



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 12th July 2023 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to be considered for co-option under agenda item FC23/148. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, O'Dell, Randell, Swain, Tyerman and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Mapesa.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/145	Apologies for absence. Cllrs Noakes and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC23/146	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/147	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.
FC23/148	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt John Kay as a member of Wootton Parish Council. A Declaration of Acceptance of Office	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).

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		Form was duly signed and witnessed by the Clerk to the Council and Cllr Kay was welcomed. The clerk confirmed a Register of Interests Form would be provided separately.		
FC23/149	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix 1). To receive crime figures for June 2023 (full month figures were received after this meeting's agenda had been published). (Appendix 1a).	BBCllr Wheeler's report was circulated ahead of the meeting. In the absence of BBCllr Wheeler no further comments were received. BBCllr Abood sent apologies ahead of this meeting. It was noted figures had increased.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC23/150	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.
FC23/151	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 14th June 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 31st May 2023.	Minutes were received and adopted. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC23/152	Matters arising from the minutes – for information only. - FC23/132 + FC23/161 – Community Centre at Berryfields. Refer to agenda item FC23/161. - FC23/132 + FC23/161 – 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	No further comments received.	Clerk to keep on file.	N/A.

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	Hillary Cooper Law for scrutiny. Refer to agenda item FC23/161. • FC21/139 – Parking Restrictions/Yellow Lining at various sites. Yellow lining works in part remain outstanding at Hall End and BBCllr/Cllr Wheeler continues to chase. Cllr Bygraves agreed to speak to a local resident in order to move this matter forward. • 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			
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	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 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. • 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. The bench is now in situ. Move to close. • FC23/043 + FC23/167 – Remodelling of Changing Rooms and demolition of Toilet Block – Recreation Ground, Church Road. Planning permission has been granted. Refer to agenda item FC23/167. • 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 received confirmation this would be forwarded to members following the May 2023 elections but has received no further update. • FC23/087 – Recent installation of a zebra-style pedestrian crossing on Fields Road. Resolved 12th April 2023 (FC23/087) to request a final breakdown of costings relating to this installation. This information will be taken to a future meeting of Full Council when received and the clerk has requested the same from Bedford Borough Council.			
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	FC23/114 – Ownership/Management of the Memorial Hall, Bedford Road. Resolved 17th May 2023 (FC23/114) to appoint the Local Council Consultancy to aid with the establishment of ownership/management responsibilities of the Memorial Hall, Bedford Road. Refer to agenda item FC23/165.			
FC23/153	Chairman's report – for information only.	Cllr Lloyd thanked all who had helped with the Fun Fest on 8th July. Feedback had been positive. Further positive feedback had been received in relation to the planters and Cllr Bygraves was asked to pass that feedback and the parish council thanks to his cousin, whose planting suggestions were providing a colourful display.	Clerk to keep on file.	N/A.
FC23/154	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 or Project Action Plan as this committee had not met since 24 th May 2023.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/155	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.
FC23/156	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.
FC23/157	To receive, review and adopt the (Full Council) Project Action Plan for 2023-24, to determine which projects will be taken forward during 2023-24, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. 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.

FC23/158	To receive, review and adopt all Risk Assessments for 2023-24, 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 following risk assessments: • 3 Tier Flower Planters; • Defibrillators *; • Litter Picking (and caretaker); • Lone & Isolated Working; • Outdoor Film/Cinema Event; • Recreation Ground Gate Duty including volunteers; • Skate Park; • Village Sign. Further resolved to receive, review and adopt risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present. * The clerk was asked to contact BBCllr/Cllr Wheeler in order to establish whether a defibrillator could be added to a Burgoyne Avenue bus shelter and Cllr Bygraves agreed to speak to the landlord/owners of The Chequers PH (Hall End) to establish the same.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/159	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 O’Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/160	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 2023.
FC23/161	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.

