



WOOTTON Parish Council Business Plan

2023-27



Third Edition, Published June 2025

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“Welcome to Wootton Parish Council’s Business Plan which sets out our key proposals and objectives for the parish. We hope that within it, there is something of interest for each and every member of our community.”

Gareth Lloyd, Chairman

Gareth Lloyd, Chairman



Welcome to Wootton Parish Council’s Business Plan. This document shows our aims and objectives. Everyone can see what we are aiming to do as a parish council as well as the long-term benefits to residents of the parish.

Both Councillors and the Clerk to the Council use this plan when discussing work programmes, projects and events. We work hard all year to deliver the plan on behalf of our residents, businesses and organisations.

The council is looking at ways to reduce its carbon foot print. We have replaced all our lights with energy efficient LED lights. The floodlit play areas also have energy efficient lights, fitted with timers and motion detectors. This means if the areas are not in use, the lights remain off. The council has also signed up to the bike to work scheme.

Councillors and the Clerk strive to deliver against this plan - drafted to ensure we work to make Wootton a great place to live, work, study and relax.

Sue Edgar Playford, Clerk to the Council and Responsible Financial Officer



Wootton Parish Council works to support residents and visitors to Wootton and regularly reviews its aims and projects for the village. These are detailed within this Business Plan.

The parish council is an inclusive organisation which seeks to work at the highest level. It has committed to work towards achieving Quality Gold Accreditation – a scheme overseen by The National Association of Local Councils which sets out sector standards and conditions for continued growth.

A number of projects are coming forward in the coming years, including the refurbishment of the changing rooms on Church Road and demolition of the adjacent toilet block. This will provide much needed storage for the parish council and other village organisations as well as a small ‘tuck shop’ style kitchen which will provide refreshments during football matches. We are also excited to have started work on the project which will see us acquire some 16ha. of Crown Estate Land, in the heart of the village, which will remain as open green space in perpetuity.

If you are interested in helping in any way or learning more about what we do, do please get in touch.

What is the Parish Council Responsible for?

The parish council is responsible for the following:

- Allotments and paddock maintenance (Hall End);
- Annual Christmas tree by the junction of Bedford Road/Cause End Road;
- Annual Fun Fest;
- Cemeteries maintenance (all three sites – St. Mary's churchyard, St. Mary's churchyard extension and Lorraine Road cemetery);
- Christmas street lights;
- Grass cutting (those areas for which it has responsibility);
- Litter picking (all areas within the 30MPH, excluding the Berryfields, Berry Wood/The Kilns and Little Wootton developments). The parish council choose to employ a litter picker to keep the village looking tidy and well maintained;
- Maintenance of Keeley End Pond;
- Maintenance of the play areas at the Memorial Hall and Recreation Ground sites – including weekly, monthly and annual RoSPA inspections;
- Payment of recycling credits to the Wootton Poor's Land Charity (collected from the glass recycling unit at the recreation ground);
- Provision of dog mess and litter bins (although the borough council empty them);
- Small Grants and Donations scheme;
- Tree maintenance (those areas for which it has responsibility);
- War Memorial maintenance.

See under Committees and Responsibilities for further information.

How to Find Out More Information

There are several ways you can find out what the parish council is doing or planning to do. We cater for the online community and those without internet access. This is your community, so please take the time to find out what is going on. By talking to us, you can shape how our community will evolve. The list below details how:

- Council meetings - all meetings are held at Wootton Community Centre on Harris Way;
- Councillor surgeries;
- Facebook page: <https://www.facebook.com/WoottonParishCouncilBedfordshire> ;
- Newsletter (produced quarterly);
- Noticeboards;
- Website: <https://www.wootton-pc.gov.uk/>

How Decisions are Made



The council's committees make decisions on issues put before them or make recommendations that are discussed at Full Council meetings. Recommendations can be approved, rejected or sent back to the committee for a rethink. Decisions made by the council are implemented by the Clerk and/or other council staff and can only be made at a meeting.

The agenda for each meeting is published one week in advance via the parish council's website and via noticeboards around the village. A link is also included on our Facebook page. Only items on the agenda can be discussed – this is a legal requirement. "Any Other Business" is not permitted, to ensure everyone knows in advance what will be discussed.

No councillor has the authority to organise, arrange or promise anything, but they can (and do) pass on requests, which (when relevant to the parish council) will be passed to the relevant committee or Full Council.

Parish Councillors - Maximum of 15



Cllr: - Gareth Lloyd
(Chairman)
Tel: - 07414 551820
E-mail: - Gareth.Lloyd@wootton-pc.gov.uk



Cllr: - Gerald Bygraves
(Vice Chairman)
Tel: - 07792 842601
E-mail: - Gerald.Bygraves@wootton-pc.gov.uk



Cllr: - Bob Hensher
Tel: - 767774
E-mail: - Bob.Hensher@wootton-pc.gov.uk



Cllr: - Donna Lincoln
Tel: - 07887 747 834
E-mail: - Donna.Lincoln@wootton-pc.gov.uk



Cllr: - Jeff Noakes
Tel: - 07806 470411
E-mail: - Jeff.Noakes@wootton-pc.gov.uk



Cllr: - Stuart O'Dell
(Chairman Planning committee)
Tel: - 767133
E-mail: - Stuart.Odell@wootton-pc.gov.uk



Cllr: - Keith Randell
Tel: - 07872 647234
E-mail: - Keith.Randell@wootton-pc.gov.uk



Cllr: - Victoria Richbell-Davies
Tel: - 07758 831 492
E-mail: - Victoria.Richbell-Davies@wootton-pc.gov.uk



Cllr: - Alexander Swain
Tel: - 07516 649 106
E-mail: - Alex.Swain@wootton-pc.gov.uk



Cllr: - Bob Wallace
Tel: - 768011
E-mail: - Bob.Wallace@wootton-pc.gov.uk



Cllr: - John Wheeler
Tel: - 07913 409433
E-mail: - John.Wheeler@Bedford.gov.uk



At the moment we have four vacancies. Anyone wishing to become a parish councillor, please contact Sue Edgar Playford
Clerk@Wootton-PC.gov.uk

The Parish Council (Staff and Volunteers)

Wootton Parish Council was founded in 1894 and as the first tier of local government, is the closest to the people it represents. The council consists of 15 voluntary councillors who serve for a period of up to four years before standing for re-election.

The parish council employs one full time and three part-time members of staff.

Sue Edgar Playford	(Full time) - Clerk to the Council & Responsible Financial Officer
Katie Day	(Part time) - Recreation Ground caretaker
Alison Reed-Thomsett	(Part time) - Allotments Officer
Lorna Cochrane	(Part time) - Litter picker

Wootton Neighbourhood Plan 2030

The first two of the four sites identified in the 2030 Neighbourhood plan have come forward.



Above is site W6 - 20 Dwellings. Below site W4 - 20 Dwellings



Parish Assets (excluding Land)

Memorial Hall play area, Bedford Road;
 MUGA (Multi Use Game Area), Church Road and Harris Way;
 Recreation Ground play Area, Church Road;
 Skate Park, Church Road;
 Sports Pitches, Harris Way;
 War Memorial, Church Road.

