



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** meeting held on Wednesday 28th November 2018 at 7pm in The Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title			Power
Open Forum	There were two members of the public present who wished to observe and comment on agenda item P18/262. Cllr Quirk proposed this agenda item be heard after agenda item P18/253 and this was resolved by all present. 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 Quirk (in the chair), Hensher, Lloyd, Martin and Noakes. Cllr Wheeler was in attendance. Cllr Wheeler is also the Borough Councillor for Wootton. In Attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P18/251	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P18/252	Disclosure of local and/or disclosable pecuniary interests. No disclosures made.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P18/253	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.
P18/254	Report from outside organisations – for information only.	No further comments received.	Clerk to keep on file.	N/A.

	Bedford Borough Council. Proposed temporary road closure – Hall End Road/Church Road. To facilitate the 2018 Bedford Harriers Half Marathon road race. The closure to facilitate this special event is anticipated to be in operation from 8.00am to 1.00pm on Sunday 2nd December 2018. Fuller details will be posted on the parish council's website.			
P18/255	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P18/256	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 31 st October 2018.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P18/257	Matters arising from the minutes – for information only. - P18/167 – Parking problems/yellow lines proposals. The clerk is currently investigating why some works approved by the parish council remain outstanding and met with a Borough Council Traffic Engineer (June 2018) to revisit issues. Awaiting written confirmation of the same from Bedford Borough Council. Resolved 11th June 2018 (P18/167) to ensure restrictions proposed for Hall End (opposite the Chequers Inn PH) were completed in full. - P18/128 – Popes Way. Resolved 13th July 2016 (P16/175) that the Clerk continue to try and register the area in the name of Wootton Parish Council (WPC). To date the Clerk has been unable to provide sufficient information to the Land Registry – adverse possession may be considered. Resolved 30th May 2018 (P18/128) the Clerk continue to try and register, using adverse possession if necessary. - P17/90 – Request to review the height and materials used in the construction of fencing within the new play area on the Berryfields Estate. Resolved 12th April 2017 (P17/90) no action can be taken until the management entity is known. That has now been confirmed as Greenbelt. Move to close. - P18/111 – Damaged/missing brick wall at St. Mary's churchyard. Resolved 27th September 2017 (P17/222) to	No further comments received.	Clerk to keep on file.	N/A.

	appoint a structural engineer to inspect the wall and advise on what remedial works are necessary. Following that report, resolved 31st January 2018 to immediately extend the existing temporary picket fence and place signage in the area, warning of the wall's unstable nature, pending remedial works. A response from Historic England has now been received which recommended rebuilding the wall using reclaimed bricks on a like-for-like basis. Resolved 9th May 2018 (P18/111) to request Historic England consider different works. ▪ P18/112 – Plot reservation process. Resolved 25th April 2018 (P18/098) to obtain costings to place inscribed slabs on plots which have been reserved and further resolved 9th May 2018 (P18/112) to place an order for the same, with Wrighton & Barker. Slabs are with Cllr Quirk and he and the clerk are meeting on 9th July 2018 to determine how best to place them. Cllr Quirk has now placed all reserved slabs in place. Move to close. ▪ P18/154 – Transfer of parish council-owned street lights 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. ▪ P18/183 – Works to St. Mary's cemetery extension hedgerow. Resolved 8th August 2018 (P18/183) that the height be reduced to improve visibility along the Church Road/Cause End Road junction. FA Bartlett Tree Experts have submitted a quote which has been forwarded to Bedford Borough Council, who will oversee and finance the proposed works. Clerk continues to chase for an update. ▪ P18/198 – Wootton Village entrance sign Wootton/Bedford Road. Resolved 29th August 2018 (P18/198) to brush/wash the brickwork along with the face stone and pick out the lettering in black. The Clerk has accepted a quotation from			
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	Wrighton & Barker to carry out the works and is awaiting timescales.			
P18/258	To receive and approve the Income & Expenditure report for all Planning & Environment cost centres and Earmarked Reserves report for all cost centres for 2018-19, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2018.
P18/259	a) Planning Applications – for resolution. None. b) Planning Approvals (by Bedford Borough Council) – for information only. 18/02327/FUL – Keeley Grange. Single storey rear sun lounge extension. This council previously recorded NO OBJECTION. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. 18/01486/S73 – 41-43 Cause End Road. Variation of condition 1 to make amendments to plot 5 (Refurbishment and extension of the existing cottages and the construction of 3 additional detached dwellings, together with off-road parking, private amenity space and associated landscaping). Related to 17/00375/FUL. This council previously recorded AN OBJECTION. d) Planning Refusals (by Bedford Borough Council) – for information only. 18/02259/FUL – Trieze, Cranfield Road. Erection of detached single-storey dwelling house following the demolition of a car port to existing bungalow. This council previously recorded NO OBJECTION. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only.	No further comments received. No further comments received. No further comments received.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	None.			
P18/260	To request above application(s) be considered by the Full Planning Committee of Bedford Borough Council.	Not applicable.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/261	To consider representation of the Council at the Full Planning Committee meeting of Bedford Borough Council discussing the above application(s).	Not applicable.	N/A.	Town & Country Planning Act 1990 & subsequent.
P18/262	To receive a report from Cllr Quirk regarding the allocation and reservation of plots within Lorraine Road cemetery extension and to resolve a suitable course of action.	This agenda item was brought forward and heard after agenda item P18/253. It was noted next of kin from both families were present. A report was circulated ahead of this meeting and Cllr Quirk provided fuller information on the plot “creepage” situation which had resulted in one reserved plot being of a significantly reduced width. Both members of the public were offered the opportunity to speak and after detailed discussion the following suggestions were made: • Rather than taking up the reduced width reserved plot, it was possible for a second casket to be interred immediately on top of the relative interred alongside. The plot could be opened up as low as possible. It would be necessary for a concrete screed to be included before the soil was replaced, however Cllr Quirk confirmed he had spoken with a reputable grave digger who confirmed this was an acceptable practice; • Plot E7 will be reserved and/or used as an alternative to plot D6.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved that both suggestions be left on file for the time being, pending further talks with the next of kin. In the meantime, plot E7 will be reserved pending further information and it was noted no timescales would be enforced on the decision. Cllr Quirk requested this agenda item be taken to Full Council given the extenuating circumstances. Proposed: Cllr Lloyd. Seconded: Cllr Quirk. Resolved by all present. Both members of the public were thanked for attending and both subsequently left the meeting.		
P18/263	To consider committee financial requirements (annual expenditure, capital and revenue projects) for 2019-20, ahead of finalising the precept demand in January 2019 and to make recommendation to Full Council as necessary.	No further capital or revenue projects were put forward and the annual expenditure budget headings (circulated ahead of this meeting) were noted.	N/A.	Local Government Finance Act 1992, s41. Financial Regulations.

Meeting closed at 7.30pm.