funding from Central Government

Appendix 1

Bedford College is receiving a total of £1,863,776.45 funding from the Governments Further Education Capital Transformation Programme which is being split over the next two years 2023/24 – 2024/25, this breakdowns into:

- £810,764.07 in 2023/24
- £1,053,012.38 in 2024/25

There is a £1.8 billion investment for the 2023-24 financial year to improve the condition of the school estate across England. The 2023–24 School Condition Allocations for Bedford is £2,088,493.

Bromham Primary School will get £6,003 from this allocation.

Weekly food waste collection service

Bedford Borough Council is awaiting on allocation of Government funding that will go towards funding the new weekly food waste collection service.

Current plans are that the food waste will be taken to an anaerobic digester plant to produce clean energy and compost.

Government funds awarded to The Villager Minibus Service

The Borough Council received a total of £208,527.15 from the Governments Local Transport Fund (LTF) which only started in April 2022. For clarity the Local Transport Fund (LTF) is a successor grant scheme to the Bus Recovery Grant paid to local authorities.

The Villager Minibus (Sharnbrook) Ltd received £20,000 to help replace their old bus and enable them to continue to provide services.

Update on future of former Beales and Debenhams sites

The Debenhams site has been closed for 2 years and Beales has been closed for 3 years.

The Council are considering ideas first put forward in the Conservative Group's 2019 response to the Town Consultation which put forth the idea of splitting up large commercial units in smaller stores or separating spaces into retail and living accommodation.

The Borough is considering dividing up the two former department stores into smaller retail units.

The Council is also considering how the block - known as Mayes Yard - could house shops or leisure outlets, with apartments on the upper floors.

Bedford Borough Council scores a 1 on Active Travel Credibility

Following a Government review Bedford Borough Council scored a 1 on its Active Travel Credibility score which is a measurement for a local authority's cycling and walking framework.

Local Authorities are scored between 0 – 4 with 1 indicating "Some local leadership with basic plans and isolated interventions that do not yet obviously form a plan for a network".

Bedford Borough Council consider new EV charging points

Appendix 1

Bedford Borough Council is now looking to identify new locations for EV charging points, and invites residents to suggest locations that they believe would benefit from the installation of charging infrastructure.

The Council is currently considering installing additional charging points around the town in Brickhill, Putnoe, Kingsbrook, Harpur and Kempston wards as well as in the villages of Great Denham, Harrold, Bromham and Sharnbrook.

Volunteers work with the Council to improve footpaths and rights of way

Volunteers and Bedford Borough Council have been working together to improve footpaths and the rights of way network across Bedford Borough.

The works have seen improved bridges, stiles, steps, handrails, and byways over the past several months.

As part of the project, the Council also installed 20 metal finger posts to help guide visitors along the various trails and pathways in the area. Furthermore 80 new waymark posts have been installed, many by the dedicated volunteer team from the Ramblers Association. These new posts will make it easier for visitors to navigate the various paths and trails in the area, providing a more enjoyable and safer experience for all.

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.

Wootton Issues

The Fields Road crossing is still ongoing but will be discussed at the Full Council meeting on 12th April 2023. Cause End Road could be resurfaced soon by Tesco's as I have been putting a lot of pressure on Highways to get this remedied.

I am still in talks with Persimmon Homes and Concept regarding the roads in their respective developments. There is nothing to stop Persimmon replacing the yellow lining by the lower school on Harris Way. I am also continuing to chase on other outstanding Highways issues!

Both Wootton schools have been put into the next stage for the Two Tier conversion and designs for both schools have been prepared. It is hoped the lower school will be in the two tier system by 2025, with the upper school following in 2028.

Stagecoach have been asked by Rt. Hon. Nadine Dorries MP to have a virtual meeting with Central Bedfordshire and Bedford Borough Councillors regarding the bus situation in the county. This is mostly the rural areas where there is a lack of buses. When a date is known, I will let you know as you may be able to join the debate.

Hopefully this will not be my last report as your Borough Councillor, however I would like to thank Wootton Parish Council for its support over the last eight years – and to Sue and Gareth in particular for keeping me on my toes!

Take care.