Parish Buildings

Changing Rooms and Toilet Block, Church Road;
 Community Centre and car park bays (in part), Harris Way;
 Memorial Hall

Parish Land

Bedford Road, adjacent to Manor Road flats;
 Keeley End Pond, Bedford Road/Hollies Walk;
 Lorraine Road Cemetery, Lorraine Road;
 Popes Way Green, popes Way;
 The Pound, Bedford Road (opposite The Cock Inn PH);
 Recreation Ground car park and field, Church Road;
 Sports Pitches, Harris Way.

Parish Others

Bus shelters (2 on Bedford Road near Manor Road Flats, Cause End Road)
 Noticeboards (Bedford Road near School, Bedford Road near Manor Road Flats, Bedford Road near Memorial Road and Hall End Road)
 Street Light (1 at Hall End Road & 1 at Potters Cross)
 Benches
 Litter/Dog bins

Full Council

Meets monthly (second Wednesday) and makes the majority of all council decisions. Non-political, it represents the first tier of local government for Wootton.

Finance and General Purposes

An advisory committee (with the exception of payments) which makes recommendations to Full Council for approval. It's executive powers extend to the approval and signing of all payments and invoices, which are then presented to Full Council for information only.

Oversees the management of:

- Parish Council finances and makes recommendation to Full Council in respect of the precept;
- Corporate Governance arrangements;
- Risk Management procedures and insurance arrangements;
- Employment and staffing – including training;
- Grants and donations;
- Councillor training.

Fun Fest

An advisory committee which makes recommendations to Full Council for approval. Meets two/three times a year to plan the annual summer Fun Fest.

Neighbourhood Development Plan Steering Group

An advisory steering group which makes recommendations to Full Council for approval. It oversaw the production of a Neighbourhood Development Plan for the parish of Wootton (adopted February 2022) and remains open to monitor consultations on BBC's (Bedford Borough Council) Local Plan 2040 and beyond.

Planning

An executive committee, which can:

- Act on behalf of the parish council in respect of any planning issues and, in particular, to:
 - ⇒ support or object to planning applications on the parish council's behalf as appropriate;
 - ⇒ submit comments and recommendations regarding planning applications to Bedford Borough Council on the parish council's behalf;
- Respond on the parish council's behalf to consultations regarding planning issues or other issues including the infrastructure of the village, which may have an impact on planning;
- Consider highways matters.

Roads and Pavements Safety Steering Group

The Roads and Pavements Safety Steering Group is an advisory committee which makes recommendations to Full Council for approval.

The steering group is responsible for:

- Working on issues surrounding roads and pavements and reporting on progress made to Full Council;
- Engaging with the community, other stakeholders and if necessary, adjoining town or parish councils in order to identify all road and pavement issues and make recommendation on how those issues may best be resolved;
- Lobbying/liasing with Bedford Borough Council (as the Local Highways Authority) in order to seek a remedy those issues raised *.

*This may exclude areas not yet adopted by Bedford Borough Council – in these cases, the safety steering group will liaise with the developer alongside Bedford Borough Council.

Leisure and Amenities

The Leisure and Amenities Committee is an advisory committee (with the exception of all issues and decisions relating to the Changing Rooms and Toilet Block refurbishment/demolition project) which makes recommendations to Full Council for approval.

All issues and decisions relating to the Changing Rooms and Toilet Block refurbishment/demolition project are reported to Full Council at the earliest opportunity.

The committee is responsible for:

The management and maintenance of the council's leisure facilities including:

- Harris Way MUGA (Multi Use Games Area);
- Church Road recreation ground (sports pitches, enclosed children's play area, Jubilee Gardens, MUGA, skate park);
- Harris Way sports pitches;
- Memorial Hall recreation ground (field, enclosed children's play area);
- Allotments and paddock area at Hall End;
- CCTV management/maintenance at the Community Centre, Memorial Hall and Recreation Ground;
- Consider any matters relating to the maintenance of the War Memorial;
- The management and maintenance of Keeley End Pond

The maintenance and any agreed development of public open space for which the parish council has a designated responsibility including the management of any associated contracts, including grass cutting (not including areas within the Berryfields and Berry Wood/The Kilns Estates, plus Little Wootton and any areas under private ownership).

The management and maintenance of all village (public) defibrillators. All village/public defibrillators are currently maintained by a member of Wootton's Community First Responders and we are exceptionally grateful.

The management and maintenance of all burial grounds for which the parish council has a designated responsibility.

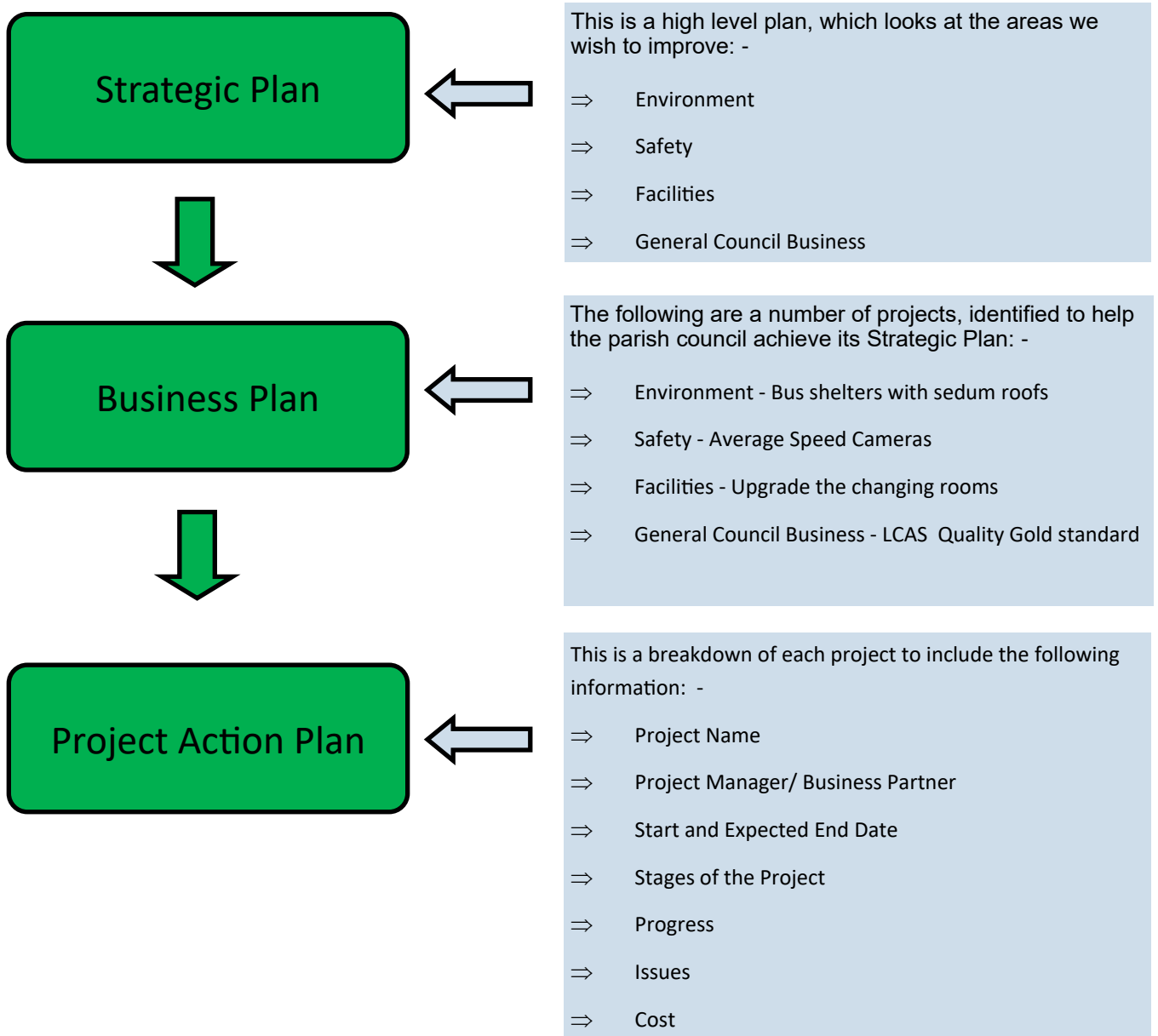
The management and maintenance of all trees within the village for which the parish council has a responsibility, including:

