



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 10th January 2024 at 7.30pm 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), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Richbell-Davies, Swain, Tyerman and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	N/A.			
Agenda no	Agenda item title	Resolution	Action	Power
FC24/001	Apologies for absence. Cllr 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.
FC24/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/003	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.
FC24/004	Report from outside organisations – for information only.	Both reports were circulated ahead of this meeting. BBCllr Abood was requested to provide her report no later than the preceding	Clerk to keep on file.	N/A.

Full Council Minutes 10th January 2024

Chairman.....

Page | 1

Date 14th February 2024

	To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for December 2023. (Appendix One a).	Friday to allow members time to read it ahead of this meeting. It was noted the number and types of crimes were alarming.	Clerk to keep on file.	N/A.
FC24/005	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix Two).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC24/006	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>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 13 th December 2023.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC24/007	Matters arising from the minutes – for information only. - FC23/293 + FC24/018 – Community Centre at Berryfields. Refer to agenda item FC24/018. - FC23/293 + FC24/018 – 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 FC24/018. - FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. Public Hearings in relation to the examination of BBC's Local Plan 2040 have recently concluded and the Planning Inspectorate has raised concerns that it cannot be currently found to be sound. –Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council.	No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 10th January 2024

Chairman.....

Page | 2

Date 14th February 2024

FC24/008	Chairman's report – for information only.	Cllr Lloyd hoped all present had a good Christmas and wished everyone a Happy New Year. It was hoped the following projects would be completed during the course of 2024 (see under FC24/013 for fuller information): • Average Speed Cameras; • Changing Rooms and Toilet Block; • Defibrillators for Burgoyne Avenue and Hall End; • Real Time Passenger Information Units; • Synthetic Pitch; • Wootton Village Entrance sign. Cllr Lloyd then stated it was likely the CCTV system at the recreation ground (Church Road) would require upgrading – this would be best carried out after completion of the changing Rooms/Toilet Block project.	All to note.	N/A.
FC24/009	To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Three).	No report as this committee had not met since 29 th November 2023.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/010	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 Four).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/011	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix Five).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/012	To receive, review and adopt the Roads and Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Six).	No report as this committee had not met since 15 th November 2023.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC24/013	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 Seven).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC24/014	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 Eight).	Resolved to receive, review and adopt the updated risk assessments for: • Keeley End Pond; • Recreation Ground Play Area; • Sports Pitches – Church Road. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward and keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/015	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Wallace. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/016	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix Nine).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/017	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Swain. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/018	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> The Clerk confirmed they were due to meet virtually with Hillary Cooper Law representatives on 17 th January 2024.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Full Council Minutes 10th January 2024

Chairman.....

Page | 4

Date 14th February 2024

		<u>Charitable Trust</u> Cllr Lloyd confirmed he was meeting with an electrician to obtain a further quote to replace the exterior lights on the building – the costs would be met by the parish council. It was noted a contractor would be examining the underfloor heating as it was thought it was adversely affecting the boiler’s performance. Those costs would be met by the Charitable Trust. <u>Lease</u> The lease was ready for signature, pending the completion of the Joint Use Agreement. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.		
FC24/019	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> • Works to remedy the lighting issue at the pedestrian crossing on Folkes Road remained outstanding and BBCllr Wheeler had chased for a start date. • Cllr O’Dell referenced zig zag markings in the vicinity of laybys close to the Folkes Road crossing which indicated the laybys should not be used for parking. After discussion it was agreed photos would be provided ahead of next week’s Roads and Pavements Safety Steering Group meeting in order to better establish what, if any restrictions, were or should be in place and what action should be taken by Bedford Borough Council as the Local Highways Authority.		Town & Country Planning Act 1990 & subsequent.