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		Resolved by all present.		
FC23/162	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, including information relation to an upcoming Food Festival event at the Community Centre, to be held on Saturday 19th August between 12noon and 6pm.	<u>Car Park Heads of Terms/Joint Use Agreement</u> The clerk received the latest draft version just ahead of this meeting and confirmed they would examine the same before bringing it to the next meeting of Full Council. The same version had also been provided to the Head and Governors of Wootton Lower School. <u>Charitable Trust</u> The charitable trust was working through issues raised during a recent fire risk assessment and were awaiting guidance from its insurers in relation to fire extinguisher training. The same clarification may be needed from Wootton Parish Council's insurers – this would be dependant on the response from the charitable trust's insurers. It was noted overheads remained hard to cover and Cllr Bygraves confirmed a penalty charge would be levied against any hirer found to have left the air conditioning/heating on after an event. <u>Food Festival Saturday 19th August 2023 – 12pm – 6pm</u> Since publication of this agenda it was noted the charitable trust now wished to make use of the sports pitches for the event. The clerk was awaiting clarification from Bedford Borough Council's pitches maintenance team regarding their use, as drainage works had been planned for the end of July for some months. No other comments were received regarding the event itself which looked set to be a great success. <u>Lease</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		The lease was ready for signature, pending the completion of the Joint Use Agreement. <u>MUGA (Multi Use Games Area) Surface</u> A 30% deposit for the lining works had been paid to Commercial Play Ltd and the clerk confirmed initial works would commence on Saturday 2nd September (vapour cleaning) and week commencing Monday 4th September (new line markings). Confirmation was being sought as to whether the facility would need to be closed to the public whilst works were ongoing. Further resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC23/163	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> BBCllr Jim Weir, newly appointed Portfolio Holder for Environment, Highways and Transport was appraised on the following issues at a meeting of the Leisure & Amenities Committee including Roads & Pavements Safety Steering Group on 24th May 2023: - Folkes Road pedestrian crossing (no centre lining/markings, no non-skid surface and was poorly lit at night (following a site visit with BBCllr Weir, Andy Prigmore, BBCllr Wheeler, Cllr Lloyd and the clerk, Andy Prigmore had agreed to resolve the lighting issue. Andy determined no need for centre lining/markings and the non-skid surface was not discussed; - Lining works for Ashpole Avenue, Folkes Road and Harris Way – a number	BBCllr/Cllr Wheeler and Cllr Lloyd to take forward. Cllr Lloyd and the clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

		of clarifications had been sought from BBC (following the same site visit as above, all proposals were considered by Andy Prigmore fit for purpose, save for 'keep clear' markings which would be added at the top of Harris Way to enable emergency services vehicles access to the play area(s)/sports pitches. The parish council also commented on Bedford Borough Council's consultation on a bus gate proposal for Folkes Road as follows, and was awaiting a further response: • The average UK bus width is 8ft 4in and the road width is 14 ft. Therefore, vehicles would not be able to pass one another (as was detailed in the proposal); • The route should be one way only (as currently operated – ingress from Ashpole Avenue and egress onto Folkes Road); • The route should be for buses only (no other vehicles including taxis or cyclists). Following the same site visit as above, it was agreed to leave the bus gate as currently configured (one way only with no other vehicle access including taxis and cyclists). However, notification of a Traffic Regulation Order received by the Clerk on 4th July 2023 contradicted this and BBCllr Wheeler was currently investigating the same. In light of the information received above relating to the bus gate, it was resolved to object to the outcome of the TRO for the reasons noted above. It was members' wish the TRO be		
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		amended to ensure the route was one way and for buses only. <u>Fields Road Crossing</u> No further updates received. Nothing will change – Allan chased yesterday re costings and surface. <u>Berry Wood (FRS)</u> Mayor Wootton was investigating the following issues on behalf of WPC: • Whether WPC would receive s106 funding of £28k to site Electric Vehicle Charging Points at a site(s) in the village (not Berry Wood FRS); • Flooding issues – internal footways and play areas; • Poor finish of internal footways. It was noted by Concept Management Ltd that the poor finish of internal footways had been raised with the developer consortium who responded everywhere on site could be accessed via tarmac. Concept Management Ltd suggested the parish council escalate a formal complaint in this respect. Resolved to accept and note the above and raise a formal complaint in relation to the poorly finished internal footways. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.		
FC23/164	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Given no further update had been received in relation to payment of s106 funding to Wootton Parish Council, it was agreed to take this agenda item to a future meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/165	To receive a report from Phillip Woodward, Consultant, LCC (Local Council Consultancy) regarding ownership/ownership responsibilities and management arrangements in relation to the Memorial Hall, Bedford Road and to resolve a suitable course of action.	After detailed discussion it was resolved to accept the recommendations within the report, namely: ○ The parish council would seek to amend the title (Title number BD283032) to the Memorial Hall land to clarify the extent of the parish council ownership; ○ The parish council would consult with the Charity Commission to establish whether the '1963' Scheme could/should be updated to reflect current and practical governance arrangements; ○ The parish council (dependant on the above findings) would seek to implement a formal lease agreement with the Village Memorial Hall Charity (Reg. No. 300085) for the use and management of the Memorial Hall. ○ The parish council (again, dependant on the above findings) would clarify whether its role as Custodian Trustee of the Memorial Hall would affect the completion of future Annual Governance Accountability Returns. The recommendations above would be acted upon piecemeal and in the order noted above and the findings/outcome brought back to future meetings of Full Council. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/166	To consider a CIL (Community Infrastructure Levy) funding application to replace the kitchen at the Memorial Hall, Bedford Road and to resolve a suitable course of action.	As the application had not been received, it was agreed to take this agenda item to a future meeting of Full Council. The clerk was asked to establish in the meantime whether any significant structural works were required as part of the kitchen replacement.	Clerk to take forward.	Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s-1-8.

