



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the Annual Council Meeting of Wootton Parish Council held on Wednesday 13th May 2026 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
ACM26/001	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 Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (2).
ACM26/002	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 the following Full Council meeting. 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, Noakes, O'Dell, Randell and Ward. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
ACM26/003	Apologies for absence.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V,

	Clrs Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.			s85 (1+2) & Sch 12, Part VI, p40..
ACM26/004	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
ACM26/005	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.
ACM26/006	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 Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Part 1, s15 (6).
ACM26/007	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 Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Standing Orders.
ACM26/008	To review and adopt Terms of Reference for all committees/steering groups/working groups and to resolve a suitable course of action.	Cllr O'Dell proposed the following be added to the Terms of Reference Membership Information for the Neighbourhood Development Plan Steering Group: 'Representatives of housing developers or land management organisations shall not be permitted to be members'. Resolved to approve the above amendment and review and adopt this	Clerk to take forward.	Standing Orders.

		and all other Terms of Reference without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
ACM26/009	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); • 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 to elect members in accordance with Appendix Two. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM26/010	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 O'Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM26/011	To review and adopt all GDPR Privacy Notices.	Resolved to review and adopt all GDPR Privacy Notices 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.
ACM26/012	To review, update and adopt the Website Accessibility Statement.	Resolved to review, update and adopt the Website Accessibility Statement without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM26/013	To approve affiliation/subscription fees for 2026/27.	Resolved to approve affiliation/subscription fees for	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		2026/27 without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.		
ACM26/014	To review and adopt the Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.	Resolved to review and adopt the Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27 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.
ACM26/015	To approve a list of regular services and payments, including those paid by variable Direct Debit or Standing Order for 2026/27.	Resolved to approve the list of regular services and payments, including those paid by variable Direct Debit or Standing Order without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
ACM26/016	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 Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-84
ACM26/017	To approve the continuing use of Cambridge Building Society, Hampshire Trust Bank Ltd, 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 Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
ACM26/018	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.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.		
ACM26/019	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 2026/27 (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 2026/27: Cllrs Noakes and Randell. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
ACM26/020	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 Lloyd. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
ACM26/021	To review and adopt the Asset Register/Land and Buildings Asset Register for year 2026/27 to date.	Resolved to review and adopt the Asset Register for year end 2026/27 without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
ACM26/022	To confirm dates of meetings for 2026/27 and to consider an earlier start time/follow on times.	Resolved to confirm dates of meetings for 2026/27 without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
ACM26/023	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 confirmed Cllrs O'Dell and Wheeler had requested updates to their Register of Interests Forms and these had been submitted to Bedford Borough	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Council.		
ACM26/024	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 Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.53pm.

ACM26/007**Proposed Committee Members 2026-27**

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 Development Plan 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 Ward Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr O'Dell Cllr Wheeler	Chairman * Vice-Chairman * Cllr Randell Cllr Wheeler	Chairman * Vice-Chairman * Cllr Hensher Cllr O'Dell Cllr Randell 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 Ward	Chairman * Vice-Chairman * Cllr Noakes Cllr O'Dell Cllr Randell

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

ACM26/009Outside Bodies Representatives 2026-27

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 Ward Cllr Wheeler	Cllr Lloyd Cllr Randell	Cllr Noakes Cllr O'Dell Cllr Ward* Cllr Wheeler

*Cllr O'Dell agreed to investigate whether Cllr Ward could be appointed as a fourth Parish Council Representative as it was unclear whether there was a maximum limit. If not possible, Cllr Ward confirmed he would withdraw his application.