- Church Road recreation ground;
- Hall End Road allotments;
- Keeley End Pond;
- Lorraine Road cemetery;
- Memorial Hall recreation ground;
- Popes Way Green;
- St. Mary's Churchyard and Churchyard extension;
- War Memorial.

The management and maintenance of street furniture including benches, bins*, bus shelters (not including those within the Berryfields and Berry Wood/The Kilns Estates), noticeboards, planters (including the village entrance sign on Bedford/Wootton Road and The Pound opposite The Cock Inn PH on Bedford Road) and two street lights (one at Hall End and one at Potters Cross – both on privately-owned land).

*All bins on the public highway are emptied by Bedford Borough Council

One element within this Business Plan is the higher level Strategic Action Plan, which details the areas Wootton Parish Council intends to focus on, as a high level plan. Those areas include the local environment and how best the parish council can work to improve our surroundings, making the parish safer for those who live and work here. The parish council will also seek to improve facilities offered to residents as well as look to improve the way in which it works.



This Business Plan then takes those higher level areas and identifies projects that can be delivered to help achieve the Strategic Action Plan goals. Those projects are listed within the following four categories – Safety, Facilities, Environment and Council Business. The Project Action Plan is a more detailed account of each project.

The following four sections detail the Business Plan in greater detail. Lastly, the Project Action Plan is a more detailed account of each project. This is reviewed monthly by Full Council and used as a tool for project management.

Survival Rates of Defibrillation

Early defibrillation survival rates decrease quickly after someone goes into cardiac arrest. If defibrillation occurs within five minutes of cardiac arrest, the person has a survival chance of 50-70%. This decreases by 10% for every minute they are in cardiac arrest.

Minutes after Cardiac Arrest	5	6	7	8	9	10
Survival Rate %	70%	60%	50%	40%	30%	20%

Survival rate figures from Steroplast Healthcare

As you can see from the table above it is important that patients receive a defibrillation charge as soon as possible. Our aim is to have defibrillators placed around the parish so that residents can get to a defibrillator and back home within 5 minutes.

To find out where the defibrillators are in Wootton and how to use them, see our website:

<https://wootton-pc.gov.uk/>

Project Update

Defibrillator opposite the Chequers has now been installed.

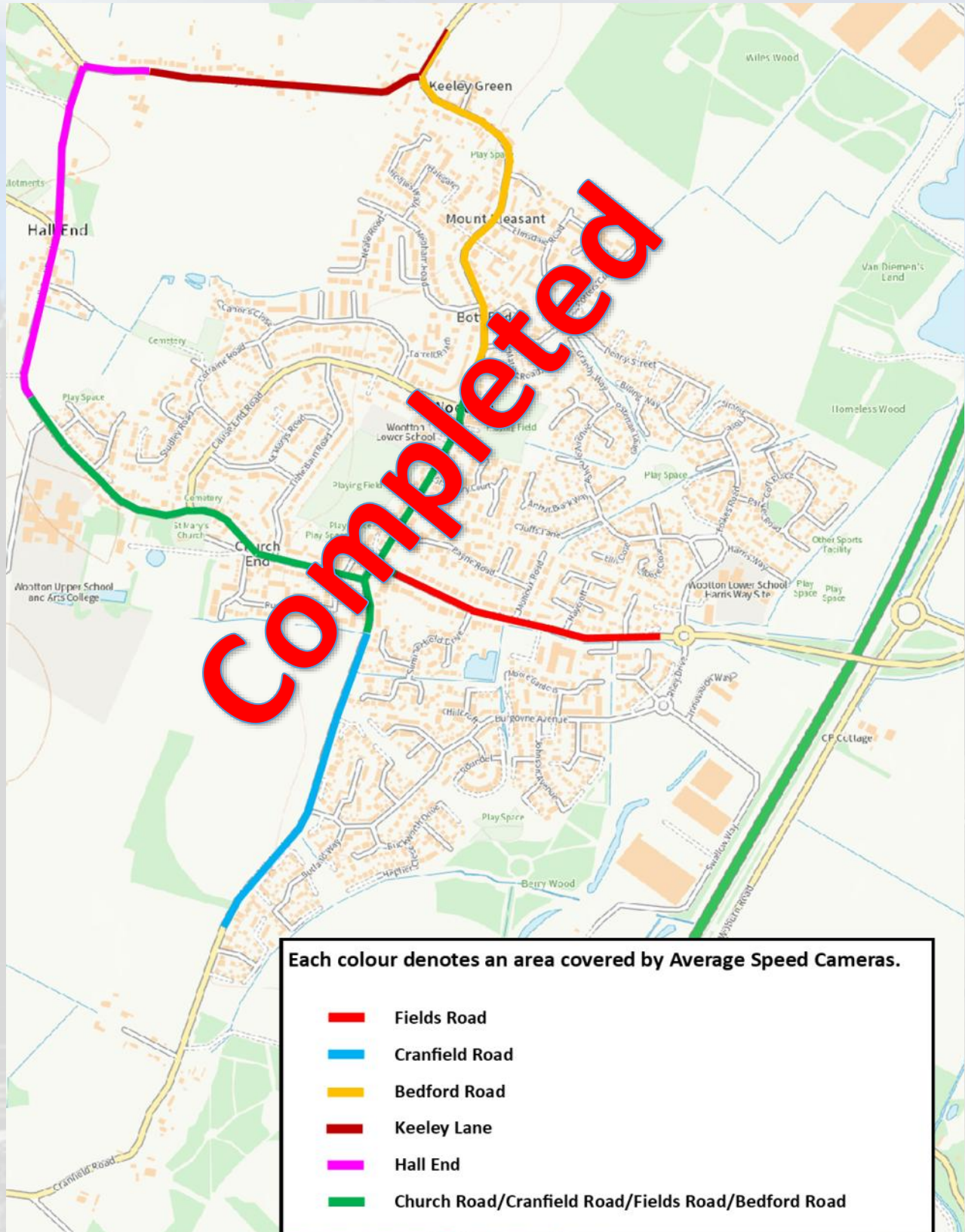
The Methodist Church has also installed one.

