



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 **Full Council** meeting held on Wednesday 9th November 2022 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were two members of the public present who wished to discuss and observe discussions on agenda item FC22/257. Cllr Lloyd moved this agenda item be heard after FC22/241 and all members were in agreement. A further member of the public was present to discuss and observe discussions on agenda item FC22/259 and Cllr Lloyd moved this agenda item be heard after FC22/257. Again, all members were in agreement.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Randell, Wallace and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton.			
Absent (no apologies received)	Cllrs Lennox and Quirk.			
Agenda no	Agenda item title	Resolution	Action	Power
FC22/239	Apologies for absence. Cllr Mapesa. The Clerk to the Council and Responsible Financial Officer Sue Edgar Playford was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) Sch 12, Part VI, p40.
FC22/240	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC22/241	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.
FC22/242	Report from outside organisations – for information only.	BBCllr/Cllr Wheeler's report for October was	Clerk to keep on file.	N/A.

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	To receive a report from BBCllr/Cllr Wheeler, to include all outstanding issues. (Appendix 1). To receive crime figures for October 2022. (Appendix 1a).	circulated ahead of the meeting. No further comments received. No further comments received.	Clerk to keep on file.	N/A.
FC22/243	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix 2).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC22/244	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12th October 2022. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance & General Purposes Committee meeting held on 28th September 2022.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC22/245	Matters arising from the minutes – for information only. - FC22/225 + FC22/255 – Community Centre at Berryfields. Refer to agenda item FC22/255. - FC20/264 – Areas of road/pavement requiring resurfacing. The following <u>road</u> areas have been prioritised by Bedford Borough Council: - Cranfield Road (in part from the double mini roundabout). Works were programmed between Thursday 27th October 2022 and Friday 4th November (09.00 – 15.30 hrs). The following <u>pavement</u> areas have been prioritised by Bedford Borough Council: - Keeley Lane (its entirety – works now complete); - Lorraine Road (its entirety); - Monoux Road (its entirety – some repair works have been completed); - Payne Road (left-hand side as you enter from Monoux Road).	No further comments received.	Clerk to keep on file.	N/A.

