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Minutes of the **Planning & Environment Committee** meeting held on Wednesday 13th July 2022 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title			Power
Open Forum	There were was one member of the public present who wished to raise a complaint in relation to an overgrown right of way leading from Lorraine Road cemetery to Hall End. The member of the public was advised to report this directly to the Rights of Way team at Bedford Borough Council and was sent the relevant link via email. The member of the public then stayed to observe the rest of the meeting. There were no other members of the public or press present and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs O'Dell (in the chair), Bygraves, Hensher (arrived 7.15pm), Lloyd and Noakes. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Watson.			
Agenda no	Agenda item title	Resolution	Action	Power
P22/161	Apologies for absence. Cllrs Quirk and Randell.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
P22/162	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
P22/163	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.

P22/164	Report from outside organisations – for information only. None.	N/A.	N/A.	N/A.
P22/165	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. None.	N/A.	N/A.	N/A.
P22/166	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 29 th June 2022.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
P22/167	Matters arising from the minutes – for information only. P21/262 – 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	No further comments received.	N/A.	N/A.

	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. This is currently being investigated. • P22/132 – Condition of noticeboard at Lorraine Road cemetery. Resolved 25th May 2022 (P22/132) to remove the noticeboard. The cemeteries caretaker has confirmed they will remove and suitably dispose the noticeboard at no additional cost to the council. • P22/133 – Condition of Royal British Legion Bench at Lorraine Road cemetery. Resolved 25th May 2022 (P22/133) to replace the bench with a recycled plastic bench (keeping the plaque) and request the cemeteries caretaker to keep all benches free of bird droppings. The cemeteries caretaker has confirmed they will use a battery operated jet wash to keep all benches clean and will invoice the council on an ad-hoc basis. See agenda item P22/172. • P22/158 – Planning Approvals (by Bedford Borough Council). 20/01842/OUT – Condition 10 – Mobility Housing (Discharge of conditions) 18 and Land at 16 Bedford Road. (This council previously raised an objection). Cllr O'Dell has raised a query which the clerk has passed to BBCllr/Cllr Wheeler – namely that at existing bungalow being demolished should be replaced with a new bungalow (to accord with Wootton's Neighbourhood Development Plan).			
P22/168	To receive and approve the Income & Expenditure report for all Planning & Environment cost centres and Earmarked Reserves report for all cost centres for 2022-23, to date and to resolve a suitable course of action.	Cllr O'Dell raised two queries which were addressed by the Clerk. Resolved to receive and approve both reports without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.

P22/169	a) Planning Applications – for resolution. 22/01494/TPO – 153 Bedford Road. Ash – crown reduce by 3m and cut back two branches overhanging neighbours garden. 22/01533/M73 – Land South of Fields Road. Major S73 Variation of Condition Application. Reserved Matters (Layout, Scale, Appearance and Landscaping) for Plots 4 and 5 pursuant to outline permission 17/00666/MAO, including variation of approved plans condition 1 attached to 21/00322/M73 to make changes to layout and elevations of unit 4C and Unit 5 Swallow Way, Wootton, and to add manufacturer's proposal for generator and temperature control plant. 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). None.	Resolved NO OBJECTION however it was noted the plans were not professional. An annotated photograph of the tree would have provided a clearer indication of the proposed works. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present. Resolved NO OBJECTION however it was noted the plans should have contained a key to the inclusions used. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
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P22/170	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.
P22/171	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.
P22/172	To receive a report from Cllr Lloyd regarding the replacement of the Royal British Legion bench at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved to replace the existing bench with a commemorative metal bench. The replacement bench would include the existing plaque (or a replacement with the same wording) and would also include the stencilled words "Wootton Remembers". Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P22/173	To determine circumstances in which to accept the interment of American-Style caskets at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved to permit American-Style caskets with the following caveats: • Due to sizing, two plots would need to be reserved/purchased; • All reservation certificates should be amended to confirm whether the plot is for a standard sized casket or American-Style casket; • The interment form should be amended to confirm the same and sizing checks should also be made with the undertakers ahead of interment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
P22/174	To consider timings in relation to the planting of trees adjacent/near plots within the Natural Burial Area and to resolve a suitable course of action.	Resolved to permit the following: • For coffin plots, a tree may only be planted after the plot has been fully utilised, as tree root growth could prevent future interment(s);	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		For ashes plots, a tree may be planted at any time as tree root growth will not prevent future interment(s). Cemetery regulations would be updated accordingly. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
P22/175	To consider parish council representation at upcoming interments at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved that in the absence of Cllrs Quirk and/or O'Dell, Cllrs Hensher and Noakes would provide a presence if available. It was noted Cllrs Lloyd and Wheeler had undertaken this task in the past also. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	All to note.	Localism Act 2011, Ch 1, s1-8.
P22/176	To consider a replacement for Cllr Quirk to continue monthly emergency lighting checks to the changing rooms and to resolve a suitable course of action.	Cllr Randell had expressed his willingness to take over this task to the clerk ahead of this meeting (and in his absence) it was resolved to appoint Cllr Randell as Cllr Quirk's replacement. The clerk agreed to establish whether the checks needed to be monthly. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.33pm.