We are waiting for the bus shelter on Burgoyne Avenue to be installed by Bedford Borough Council so we can mount a unit on the bus shelter.



Improving Safety - Completed

The need for average speed cameras was recognised during early Neighbourhood Development Plan consultations. Cameras are in situ along Cranfield Road and Fields Road and a final push should see the remaining areas covered by the end of 2024. The following plan details those areas by colour. The wish is not for drivers to be fined (all revenue goes to Central Government) – but for drivers to take responsibility for their speed and ensure Wootton is a safe space for all.



Our Aim

In an ideal world, all drivers passing through Wootton will notice the cameras and stick to the speed limit. The majority have slowed down, however others still speed. We hope the cameras drive speeding numbers down further.

Village Consultation

Some more detail on the Neighbourhood Development Plan consultations. As part of those consultations, questionnaires were sent to all households within the parish. Responses were either in writing or online. The following data was extracted from those responses:

- 97% agreed that speeding within Wootton was an issue;
- 68% agreed that Average Speed Cameras should be installed as the most effective means of reducing speeding within Wootton.

Progress to Date

The cameras on Fields Road (red line on the map) were paid for by the developers of the Innovation Park. All other areas (including those already in place on Cranfield Road) have already, or will be financed by the parish council. The parish council has and will continue to use Community Infrastructure Levy Funding (a form of developer funding) to finance this project in full – tax payer's money will not be used.

We have the backing of Bedfordshire Police, however delays at Bedford Borough Council resulted in the order (placed in 2019) only being actioned this year. Bedford Borough Council have started to install the final sets of Average Speed Cameras. Hopefully all working before school goes back in September (2024)

Results

From December 2020 to November 2023 there were 1,246 speeding offenses. For fuller information please visit: <https://woottonpc.gov.uk/average-speed-cameras/>

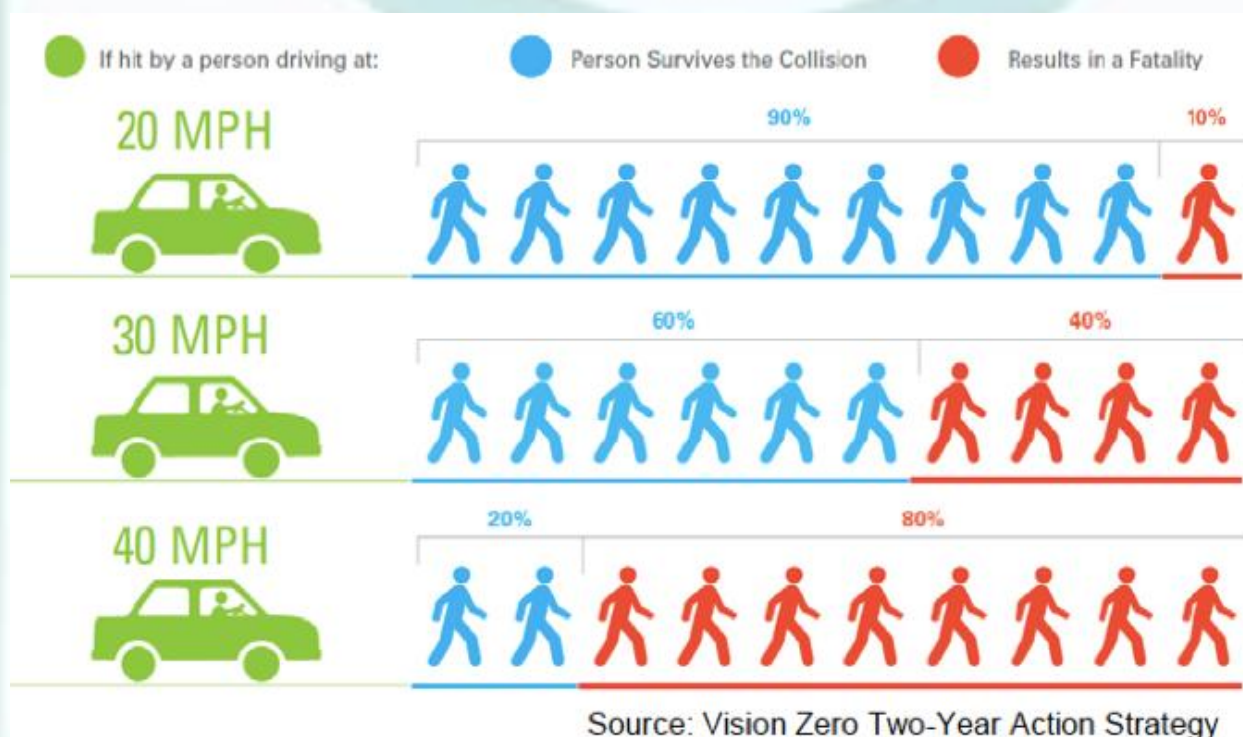
Funding

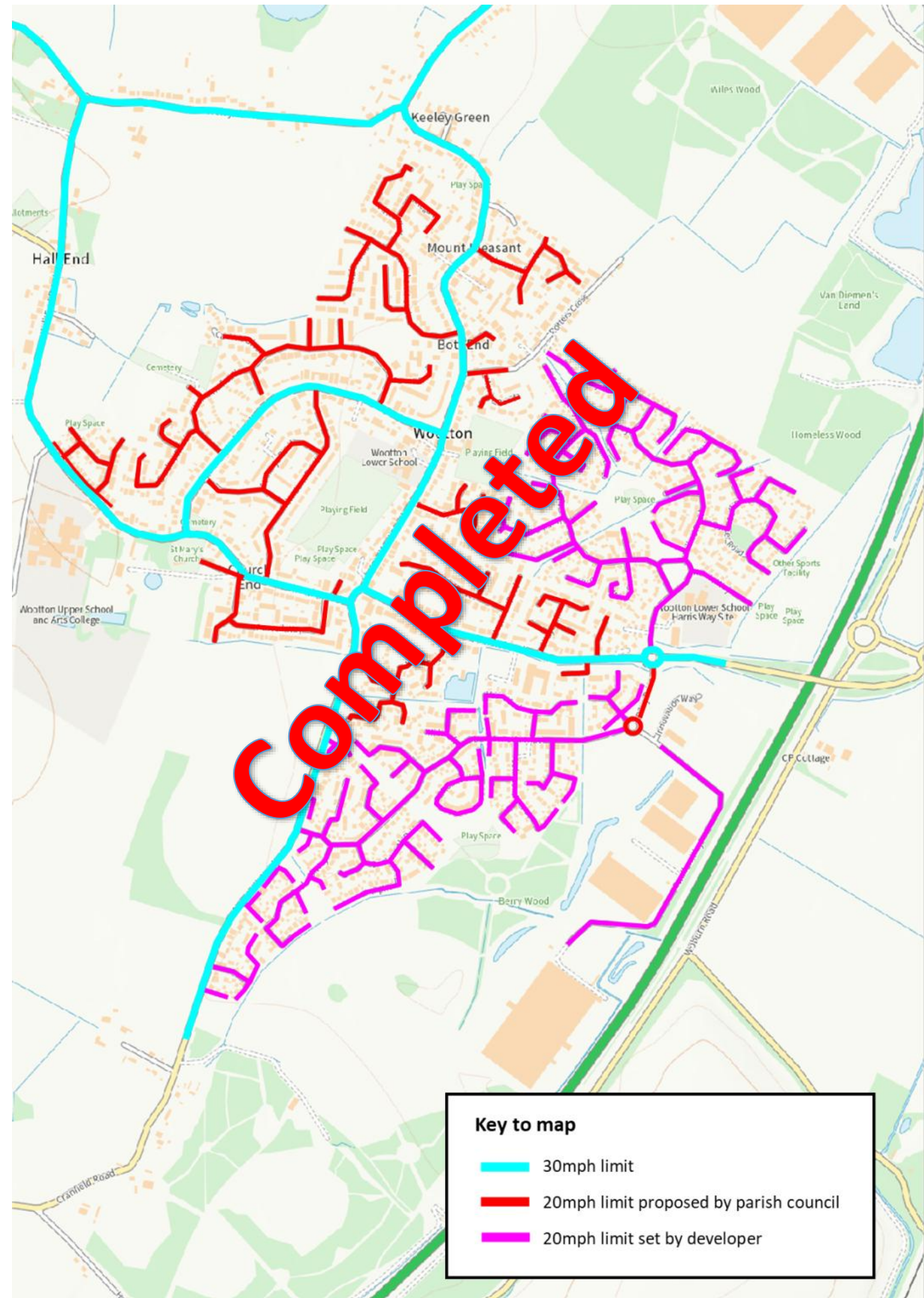
The cost to install all cameras is expected to be in the region of £500,000. The parish council has and will continue to use Community Infrastructure Levy Funding (a form of developer funding) to finance this project in full – tax payer's money will not be used.