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	Given the lengthy timescales that have now passed since the above priorities were confirmed by Bedford Borough Council, the Roads & Pavements Safety Steering Group has requested the following <u>pavement</u> areas now be given priority (RP22/012): ○ Monoux Road (its entirety – reinforcing the original request); ○ Payne Road (its entirety – reinforcing the original request); ○ Foster Way (its entirety); ○ Lorraine Road (its entirety – reinforcing the original request); ○ Pavement from Keeley Lane junction along Bedford/Wootton Road to at least Irongate Corner (Kempston Rural). BBCllr/Cllr Wheeler is now investigating the pavement areas as Payne Road, Foster Way and Lorraine Road have yet to be programmed by BBC. ● FC22/225 + FC22/255 – Shared Car Park Agreement between the Berryfields Community Centre and Bedford Borough Council. This agreement (now referred to as the Joint Use Agreement) is with Hillary Cooper Law for scrutiny. Refer to agenda item FC22/255. ● FC21/139 – Parking Restrictions/Yellow Lining at various sites. Yellow lining works in part remain outstanding at Hall End. ● FC20/268 – Trial of a Traffic Regulation Order to prevent ‘no verge or footway parking’. Resolved 13th May 2020 (FC20/135) to defer this item as central government are currently in talks to extend a ban on pavement parking beyond London and Scotland, to cover England and Wales. Resolved 14th October 2020 (FC20/268) that Wootton Parish Council agree with the option to implement a blanket ban on pavement parking (with exceptions as determined by Bedford Borough Council).			
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	• FC22/071 – Bedford Borough Council Overview and Scrutiny Committees. Resolved 10th March 2021 (FC21/068) to request an O&S Committee consider a review of the effectiveness and time-responsiveness of BBC's support to its Parish and Town Councils. This review has been taken forward as part of the committee's works programme. A lack of progress has been raised with Bedford Borough Council's Budget and Corporate Services Committee (as response to a request for views on how the borough council's services may be improved). It is hoped a meeting with Bedford Borough Council's Chief Executive will be opportunity to further address this issue. Resolved 9th March 2022 (FC22/071) to make the same request from March 2021 and continue to seek a meeting with the Chief Executive. BBCllr/Cllr Wheeler continues to chase. • FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. Resolved 13th July 2022 (FC22/174) to submit a comment referencing the need for accessible and adaptable buildings within the Local Plan. • FC22/175 – Bedford Borough Council/Central Bedfordshire Council's Developing in the Forest of Marston Vale SPD consultation. Resolved 13th July 2022 (FC22/175) to note default routes should not be bridleway-standard. This was an inappropriate standard for people with disabilities, including wheelchair and mobility scooter users and would remove the motivation to ensure the best possible routes for all. All bridleways should be split in two – one side for horses and one for pedestrians, buggies and wheelchair/mobility scooter users. • FC22/233 – Placement of a Remembrance Bench (in the style of that at Lorraine Road cemetery) in the vicinity of the war memorial on Church Road. Resolved 12th October 2022 (FC22/233) to site the bench adjacent to the war memorial.			
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FC22/246	Chairman's report – for information only.	Cllr Lloyd confirmed the Remembrance Sunday parade would meet at the recreation ground car park on Church Road at 10.30am. The service was expected to finish at 11.15am. Plans detailed by the Forest of Marston Vale for the planting/maintenance of 16ha of woodland were detailed and members were informed all comments had to be submitted to the Forest of Marston Vale by 8th December 2022. It was noted Jo Roberts (Forest of Marston Vale) was in discussions with the clerk regarding the failure of some trees planted at Lorraine Road cemetery in January 2022, as part of the late HM The Queen's Green Canopy. Borough Councillor Wheeler was using his ward funding to purchase a large screen television (wheeled) for the meeting room at the Community Centre. This would enable the display of electronic plans and presentations and would also support video conferencing. The screen would be locked in the storage cupboards when not in use.	All to note.	N/A.
FC22/247	To receive, review and adopt a report and Project Action Plan from the (Advisory) Leisure & Amenities Committee (including the Roads & Pavements Safety Steering Group) and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 3).	No report or project action plan as this newly-merged committee was due to hold its inaugural meeting on 16 th November 2022.	N/A.	N/A.
FC22/248	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 4).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC22/249	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix 5).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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FC22/250	To receive, review and adopt the (Full Council) Project Action Plan for 2022-23, to determine which projects will be taken forward during 2022-23, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix 6).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan, including the quotation for the village sign granite insert. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC22/251	To receive, review and adopt all Risk Assessments for 2022-23, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/252	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Wallace and Randell. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/253	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix 8).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/254	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2022-23, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2022.
FC22/255	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> The latest draft version of the Joint Use Agreement had yet to be received for circulation and discussion. <u>Charitable Trust</u> The clerk had requested an update on the following, but had yet to receive a response:	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Latest risk assessment for the Community Centre (to include Fire Risk): • Latest risk assessment for the MUGA (Multi Use Games Area); • Latest RoSPA inspection for the MUGA. Whilst Cllr Bygraves had stated the clerk had emailed directly, a request for an update had been made via him as the clerk did not have a direct email address for the relevant charitable trust member. <u>Lease</u> No further update received. <u>Sports Pitches/Changing Rooms</u> Idverde had completed all works. Bedford Borough Council were now the maintenance contractors and would report back to the clerk following an initial grass cut. It was already noted an area of the adult pitch required additional seeding. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC22/256	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South (Berry Wood) and to resolve a suitable course of action.	<u>Berryfields (FRN)</u> No further update received. <u>Berry Wood (FRS)</u> No further update received.	Clerk to take forward/keep on file.	Town & Country Planning Act 1990 & subsequent.
FC22/257	To consider a request from a resident of Cranfield Road that they be permitted to park one vehicle (car) overnight at the village hall car park and to resolve a suitable course of action.	After discussion, it was resolved to grant permission for one car to be parked overnight in the car park (registration SJ57 ZTL). The opening/closing times would remain unchanged and the caretaker would be notified of the same.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
FC22/258	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2023-24, ahead of agreeing/finalising the precept demand in January 2023 and to resolve a suitable course of action.	Resolved to create an additional budget heading for annual, ongoing Average Speed Camera maintenance of £10k and to accept recommendations made by the Finance & General Purposes Committee (FG22/096) and Planning & Environment Committee (P22/241). Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC22/259	To receive a report from Wootton Parish Council's Covanta Liaison Group representative regarding concerns raised on the level of information/detail recorded in public minutes and to resolve a suitable course of action.	Resolved the clerk request a copy of the meeting constitution from CLP Independent Facilitator, Bob Fisher, for review at a further meeting of Full Council. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/260	To consider a request for the memorial bench in memory of Bill Brady (opposite the Cock Inn PH on Bedford Road) be treated/varnished (a family member has offered to meet the cost) and to resolve a suitable course of action.	Resolved to carry out the required works, at cost to the parish council. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/261	To receive a recommendation from the Finance & General Purposes Committee that members of that committee work to provide a list of tasks and skills expected of an amenities assistant to councillors, to the next meeting of that committee and to resolve a suitable course of action.	Resolved to accept the recommendation without amendment. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.	Members of the Finance & General Purposes Committee and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC22/262	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC22/263	To appoint a Project Management Entity to oversee the refurbishment/demolishment of the Changing Rooms/Toilet Block at the Recreation Ground, Church Road, to consider next steps following that appointment and to resolve a	Resolved to appoint Coloini and Lane as the Project Management Entity overseeing the refurbishment/demolishment of the Changing Rooms/Toilet Block.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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	suitable course of action.	Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 8.40pm.

FC22/242

Borough Councillor Update – October 2022

Executive Decisions

10th October – To approve the reinstatement of the discretionary concessionary travel scheme as originally implemented from 1 January 2017, to take effect as soon as is practicable. The scheme enables residents of pension-age or with a disability who hold an English National Concessionary Travel pass to travel for a discounted fare of £1.00 on most local bus journeys within the Borough before 9.30am and after 11 pm on weekdays and to allow the companion of a qualifying disabled pass holder to travel free of charge at any time.