		<u>Fields Road Crossing</u> - BBCllr/Cllr Wheeler previously confirmed works to complete tactile paving and dropped kerb which have been installed in the vicinity of the doctor's surgery (south side only) were on hold, pending further news on the doctor's surgery. <u>Berry Wood (FRS)</u> - A site visit with Remus Management Ltd to discuss flooding issues at the play areas and internal footways and the poor finish of the latter had yet to be arranged. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.		
FC24/020	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	No further update was available.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/021	To revisit the financing of a Community Transport Service between Wootton and the Interchange Retail Park, Ampthill Road, Kempston <u>AND ALSO AS A SEPARATE SERVICE</u> Wootton and the Forest of Marston Vale, Marston Moreteyne (frequency and dates to be determined) and to resolve a suitable course of action.	It was noted a meeting had taken place earlier in the day with Bedford Borough Council Portfolio Holders and bus companies, to discuss the current provision within the county. It was hoped BBCllr Wheeler would be able to provide fuller information at a meeting scheduled for 11 th January 2024, between members of Full Council and Alistair Strathern MP.	All to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/022	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2024-25, ahead of agreeing/finalising the precept demand in January 2024 and to resolve a suitable course of action.	Resolved to increase the precept demand for 2024-25 by 5%. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

FC24/023	To support a vote of confidence in the Chairman of Full Council and to resolve a suitable course of action.	Cllr Lloyd excused himself from this agenda item and left the room. Cllr O'Dell provided background to the agenda item which he had requested following comments made by a resident in relation to Cllr Lloyd's ability as Chairman and in particular his facilitation of meetings. After a brief discussion it was resolved to record a vote of confidence in Cllr Lloyd, in all aspects. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
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Meeting closed at 8.08pm.

FC24/004

Borough Councillor report for December Full Council – John Wheeler

Firstly, I would like to wish you all a Happy New Year and all the best for 2024. I have a feeling it is going to be an eventful year! This month's report will be a little lighter than usual as it was quiet over the Christmas break. I won't be able to attend the meeting on Wednesday (10th January) as it clashes with the Borough Council's Full Council meeting which will include discussions on a revised budget.

I have been chasing Bedford Borough Council Officers over the break so hopefully will soon be getting replies to the many outstanding issues. As requested, I have asked if the temporary bus stop on Burgoyne Avenue will become a main stop as it is used quite a lot now by passengers. If this turns out to be the case, then a yellow bus gate and tactile paving will need to be installed. On the bus front I am hoping to get an answer next week regarding the request for a temporary bus to go to the Interchange Retain Park for Wootton residents. The white lining had started around the village just before Christmas then stopped! I have chased Bedford Borough Council Highways regarding this and the dropped kerbs also. I have had quite a few good comments regarding the Christmas lights, so thank you to all who were involved in this.

The surgery is still ongoing and there is a meeting next week between Bedford Borough Council's Portfolio Holder for Health and the surgery to move this forward.

As I sure you are aware, there has been quite a lot of comment and speculation regarding Universal Parks and a proposed resort project. This is still very much in the early stages and no decision has been made – in fact I doubt we will hear much before summer this year. Whilst not in our parish, I am reassured by the Universal presentation team they will be talking to local stakeholders including Wootton Parish Council to listen to views regarding the site and infrastructure.

Work on the synthetic pitch at the Upper School should be starting soon. The wet ground has led to a slight delay so as soon as I have a start date, I will let you know. Since my last report I have attended various village events including school concerts and plays and I also accompanied the Mayor, Tom Wootton, to see Sister Act at the Upper School, which was amazing.

BBCllr John Wheeler
January 2024

Borough Councillor Report – Sue Abood, January 2024

May I take this opportunity to wish parish councillors a happy New Year.

Given the Christmas break and a bout of covid, this report is shorter than normal. Council meetings were paused over the Christmas break, with the last meeting being 18th December, and begin again this week (W/c 8th January 2024.)

Council meetings

Since my last report there has been an extraordinary Full Council meeting on 18th December. I was unable to attend as I was ill with Covid at the time, but watched the event on the live stream. The main purpose of the meeting was to approve an update to the Capital Programme to include £3.95 million of funding for repairs to leisure facilities prior to the new leisure providers (Greenwich Leisure Limited) taking on the contract on 1st February 2024.

An amendment to the proposed capital programme was passed at this meeting with a two thirds majority which reinstated several items to the programme, namely reversing the £1.2 million cut to the roads and pavements maintenance budget proposed at the 29th November meeting and inclusion of £1 million for the provision of a Muslim cemetery which had been missing from the original capital programme. Funding for GP buildings across the Borough was reinstated along with town centre regeneration funding. Full council approval of business cases for new projects was also approved. The amendment also removed the leisure village scheme estimated to cost over £25 million paid for with extra loans. Loans currently cost £100,000 per annum in interest for every £1 million borrowed and while full council is not against borrowing, especially as government funding reduces, it should not be funded at the expense of cuts to vital services or raising council tax in a cost of living crisis. The result reduced the borrowing requirement by £23.3 million from the £53 million previously detailed.