Wootton Parish Council has made a request to Bedford Borough Council for a reduction in the speed limit (to 20MPH) along all roads, save for the main routes (Bedford/Church/Cranfield/Fields/Hall End Roads and Keeley Lane). If granted, this would mirror the speed limits now in situ within both the Berryfields and Berry Wood/The Kilns estates.

This project is likely to cost in the region of £20,000 and would be funded from a mix of parish council earmarked reserves and Community Infrastructure Levy Funding. Earmarking reserves is a means of ring fencing monies for projects and may be carried forward from one financial year to the following, until the project is completed.

Project Update: -





CCTV at the Recreation Ground

The CCTV at the recreation ground is there to protect Wootton Parish Council's assets (the skate park and Jubilee Gardens areas alone cost £105k EACH to install). It has also been used by Bedfordshire Police to identify violent and/or criminal behaviour and cases of anti-social behaviour. It helped prosecute several individuals for littering and fly-tipping, plus one who walked their dog on the grassed area, which is subject to a Dogs Exclusion Order.



Once the changing rooms have been remodelled, the parish council will be looking to upgrade the system once more and potentially introduce additional cameras.



Keeley End Entrance Sign - Completed

The parish council is keen to mirror the brick built sign on Bedford Road (as you enter/exit the village from/to Kempston Rural). The project has almost reached the Tender stage, after which a contractor will be appointed to deliver this project.



This project will be funded from our Ear Marked Reserves. This is where money is ring fenced for projects and is moved from one financial years budget to the next, until the project is completed.

Real Time Passenger Information Units - In Progress

The parish council has asked Bedford Borough Council to fund the installation of roof-mounted units, to replace the iPad style units which were mounted at eye level (and subsequently vandalised).

We are also hoping the bus stops along Burgoyne Avenue will have the roof mounted units.



Update : - We still have no news on when the bus shelters on Burgoyne Avenue will be installed by Bedford Borough Council

Floodlit Synthetic Pitch - Completed

The parish council has been working with Wootton Upper School to deliver a synthetic pitch on school land. It was not possible to deliver this facility elsewhere in the village. A Community Use Agreement will ensure the facility can be used by clubs, organisations and residents outside of school core hours. This will no doubt prove itself as a much needed facility and it is hoped it will be fully operational before the end of 2024.



This project cost in the region of £1,900,000. This was funded using a mix of s106 funding (another form of developer contribution) totalling £810,000 from the developer consortium who built the Berry Wood/The Kilns estate, plus £250,000 from the Parish Council's Community Infrastructure Levy Funding. The remaining funds came from Wootton Academy Trust and the education

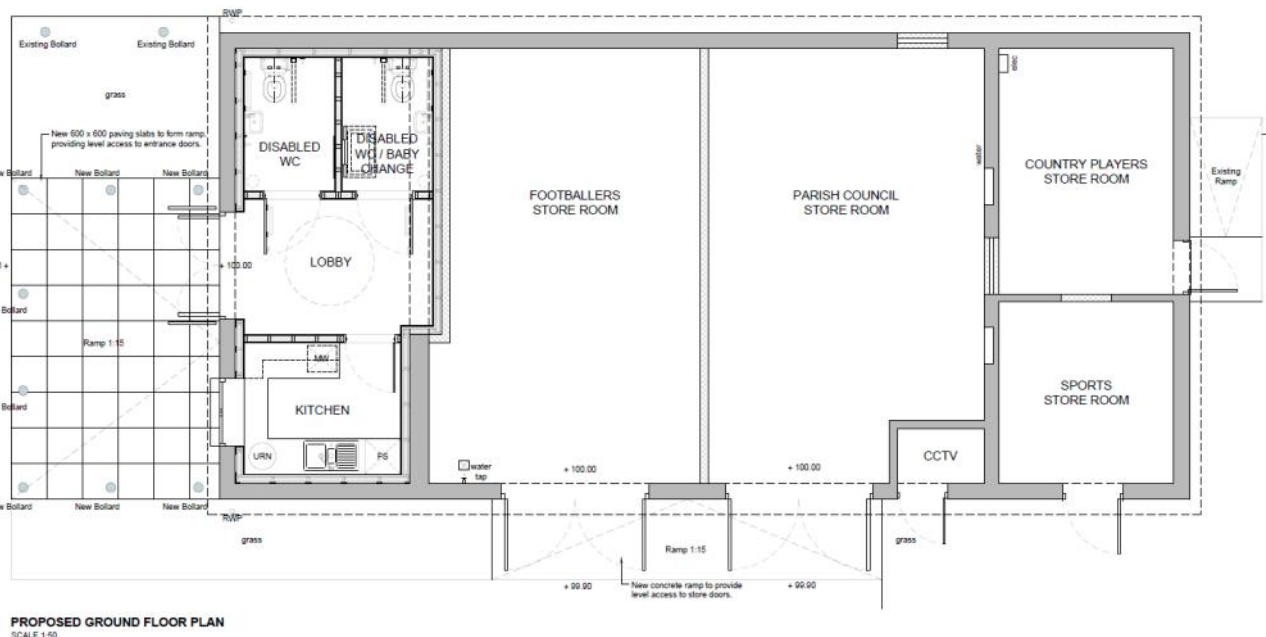


Remodelled Changing Rooms - In Progress

The current changing rooms have not been fit for purpose for years now and tend to be used more for storage. The toilet block is very dated and is earmarked for demolition. The parish council intends to incorporate modern toilets within the remodelled changing rooms, alongside a 'tuck shop' style kitchen at the front of the building (car park end) which will sell teas, coffees, sweets and crisps, during football games. The kitchen will have a sink, fridge, microwave, wall mounted hot water urn and a serving hatch to the customers who will queue outside.