11th October - To approve the award of the grants as recommended by the Rural Affairs Committee to:

- i. A grant of £3,000 to Harrold Parish Council towards the cost of the repair of the Lych Gate at St Peter's church;
- ii. A grant of £3,085.42 to Odell Parish Council towards the cost of diverting two existing public footpaths which have been identified through the Neighbourhood Plan as being a major issue for residents who wish to use them;
- iii. A grant of £25,000 to All Saint's Church, Renhold towards the cost of the replacement of the floor within the church and enhancing accessibility for people with mobility difficulties;

Government fund Free School Meals Vouchers for Bedford Borough Children For School Holidays

Families across Bedford Borough, who are entitled to income related free school meals, will be given vouchers for the October half term and Christmas holidays.

Funded through the Governments Household Support Fund, Bedford Borough Council will continue to provide each eligible child £15 per week.

The current cost of living has affected many families and it is grants like these, that enable us to support our most vulnerable residents and children in Bedford.

To find out if you are eligible and to register for free school meals visit www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/free-school-meals/

£5 million noise barrier to be installed between Marston Moretaine and Wootton

Work to install a new noise barrier on the A421 between Marston Moretaine and Wootton is set to get underway later this month. The project, which will cost £5 million to install, is expected to take around 10 months to complete.

It is the latest in a series of improvements National Highways are making to the eight-mile road that connects Bedford with the M1 motorway.

National Highways will be showcasing the scheme as part of a public information exhibition at the Forest Centre in Marston Moretaine from 10am - 6pm this Wednesday (Oct 12), with the project set to get underway on October 31.

Apply now for secondary and upper school places in 2023

If your child is due to start Secondary or Upper school next September, you need to apply by 31 October 2022 for the best chance of getting a place at your preferred school.

Bedford Borough Council's online admissions system is open to all parents and carers who live within the Borough and whose children are due to transfer to secondary or upper school in September 2023.

Parents and carers who have a child in year 6 at primary school or year 8 at a middle school will need to transfer their child to a secondary or upper school in September 2023.

The online admission system is available at www.bedford.gov.uk/onlineadmissions and will close for secondary and upper school applications on Monday 31 October 2022.

Bedford Borough Schools Go Gold for Sustainable Transport

Bedford Borough now has five schools that have reached Gold accreditation for their efforts to encourage and promote sustainable travel.

Castle Newnham School (South Site), St James' CofE VA Primary School, Westfield Primary School and Goldington Green Academy have all joined Shortstown Primary School as Gold standard schools.

The accreditation comes from Modeshift STARS, the Centre of Excellence for the delivery of effective Travel Plans in education, business and community settings.

Alongside the five schools achieving Gold accreditation, Bedford Borough also has one school with a Silver accreditation, ten schools achieving Bronze and six with a Green accreditation. This means there are now 22 accredited schools within the Borough.

Investment Zones

Bedford Borough Council has been invited by the government to express an interest in their recently proposed programme of "Investment Zones".

Investment Zones have the potential to accelerate the infrastructure that Bedford needs to drive economic growth. The Government is proposing to cut unnecessary bureaucratic hurdles and red tape that slow down infrastructure development, cut taxes to back business, and as a result, attract new investment and jobs to Bedford."

This is potentially a really big opportunity for Bedford, the council needs to examine the opportunity carefully and if it looks good, grab it with both hands.

Town Centre Footfall decline

Borough reports have revealed footfall figures have been consistently dropping since 2017 which has significant "economic repercussions" for our town as these figures act as a "deterrent to commercial investment".

The publically available report quotes 2020 CoStar data which also reveals that vacancy rates in Bedford have increased by 7% to 26% per square foot, which is almost double the national average.

The Council has received funding in excess of £20million from the Government Towns Fund scheme and more funding from the Governments £95million High Streets Heritage Action Zones scheme which has recently been used to regenerate the Goldings building on the High street.

Fujifilm Opens New UK HQ in Bedford Borough

Fujifilm, the healthcare, materials and imaging company, has officially opened its new UK Headquarters – called Fujifilm House – just off Cardington Road in Bedford.

Southill Estate, a Bedfordshire based family trust, own the land and funded development of the new business premises.

The cladding on the outside of the building fuses Fujifilm's Japanese roots with the local heritage and is adorned with shoji screens and designs that are reminiscent of the historic Bedfordshire Lace patterns that are synonymous with the Bedford area.

The new building has excellent (BREEAM) environmental credentials and provides over 30,000 square feet of attractive working space which embraces innovative sustainable features, including solar panels, and a built-in rainwater collection and storage system. Fujifilm has committed to installing bird boxes and spaces for local wildlife that replicates their natural habitats.

Avian influenza A(H5N1)

The Department for the Environment, Food and Rural Affairs (Defra) have now confirmed there is avian influenza A(H5N1) in wild bird population within Bedford Borough following positive results in wild dead birds removed from the river Great Ouse on the embankment in Bedford.

Please **DO NOT TOUCH** any sick or dead birds. If any residents find dead or visibly sick birds in the local area, please do not feed or touch them. Instead, cases should be reported to Defra's GB helpline by calling 03459 335577.

If you keep poultry or other birds, please wash your hands and clean and disinfect your footwear before tending to them.

Repairs Royal Engineers Bridge

Recent structural concerns were identified during an inspection of the Royal Engineers Bridge. The concerns are in relation to the decking which presents a risk to users.

As a result, the Council will be conducting repairs to Royal Engineers Bridge, the steel footbridge that carries pedestrians over the River Great Ouse behind Bedford Girls School.