Council buys former Debenhams building

The Borough Council has announced the potential purchase of the former Debenhams building in Bedford. This is part of the continuation of the town centre vision, including regenerating the Mayes yard area, announced back in March. This had stalled for six months, but it pleasing to finally see progress once again being made.

Universal Studios

It was good to have confirmation of the investment proposed by Universal Studios which is an outstanding vote of confidence in Bedford Borough and was built on the work done by the previous Mayor. This investment will help cement Bedford as a place of prosperity with the investment in our local economy and infrastructure.

Flooding

The Borough Council Officers worked extremely hard during the recent flooding to ensure roads were suitably closed and information was shared via social media. It was disappointing that the first briefing on flooding wasn't sent to elected members until Friday, despite the threat of flooding being known about since Tuesday last week. In the ward, Church End was the worst area

affected by the River Great Ouse bursting its banks, but when I inspected on Friday and over the weekend, the water had stayed approximately 20ft from the nearest building.

Local items

- Defects in the road and pavement on Haycroft have been reported and added to the works list.
- 8 defects in the pavements along Lorraine Road have also been reported.
- My first councillor surgeries of the year in Wootton took place last weekend and were well attended with various issues raised by residents for my attention.

Primary/Lower/Middle School Applications

For children who are due start school or transfer to Middle School in September, parents need to apply by Monday 15 January for the best chance of getting a place at their preferred school.

Bedford Borough Council's online admissions system is open to all parents and carers who live within the Borough and whose children are due to start primary or lower school, or transfer to a middle school, in September 2024.

Parents and carers who have a child (born between 1 September 2019 – 31 August 2020) starting school in September 2024, or a child in Year 4 at a lower school to transfer to a middle school in September 2024, should apply now.

The online admission system is available at www.bedford.gov.uk/onlineadmissions and will close for primary, lower and middle school applications on Monday 15 January 2024.

I look forward to hearing from the Parish Council should they wish me to take on any work with them or on their behalf.

Police Crime Statistics FC24/004a December 2023						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/66973/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	10/12/2023	Church Road
40/65880/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	05/12/2023	
40/66728/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	09/12/2023	
40/65430/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	02/12/2023	Emerton Way
40/66297/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	07/12/2023	Sherwood Close
40/67155/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	11/12/2023	Wootton Green
40/67171/23	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	11/12/2023	Bedford Road
40/66966/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	10/12/2023	Keeley Lane
40/66791/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	RACE OR RELIGIOUSLY AGG ASSAULT WITH INJ	09/12/2023	Emerton Way
40/69261/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	23/12/2023	Folkes Road
40/69610/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	25/12/2023	Hall End
40/68671/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	19/12/2023	Moore Close
40/69541/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/12/2023	Moore Close
40/69552/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/12/2023	Moore Close

Appendix One A

40/69558/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	25/12/2023	School Lane
40/69682/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	26/12/2023	Moore Gardens
40/70044/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	28/12/2023	Potters Cross
40/70580/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	31/12/2023	Potters Cross
40/70594/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	31/12/2023	Potters Cross
40/70598/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	31/12/2023	Potters Cross
40/70612/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	31/12/2023	Potters Cross
40/70615/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	31/12/2023	Potters Cross
40/70626/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	31/12/2023	Bedford Road
40/69743/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	26/12/2023	St Marys Road
40/68728/23	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	20/12/2023	Folkes Road
40/68321/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	17/12/2023	Hall End Road
40/68725/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/12/2023	St. Marys Road
40/68732/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/12/2023	St. Marys Road

Appendix One A

40/68746/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/12/2023	St. Marys Road
40/68749/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/12/2023	School Lane
40/69679/23	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	26/12/2023	
40/68966/23	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	RACE OR RELIGIOUS AGG PUBLIC FEAR	21/12/2023	Moore Gardens
40/70057/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	28/12/2023	

FC24/005

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

Significant issues are emailed at the time of receipt.

