



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 22nd February 2017 at 7pm in The Memorial Hall, Bedford Road, Wootton.

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 Quirk (in the Chair), Doggrell, Lloyd and Noakes. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P17/38	Apologies for absence. Cllr Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P17/39	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P17/40	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.
P17/41	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
P17/42	List of correspondence received (copies of correspondence can be requested from the Clerk).	N/A.	N/A.	N/A.

Planning & Environment Committee Minutes 22nd February 2017

Chairman.....

Page | 1

Date.....

	None.			
P17/43	Minutes of the previous meeting. Members of the Planning & Environment Committee were asked to receive and adopt the minutes of the Planning & Environment Committee meeting held on the 8 th February 2017.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P17/44	Matters arising from the minutes – for information only. • P13/40 + P15/64 + P16/70 – Roads and footpaths. Resolved 9th March 2016 (P16/70) that BBC/Cllr Wheeler chase BBCllr Royden (Portfolio Holder for Environment and Transport) on a regular basis to get repairs done throughout the village. • P14/84 + P14/152 + P15/10 – Parking problems/yellow lines proposals. Works were due for completion in September 2015 – clerk and BBC/Cllr Wheeler continue to chase. ▪ P16/150 + P16/177 + P16/269 + P17/13 + P17/36 – Visual Tree Inspection. Resolved 26th October 2016 (P16/269) to undertake all priority 1 works. Resolved 11th January 2017 (P17/13) to request the parish council insurance company to liaise with the owners of Wootton House regarding a fallen ash tree at St. Mary's churchyard. Both issues ongoing. ▪ P16/175 – Popes Way. Bedford Borough Council have completed works to overhanging trees and are investigating the infill of an adjoining ditch near the entrance to Cause End Road. Resolved 13th July 2016 (P16/175) that the Clerk continue to try and register the area in the name of Wootton Parish Council (WPC). The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process. Bedford Borough Council are currently liaising with a local resident regarding the piping and infilling of the ditch. ▪ P16/216 + P16/256 – Tithe Barn Road footpaths. Resolved 12th October 2016 (P16/256) that remedial works be undertaken to both footpaths – to include cutting back all overhanging shrubs, new tarmac surfaces and new kissing gates to be sited at the Tithe Barn Road end of both footpaths. Clerk is still awaiting	No further comments received.	Clerk to keep on file.	N/A.

Planning & Environment Committee Minutes 22nd February 2017

Chairman.....

Date.....

	quotations. The Clerk also aims to register both footpaths in the name of WPC. The Clerk has visited Bedfordshire Archives and Records Service (7th February 2017) in the hope of finding historical evidence that WPC has maintained that area – this will aid in the registration process ▪ P16/229 – Street lighting Risk Assessment. Resolved 14th September 2016 (P16/229) to request Bedford Borough Council undertake annual risk assessments. The Clerk and Cllrs Quirk and Wheeler met with BBC Highways on 16th January 2017 – a proposal including costings for Bedford Borough Council to take over all street lighting columns will be sent to the Clerk by the end of February 2017. ▪ P16/244 – Remedial works to footpaths at St. Mary's Church cemetery. Resolved 28th September 2016 (P16/244) to seek quotations to re-lay the surface tarmac or use a cold finish surface on the one footpath leading from Church Road to St. Mary's Church North Entrance. Clerk is still awaiting quotations. ▪ P16/268 – New bench opposite the Cock Inn PH, Bedford Road. Resolved 26th October 2016 (P16/268) to re-site the bench previously destroyed – bench is currently on order. Please see agenda item P17/50. ▪ P17/37 – Tender documents for Grass Cutting and Cemeteries Maintenance. Clerk has placed an advert with the Bedfordshire on Sunday newspaper, Society of Local Council Clerks and parish council's Facebook page, seeking tender applicants.			
P17/45	To receive and verify the Income & Expenditure report for all Planning & Environment cost centres for 2016-17, to date.	Resolved to receive and verify the report without amendment. Proposed: Cllr Noakes. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2016.
P17/46	a) Planning Applications – for resolution. 17/00231/FUL – 80-82 Keeley Lane – erection of new infill dwelling following demolition of garage.	Resolved NO OBJECTIONS. Proposed: Cllr Quirk. Seconded: Cllr Lloyd.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	b) Planning Approvals – for information only. None. c) Planning Applications withdrawn – for information only. None. d) Planning Refusals – for information only. None. e) Planning (other) – for information only. None.	Resolved by all present.		
P17/47	To request above applications be considered by the Full Planning Committee of Bedford Borough Council.	N/A.	N/A.	Town & Country Planning Act 1990 & subsequent.
P17/48	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above applications.	N/A.	N/A.	Town & Country Planning Act 1990 & subsequent.
P17/49	To consider a policy to cover reserved graveyard plots at Lorraine Road cemetery, which remain unused upon expiration of the 75 year reservation period and to resolve a suitable course of action.	Resolved to continue to permit graveyard plot reservations for family members only. Further resolved an addition be made to the reservation certificate stating the plot would revert back for further use by the parish council, if unused after 75 years. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P17/50	To consider a request for a memorial bench in remembrance of the late Bill Brady and to resolve a suitable course of action.	Resolved a plaque be placed on the bench, subject to agreement with his family (family to determine wording). Proposed: Cllr Doggrell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

P17/51	To consider options in highlighting a potentially dangerous ditch which runs alongside the Bovis Homes development at Hall End ("Little Wootton") and to resolve a suitable course of action.	Resolved to send a copy of Cllr Quirk's report to Bedford Borough Council, for them to take forward with the developer. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P17/52	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
P17/53	To appoint a contractor to undertake additional tree works at Lorraine Road cemetery following a request from an adjoining neighbour (to include reducing the height of the trees <u>and</u> additional works cemetery side – including removal of ground scrub, surplus soil, rubbish and derelict railings) and to resolve a suitable course of action.	Resolved to allow the resident to take forward the quotation for the tree works (Albion Tree Surgeons) – payment to be made by them in full (£400). Further resolved to revisit the area with a view to appoint a contractor to undertake other works. Proposed: Cllr Lloyd. Seconded: Cllr Doggrell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.40pm.