Warm spaces

Bedford Borough Council has launched its Warm Spaces Network. This is a list of places throughout the borough that people can go to during the day to keep warm as we enter the winter months.

The council is contacting parish councils and community and voluntary groups across the borough asking if they would like to join the network.

Appendix 1

As more venues join the initiative, they will be added to the directory. The online directory will allow residents to choose a Warm Space based on location, opening hours and the facilities on offer, such as refreshments, free Wi-Fi, TV, books, magazines and games.

Electoral register checks underway in 2022 Annual Canvas

The annual canvass – which allows the council to keep Bedford's Electoral Register up to date, ensuring residents are able to vote in future elections – is now well underway.

As part of the next steps, Electoral Registration canvassers will be knocking on doors of non-responding households to ensure everyone's details are correct.

Residents can call the council helpline on 01234 718078 if they have any queries about the Electoral Registration Canvassers.

For more information visit www.bedford.gov.uk/household-canvass

Funding received from Government for roads works and projects

Since 2020, Bedford Borough Council has received roughly £13.4Million from the Government through the Highways Maintenance grant for roads repairs and maintenance.

For the last two years the amount of road works, repairs and projects funded through Government grants was in excess of 50%.

Major projects such as the Northern Gateway and Bedford Western Bypass Phase 2, the Council received a £23.587Million in Government grants.

Traffic Management Act and new Borough powers

As part of the Traffic Management Act (2022) the Government will be giving councils the option to apply for powers to enforce against moving traffic offences. Bedford Borough Council applied for these powers by the deadline of 20th May 2022 and the powers were granted unofficially in June 2022. The Borough is still awaiting the official letter and no updates have been given on its status.

Flu Jab

Bedford Borough Council is encouraging residents to get their flu jab this winter.

Several types of flu vaccine are offered, including the Fluenz nasal spray for children. If you're eligible for a free flu vaccine on the NHS, you'll be contacted and offered one that's most appropriate for you.

Flu vaccination appointments are available at GP practices, selected pharmacies and midwifery services also offer the flu jab to pregnant women. Primary, lower, middle and secondary school children will receive their vaccination at school. Booking is straightforward and the appointment itself can take less than 10 minutes. People who are not eligible for a free flu jab can pay for one at their local pharmacy.

COVID-19 Booster

Appendix 1

The autumn booster jab will be offered to everyone aged 50 and over, those who are at higher risk from serious illness such as pregnant women and people with long-term health conditions, along with frontline health and social care workers.

Since Monday 12 September an autumn booster can be booked online for anyone who is:

- 65 or over
- Pregnant
- Aged 5 and over and at high risk due to a health condition or weakened immune system
- Aged 5 and over and living with someone who has a weakened immune system
- Aged 16 and over and is a carer
- A frontline health or social care worker

To find out more about the autumn booster or to book your vaccination [visit the NHS website](#).

In other news, a consultation on the educational two tier conversion is now live and has been sent to Wootton parents. The resurfacing of Cranfield Road has been completed and dropped kerbs are being added along Lorraine Road to aid wheelchair or mobility scooter users.

New bus timings for route 53 came into force on 30th October and can be viewed on Stagecoach's website. In summary, there are no longer any buses on Sundays and only an hourly service during out of peak times. The C1 route remains unchanged.

I have donated ward funding to enable Wootton Parish Council to purchase a large screen TV unit for the meeting room at the Community Centre. This will enable electronic presentations to be made.

I recently attended a meeting at the upper school regarding the synthetic pitch and a meeting has been arranged with Neil Boddington in order to move to the next stage.

Finally, I will be attending the Amnesty Day Parade and Service in Bedford on the 11th November, representing Wootton.

BBCllr John Wheeler
November 2022

Appendix 1a

FC22/242a October 2022			
40/61204/22	ASSAULT WITH INJURY	08/10/2022 00:00	Harris Way
40/59450/22	ASSAULT WITH INJURY	13/10/2022 00:00	Tithe Barn Road
40/57671/22	ASSAULT WITH INJURY	05/10/2022 00:00	Roundel
40/57468/22	ASSAULT WITH INJURY	03/10/2022 00:00	Bedford Road
40/57981/22	ASSAULT WITHOUT INJURY	06/10/2022 17:41	Manor Road
40/57961/22	ASSAULT WITHOUT INJURY	06/10/2022 17:30	Manor Road
40/62411/22	BLACKMAIL	28/10/2022 02:00	
40/59205/22	BURGLARY - RESIDENTIAL	11/10/2022 21:00	Waite Meadows
40/59233/22	MALICIOUS COMMUNICATIONS	21/09/2022 00:00	Sherwood Close
40/59095/22	MALICIOUS COMMUNICATIONS	29/09/2022 17:00	Bourne End
40/57962/22	OTHER CRIMINAL DAMAGE	06/10/2022 17:35	Manor Road
40/57430/22	OTHER THEFT	03/10/2022 13:56	Ashpole Avenue
40/57776/22	POSSESSION OF OTHER WEAPONS	05/10/2022 00:00	Bedford Road
40/60703/22	PUBLIC FEAR ALARM OR DISTRESS	19/10/2022 08:50	Bedford Road
40/61384/22	STALKING	22/10/2022 00:00	
40/61045/22	THEFT FROM A MOTOR VEHICLE	17/10/2022 12:00	Fields Road
40/60440/22	THEFT FROM A MOTOR VEHICLE	17/10/2022 18:00	Beauchamp Road
40/57047/22	THEFT IN A DWELLING OTHER AUTO MACH	01/10/2022 23:35	Duncombe Drive
40/57469/22	THEFT OR UNAUTH TAKING OF A MOTOR VEH	07/09/2022 15:30	Bedford Road

FC22/243

List of correspondence received (copies of correspondence can be requested from the clerk)

Significant issues are emailed at the time of receipt.