FC24/009

(Advisory) Leisure and Amenities Committee Report

No report or project action plan as this committee had not met since 29th November 2024.

FC24/010

(Advisory) Neighbourhood Plan Steering Group Report

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

FC24/011

(Executive) Planning Committee Report

13th December 2023

Planning Applications – for resolution

23/02545/S73A – 23 Littlebrook Lane. Retrospective planning permission for erection of car port (development already carried out).

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

- The proposal would adversely affect the street scene.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

23/02548/FUL – 10 Littlebrook Lane. Partial garage conversion.

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

- The proposal would lead to the loss of a parking space on what was a narrow road.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

23/02558/S73A – 7 Sanders Way. Retrospective planning permission for extension to existing garage to form a new garage and rear boundary fence (development already carried out).

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

- The proposal was an overdevelopment of the site;
- The proposal would adversely affect the street scene.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

23/02610/OUT – 46 Potters Cross. Outline application with all matters reserved for up to 5 dwellings.

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

- The proposal was located outside Wootton's Settlement Policy Area as defined within Wootton's Neighbourhood Development Plan;
- The site was assessed as part of Wootton's Neighbourhood Development Plan and rejected on the grounds of suitability, notable access constraints and not aligning with the preferred development strategy for Wootton;
- The proposal did not accord with Wootton's Neighbourhood Development Plan;
- The proposal was an overdevelopment of the site and would cause parking congestion on what was a bridleway, not an adopted road;
- The proposal would lead to a loss of natural habitat and wildlife;
- The Bedfordshire and River Ivel Internal Drainage Board had objected to the proposal and Wootton Parish Council supported that objection.

Should permission be granted, the following planning condition should be implemented as part of a s106 agreement:

- The developer must ensure the entire road length (including the area currently unadopted and used as a bridleway) be upgraded to an adoptable standard by Bedford Borough Council – to include the installation of additional street lighting;
- BBCllr/Cllr Wheeler was requested to determine the methodology used by Bedford Borough Council's Highways Officer in determining their recommendation of 'No Objection with Suggested Conditions'.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.
Resolved by all present.

Resolutions

P23/275 – To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.

Resolved to request planning application 23/02610/OUT be called in for consideration by the Full Planning Committee of Bedford Borough Council by BBCllr Wheeler.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

P23/276 – To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).

Resolved Cllr O'Dell would represent the parish council and the Full Planning Committee meeting of Bedford Borough Council discussing planning application 23/02610/OUT.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

P23/277 – To consider the renewal of a street trading consent outside of Bedford Town Centre for James Ford T/A Mr Ice Cream Man and to resolve a suitable course of action.

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

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

P23/278 – To consider a response to Bedford Borough Council's Consultation on its Draft Trees and Development Supplementary Planning Document and to resolve a suitable course of action.

Resolved to note the consultation but to make no formal response.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
14th December 2023

FC24/012

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24

No report as this safety steering group had not met since 15th November 2023.

¹ Project Action Plan.

FC24/013**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

							<u>9th August 2023</u> The order has only now been taken to design stage and BBCllr/Cllr Wheeler confirmed he had spoken again to BBCllr Weir to establish why (when Wootton Parish Council was meeting all costs) this project was taking so long to deliver, given the original order was made in 2019. It is hoped installation will be early 2024. <u>11th October 2023</u> BBCllr/Cllr Wheeler has confirmed ahead of this meeting a site visit has recently been undertaken between the contractor and Bedford Borough Council representatives, ahead of finalising drawings and costings. <u>8th November 2023</u> It was noted all remaining cameras should be in situ within 12 months. <u>10th January 2024</u> A breakdown of costings was awaited.	
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