There will be a dedicated storage area for each of the current users of the changing rooms. The layout has been designed to ensure good access to a large open space, to give users plenty of options.

The parish council is keen to reduce its carbon footprint so will ensure the remodelling works provide insulation where appropriate and use low energy lights with movement sensors. We also plan to install solar panels on the roof to increase our use of green energy .

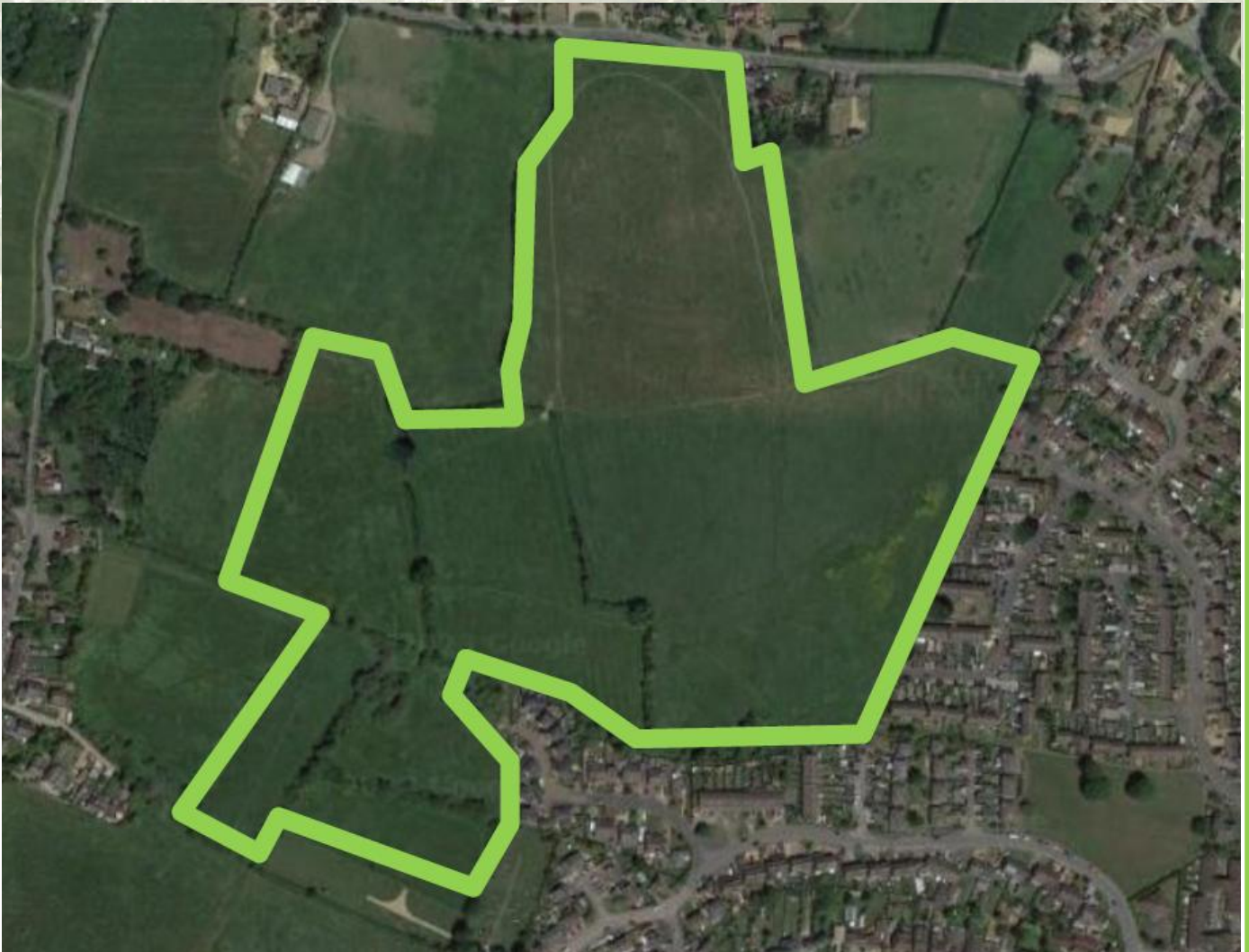


This project will be funded from the parish council's Community Infrastructure Levy Funding.

Crown Estate Land - Started

Wootton Parish Council is excited to be working in partnership with The Crown Estate and Forest of Marston Vale, to achieve the best possible outcome when it acquires nearly 16ha of Crown Estate Land. The land sits at the heart of the village and will remain as open green space in perpetuity.

Works are already underway to deliver a green and blue infrastructure plan and there will be opportunity for the wider community to have its say too. We will also be looking for volunteers to help the Crown Estate, Forest of Marston Vale and the parish council turn the land and plan into the final product.



Neighbourhood Development Plan

The referendum saw a majority vote in favour of Bedford Borough Council referencing the Neighbourhood Development Plan for Wootton when determining planning applications within the parish.

The plan will next be reviewed after the adoption of Bedford Borough Council's Local Plan 2040 – to ensure policies are up to date. Timescales are not yet known, following the Planning Inspectorate's findings that the borough council's Local Plan 2040 was not sound.

Hedgerow Planting - Completed

The parish council is currently working with The Forest of Marston Vale* to plant an area of hedgerow to replace scrub that was removed in 2023 at the cemetery. It is hoped when established, this will provide a haven for wildlife and flora/fauna as well as offer some screening to properties in Canons Close.

* The Forest of Marston Vale has worked with the parish council on several successful projects including the late Queen's Green Canopy and it is thanks to them and their volunteers that these joint projects came to fruition. We have high hopes too for The Crown Estate land project.

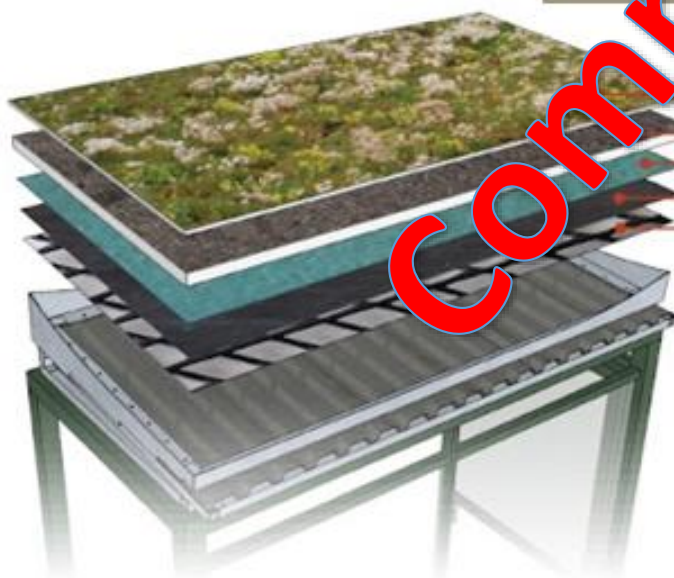
Grass with wild flowers. Only cut once or twice



New Hedge
1 mtr gap between hedges
1 mtr gap between hedge and fence once hedge is established.