FC23/167	To receive a report from Coloini + Lane Architects Ltd in relation to the changing rooms/toilet block refurbishment project and to resolve a suitable course of action.	After detailed discussion it was resolved the working group would meet with Coloini + Lane Architects Ltd to establish next steps in relation to Phase Four works. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk and Changing Rooms working group to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/168	To receive a recommendation from the (advisory) Finance & General Purposes Committee to approve a business plan for the parish council and to resolve a suitable course of action.	A number of minor amendments were suggested and after discussion it was resolved to circulate those amendments and seek approval via email, negating the need to bring this back to a future meeting of Full Council. Proposed: Cllr Wallace. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.45pm.

FC23/149

Borough Councillor Report for Full Council – July 2023

This month's report will be shorter than usual as Gagan, my Group Researcher is currently unwell – so all input is my own. Get well soon Gagan. I suspect I will not make the parish council's Full Council meeting on 12th July however, as Bedford Borough Council's is set to run until at least 10.30pm.

I attended the Armed Forces Flag Raising event on 19th June at Borough Hall, which was performed by military personnel and the Royal British Legion. Later that week I stood with Mayor Wootton, the High Sheriff of Bedfordshire Russell Beard, military personnel and members of the emergency services to take the salute on St. Paul's Square, Bedford as cadets from all armed forces, the Royal British Legion and veterans on both motorcycles and WWII vehicles paraded past.

Despite a deluge before the official opening of this year's Fun Fest (and a further odd shower!), the day was another success with good numbers turning out in the afternoon to enjoy the day's events. A big thank you to Mark Atkins, Gareth Lloyd and Sue Edgar Playford for organising the event. A special thank you must also go to the army cadets who provided marshalling services on the day and went above and beyond. They arrived early and stayed all day – and were even able to put a parade on for Mayor Wootton, who also came to show his support on the day. Also special thanks to Wootton Upper School students who also helped on the day – there was nothing but positive feedback for all involved. The army cadets have confirmed their attendance for next year's Fun Fest and will also be heavily involved in this year's Remembrance Sunday event. Mayor Wootton stated it was an amazing event and the parish council should be proud of its achievement. He spoke with members of the parish council and public alike, confirming he was working on a number of issues. He also re-confirmed his wish to attend a future Full Council meeting of the parish council.

Moving on to police issues, PC Kerry Jones is out and about and has been focusing on prevention of anti-social behaviour and drug dealing within the village. A full house closure¹ was issued by the Magistrates this week for a property within the village. Police meet and greet days are continuing in the village and I have asked for a meeting with PC Mark Hancock to get an update in this respect.

I am still investigating Bedford Borough Council's Traffic Regulation Order in relation to the bus gate on Folkes Road, as this still differs from the parish council's expectations and the outcome of a recent site visit in that area. I have asked Bedford Borough Council to push Persimmon Homes to complete the parking restrictions lining works at the earliest opportunity. The borough council has been busy elsewhere within the village, writing to a number of residents asking them to cut back overgrown hedgerows (this also includes a hedgerow owned by the borough council along Cranfield Road!)

I am deeply worried about the safety aspect of the Pegasus crossing on Fields Road. We continue to have vehicles trying to run the red light, not stopping in time and speeding before they leave the 30MPH zone. I am not happy with the response from Bedford Borough Council – namely that it does not have the budget for a 'red light camera' or to pay for a safety survey. A safety study/feasibility study must have been completed before the crossing was installed and I have asked to see sight of the same.