							<u>9th August 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <u>13th September 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <u>11th October 2023</u> BBCllr/Cllr Wheeler continues to chase for an update. <u>8th November 2023</u> It was noted BBCllr Weir, Portfolio Holder for Environment, Highways and Transport would be attending a Roads and Pavements Safety Steering Group meeting on 15th November and would provide an update at that meeting. <u>13th December 2023</u> BBCllr Weir, Portfolio Holder for Environment, Highways and Transport was unable to attend the Roads and Pavements Safety Steering Group meeting on 15th November and it was hoped an update would be provided at January's meeting. <u>10th January 2024</u> Cllr O'Dell provided a recap for those members who had recently joined the parish council. It was now 12 months since the Borough Council were asked to clarify what utilities lay beneath the roundabout and whether the beacon should be sited there. After detailed discussion it was hoped BBCllr Jim Weir would be in attendance at the Roads and Pavements Safety Steering Group meeting on 17th January 2024 – if not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay.	
High	Changing Rooms	2023	£274,165.10	£0	£0	£0	<u>9th August 2023</u>	Working Group

						Planning permission with conditions has been granted by Bedford Borough Council. Phase 4 works will consist of the following: • Coloini & Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. • Resultant findings will form part of the tender packs/process. • Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project. It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission; however an asbestos survey will be necessary before any works (to both structures) can commence. The Clerk will also follow up on a previous expression of interest for grant funding from The Mayor’s Climate Changing Fund which could help provide roof solar panels. • Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023.	
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							<u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th December 2023</u> Coloini & Lane Architects Ltd are working on final drawings (to include structural engineer comments and construction notes). These will be sent in draft form to Full Council for comment and approval, after which the information will be finalised, provided to a Quantity Surveyor and then sent out to tender.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>10th January 2024</u> Refer to agenda item FC24/018.	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.	Cllr Lloyd

							<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. <u>9th August 2023</u> BBCllr/Cllr Wheeler will chase again as no further update has been received for some time. The Clerk agreed to furnish him with the report submitted to Bedford Borough Council. <u>13th September 2023</u> The borough council is still in talks with Wheatley Homes to determine the land ownership issue. Street lighting columns in that area are now understood to be on highways-owned land, however a litter bin is not. The issue of siting a lectern remains undetermined but is still in hand. <u>13th December 2023</u> The borough council confirmed its position with Wheatley Homes in relation to the location of street lighting columns and also damage to the grassed area caused by cars parking beyond the grass creted area. Wheatley Homes has yet to respond, therefore the borough council cannot yet confirm whether the proposed location for the latest lectern is acceptable.	
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

							<u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	
Medium	Memorial Hall – ownership/management clarification	2023	£0	£0	£0	£2,000	<u>9th August 2023</u> A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal: • The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership; • The parish council will consult with the Charity Commission to establish whether the ‘1963’ Scheme should be updated to reflect current and practical governance arrangements; • The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the Clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry. <u>13th September 2023</u> The Clerk has received the first registration documentation back but has not yet received confirmation that the registration can or has been completed. <u>13th December 2023</u>	Clerk

							The Clerk has chased the Land Registry for an update on the registration process but has been informed of a significant workload backlog.	
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>13th December 2023</u> The Neighbourhood Development Plan will be reviewed once Bedford Borough Council's Local Plan 2040 has been ratified. Timescales are not yet known however, it is unlikely to be imminent given the Planning Inspectorate's review, which determined the Plan not sound nor fit to move to the main modifications stage. The Planning Inspectorate's findings in full can be viewed here.	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 14th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units. <u>8th March 2023</u> The Clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPi units with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8th 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>	Cllr O'Dell

						Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof positioned RTPi units. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> The parish council may consider paying 50% towards the cost of roof-positioned units to mirror the one at the Folkes Road bus gate. BBCllr/Cllr Wheeler agreed to make the relevant enquiries of Bedford Borough Council and the Clerk agreed to inform Journeo Passenger Systems Ltd of the same. <u>13th September 2023</u> Journeo Passenger Systems Ltd have been informed by the Clerk that the parish council is considering roof-positioned Real Time Passenger Information units and a site visit/inspection is being scheduled following completion of the new bus shelter installation works. It should be noted however, the concrete posts currently housing timetables are still scheduled for removal by Journeo Passenger Systems Ltd. BBCllr/Cllr Wheeler is awaiting an update from Bedford Borough Council in relation to the roof-positioned Real Time Passenger Information units. <u>13th December 2023</u> The concrete posts have now been removed. BBCllr/Cllr Wheeler confirmed BBCllr Weir is still looking into the installation of roof-positioned Real Time Passenger Information units (to be financed by Bedford Borough Council).	
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							<u>10th January 2024</u> After detailed discussion it was hoped BBCllr Jim Weir would be in attendance at the Roads and Pavements Safety Steering Group meeting on 17th January 2024 – if not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay.	
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 architect (Graham Stewart) 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	Cllr O'Dell