FC22/247

**(Advisory) Leisure & Amenities Committee Report (including the Roads & Pavements Safety Steering Group
Project Action Plan)**

No report or project action plan as this newly-merged committee was due to hold its inaugural meeting on 16th November 2022.

FC22/248

(Advisory) Neighbourhood Plan Steering Group Report

No report as this steering group had not met since 28th April 2022.

FC22/249

Planning & Environment Committee Report

12th October 2022

P22/216 – Disclosure of local and/or disclosable pecuniary interests.

Cllr Bygraves declared a local interest in agenda item P22/223 (he knew the applicant in relation to planning application 22/02082/FUL) and did not take part in voting.

Report from outside organisations

Bedford Borough Council. Temporary road closure for Cranfield Road to enable carriageway re-surfacing (outside nos 7-22). The closure is anticipated to be in operation from 27th October to 4th November 2022 between 09.00 and 15.30. Please click [here](#) for fuller information including the extend of closure and alternative routes.

Bedford Borough Council. Odell Neighbourhood Development Plan has been adopted in Bedford Borough. The plan was made by an Executive Decision on 12th September 2022 and will now form part of Bedford Borough Council's development plan, meaning the policies will be used alongside other adopted local plan policies when determining planning applications within Odell parish.

Matters arising from the minutes – for information only

See under 26th October 2022.

Planning Applications – for resolution

22/02082/FUL – 60 and 62 Hall End Road. First floor rear extension of 62 Hall End Road and two storey rear extension to 60 Hall End Road.

Resolved **NO OBJECTION.**

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by majority vote as Cllr Bygraves did not take part in voting.

26th October 2022

Report from outside organisations

Bedford Borough Council. Carriageway resurfacing works – Cranfield Road. The works are planned to start on 27th October and last until 4th November 2022, between the hours of 9am and 3.30pm – weekdays.

Matters arising from the minutes – for information only

- P21/262 + P22/214 – 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 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 *. Upgrade works were completed week commencing 12th September 2022. Resolved 28th September 2022 (P22/214) not to undertake any further maintenance works to the one silver-style column at Hall End. The clerk is awaiting further information from Bedford Borough Council regarding the final transfer.

- P22/133 + P22/172 – 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. Further resolved 13th July 2022 (P22/172) in light of further significant information received, to replace the bench with a metal commemorative-style bench. The metal bench is now in situ and fixed to the new concrete base. The old wooden bench has now been removed. Move to close.

Planning Applications – for resolution

22/02222/FUL – 8 Robinson Close. Proposed two storey rear extension.

Resolved **NO OBJECTION** but to make the following observation:

- Bedford Borough Council previously objected to a similar application at this property on the grounds loss of privacy would be caused to a neighbouring rear garden, due to a reduction in distance to the boundary to 7.5 metres. This was despite Bedford Borough Council permitting development elsewhere in the village with boundary distances between properties of less than 7.5 metres.

Proposed: Cllr Randell.

Seconded: Cllr Bygraves.

Resolved by all present.

Planning Approvals (by Bedford Borough Council) – for information only

22/01959/FUL – 22 Fields Road. Two storey side and single storey rear extension.

This council previously raised **NO OBJECTION**.

No further comments received.

Resolutions

P22/237 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Nirmal Badhan T/A Dave's Snax and to resolve a suitable course of action.

Resolved to accept the new street trading consent without further comment.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

P22/238 – To receive a report from Cllr Lloyd regarding the installation of an additional footpath within Cemetery Extension One/Two at Lorraine Road cemetery and to resolve a suitable course of action.

Resolved to accept the quotation to install an additional footpath (as an extension to the existing footpath), with the proviso the footpath be a minimum 1 metre in width, to accommodate wheelchair/mobility scooter users.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

P22/239 – To consider whether to permit burial plots at Lorraine Road cemetery to be held for a limited (to be determined) period of time without reservation/payment and to resolve a suitable course of action.

Resolved any 'earmarked' plots must be used or reserved (and paid for) within a 14 day period. The regulations would be amended accordingly.

Proposed: Cllr O'Dell.

Seconded: Cllr Bygraves.

Resolved by all present.

P22/240 – To consider repositioning a litter bin currently adjacent to the pedestrian entrance to Lorraine Road cemetery and the addition of a further litter bin in the same (new) area and to resolve a suitable course of action.

Resolved to initially request (via Bedford Borough Council) an additional litter bin to the left of the cemetery entry gates. The request outcome would determine the final location of the existing litter bin. If Bedford Borough Council did not agree to an additional bin a request would be made to re-locate the existing bin to the left of the cemetery entry gates. If a second bin were permitted, a request would be made to re-locate the existing bin further away from the cemetery entry gates (to the right).