Appendix 1

BBCllr John Wheeler
April 2023

FC23/071a March 2023			
40/14616/23	ASSAULT WITH INJURY	17/03/2023 20:00	Bedford Road
40/14776/23	ASSAULT WITHOUT INJURY	19/03/2023 23:33	Bedford Road
40/15232/23	CRIMINAL DAMAGE - RESIDENTIAL	20/03/2023 00:00	Ellis Close
40/14431/23	HARASSMENT	14/03/2023 21:45	
40/13748/23	HARASSMENT	13/03/2023 14:00	
40/15409/23	INTERFERING WITH A MOTOR VEHICLE	21/03/2023 00:00	A421
40/12889/23	MALICIOUS COMMUNICATIONS	08/03/2023 00:01	Clews Grove
40/12302/23	OTHER THEFT	05/03/2023 23:00	Farrell Road
40/15110/23	PUBLIC FEAR ALARM OR DISTRESS	20/03/2023 16:15	Potters Cross
40/12569/23	SEXUAL	20/02/2023 14:00	
40/16359/23	THEFT FROM A MOTOR VEHICLE	20/03/2023 00:15	Turland Close

FC23/072

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

Significant issues are emailed at the time of receipt.

FC23/076

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

15th March 2023

Matters arising from the minutes – for information only

(Leisure & Amenities Committee)

- LARP22/011 + LARP 22/021 – Village Planters. Refer to agenda item LARP23/021.
- LARP22/012 – Installation of permanent bollard on parish council-owned land adjacent to the access pavement from Tithe Barn Road (between 48 and 50 TBR). The bollard is now in situ. Move to close.
- LARP23/010 – Potential Improvements to the Harris Way MUGA (Multi Use Games Area). Quotations to replace the lining markings are currently being obtained and will be taken to Full Council for determination. Move to close.

Roads & Pavements Safety Steering Group

Please refer to the Project Action Plan for fuller information.

Resolutions

LARP23/021 – To revisit the (summer) planting regime for all village planters and to make recommendation to Full Council as necessary.

Resolved to accept Cllr Bygraves' recommendation that the planters for summer contain the following and to make the same recommendation to Full Council, subject to the following caveats:

Top Tier

Begonia, cascade yellow.

Middle Tier

Red geranium, green Lysimachia Nummularia (Goldilocks) or Nepeta Variegata trailing or Plectrathus Ciliatus Nico (or a mixture).

Lower Tier

Petunia deep blue – Tumbelina Belinda.

(All ivy to be removed).

Caveats being that Cllr Bygraves would inform the clerk on the following:

- The number of plants per tier;
- Clarification on whether differing colours were to be mixed or planted in individual circles;
- Determine the planting for the brick planter also (Wootton village entrance sign* on Bedford Road).

The clerk was asked to ensure soil levels were sufficient to ensure good plant visibility and was also asked to request ivy be removed from the back of the sign*.

Once the above caveats had been determined, this recommendation could be taken straight to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

LARP23/022 – To review, amend and approve the Roads & Pavements Safety Steering Group Project Action Plan and to take the same to Full Council for formal approval.

Resolved to note all findings and amendments (in red) within Appendix One.

Proposed: Cllr O'Dell.

Seconded: Cllr Randell.

Resolved by all present.

LARP23/022 (Appendix One)**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24**

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January, and which includes project expenditure for the upcoming year. The R&PSSG⁴ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the SAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2022 and/or earlier. These are available to view either via the Clerk to the Council or at: <https://wootton-pc.gov.uk/parish-council/committees/roads-pavements/>