							advice would apply, given the parish council's status. <u>9th August 2023</u> Cllr O'Dell confirmed he continued to liaise with all parties ahead of a planning application submission to Bedford Borough Council. <u>13th September 2023</u> A new planning application has been submitted to Bedford Borough Council and Cllr O'Dell confirmed a Highways Officer has raised no objection. Graham Stewart (architect) has been asked to complete a street works licence and advise on working drawings before quotations are sought. Cllr O'Dell is seeking clarification from Bedford Borough Council regarding the use of contractors as it is unclear whether the parish council can source its own or must use a Bedford Borough Council-approved contractor to undertake the build. <u>11th October 2023</u> Cllr O'Dell confirmed planning permission had been granted, with the proviso a highways licence was needed for the proposal. A further proviso stipulated the need for all works to be carried out by Bedford Borough Council. Cllr O'Dell had sought greater clarification from the Borough Council in relation to a suitable contractor to carry out the works and BBCllr Wheeler (in his absence) was asked to chase for a response. <u>8th November 2023</u> Quotations for the build were being sourced by the architect.	
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Appendix Seven

							<u>13th December 2023</u> Cllr O'Dell confirmed one quotation had been sourced, with one more likely to follow. <u>10th January 2024</u> Cllr O'Dell confirmed the architect now had two contractors who were able to provide quotations for the works. Bedford Borough Council had been contacted to establish whether any utilities were underground which could impede works, after which working drawings would be produced.	
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To be reviewed monthly at Full Council.

FC24/014**RISK 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	Members resolved to install signage at the Memorial Hall car park as gritting cannot be carried out (due to the car park in part, being used as a play area for pre-school children)		9.8.23 SP
Cemeteries	JW and SP	9.8.23		10.1.24 – The Clerk and Cllr Wheeler will undertake the next Risk Assessment in Spring 2024	
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	None.		11.10.23 SP
Christmas Tree (including Switch On Event)	SP	17.5.23	Members determined not to hold a switch on event for 2023		11.10.23 SP
Defibrillators	SP	17.5.23	A Wootton Community First Responder undertakes daily and		12.7.23 SP

² Wootton Parish Council

Appendix Eight

			monthly checks – all checks are logged in the system		
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	13.12.23	10.1.24 – RoSPA findings in July 2023 should be considered by Full Council	10.4.24 – To be considered January 2024	10.1.24 SP
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
Memorial Hall Play Area	SP	17.5.23	10.1.24 – RoSPA findings in July 2023 have mostly been remedied, however some works remain outstanding due to delivery issues from the US		
MUGA – Church Road	SP	17.5.23	10.1.24 – RoSPA findings in July 2023 have mostly been remedied, however some works remain outstanding due to the handyman needing to use a generator (welding works)		
* 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	10.1.24 – RoSPA findings in July 2023 have been remedied. The litter picker continues to undertake weekly and monthly checks on all play equipment		10.1.24 SP
Remembrance Sunday Parade	SP	17.5.23			13.9.23 SP
Skate Park	SP	17.5.23			12.7.23 SP
Sports Pitches – Church Road	SP	17.5.23			10.1.24 SP
Sports Pitches – Harris Way	SP	17.5.23	10.1.24 – BBC's Grounds and Open Space Management team undertake all remedial works. Its next Risk Assessment is due to be updated in		

Appendix Eight

			January 2024, so the Clerk will await that updated document before doing the same		
Street Furniture	SP	17.5.23			
Trees	SP	17.5.23	13.12.23 – all tree works as identified within the tree inspection reports for 2023 have been/are being undertaken		13.12.23 SP
Village Sign	SP	17.5.23	None		12.7.23 SP
War Memorial	SP	10.1.24			
Work Station (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	Charitable Trust	Ongoing	<u>8th November 2023</u> The Charitable Trust has addressed/is addressing all issues raised in the recent Fire Risk Assessment.		Charitable Trust
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 Charitable Trust save for items in the parish office which will be carried out		17.5.23 BH

Appendix Eight

			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>