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

P22/241 – To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2023-24, ahead of Full Council's agreement/finalisation of the precept demand in January 2023 and to resolve a suitable course of action.

Resolved to increase the Arbour (Tree) inspection and maintenance budget for 2023/24 to £9k.

Proposed: Cllr O'Dell.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC

Clerk to the Council and Responsible Financial Officer

1st November 2022

FC22/250**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2021 and/or earlier. These are available to view either via the Clerk to the Council or at:

<https://wootton-pc.gov.uk/wp-admin/admin.php?page=ee-simple-file-list-pro&eeFolder=Meetings%2FMinutes%2FFull-Council>

Priority	Action	Timescales	Budget				Update	Project Manager
			CIL Money	Grants	EMR Money	Est Cost		
Medium	Average Speed Cameras	2022	£220,000	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£300,000	<u>9th February 2022</u> Resolved 12th January 2022 (FC22/026) to keep the installation on file for a period of 12 months, in the hope police support for the proposal could be obtained. It should be noted the Roads & Pavements Safety Steering Group has since requested Full Council revisit this resolution after a period of six months (to comply with Standing Orders). <u>12 October 2022</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2022			£23,000		<u>13th April 2022</u> A recent public vote saw the winning design chosen as 'C – Beacon with Flowers' and a request has been made to Bedford Borough Council (as local highways authority) for permission to take this project forward and site the beacon/flowers on the roundabout. <u>12 October 2022</u> Cllrs Lloyd, O'Dell and Wheeler and the Clerk met on site with a representative from Bedford Borough Council who confirmed their agreement in principle. This would be subject to the parish council	Cllr O'Dell

							indemnifying Bedford Borough Council against any accidents involving the structure. The clerk has received what members considered to be the necessary confirmation from the parish council's insurers. Any contractor would need to be Bedford Borough Council approved and be licenced to work on the highway. It would also be necessary to contact all utility providers to ensure the area was free of cabling/pipes. Cadent Gas Ltd will be approached at an upcoming open evening on 19th October 2022 and the clerk agreed to request a list of all other potential utility providers from Bedford Borough Council. This was required before planning permission/licence for installation was needed. Cllr O'Dell confirmed he has approached Graham Stewart (architect) to prepare the necessary plans for submission to Bedford Borough Council's Highways and Planning Departments, in order to secure both a licence for installation and planning permission. It was noted the beacon would likely be needed for the Coronation in May 2022 before being sited on the roundabout. <u>9th November 2022</u> The clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2022	£0	£0	£0	£1,500	<u>8th December 2021</u> Resolved 8th December 2021 (FC21/295) that Hillary Cooper Law be re-appointed to address all outstanding issues. <u>9th March 2022</u> Hillary Cooper Law continue to triage all paperwork and are communicating directly when needed with	Cllr Bygraves

							Bedford Borough Council's legal counterpart. Refer to agenda item FC22/103. <u>8th June 2022</u> Refer to agenda item FC22/145. <u>10th August 2022</u> Refer to agenda item FC22/199. <u>12 October 2022</u> Refer to agenda item FC22/225. <u>9th November 2022</u> Refer to agenda item FC22/255.	
Low	Lecterns	2022	£1,200 per	£0	£0	£0	<u>10th November 2021</u> The Memorial Hall lectern has now been installed. It was noted additional lecterns were planned for the pound and gaol, plus the Queen's Green Canopy Project. <u>9th February 2022</u> The Queen's Green Canopy Project lectern is now in situ at Lorraine Road cemetery. <u>9th March 2022</u> The lectern at The Pound (Bedford Road opposite The Cock Inn PH) is now in situ. <u>13th July 2022</u> BBCllr/Cllr Wheeler has received confirmation from Bedford Borough Council that a lectern may be installed in the vicinity of St. Mary's Church (in what was the gaol area). <u>10th August 2022</u> A question now surrounds whether the proposed site sits on privately-owned land and this is being investigated by Bedford Borough Council.	Cllr Quirk

							<u>9th November 2022</u> Bedford Borough Council has located documentation which confirms the proposed site sits on highways-owned property and is awaiting confirmation from the adjacent landowners it can issue the parish council with an agreement under the Highway Act 1980 s115, to install the lectern.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£22,000	£100,000	<u>14th July 2021</u> Regeneration Positive have been approached to liaise with the Crown Estate to try and secure an area of land for a tree planting project (delivered by the Forest of Marston Vale) which could also include the area needed to expand the cemetery. <u>9th February 2022</u> The Queen's Green Canopy Project has now been completed, with some 70 trees (whips) planted on land within Lorraine Road cemetery and the Crown Estate. The outcome of the upcoming Neighbourhood Plan referendum is now awaited. <u>9th March 2022</u> The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt the plan will be considered by Bedford Borough Council's Executive on 2nd March 2022 and the clerk will be informed of that outcome after that meeting. <u>13th April 2022</u> Bedford Borough Council's Executive has made the Neighbourhood Plan. No further updates received.	Cllr Quirk
High	Neighbourhood Plan	2020 and ongoing	£0	£8,000	£1,314	£0	<u>12th January 2021</u> Bedford Borough Council's Executive has approved the Neighbourhood Plan and the referendum is scheduled for Thursday 17th February 2022. <u>9th March 2022</u> The referendum saw a majority vote in favour of making the Neighbourhood Plan. A report to adopt	Cllr Hensher