The Roads & Pavements Safety Steering Group committee's projects for 2023-24 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	Cllr Lloyd.	Ongoing.	Persimmon to finance.	<u>Summary of 2022</u> • A dropped kerb has not been added at the end of Harris Way to enable emergency services vehicles to gain access to the play area. • Several areas within the estate require repainting of yellow lining/hashing, including Folkes Road and Harris Way. • The pedestrian crossing on Folkes Road is poorly lit school side. <u>18th January 2023</u> Paulina Makowska, BBC ⁵ Acting Team Leader – Highway & Developer Infrastructure, Engineering	Cllrs Lloyd and O'Dell. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				Services, confirmed a number of roads within the Berryfields estate had been offered to BBC for adoption. Timescales were not yet known, however Paulina stated BBC had inspected the construction of all roads within the estate. Concerns were raised that the bus loop was being illegally used by vehicles as a turning circle. It was agreed to request BBC install a bus loop camera. <u>15th March 2023</u> BBC confirmed Persimmon were progressing with a Traffic Regulation Order (TRO) proposal, however no formal order or consultation had yet taken place. BBC also confirmed it had no budget to finance an enforcement camera at the bus loop (costings are in the region of £30k). A dropped kerb still had not been installed at the end of Harris Way. Yellow lining/hashing also remained outstanding (including adjacent to the lower school) – BBCllr/ClIr Wheeler had been informed this was due to a high water table and was investigating this issue, given yellow lining had been in place previously, before the area was resurfaced. The pedestrian crossing adjacent to the lower school was still poorly lit and was the only crossing in the village without middle-road zig zag markings. BBCllr/ClIr Wheeler was asked to raise this anomaly with Persimmon/BBC. After detailed discussion it was unclear which areas were subject to, or required a TRO and BBCllr/ClIr Wheeler agreed to seek clarification. Given the	
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				parish council would be consulted on any TRO proposal, it was hoped there would be opportunity to request double yellow lines along Harris Way (houses side) to alleviate congestion during school drop-off and pick-up times.	
Berryfields Estate (road signage).	Cllr Lloyd.	Ongoing.	BBC/ Persimmon.	<u>Summary of 2022</u> Cllr Lloyd provided BBC with a report which detailed several misleading road signs. A further, more detailed report was not produced as BBC had yet to act on the original report. Examples include signage indicating a dead end when none exists. <u>15th March 2023</u> BBCllr/Cllr Wheeler was asked to establish with BBC which roads were to be adopted, as those not being adopted would not carry BBC's emblem.	Cllrs Lloyd and O'Dell.
Burgoyne Avenue – speeding issues and lorries.	Resident.	Ongoing.	BBC or Developer.	<u>Summary of 2022</u> - Amazon lorries continued to use Burgoyne Avenue (at speed) from Cranfield Road. - A request was made to extend the 20MPH along Burgoyne Avenue from the Amazon roundabout to Fields Road. - Recently installed speed cushions were considered unfit for speed reduction purposes. <u>18th January 2023</u> Paulina (BBC) confirmed (23rd December 2022) that BBC would liaise with the developer regarding the extension of the 20MPH zone. Paulina also confirmed the speed cushions would continue to be installed as per the approved planning layout design. Once complete (and once the 20MPH	BBC or Developer.

				restriction is in place), BBC would ask the developer to review the need for a speed survey. However, the developer since stated any design changes would need to be made by BBC Highways, via a Road Safety Audit Stage 3. The developer also stated conventional traffic calming measures would be impractical as Burgoyne Avenue was a bus route. Cushions rather than humps were deemed acceptable as buses could straddle them without causing issues to passengers. The developer does not wish to hold up the adoption process nor prolong disruption for residents – <i>“...an equal number of which would rather have no speed measures at all”</i>. The developer recommended proceeding with the adoption process as was and as per BBC Highways approved drawings, before awaiting feedback from BBC during the maintenance period. BBCllr/Cllr Wheeler confirmed other bus routes were quite able to drive over conventional speed humps without causing passenger discomfort. It was agreed he would arrange a meeting with the developers, BBC and WPC representatives to discuss both the 20MPH extension and speed management issues. Residents continued to pass speeding issues and Amazon lorry concerns to BBCllr/Cllr Wheeler. <u>15th March 2023</u> The developer consortium had declined to meet with BBCllr/Cllr Wheeler and parish council representatives to discuss the speeding and speed cushion issues raised above.	
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Cranfield Road (request for bollards at the junction with Church Road).	Resident.	2023	BBC.	<u>15th March 2023</u> The clerk received and circulated correspondence ahead of this meeting from a resident raising pedestrian safety concerns about the roundabout/pavement at the junction of Cranfield/Church Road. A vehicle came to rest on the verge towards Church Road after mounting the pavement and travelling backwards across the roundabout. It was understood bollards were previously in situ (in part) and a request was made by the resident for BBC to oversee their re-installation. After detailed discussion members agreed that bollards were in situ not as a safety measure, but to stop vehicles parking on the pavement. Bollards would not stop vehicles mounting the pavement and could in fact, increase the likelihood of injury as they were not crash barriers nor capable of absorbing any impact. It was resolved however, to request BBC replace all damaged/missing bollards on the junction of Church Road/Bedford Road (outside Old School Gardens) and to ask BBC to undertake a safety audit of the two bollards close to the vehicular entrance to Old School Gardens. The 'flashing' roundabout sign (reported on previous occasions) was still not resolved and it was resolved to report this again also.	BBC.
Cranfield Road pinch point (pavement).	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> • BBC recommended removing the traffic island to enable the pavement to be widened to the minimum safety width of 1.2 metres.	BBC.

