



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

Email: Clerk@Wootton-PC.gov.uk

Website: Wootton-pc.gov.uk

[www.facebook.com/](https://www.facebook.com/WoottonParishCouncilBedfordshire)

WoottonParishCouncilBedfordshire

Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 8th May 2024 at 7.27pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
ACM24/001	Election of Chairman.	A nomination was received on the evening in favour of Cllr Lloyd. Resolved that Cllr Lloyd be appointed Chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (2).
ACM24/002	Signing of Declaration of Acceptance of Office by Chairman.	Cllr Lloyd signed the Declaration of Acceptance of Office, duly witnessed by the Clerk to the Council.	Clerk to keep on file.	Local Government Act 1972, Part V, s83 (4).
Open Forum	There was one member of the public present who wished to be considered for co-option at Full Council. 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 Lloyd (in the chair), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Richbell-Davies, Swain, Tyerman, Wallace and Wheeler (arrived 7.39pm). Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			

ACM24/003	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40..
ACM24/004	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM24/005	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.
ACM24/006	Election of Vice-Chairman.	A nomination was received on the evening in favour of Cllr Bygraves. Resolved that Cllr Bygraves be appointed vice-chairman for the ensuing municipal year. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM24/007	Election of Members to all committees/steering groups/working groups.	Resolved to elect members in accordance with Appendix One. Further resolved to appoint BBCllr/Cllr Wheeler as Chairman of the Complaints Committee and Cllr Lloyd as Chairman of the Fun Fest Committee. Proposed: Cllr Tyerman. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Standing Orders.
ACM24/008	To review and adopt Terms of Reference for all committees/steering groups/working groups and to resolve a suitable course of action.	Resolved to review and adopt all Terms of Reference without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM24/009	Election of representatives to outside bodies: - Community Centre Charitable Trust – (min/max not known); - Memorial Hall Committee – (min 1, no max);	Resolved to elect members in accordance with Appendix Two. Proposed: Cllr Bygraves. Seconded: Cllr Noakes.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	• Recreation Ground Committee – (min 1, no max); • Robert Edward Lunniss Charity – (min 2, no max); • Village Hall Committee – (min 2, no max); • Wootton Church & Poor’s Land Charity – (min 2, no max); • Wootton Poor’s Land Charity – (min 2, no max).	Resolved by all present.		
ACM24/010	To review and adopt all Policies and Procedures.	Resolved to review and adopt all Policies and Procedures without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM24/011	To review and adopt all GDPR Privacy Notices.	Resolved to review and adopt all GDPR Privacy Notices without further comment. Proposed: Cllr O’Dell. Seconded: Cllr Swain. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM24/012	To approve affiliation/subscription fees for 2024/25.	Resolved to approve affiliation/subscription fees for 2024/25 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM24/013	To review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners’ Guide for Smaller Authorities in England 2024.	Resolved to review and adopt the revised Joint Panel on Accountability and Governance (JPAG), Practitioners’ Guide for Smaller Authorities in England 2024 without further comment. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM24/014	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order for 2024/25.	Resolved to approve the list of regular services and payments, including those paid by variable Direct Debit or Standing	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.

		Order without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
ACM24/015	To approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments.	Resolved to approve the continuing use of Unity Trust Bank Ltd as primary bankers with use of online banking facilities including electronic payments without further comment. Proposed: Cllr Tyerman. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-84
ACM24/016	To approve the continuing use of Cambridge Building Society, Hampshire Trust Bank Ltd, National Westminster Bank Plc, Nationwide Building Society, Public Sector Deposit Fund (CCLA - Churches, Charities and Local Authorities), Redwood Bank Ltd and Triodos Bank UK Ltd as additional primary deposit holders.	Resolved to approve the continuing use of all listed entities as primary deposit holders without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM24/017	To approve the continuing use of a Chairman's allowance.	Resolved to approve the continuing use of a Chairman's allowance (£500 per annum) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM24/018	To appoint members to undertake the following: • Quarterly Internal Best Practice Review (min 2, no max).	Resolved to appoint councillors as follows: • Quarterly Internal Best Practice Review: Cllrs Noakes and Randell. Proposed: Cllr Tyerman. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
ACM24/019	To re-approve all existing signatories to all bank accounts/deposit funds in line with all appropriate payment procedures.	Resolved to re-approve all existing signatories to all bank accounts/deposit funds in line with payment procedures. Proposed: Cllr Noakes.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.

		Seconded: Cllr Bygraves. Resolved by all present.		
ACM24/020	To approve the continued appointment of GKP Chartered Accountants as internal auditor for 2024/25.	Resolved to approve the continued appointment of GKP Chartered Accountants as internal auditor without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
ACM24/021	To review and adopt the Asset Register/Land and Buildings Asset Register for year 2024/25 to date.	Resolved to review and adopt the Asset Register for year end 2024/25 without further comment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
ACM24/022	To confirm dates of meetings for 2024/25 and to consider an earlier start time/follow on times.	After discussion the following was resolved: • Planning Committee meetings to be reduced to 15 minutes duration; • Subsequent Full Council/Finance and General Purposes Committee meetings to start at 7.15pm; • Subsequent Leisure and Amenities Committee meetings to start at 7.30pm. • Overrunning meetings would have no impact on attendance by members or members of the public or press. • Initial start time to remain (in all cases) as 7pm. Proposed: Cllr Kay. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM24/023	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's	The Clerk had received no request for updates to any Register of Interests	N/A.	Localism Act 2011, Ch 1, s1-8.

	Website via Bedford Borough Council.	Forms.		
ACM24/024	To review and consider any updates to the Training Matrix for councillors and staff.	Resolved to accept all training matrices as up to date. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.47pm.

ACM24/007**Committee members 2024-25**

Complaints Committee (to include election of Chairman/Vice Chairman if appropriate)	Finance and General Purposes Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Fun Fest Committee (to include election of Chairman/Vice Chairman if appropriate)	Leisure and Amenities Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Neighbourhood Planning Steering Group (Chairman to remain in position until either a vacancy occurs or the project is completed)	Planning Committee (Chairman/Vice Chairman to be appointed at the next committee meeting)	Roads and Pavements Safety Steering Group (Chairman/Vice Chairman to be appointed at the next committee meeting)
Chairman * Vice-Chairman * Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr Kay Cllr O'Dell Cllr Tyerman Cllr Wheeler	Chairman * Vice-Chairman * Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr Kay Cllr Swain Cllr Tyerman Cllr Wallace	Chairman * Vice-Chairman * Cllr Hensher Cllr Noakes Cllr O'Dell Cllr Randell Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr Noakes Cllr O'Dell Cllr Randell Cllr Tyerman	Chairman * Vice-Chairman * Cllr Kay Cllr Noakes Cllr O'Dell Cllr Randell Cllr Tyerman

Chairman is Cllr Lloyd and the Vice-Chairman is Cllr Bygraves.

ACM24/009Outside Bodies Representatives 2024-25

Community Centre Charitable Trust	Memorial Hall Committee	Recreation Ground Committee	Robert Edward Lunniss Charity	Village Hall Committee	Wootton Church & Poor's Land Charity /Wootton Poor's Land Charity
Cllr Bygraves Cllr Hensher Cllr Lloyd	Cllr Randell	Cllr Bygraves	Cllr Tyerman Cllr Wheeler	Cllr Lloyd Cllr Wallace	Cllr Noakes Cllr O'Dell Cllr Wheeler