Finally, Cllr Lloyd and I met on the Berry Wood estate recently, with a representative from Concept Management Ltd and a representative from Bedford Borough Council's Flood Management Team. They were appraised of the issues we are aware of – flooding and the poor finish of internal footpaths, so let's hope remedial works will follow. Thank

¹ A full house closure means residents are not allowed back into the property (in this case for three months). The property will be boarded up and bpha will be serving an eviction notice to prevent their return.

Appendix 1

you to Cllr Lloyd for his help to date in relation to those issues and a thank you also to Harvey (yellow Labrador) who also provided a valuable insight on the day!

BBCllr John Wheeler
July 2023

FC23/149a June 2023					
Reference	Police UK Category	Crime Category	Crime Sub Category	Recorded Date	Address
40/31095/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	11/06/2023	Lorraine Road
40/30589/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	08/06/2023	Hall End
40/29854/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	05/06/2023	
40/31182/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	11/06/2023	
40/30599/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	08/06/2023	Hall End
40/29688/23	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	03/06/2023	Woodman Way
40/30450/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	08/06/2023	Woodman Way
40/29689/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	03/06/2023	Grovebury Court
40/29165/23	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	01/06/2023	
40/31060/23	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	06/02/2022	
40/29597/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	03/06/2023	Woodman Way
40/29616/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	04/06/2023	Hide Close
40/29692/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	03/06/2023	Tysoe Close
40/30336/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	08/06/2023	Fields Road
40/30363/23	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	07/06/2023	A421
40/29159/23	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	26/05/2023	Clews Grove
40/29625/23	Bicycle Theft	THEFT	BICYCLE THEFT	02/06/2023	Johnson Avenue
40/33429/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	23/06/2023	Browns Lane
40/34815/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	29/06/2023	Moore Close
40/34577/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	28/06/2023	Hall End
40/35006/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	30/06/2023	Hall End
40/32915/23	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	20/06/2023	Cranfield Road
40/31552/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	14/06/2023	Tithe Barn Road
40/32108/23	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	16/06/2023	Fields Road
40/31868/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	15/06/2023	

Appendix 1a

40/32280/23	Other Theft	THEFT	OTHER THEFT	17/06/2023	Butland Way
40/33602/23	Other Theft	THEFT	OTHER THEFT	23/06/2023	Billing Way
40/33887/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	25/06/2023	Folkes Road
40/34727/23	Robbery	ROBBERY	ROBBERY OF PERSONAL PROPERTY	29/06/2023	Haycroft
40/34810/23	Robbery	ROBBERY	ROBBERY OF PERSONAL PROPERTY	29/06/2023	Haycroft
40/32489/23	Shoplifting	THEFT	SHOPLIFTING	18/06/2023	Folkes Road
40/32745/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	19/06/2023	
40/34959/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	30/06/2023	
40/31658/23	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	14/06/2023	Foster Way
40/32732/23	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	19/06/2023	Harris Way

FC23/150

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

Significant issues are emailed at the time of receipt.

FC23/154

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

No report or Project Action Plan as this committee had not met since 24th May 2023.

**Sue Edgar Playford BA (Hons) PSLCC AICMM
Clerk to the Council and Responsible Financial Officer
1st July 2023**

FC23/155

(Advisory) Neighbourhood Plan Steering Group Report

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

FC23/156

Planning & Environment Committee Report

14th June 2023

Matters arising from the minutes – for information only

See under 28th June 2023.

Planning Applications – for resolution

23/01100/FUL – 61 Lorraine Road. Single storey rear extension, loft conversion with rear dormer, new canopy to front door, internal remodelling works, demolition of existing garage and the erection of a detached single garage.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

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

22/00522/MAF - Wootton Upper School, Hall End Road. New artificial pitch with fencing, floodlights, acoustic fencing, erection of a pavilion with changing rooms, new car parking and revisions to existing access. Relocation of cricket net and long-jump pit. Condition 13 – Noise (Discharge of Condition).

This council previously raised **NO OBJECTION.**

22/02721/S73A – 94 Bedford Road. One and two storey rear extension following the demolition of existing conservatory and lean-to (revised scheme) (development already carried out).

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

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

This council previously raised **NO OBJECTION.**

23/00632/FUL – 3 Stevenson Walk. Single storey rear extension.

This council previously raised **NO OBJECTION.**

23/00633/FUL – Keeley Grange, Bedford Road. Replace existing summer house in the rear garden with a new summer house and relocate existing summer house to the wooded area at the front of the house.

