



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Planning & Environment Committee** held on Wednesday 14th August 2019 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ

Agenda no	Agenda item title			Power
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), Bygraves, Hensher, Lloyd, Martin and Noakes. Cllrs O'Dell and Wheeler were in attendance. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
P19/126	Apologies for absence. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P19/127	Disclosure of local and/or disclosable pecuniary interests. Living in the vicinity, Cllr Martin declared a local interest in agenda item P19/134 - 19/01565/FUL – 37 Potters Cross and did not take part in voting on that agenda item.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.
P19/128	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

	No requests received.			
P19/129	Report from outside organisations – for information only. None.	No further comments received.	Clerk to keep on file.	N/A.
P19/130	List of correspondence received (copies of correspondence can be requested from the Clerk). None.	N/A.	N/A.	N/A.
P19/131	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 July 2019.	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).
P19/132	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. Cllr O'Dell and BBCllr/Cllr Wheeler met with a representative from Bedford Borough Council on 30th July 2019 to push this forward. ▪ P19/059 – Damaged/listing brick wall at St. Mary's churchyard. Resolved 27th September 2017 (P17/222) to 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, however Historic England have since replied stating they wish to defer to Bedford Borough Council as local planning/conservation authority for further guidance. Resolved 10th April 2019	No further comments received.	N/A.	N/A.

	(FC19/059) to source accompany/individual qualified to assist with the works. Cllr Quirk and the clerk met with a potential contractor on 31st July 2019 and a survey report is expected imminently. ▪ P18/154 – 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. ▪ 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. The clerk and BBCllr/Cllr Wheeler continue to chase. ▪ P18/262 + P19/139 – Plot Reservation issue at Lorraine Road cemetery. An issue has occurred resulting in a reserved plot being too small to utilise. Resolved 28th November 2018 (P18/262) to allow the next of kin time to consider two possibilities which could resolve the issue. Refer to agenda item P19/139. ▪ P19/060 + P19/137 – Improved entrance signage at Lorraine Road cemetery. Resolved 30th January 2019 (P19/012) that suggestions for signage (including materials, location and costings) be submitted to the Clerk ahead of further discussions by this committee. Resolved 10th April 2019 (FC19/060) to obtain quotations for a sign similar to that at the cemetery entrance at Barton-le-Clay and the clerk is currently establishing what planning permission will be required. Refer to agenda item P19/137. ▪ P19/024 – Bench adjacent to the Keeley Corner bus shelter (Bedford bound). Resolved 13th February 2019 (P19/024) to			
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	refurbish the bench using recycled plastic planks, keeping the concrete frame. Works are completed – move to close. • P19/113 + P19/141 – Remedial works to a cracked pavement within Lorraine Road cemetery. The clerk was asked to ensure the one estimate received was changed to a quotation and seek additional quotations also, using a weed killer and bitumen pour. Refer to agenda item P19/141.			
P19/133	To receive and approve the Income & Expenditure report for all Planning & Environment cost centres and Earmarked Reserves report for all cost centres for 2019-20, 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 Quirk. Resolved by all present.	Clerk to keep on file.	Governance and Accountability for Smaller Authorities in England 2019.
P19/134	a) Planning Applications – for resolution. 19/01565/FUL – 37 Potters Cross. Demolition of existing conservatory and construction of new single storey rear extension. b) Planning Approvals (by Bedford Borough Council) – for information only. None. c) Planning Applications withdrawn (notified by Bedford Borough Council) – for information only. None. d) Planning Refusals (by Bedford Borough Council) – for information only. None. e) Planning (other – including Bedford Borough Council and the Secretary of State) – for information only. None.	Resolved NO OBJECTION. Proposed: Cllr Quirk. Seconded: Cllr Noakes. Resolved by majority vote. Cllr Martin did not take part in voting.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

P19/135	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.
P19/136	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.
P19/137	To receive a report from the clerk regarding proposals to install a cemetery sign on highways land adjacent to the entrance to Lorraine Road cemetery and to resolve a suitable course of action.	Resolved the clerk apply for planning permission to site the cemetery sign, as the next stage forward. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P19/138	To receive a report from Cllr O'Dell regarding a proposed directional sign to Lorraine Road cemetery on Cause End Road and to resolve a suitable course of action.	Resolved to apply for the directional sign in accordance with Cllr O'Dell's report. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P19/139	To receive an update from the clerk regarding an ongoing plot reservation issue at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved the clerk write again to the owner of the reserved plot and her son, sending out a copy of the original minutes with both letters. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P19/140	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).
P19/141	To appoint a contractor to undertake remedial works to a tarmac footpath at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved the clerk obtain firm costings for the option to weed kill, bitumen spray and chip, and to obtain better details (including reference) of the example provided. Proposed: Cllr Quirk. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.22pm.

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Chairman.....

Date 28th August 2019