							the plan will be considered by Bedford Borough Council's Executive on 2nd March 2022 and the clerk will be informed of that outcome after that meeting. <u>13th April 2022</u> Bedford Borough Council's Executive has made the Neighbourhood Plan and Rainier Developments Ltd have taken the first steps to develop Policy W6.	
Low	Noticeboards	Ongoing	£0	£0	£2,500	£500	<u>12th February 2020</u> When needed.	Clerk
Low	Real Time Passenger Information (Bus Stops)	Ongoing	£33,000			£33,000	<u>12th January 2022</u> Cllr Hensher has requested information from 21st Century regarding vandal-proof units as an alternative suggestion (given the original units have been subject to repeated vandalism). <u>9th February 2022</u> Cllrs Hensher, Lloyd, O'Dell, Wheeler and the clerk recently attended a team meeting with a representative from Journeo (21st Century Fleet Systems Ltd) who already work in RTPI partnership with Bedford Borough Council and a site visit has been arranged (22nd February) to discuss both additional units and existing, vandalised units. A representative from Bedford Borough Council (Jon Pauling) will attend. <u>9th March 2022</u> The clerk, Cllrs Hensher, Lloyd, O'Dell and Wheeler attended a site visit with representatives from Bedford Borough Council and Journeo on 22nd February. A number of suggestions including the addition of QR codes at all stops, replacement bus shelters to enable a differing style of RTPI units in some areas and flag-style units were made. It was noted the original units were Bedford Borough Council assets and it was hoped a mutually beneficial resolution could be reached to replace/repair them. A number of suggestions/costings will be provided by Journeo.	Cllr O'Dell

							<u>13th July 2022</u> A teams meeting with WPC and a Journeo representative is being arranged to discuss suggestions/costings. <u>10th August 2022</u> The clerk and Cllrs O'Dell and Wheeler attended a further site visit with representatives from Bedford Borough Council (Jon Pauling), Journeo (Saff Riaz) and Etesian Green Shelters (Steve Miller) on 28th July 2022. Having examined the four sites with bus shelters, Steve agreed to furnish the parish council with quotations to replace all shelters with eco shelters with living roofs to help offset carbon emissions. A separate quotation would be made in relation to Real Time Passenger Information Units as it was unclear whether these could be funded by Bedford Borough Council, as previously understood. It was hoped the quotations would be ready for discussion at September's Full Council meeting. <u>12 October 2022</u> Refer to agenda item FC22/238.	
Low	Street Lighting Columns – Transfer to BBC	Ongoing			£10,000	£10,000	<u>8th December 2021</u> Costings to upgrade parish council-owned street lighting columns have been approved by the Planning & Environment Committee and Bedford Borough Council has been informed. This will be implemented ahead of the adoption by Bedford Borough Council; however timescales are currently not known. <u>9th February 2022</u> Works to upgrade all lighting columns are scheduled for completion by the end of May 2022. <u>13th April 2022</u> Bedford Borough Council has now stated two columns cannot be upgraded nor adopted by them as they are positioned in unadopted roads (one at	Cllr Quirk

							Hall End and one at Potters Cross *). The remaining adoption works have been delayed post-May 2022. <u>12 October 2022</u> Upgrade works (bar the two columns noted above *) were completed week commencing 22nd August 2022. The final adoption by Bedford Borough Council remains outstanding.	
Medium	Synthetic 4g Pitch as part of the Fields Road South Development	Ongoing		£700,000 s106 funding (now £812k)		£700,000	<u>8th December 2021</u> A full planning application has been delayed whilst Neil deals with potential flooding remedies and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding. <u>12th January 2022</u> A full planning application is expected to be submitted imminently and costings are still expected – to enable Cllrs Bygraves and Wheeler to fundraise for the balance of funding. <u>9th February 2022</u> A full planning application has yet to be submitted by Neil Boddington (Boddington Planning), however Cllrs Bygraves and Wheeler are now in receipt of costings to aid with fundraising activities. See also agenda item FC22/050. <u>13th April 2022</u> A full planning application has now been submitted by Boddington Planning. <u>8th June 2022</u> The full planning application will be determined by the Full Planning Committee of Bedford Borough Council. <u>12 October 2022</u>	Cllr Bygraves

							Planning permission has been granted by Bedford Borough Council. Refer to agenda item FC22/235. <u>9th November 2022</u> Resolved 12th October 2022 (FC22/235) that Wootton Parish Council relinquish its role as agent in favour of Wootton Upper School. Approval from all relevant parties is ongoing, however the parish council will remain involved in the project and will ensure a user agreement is secured to ensure the facility is freely available to the public during specified hours.	
Low	Wootton Village Entrance Sign(s) – Various Locations	2020 and ongoing			£23,000 Fields Road £15,000 Keeley Lane	£38,000	<u>12th January 2022</u> Resolved 8th December 2021 (FC21/299) to meet with Bedford Borough Council's Highways Department to investigate the feasibility of erecting a brick built entrance sign at one of two possible sites on Keeley Lane (closer to the actual parish boundary). Cllr O'Dell had received confirmation from Bedford Borough Council in principle that a sign could be erected at either site, and Cllr Lloyd agreed to provide a facsimile of what was required (matching the brick built sign on Bedford Road) to submit to Bedford Borough Council and potential contractors. Members were asked to inform the clerk of any potential contractors. <u>9th February 2022</u> Cllr Lloyd has provided graphics which can be supplied to Bedford Borough Council and potential contractors. The specification (including bricks) should match the existing sign on Bedford/Wootton Road. Cllr O'Dell has sourced one potential contractor (bricklayer) and requested members pass on details of others. Wrighton & Barker have also been approached to help with the 'Wootton' insert and may be able to recommend other contractors.	Cllr O'Dell