This council previously raised **NO OBJECTION.**

23/00647/LBC – The Chequers Inn PH, 47 Hall End Road. Internal alterations to the kitchen and cellar, including relocation of dividing wall to increase the kitchen area, making good floors and ceilings, installation

of new commercial kitchen, along with electrics and plumbing; and the relocation of the kitchen door from the public bar.

This council previously raised **NO OBJECTION**.

23/00801/FUL – Sondale House, Wootton Green. Front entrance porch extension with balcony over, raise roof height of existing single storey utility room to side and alterations to windows and doors.

This council previously raised **NO OBJECTION**.

Resolutions

P23/149 – To consider a further response to Bedford Borough Council in relation to its proposed diversion of Public Bridleway 23, Wootton Land in the environs of Bourne End Farm and to resolve a suitable course of action.

After detailed discussion it was resolved to accept Bedford Borough Council's proposal to divert Public Bridleway 23.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

P23/150 – To consider a renewal street trading consent outside of Bedford Town Centre for Massimo Papa T/A Gino's Soft Whip (ice cream products, soft drinks and desserts) and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

28th June 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

has been informed all works are complete and a payment plan has been settled with Bedford Borough Council, in full and final settlement of the transfer of ownership. Move to close.

Planning Applications – for resolution

23/01231/FUL – 3 Roundel. Garage conversion.

Resolved **NO OBJECTION.**

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

Resolutions

P23/162 – To consider a further response to Bedford Borough Council in relation to its confirmation that Traffic Regulation Orders have been made in relation to the introduction of a 20MH speed limit on roads within the Berryfields Estate, ‘no waiting at any time’ restrictions (double yellow lines) at points in Ashpole Avenue, Folkes Road and Harris Way, ‘no waiting Mon-Fri 8am-5pm’ restrictions (single yellow lines) and ‘no stopping on entrance markings’ restrictions at points on Harris Way and the establishment of a new zebra crossing on Folkes Road and to resolve a suitable course of action.

It was noted Bedford Borough Council had agreed to the following amendment to its Traffic Regulation Orders, following a recent site visit with Cllr Lloyd, BBCllr/Cllr Wheeler, the clerk, BBCllr Weir (Portfolio holder for Environment, Transport and Highways) and Bedford Borough Council’s Manager for Traffic Operations:

- Keep clear markings would be added at the top of Harris Way, to enable emergency vehicle access to the play area/pitches.

It was further noted (as an aside to this agenda item) the bus gate would remain one way (as present) and additional road markings would be added. A new TRO would be issued within 4 weeks.

The above findings were noted and once the compound had been cleared from the top of Harris Way, the clerk was asked to bring the issue of emergency vehicle access signage back to this committee.

Sue Edgar Playford BA (Hons) PSLCC AICMM

Clerk to the Council and Responsible Financial Officer

4th July 2023

FC23/157**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2023 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	Timescale	Budget				Update	Project Manager
			CIL	Grant	EMR Money	Est Cost		
Medium	Average Speed Cameras	2023	£240,000	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£320,000	<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. <u>17th May 2023</u> BBCllr/Cllr Wheeler has been asked to chase for design works and costings. <u>14th June 2023</u> Following BBCllr Jim Weir's appointment as Portfolio Holder for Environment, Highways and Transport, the report confirming the order for all remaining sites has been forwarded to him, in the hope he can expedite matters. <u>12th July 2023</u> No further update was available.	Cllrs Lloyd and Wheeler

Medium	Berryfields Roundabout Re-Design	2023			£23,000	£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. <u>14th June 2023</u> Mayor Wootton will liaise with the relevant Bedford Borough Council officer to establish the feasibility of this project. <u>12th July 2023</u> No further update was available.	Cllr O'Dell
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>12th July 2023</u> Refer to agenda item FC23/162.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<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 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>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer. <u>12th July 2023</u> No further update was available.	Cllr Lloyd

Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£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	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>8th February 2023</u> No further updates received.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th February 2023</u> No further updates received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	2023	£40,772			£40,772	<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. <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. <u>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof positioned RTPI units.	Cllr O'Dell