				• Cllr Lloyd offered an alternative solution, better suited to the area. <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed Cllr Lloyd's alternative suggestion was passed to BBC, however it was unclear whether it would be considered due to budget restraints. In light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole. <u>15th March 2023</u> See spreadsheet under pavements and roads – all resurfacing/remedial works – Appendix Two.	
Fields Road pedestrian crossing.	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> • The installation was delayed due to several factors. <u>18th January 2023</u> BBCllr/Cllr Wheeler had received confirmation from BBC that works would commence on 23rd January 2023. A temporary bus stop between Haycroft and Wootton Vale House would continue to be provided. <u>15th March 2023</u> Despite the s106 agreement referencing a Toucan crossing, BBC had installed a zebra crossing, which would not officially open until later in March 2023, due to ongoing BBC contractor issues. BBCllr/Cllr Wheeler confirmed his researcher had requested a	BBC.

				breakdown of expenditure, given BBC had received s106 funding of £50k and the zebra crossing was likely to be significantly cheaper at £15k to install. BBCllr/Cllr Wheeler's researcher had also requested information on the balance of funding left and how/where it would be spent. Members were in agreement the crossing should be a Toucan crossing, given the route in question was a safe route to school. WPC had not been consulted on BBCs deviation from Toucan to Zebra crossing, nor was a Deed of Variation to the s106 agreement seen. BBCllr/Cllr Wheeler was asked to investigate this also.	
Innovation Park Traffic	Resident.	Ongoing.	BBC/ Goodmans.	<u>15th March 2023</u> A resident had raised issues with the clerk ahead of this meeting, relating to vehicular traffic travelling to/from the Innovation Park. They had indicated they would attend this meeting but did not do so. It was noted ongoing concerns regarding speeding along Burgoyne Avenue and noise pollution had been passed by WPC to the developers/BBC, however as the roads were not yet adopted, no enforcement action was possible. In terms of air pollution, whilst it was possible to professionally monitor the area by the Innovation Park, it would be impossible to pin point whether air pollution was due to the Innovation Park itself, increased vehicular movement within the village or vehicular movement along the A421/C94.	BBC/Goodmans.

Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase regarding yellow lining at Hall End. <u>WHITE LINING</u> <u>Summary of 2022</u> • White lining works at the double mini roundabouts on Fields Road remain outstanding. • ‘Slow’ signage at all points of the double mini roundabouts remain outstanding. <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed the re-painting of the double mini roundabouts and addition of ‘slow’ signage at all points was with BBC for implementation. <u>15th March 2023</u> BBCllr/Cllr Wheeler confirmed the re-painting of the double mini roundabouts and addition of ‘slow’ signage at all points remained with BBC for implementation. <u>PAVEMENT PARKING</u> <u>Summary of 2022</u> • No further update was received in relation to central government’s consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking.	Cllr O’Dell.
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Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>Summary of 2022</u> • The following <u>pavement</u> areas were either programmed by BBC or had been requested for programming by BBC for resurfacing/repair works and remained outstanding: ○ Foster Way (its entirety); ○ Lorraine Road (its entirety); ○ Monoux Road (its entirety); ○ Payne Road (its entirety). <u>18th January 2023</u> BBCllr/Cllr Wheeler was still chasing the following pavements: • Foster Way in its entirety (WPC requested works in March 22); • Lorraine Road in its entirety (WPC requested works in March 22); • Monoux Road in its entirety (a BBC survey was undertaken just before Christmas 2022); • Payne Road in its entirety (Paulina was investigating why this hadn't been programmed). BBCllr/Cllr Wheeler confirmed Lorraine Road pavement had been added to BBC's programme of works for 2023-24. However, in light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole (covering pavements AND roads).	BBC.
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				<u>15th March 2023</u> Members were asked to consider what areas of pavements and roads should be taken forward for consideration by BBC for resurfacing/repairs works, as part of its 2023-24 programme of works – Appendix Two. <u>ROADS</u> <u>Summary of 2022</u> The following <u>road</u> areas were either programmed by BBC or had been requested for programming by BBC for resurfacing/repair works and remained outstanding: • Cause End Road (vicinity of Tesco's). <u>18th January 2023</u> Resurfacing works to Cause End Road would be undertaken when utility works were complete. A resident requested remedial works to the surface of Mepham Road – the area from Bedford Road to the Hollies Walk junction and submitted a repairs report to BBC. BBC's response stated the area currently fell below its investigation level, but the area would be monitored and repairs carried out as required. Two residents present requested remedial works to the surface of Lorraine Road – the area from the cemetery to the junction with Cause End Road (closest to St. Mary's) and confirmed they were	
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				compiling a petition requesting the same – refer to Appendix Two for fuller information. BBCllr/Cllr Wheeler confirmed BBC had responded ahead of this meeting, stating permanent repairs would be carried out on areas that met its inspection and risk assessment criteria. Any petition would not affect that inspection and risk assessment criteria, the scoring of which followed a risk based matrix system. Those areas selected for works were the highest on the list and in most need of repairs. BBC confirmed the relevant sections of Lorraine Road (both pavement and road) would be scored and considered for BBC’s programme of works for 2023-24. It was noted temporary works carried out just last week were already failing. BBCllr/Cllr Wheeler confirmed a petition could be presented to BBC’s Full Council on 1st February, at which it would be accepted (subject to meeting all criteria). It would then be heard at the following Full Council meeting of BBC, in March – at which the resident would have opportunity to speak. BBCllr/Cllr Wheeler confirmed he would attend to support the petition and resident. In light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole. BBCllr/Cllr Wheeler confirmed dropped kerbs recently added elsewhere along Lorraine Road had been actioned by BBC following a specific resident request. He suggested the resident write to him	
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				detailing his requirements and areas concerned, after which BBCllr/Cllr Wheeler would request this committee consider lobbying BBC as per the previous request. <u>15th March 2023</u> Members were asked to consider what areas of pavements and roads should be taken forward for consideration by BBC for resurfacing/repairs works, as part of its 2023-24 programme of works. See spreadsheet under pavements and roads – all resurfacing/remedial works – Appendix Two. (Members and residents were encouraged to continue to report all potholes and other areas of concern to BBC). Members also resolved that a recommendation be made to Full Council to accept report findings – Appendix Three (a request to BBC for additional areas within Lorraine Road be considered for the installation of dropped kerbs). This was with one caveat – the area leading to garages at the top of Lorraine Road near the Cause End Road junction be included also. The amended report could be taken straight to Full Council.	
Potters Cross	TI.	Ongoing.	BBC.	<u>18th January 2023</u> TI raised an issue with obstruction/parking within Potters Cross which was ongoing since mid-November. A 7.5T flat bed recovery truck was parking in several areas along Potters Cross, including too close to the junction with Bedford Road, on the grass verges as well as across the	BBC.

				entrance to the garages (some of which were in use). TI had spoken to the company who confirmed the driver (who lived locally) was expected to take the truck home in order to undertake call outs. His request that the truck be parked elsewhere was ignored. Call outs were happening at all hours and impacted the quiet lane status, as well as creating health and safety issues when children walked to/from school. After detailed discussion it was resolved WPC would support TI's request for the truck be removed from the area, due to a number of issues including dangerous parking, anti-social behaviour, noise nuisance and verge parking by a 7.5T truck. A letter signed by the clerk would be countersigned by BBCllr/Cllr Wheeler also. <u>15th March 2023</u> A letter was sent by the Clerk to the truck company in question, with no response to date.	
Sanders Way – dropped kerbs	Request from resident.	Ongoing.	BBC.	<u>18th January 2023</u> All dropped kerbs were complete, however it was noted tactile paving had not been added, despite being referenced in the report. It was agreed to take the report back to BBC, requesting the additional works. <u>15th March 2023</u> BBCllr/Cllr Wheeler confirmed BBC had acknowledged its error and that tactile paving would be added.	BBC.

Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2022</u> • Average speed cameras were now in place on Cranfield Road. • WPC continued to push for all other areas to be taken forward as one project. <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase BBC for an update regarding all outstanding sites. <u>15th March 2023</u> BBC had finally confirmed it would proceed with the installation of cameras along all outstanding sites. Design works and final costings were being prepared. <u>WOOTTON GREEN SPEED LIMIT REDUCTION</u> <u>Summary of 2022</u> • A report endorsed by MMPC⁶, requesting a reduction to 30MPH along the highway, beginning at the junction with Hoo Lane towards Upper Shelton (40MPH to remain in place between Wootton and Hoo Lane) and delivered to BBC, could not be actioned until average speed cameras were in place along Cranfield Road. <u>18th January 2023</u> Given average speed cameras were now installed along Cranfield Road, it was agreed to re-submit the report to BBC, as noted above.	Cllr Lloyd.
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⁶ Marston Moreteyne Parish Council.

				<u>15th March 2023</u> The following response was received from BBC: <i>"We have previously looked at this request and the police have not supported the lowering of the speed limit along this road. This is because speeds are high and therefore additional traffic calming measures are required. The road also does not "feel" like a 30mph road to drive as there are open fields on either side.</i> <i>We do not have any funds for traffic calming or speed limit changes at this time and so this request will be added to the list of similar requests from across the Borough that will be considered for funding as an when monies are made available".</i> In light of the above comments, it was resolved to move this item to close.	
Summerfield Drive (all estate)	Cllr Lloyd.	Ongoing.	BBC.	<u>Summary of 2022</u> • 'Grassed footpath within the Summerfield Drive estate have been adopted by BBC but are not being maintained. <u>18th January 2023</u> In light of Cllr Lloyd's challenge, it was agreed this committee would lobby BBC to cut all 'grassed footpaths' within the Summerfield Drive estate. <u>15th March 2023</u> BBC had confirmed the area had been added to its maintenance schedule, however it was not yet known when works would commence.	Cllr Lloyd.

To be reviewed at each Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting.

FC23/077

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/078

Planning & Environment Committee Report

8th March 2023

Matters arising from the minutes – for information only

See under 29th March 2023.

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

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

An appeal against Bedford Borough Council's **OBJECTION** to this proposal has been made to the Secretary of State (Inspectorate No: APP/K0235/D/23D3315585). Any comments should be made directly to the Planning Inspectorate.

This council has previously raised **AN OBJECTION** to this, and previous applications.

Cllr Lloyd had provided a summary report detailing the parish council's previous objections to this application and after discussion it was resolved to submit that report in its entirety to the Planning Inspectorate, in continued objection to the proposal.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Resolutions

P23/064 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Janice Howe T/A Howe & Co Fish and Chips and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

P23/065 – To consider the Proposed Diversion by Bedford Borough Council of Public Bridleway 23, Wootton Land in the environs of Bourne End Farm and to resolve a suitable course of action.

The clerk read a statement from Cllr Wallace (not a member of this committee) who, as an avid walker and rambler, was strongly in favour of the proposal.

Cllr Lloyd then provided an illustration of an alternative proposal, which would see part of Bridleway 23 (through the farmyard) remain open.

After discussion it was resolved to submit that alternative proposal to Bedford Borough Council for its consideration.

Proposed: Cllr Lloyd.

Seconded: Cllr Noakes.

Resolved by all present.

P23/066 – 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).

Resolved to ask those members of the public still present to leave the meeting whilst the following agenda item was determined.

Proposed: Cllr O'Dell.

Seconded: Cllr Lloyd.