							<u>9th March 2022</u> Cllr O'Dell is sourcing an architect to aid with the design specification. <u>10th August 2022</u> Cllr O'Dell has confirmed the architect will produce drawing specifications for consultation with Bedford Borough Council. <u>12 October 2022</u> A Bedford Borough Council representative confirmed the proposal would be acceptable in principle, but it would be advisable to contact the adjacent landowner to ensure they were aware of the same. The clerk is awaiting a response from the land registry in order to identify the owner. It will also be necessary for the parish council to indemnify the Borough Council in the event of any accident involving the structure – this can be taken forward when specifications are known. Any contractor would need to be Bedford Borough Council approved and be licenced to work on the highway. Cllr O'Dell confirmed he has approached Graham Stewart (architect) to prepare the necessary plans for submission to Bedford Borough Council's Highways and Planning Departments, in order to secure both a licence for installation and planning permission. It will also be necessary to publicise the application in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015, Article 13. <u>9th November 2022</u> A land registry search response is still awaited. A response from Bedford Borough Council is also awaited in relation to publicising the application in accordance with the Town and Country Planning	
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							(Development Management Procedure) (England) Order 2015, Article 13. Wrighton & Barker had quoted £610 plus VAT for the granite insert and lettering.	
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To be reviewed monthly at Full Council.

FC22/251RISK ASSESSMENTS PLAN 2022-23

WPC¹ assigns and reviews all Risk Assessments annually in May. This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions.

WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Some, but not all, risk assessments can be viewed via the following link: <https://wootton-pc.gov.uk/parish-council/documents/>

Wootton Parish Council's Risk Assessments for 2021-22 (black font – complete, red font – outstanding, blue font – for sign off, green font – Covid-19 related):

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters	SP	11.5.22	None		10.8.22 SP
Car Parks	SP	11.5.22	Awaiting an updated RA from BBC – requested from Simon Dudley on 26.7.22. It is unlikely any changes will be made but BBC will send an updated copy when the process has been completed		
Cemeteries	SO	13.7.22		August 22	
Changing Rooms and Toilet Block	SP	11.5.22	Left on file for now pending extensive remodelling works (and the demolition of the toilet block). It is hoped works will commence in 2022		
Christmas Street Lighting	SP	11.5.22	None		12.10.22 SP
Christmas Tree (including Switch On Event)	SP	11.5.22	None		12.10.22 SP

¹ Wootton Parish Council

Community Centre	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust
Defibrillators	SP	11.5.22	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		Community First Responders
Fun Fest	SP	11.5.22	None		8.6.22 SP
Generator	GL	11.5.22	None		8.6.22 SP
Keeley End Pond	GL	11.5.22	A recent RoSPA inspection (8.7.22) found only low risk issues		10.8.22 SP
Litter Picking (and caretaker)	SP	11.5.22	None		12.10.22 SP
Lone & Isolated Working	SP	11.5.22	None		12.10.22 SP
Marquee	SP	11.5.22	None		8.6.22 SP
Memorial Hall Play Area	SP	11.5.22	None		12.10.22 SP
MUGA – Church Road	SP	11.5.22	A new LED system was installed in June 2022, and this system should be checked every three years.		12.10.22 SP
MUGA – Harris Way	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust
Outdoor Film/Cinema Event	SP	11.5.22	Not required for 2022		
Recreation Ground Gate Duty including volunteers	SP	11.5.22	None		12.10.22 SP
Recreation Ground Play Area	SP	11.5.22	None		12.10.22 SP
Remembrance Sunday Parade	SP	11.5.22	None		12.10.22 SP
Silhouette	SP	11.5.22	The silhouette is currently being stored by Cllr Bygraves before being re-sited adjacent to the war memorial (which has outstanding remedial works)	N/A	N/A
Skate Park	SP	11.5.22	None		12.10.22 SP
Sports Pitches – Church Road	SP	11.5.22	None		12.10.22 SP
Sports Pitches – Harris Way	SP	11.5.22	14.4.21 – ProPitch (iVerde) have been appointed to undertake the pitches		

			maintenance programme. Works have now been completed and the handover to Bedford Borough Council has also been completed. Bedford Borough Council will complete the first grass cut imminently and report back to the clerk with its findings		
Street Furniture	SP	11.5.22	None		12.10.22 SP
Trees	SP	11.5.22	None		12.10.22 SP
Village Sign	SP	11.5.22	None		12.10.22 SP
War Memorial	JN	25.8.22	None		12.10.22 SP
Workstation (Clerk) – to include the parish office within the community centre	GL	11.5.22	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Periodic checks will be undertaken and any significant issues recorded		

To be reviewed monthly at Full Council.

Please visit the following link:

<https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1>