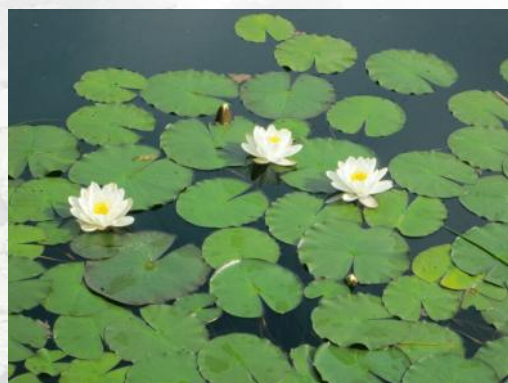
Bus Shelters - Sedum Roofing - Completed

Completed in the financial year 2023-24, was the replacement of four bus shelters in the village that were and remain, parish council assets. The parish council was keen to do its part for the environment and the roofs of all four units contain sedum, which will play a positive role for pollinators and carbon reduction.



Vegetation Layer
Growing Medium
Wicking Fabric
Root Barrier
Reinforcement Layer

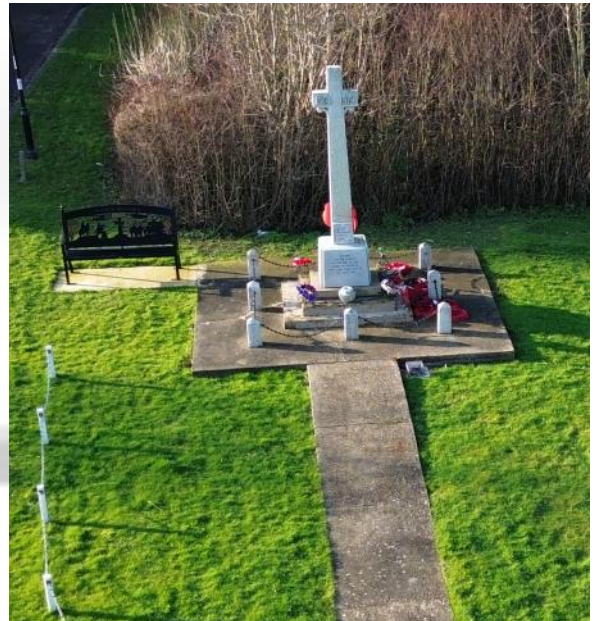
The parish council has worked to keep this area as natural as possible – in terms of wildlife and planting. British water lilies were planted some time ago, roughly a metre or two below the water's surface. Each year they come back bigger and better, with more leaves and flowers. The gate is deliberately locked – to provide a safe haven for any ground nesting wildlife. You can appreciate our work and see the pond and area in its entirety from the footpath which links Bedford Road with Hollies Walk.



Remembrance Day Parade

This annual event is organised by Cllr Lloyd and BBCllr/Cllr Wheeler, with help from Steve Rowse as parade master, Canon Peter Akroyd who delivers the service, David Simms the bugler, Alan Tresidder who organises the marching band and Tony Ireland who oversees road closures.

It is always humbling to see so many people attend this event – from the residents who line the street to watch the parade before gathering at the War Memorial to those who take part in the parade itself, including the Royal British Legion, the Arm Cadets, pre-schools, schools, Scouts and Guiding movements, Boys and Girls Brigade, Wootton Rangers FC, Wootton WI and not forgetting the horse riding community also.



Fun Fest



The Fun Fest is an annual event held in July at the recreation ground, Church Road. Its main focus is live music, food and stalls, with a number of other activities including a Fun Fair.

If you have any thoughts on what else could be brought to this event, please let us know. We are grateful to Mark Atkins who does the lion's share of organising this event, aided by Cllr Lloyd and BBCllr/Cllr Wheeler and the Clerk, Sue Edgar Playford.

Partnership Working

Partnership working can be seen in many different ways and the parish council is keen to nurture existing partnerships as well as look to foster new ones. The parish council has worked with The Forest of Marston Vale for many years now and will continue to do so, not least in relation to The Crown Estate land, as mentioned previously. New partnership working can be demonstrated with the early-stage meetings already held with The Crown Estate. These will continue in the months and years to come. The parish council has also worked with a number of adjoining parishes, including Marston Moreteyne Parish Council (on speeding issues) and Stewartby and Kempston Hardwick Parish Council (residents of that parish are afforded the same burial rights at Lorraine Road cemetery as Wootton residents).

Public Consultation

The parish council has carried out a number of public consultations over the years, including the Neighbourhood Development Plan and Skate Park/Jubilee Gardens projects. Details were included in our quarterly newsletter which is delivered to all households in the parish and an option given to complete online (Survey Monkey), rather than in writing. Separate questionnaires were used in relation to the Neighbourhood Development Plan (again with an online option) and these methods will be used again for future projects, where necessary. We have also involved the lower school and asked for flyers to be included in school bags. Any thoughts on what else we could do to improve on this – do please let us know.

Tree Inspections



The parish council has appointed FA Bartlett Tree Experts to undertake an annual review of all trees for which it has responsibility. All findings are considered by the Leisure and Amenities Committee (and ratified by Full Council) and remedial works carried out as soon as possible, thereafter.

RoSPA Accredited Inspections

All play equipment, for which the parish council has a responsibility, is subject to weekly and monthly inspections (currently carried out by our litter picker, Lorna). Lorna completed training in 2016 which makes her competent to undertake these checks. The parish council also ensures a more detailed, annual inspection is carried out (currently by Playsafety Ltd) – a RoSPA-accredited company.

The Clerk then immediately actions any issues that arise. We strive to ensure all users of our play equipment have an enjoyable, and above all, safe experience. If you notice something amiss – please contact us as soon as possible. The parish council is not responsible for the play equipment on the Berryfields, Berrywood or Little Wootton developments.



Lorraine Road Cemetery



Wootton Parish Council is a Local Burial Authority and owns/maintains this area of land, which is open for interments. It also maintains the closed churchyard and churchyard extension (vicinity of St. Mary's Church). As the name suggests, both churchyards are closed to new interments (save for anyone with a pre-arranged reservation).

Lorraine Road cemetery contains areas for ashes interments as well as an older and newer extension which is set out with full-sized plots. It is possible to reserve a plot. For fuller information please visit our website via this link: <https://wootton-pc.gov.uk/parish-council/policies-and-procedures/>

Financial Information

This Business plan is a living document which is updated to include the progress on projects and revised costs. This shows the current year 2025-26 and the projected next two years.