Resolved by all present.

P23/067 – To receive completed tender application(s) in respect of the Grass Cutting (Amenities and Highway) contract and to resolve to appoint a contractor for the period 1st April 2023 – 31st March 2026.

Resolved to appoint Warner's of Bedford Ltd as the favoured Grass Cutting (Amenities and Highways) contractor for the period 1st April 2023 – 31st March 2026.

Proposed: Cllr Bygraves.

Seconded: Cllr Randell.

Resolved by all present.

29th March 2023

Report from Outside Organisations – for information only

Office of the Traffic Commissioner. Email correspondence confirming that the Traffic Commissioner considered the application carefully (Goods Vehicle Operator's Licence – Sergejs Nikitins T/A Goldstar Heathrow Ltd (5 Swallow Way, Wootton). Wootton Parish Council requested no vehicle movements between midnight and 6am, seven days a week, however the Traffic Commissioner has granted the application with vehicle movements from 4.30am-5am and loading before those times.

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, lastly chasing on 14th March 2023.

Planning Applications – for resolution

23/00467/FUL – 15 and 17 Potters Cross. Internal alterations to form knock through to join number 15 and number 17 Potters Cross to form one dwelling.

Resolved **NO OBJECTION.**

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

23/00476/TPO – 5 Potters Cross. Ash – crown thin by removing the epicormic growth throughout the canopy.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

23/00545/FUL – 3 Ella Gardens. Loft conversion with rear dormer.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

23/00561/FUL – 2 Ashpole Avenue. Change of use from a single residential dwelling (Use Class C3(a)) to use as a children's home (Use Class C2) for up to three children. Erection of detached bin and cycle stores in connection with the proposed change of use.

The clerk was informed ahead of this meeting that the applicant had withdrawn this proposal – reason unknown.

23/00568/FUL and 23/00569/LBC – The Chequers Inn PH, 47 Hall End Road. Single storey side/rear oak framed, timber clad extension and glazed link.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

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

22/02727/FUL – 80 Keeley Lane. One and two storey front, side and rear extensions.

This council previously raised **AN OBJECTION** (building would encroach beyond the building line).

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

4th April 2023

FC23/079**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>12th April 2023</u> Design works and final costings for all remaining sites are being prepared by 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>12th April 2023</u> The clerk continues to chase 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. <u>12th April 2023</u> Refer to agenda item FC23/084.	Cllr Bygraves
Low	Lecterns	2022	£1,200 per	£0	£0	£0	<u>8th February 2023</u>	Cllr Lloyd

							Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next 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.	
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. <u>12th April 2023</u> Replacement trees are now in situ.	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 14 th 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 having been informed differently. Their budget would cover repairs only. Resolved 8 th March 2023 (FC23/058) to continue with this project.	Cllr O'Dell

							<u>12th April 2023</u> The clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order.	
Low	Street Lighting Columns – Transfer to Bedford Borough Council	Ongoing			£10,000	£10,000	<u>8th February 2023</u> No further updates received. <u>12th April 2023</u> The clerk has been informed by Bedford Borough Council the upgrade works have been completed. A payment plan is being prepared for consideration by the parish council.	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. <u>12th April 2023</u> The parish council has received s106 funding to cover all invoices previously paid and the project is now within the remit of Wootton Academy Trust to take forward. The parish council will still retain an interest in delivery. BBCllr/Cllr Wheeler confirmed the tender process would soon be underway and once final costings were known, it was hoped additional funding would be secured. Basic works would initially be completed – including the surface, lighting and fencing.	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>12th April 2023</u> A site meeting has now taken place (13 th March 2023) and Cllr O'Dell has been informed the location may be wide enough, if an area of ditch is piped and in-filled. Bedford Borough Council are identifying the land owner in order to proceed. No further response	Cllr O'Dell

							has been received since the site meeting on 13 th March 2023 and Cllr O'Dell chased the Highways Officer for an update on 4 th April 2023. No response has been received to date.	
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To be reviewed monthly at Full Council.

FC23/080**RISK ASSESSMENTS PLAN 2022-23**

WPC⁷ 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 has applied 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

⁷ 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

Appendix 7

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 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>