



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 14th May 2025 at 7.19pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
ACM25/001	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 Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (2).
ACM25/002	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 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 Lloyd (in the chair), Bygraves, Hensher, Lincoln, Noakes, O'Dell and Randell. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Richbell-Davies.			
ACM25/003	Apologies for absence.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V,

	Clrs Swain, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.			s85 (1+2) & Sch 12, Part VI, p40..
ACM25/004	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM25/005	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.
ACM25/006	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 Randell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM25/007	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 O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Standing Orders.
ACM25/008	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 Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Standing Orders.
ACM25/009	Election of representatives to outside bodies: • Community Centre Charitable Trust – (min/max 3); • Memorial Hall Committee – (min 1, no max); • Recreation Ground Committee – (min 1, no max); • Robert Edward Lunniss Charity – (min 2, no max);	Resolved to elect members in accordance with Appendix Two. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	• 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).			
ACM25/010	To review and adopt all Policies and Procedures.	Resolved to review and adopt all Policies and Procedures without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM25/011	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 Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM25/012	To approve affiliation/subscription fees for 2025/26.	Resolved to approve affiliation/subscription fees for 2025/26 without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM25/013	To review and adopt the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025 (previously the Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England).	Resolved to review and adopt the revised Smaller Authorities Proper Practices Panel Practitioners' Guide 2025 (previously the Joint Panel on Accountability and Governance (JPAG), Practitioners' Guide for Smaller Authorities in England) without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM25/014	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order for	Resolved to approve the list of regular services and payments, including those	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities

	2025/26.	paid by variable Direct Debit or Standing Order without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.		in England 2024.
ACM25/015	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 Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-84
ACM25/016	To approve the continuing use of Cambridge Building Society, Hampshire Trust Bank Ltd, 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 O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM25/017	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 Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM25/018	To appoint members to undertake the following: Quarterly Internal Best Practice Review (now Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2025/26 (min 2, no max).	Resolved to appoint councillors as follows: Quarterly Internal Best Practice Review (now Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2025/26: Cllrs Noakes and Randell. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.

		Resolved by all present.		
ACM25/019	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 Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
ACM25/020	To review and adopt the Asset Register/Land and Buildings Asset Register for year 2025/26 to date.	Resolved to review and adopt the Asset Register for year end 2025/26 without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
ACM25/021	To confirm dates of meetings for 2025/26 and to consider an earlier start time/follow on times.	Resolved to amend future meetings of the Roads and Pavements Safety Steering Committee for 2025/26 as follows: Effective August 2025, all R&PSSG meetings to be held quarterly, immediately following Full Council on the second Wednesday. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM25/022	To review and consider any updates to councillor Register of Interests Forms, as published on Wootton Parish Council's Website via Bedford Borough Council.	The Clerk had received no request for updates to any Register of Interests Forms.	N/A.	Localism Act 2011, Ch 1, s1-8.
ACM25/023	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 Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.36pm.

ACM25/007**Proposed Committee Members 2025-26**

Complaints Committee (to include election of Chairman/Vice Chairman if appropriate)	Finance & 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 & 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 & 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 Lincoln Cllr O'Dell Cllr Wheeler	Chairman * Vice-Chairman * Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr Lincoln Cllr Randell Cllr Swain Cllr Wallace	Chairman * Vice-Chairman * Cllr Hensher Cllr Noakes Cllr O'Dell Cllr Randell Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr Lincoln Cllr Noakes Cllr O'Dell – willing to stand again as Chair. Cllr Randell	Chairman * Vice-Chairman * Cllr Lincoln * Cllr Noakes Cllr O'Dell Cllr Randell

*Chairman is Cllr Lloyd and Vice Chairman is Cllr Bygraves.

ACM25/009

Outside Bodies Representatives 2025-26

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 Lincoln. Cllr Wheeler	Cllr Lloyd Cllr Wallace	Cllr Noakes Cllr O'Dell Cllr Wheeler