	(2025-26)	(2026-27)	(2027-28)
Full Council			
Planning Advice			
Planning Advice Fees	£500	£552	£608
Total Expenditure	£500	£552	£608
Wootton News/Communications			
Wootton News income	£2,500	£2,500	£2,500
Total Income	£2,500	£2,500	£2,500
Leaflets,banners,promotionals	£200	£221	£243
Leaflet/other delivery	£500	£552	£608
Wootton newsletter production	£10,000	£11,030	£12,166
Annual Report production	£2,500	£2,758	£3,042
Total Expenditure	£13,200	£14,560	£16,059
Community Activities			
Recycling credits for WC&PL	£1,250	1100	1000
Total Income	£1,250	£1,100	£1,000
Fun Fest costs	£4,500	£4,964	£5,475
Recycling crs - WC&PL charity	£1,250	£1,379	£1,521
Small grants and donations	£3,000	£3,309	£3,650
Christmas tree	£2,500	£2,758	£3,042
Poppy wreath	£200	£221	£243
Christmas lighting	£21,000	£23,163	£25,549
Total Expenditure	£32,450	£35,792	£39,479
Leisure & Amenities			
Cemetery			
Cemetery income	£5,500	£5,500	£5,500
Total Income	£5,500	£5,500	£5,500
Arbor inspection & maintenance	£9,500	£10,479	£11,558
Lorraine Road cem maintenance	£8,000	£8,824	£9,733
St Mary's cem maintenance	£4,500	£4,964	£5,475
St Mary's ext cem maintenanc	£1,400	£1,544	£1,703
Cemetery rates	£750	£827	£912
Water rates	£100	£110	£122
Trade refuse	£900	£993	£1,095
Cemetery Mapping Software	£10,000	£11,030	£12,166
General maintenance	£2,000	£2,206	£2,433
Vandalism repairs	£500	£552	£608
Replacement trees	£500	£552	£608
Total Expenditure	£38,150	£42,079	£46,414

	(2025-26)	(2026-27)	(2027-28)
Parks and Complex			
Allotment and paddock income	£1,300	£1,300	£1,300
Grass cutting cont BBC	£1,954	£1,954	£1,954
Lorraine Road grass cutting	£350	£350	£350
Total Income	£3,604	£3,604	£3,604
Play Equipment maintenance	£11,000	£12,133	£13,383
Skate Park maintenance	£5,000	£5,515	£6,083
Street Cleansing	£800	£882	£973
Car Park Repairs	£1,000	£1,103	£1,217
Water rates	£4,000	£4,412	£4,866
Trade refuse	£600	£662	£730
Electricity	£1,500	£1,655	£1,825
Keeley End Pond maintenance	£3,000	£3,309	£3,650
Grass cutting	£14,500	£15,994	£17,641
CCTV maintenance	£4,000	£4,412	£4,866
General maintenance	£5,000	£5,515	£6,083
Allotments & paddock rent/main	£1,500	£1,655	£1,825
MUGA maintenance	£5,000	£5,515	£6,083
Vandalism repairs	£1,000	£1,103	£1,217
Rec Ground pitches maintenance	£500	£552	£608
RoSPA inspections	£450	£496	£547
Allotment/paddock maintenance	£500	£552	£608
Total Expenditure	£59,350	£65,463	£72,206
Highways and Lighting			
Street Furniture maintenance	£5,500	£6,067	£6,691
Average Speed Cameras maint	£10,000	£11,030	£12,166
Electricity	£500	£552	£608
War Memorial maintenance	£1,000	£1,103	£1,217
General maintenance	£1,500	£1,655	£1,825
Vandalism repairs	£500	£552	£608
Lighting costs and repairs	£500	£552	£608
RoSPA inspections	£100	£110	£122
Defibrillator maintenance	£3,000	£3,309	£3,650
Land Registry costs	£150	£165	£182
Planters/pound maintenance	£4,000	£4,412	£4,866
Total Expenditure	£26,750	£29,505	£32,544
Memorial Hall			
Sweet Peas Garden Pepper Rent	£1	£1	£1
Total Income	£1	£1	£1
CCTV maintenance	£2,000	£2,206	£2,433
General maintenance	£2,000	£2,206	£2,433
Total Expenditure	£4,000	£4,412	£4,866

	(2025-26)	(2026-27)	(2027-28)
Community Centre			
C Trust Utilities contribs	£9,900	£9,900	£9,900
Total Income	£9,900	£9,900	£9,900
Water rates	£700	£772	£852
CCTV maintenance	£2,000	£2,206	£2,433
Octopus Energy	£9,200	£10,148	£11,193
Total Expenditure	£11,900	£13,126	£14,478
Wootton Village Hall			
Wootton Village Hall income	£10	£10	£10
Total Income	£10	£10	£10
Meeting Room Hire	£50	£55	£61
Total Expenditure	£50	£55	£61
Changing Rooms			
Changing rooms maintenance	£4,000	£4,412	£4,866
Octopus Energy	£2,000	£2,206	£2,433
Total Expenditure	£6,000	£6,618	£7,300
Finance & General Purposes			
General Administration			
Precept	£295,314	£325,731	£359,282
Interest	£38,000	£41,914	£46,231
Total Income	£333,314	£367,645	£405,513
Councillor Training	£450	£496	£547
Website costs	£10,000	£11,030	£12,166
Postage	£150	£165	£182
Clerk's mobile	£510	£563	£620
Stationery	£500	£552	£608
Broadband / Internet	£1,500	£1,655	£1,825
Subscriptions	£2,600	£2,868	£3,163
Insurance	£11,000	£12,133	£13,383
IT equipment	£3,000	£3,309	£3,650
Office equipment	£2,800	£3,088	£3,407
Software renewal/maintenance	£1,200	£1,324	£1,460
Bank charges	£200	£221	£243
Payroll services	£480	£529	£584
Audit fees	£2,650	£2,923	£3,224
Chairman's allowance	£500	£552	£608
Total Expenditure	£37,540	£41,407	£45,672
Total Staffing Costs			
Total Expenditure	£88,000	£97,064	£107,062

	(2025-26)	(2026-27)	(2027-28)
Total Council Income & Expenditure			
Total Income	£356,079	£390,260	£428,028
Expenditure	£317,890	£350,633	£386,748
Difference	£38,189	£39,628	£41,280

Precept Information

The precept (budget) is set by members of the parish council, who all live within the parish and also have to pay the same charges. We therefore try and keep the precept as low as possible and maintain the same or better level of service. Below you can see how much it has increased from the previous year. Bedford Borough Council collects the money monthly from us all as part of its council Taxes and pays the parish council half the precept total in April and September.

Wootton Parish Council

Year	2024-25	2025-26
Band D	£100.54	£105.57
Total precept	£278,847.46	£295,314.37



Band	Proportion of band D tax	Annual Tax 2022-23	Annual Tax 2023-24
A	6/9	£67.03	£70.38
B	7/9	£78.20	£82.11
C	8/9	£89.37	£93.84
D	1	£100.54	£105.57
E	11/9	£122.88	£129.03
F	13/9	£145.22	£152.49
G	15/9	£167.57	£175.95
H	2	£201.08	£211.14

Increase per month
£0.28
£0.33
£0.37
£0.42
£0.51
£0.61
£0.70
£0.84