							<u>12th July 2023</u> No further update was available.	
Low	Street Lighting Columns – Transfer to Bedford Borough Council	2023			£20,000	£20,000	<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. <u>14th June 2023</u> The clerk has received an invoice but before payment, is seeking confirmation this represents full and final settlement in relation to the transfer. <u>12th July 2023</u> The clerk has received confirmation the invoice represented full and final settlement and payment has been made. To recap – all street lighting columns have now been transferred into the ownership of Bedford Borough Council, save for poles 15 at Hall End and 3 at Potters Cross. These two poles are sited on private land and cannot be transferred to Bedford Borough Council. Move to close.	Clerk
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	2023		£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. <u>14th June 2023</u> BBCllr/Cllr Wheeler confirmed the developer consortium had raised concerns over the pitch specifications being 3g rather than 4g, however investigations have confirmed 4g specifications are	Wootton Academy Trust

							the same as 3g. Confirmation the developer consortium is content with these findings is awaited. A number of tender applications have been received and a September 2023 start date is anticipated. Additional funding is being sourced by Wootton Academy Trust. <u>12th July 2023</u> Tenders have been received but in the absence of BBCllr/Cllr Wheeler, no further update was available.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£12,903	£15,000	<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 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 landowner in order to proceed. <u>14th June 2023</u> Cllr O'Dell confirmed he had met on site with the landowners and a new location (not far from the original) is now being proposed. Cllr O'Dell and the architect are awaiting confirmation from the landowners and Bedford Borough Council that this location change is acceptable, before submitting a new planning application. <u>12th July 2023</u> Cllr O'Dell gave some background for the benefit of Cllr Kay (newly co-opted) and stated both he and the	Cllr O'Dell

							architect were continuing to liaise with both the adjacent landowners and Bedford Borough Council in order to secure pre-application advice. A fee reduction of 50% for that advice would apply, given the parish council's status.	
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To be reviewed monthly at Full Council.

FC23/158RISK ASSESSMENTS PLAN 2023-24

WPC² assigns all Risk Assessments 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 2023-24 (black font – complete, red font – outstanding, blue font – for sign off, green font – queries to be addressed by Full Council/updates to be received at Full Council):

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	17.5.23	None		12.7.23 SP
Car Parks	SP	17.5.23			
Cemeteries	TBC	17.5.23			
Changing Rooms and Toilet Block	SP	17.5.23	Left on file for now pending extensive remodelling works (and the demolition of the toilet block) – works are expected to commence in 2023		17.5.23 SP
Christmas Street Lighting	SP	17.5.23			
Christmas Tree (including Switch On Event)	SP	17.5.23			
Defibrillators	SP	17.5.23	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		12.7.23 SP
Fun Fest	SP	17.5.23	None		14.6.23 SP
Generator	GL	17.5.23	None		17.5.23 SP
Keeley End Pond	GL	17.5.23			
Litter Picking (and caretaker)	SP	17.5.23	Review held 22.6.23		12.7.23 SP
Lone & Isolated Working	SP	17.5.23	Review held 22.6.23		12.7.23 SP
Marquee	SP	17.5.23			17.5.23 SP

² Wootton Parish Council

Memorial Hall Play Area	SP	17.5.23			
MUGA – Church Road	SP	17.5.23			
* Office PAT testing	SP	17.5.23			
Outdoor Film/Cinema Event	SP	17.5.23	No event planned for 2023		12.7.23 SP
Recreation Ground Gate Duty including volunteers	SP	17.5.23	None		12.7.23 SP
Recreation Ground Play Area	SP	17.5.23			
Remembrance Sunday Parade	SP	17.5.23			
Skate Park	SP	17.5.23	None		12.7.23 SP
Sports Pitches – Church Road	SP	17.5.23			
Sports Pitches – Harris Way	SP	17.5.23			
Street Furniture	SP	17.5.23			
Trees	SP	17.5.23			
Village Sign	SP	17.5.23	None		12.7.23 SP
War Memorial	TBC	17.5.23			
Workstation (Clerk) – to include the parish office within the community centre	GL	17.5.23	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		17.5.23 GL

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire					
Community Centre General	BH	14.3.23	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action. Portable Appliance Testing (PAT) testing will be carried out by the		17.5.23 BH

			Charitable Trust save for items in the parish office which will be carried out by Wootton Parish Council (see * above)		
Community Centre Legionnaire's Testing	Caretaker and WPC	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Wootton Parish Council employs uRisk to undertake six monthly and annual inspections		Ongoing
Community Centre Scaffold Tower	BH	14.3.23	None		17.5.23 BH
MUGA – Harris Way	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust

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>