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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 9th August 2023 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were two members of the public present, one who wished to discuss and observe discussions on agenda items FC23/190 and FC23/191 and the other who wished to discuss and observe discussions on agenda item FC23/194. Cllr Lloyd moved these agenda items be heard after FC23/171 (order being FC23/194, followed by FC23/190 and FC23/191) and all present were in agreement. There were no other members of the public or press present and so the meeting continued without further adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Tyerman and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: BBCllr Sue Abood, 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.			
Agenda no	Agenda item title	Resolution	Action	Power
FC23/169	Apologies for absence. Cllrs Swain and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC23/170	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC23/171	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.

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FC23/172	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix 1).	BBCllr Wheeler’s report was circulated ahead of the meeting. Cllr O’Dell enquired about updates to issues raised with Mayor Wootton in May and BBCllr/Cllr Wheeler confirmed he and the clerk continued to chase for updates. It was noted Mayor Wootton intended to come to a future meeting of Full Council to update members in person.	Clerk to keep on file.	N/A.
	To receive crime figures for July 2023 (full month figures were received after this meeting’s agenda had been published). (Appendix 1a).	Cllr Noakes expressed disappointment at the continued high crime figures.	Clerk to keep on file.	N/A.
FC23/173	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.
FC23/174	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/ . Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 12 th July 2023. 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 28 th June 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting held on 24 th May 2023.	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 Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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FC23/175	Matters arising from the minutes – for information only. • FC23/161 + FC23/185 – Community Centre at Berryfields. Refer to agenda item FC23/185. • FC23/161 + FC23/185 – 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 FC23/185. • FC21/139 – Parking Restrictions/Yellow Lining at various sites. Yellow lining works in part remain outstanding at Hall End and BBCLlr/Cllr Wheeler continues to chase. Cllr Bygraves agreed to speak to a local resident in order to move this matter forward. • 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). Cllr O’Dell has requested an update from the Department of Transport, following the consultation’s closure and it understood a consultation response should be published within three months of that closure. • 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. Policy DM3(S) Housing Mix currently states: <i>“New housing developments will</i>	*The issue raised was considered no longer critical following improvements in recent months, however Cllr O’Dell expressed his disappointment that the clerk had to chase for this information as opposed to receiving a response out of courtesy.	Clerk to keep on file.	N/A.
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	<i>be expected to provide a mix of dwelling size and type to meet the identified needs of the community including families with children, older people, people wishing to build their own homes and people with disabilities and special needs in accordance with the Council's current Local Housing Needs Assessment and other current assessments of housing need including the Older Person's Accommodation Strategy, the Learning Disabilities Accommodation Strategy, the Mental Health Accommodation Strategy (or their successor Strategies) and evidence in respect of the needs of other specialist groups".</i> The Local Plan 2040 was submitted to the Secretary of State on 12th January 2023, where an independent examination will take place. Hearing Sessions of the Examination have been arranged in two blocks. The first block of hearing sessions opens Monday 12th June 2023 at 12 noon and will run for two weeks. The second block of sessions opens Monday 11th September 2023 at 12 noon and will run for two weeks. All sessions in block one and the first week sessions in block two will be held in person at Bedford Council Offices, Cauldwell Street, Bedford, MK42 9AP. The second week sessions in block two are likely to be virtual and details will be confirmed closer to the time. • FC23/167 – Remodelling of Changing Rooms and demolition of Toilet Block – Recreation Ground, Church Road. Refer to the Project Action Plan – move to close. • FC23/065 – Bedford Borough Council's Overview and Scrutiny Committees' Work Programme Consultation 2023. Resolved 8th March 2023 (FC23/065) to request the O&S Committee responsible for Highways Works consider whether support/advice provided to rural parish			
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	councils was adequate. The clerk had received an update stating whilst the parish council's request had not been taken forward, both a paper on the condition of roads had been considered by the Environment and Sustainable Communities overview and Scrutiny Committee in July 2023 and a further work item to review the current performance and perception of the planning service would be determined by the same committee in September 2023. Move to close. * • FC23/087 – Recent installation of a zebra-style pedestrian crossing on Fields Road. Resolved 12th April 2023 (FC23/087) to request a final breakdown of costings relating to this installation. This information will be taken to a future meeting of Full Council when received and the clerk has requested the same from Bedford Borough Council. • FC23/114 + FC23/165 – Ownership/Management of the Memorial Hall, Bedford Road. Refer to the Project Action Plan – move to close.			
FC23/176	Chairman's report – for information only.	Cllr Lloyd noted he, the clerk and BBCllr/Cllr Wheeler would be attending a meeting with LDA Design to discuss the South of Bedford Strategic Placemaking project as part of Bedford Borough Council's emerging Local Plan 2040. Cllr Lloyd also confirmed a meeting was scheduled for Wednesday 6th September 2023 at 3pm for the parish council to meet with representatives from The Crown Estate, primarily to discuss their plans for land at Gibraltar Corner and also the transfer of land to the parish council under the terms of Policy W10 in Wootton's Neighbourhood Development Plan.	All to note/Clerk to take forward.	N/A.

		CLlr Lloyd then detailed the clerk was currently looking to move some existing deposits to new providers, in line with the parish council's Investments Policy.		
FC23/177	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).	Resolved to receive, review and adopt the report and Project Action Plan 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.
FC23/178	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 28th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC23/179	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.
FC23/180	To receive, review and adopt the (Full Council) Project Action Plan for 2023-24, to determine which projects will be taken forward during 2023-24, 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 without further comment. Proposed: CLlr Noakes. Seconded: CLlr Randell. Resolved by all present.	Clerk to keep on file.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC23/181	To receive, review and adopt all Risk Assessments for 2023-24, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix 7).	Resolved to receive, review and adopt the following risk assessment, noting that signage should be added to the Memorial Hall car park stating 'Users of this car park are reminded to take care, especially during adverse weather conditions'. Two signs would be added: • Car Park. Further resolved to receive, review and adopt risk assessment plan without further comment. Proposed: CLlr Bygraves. Seconded: CLlr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		* BBCLlr/CLlr Wheeler had received confirmation from Concept Project Management (Consultants) Ltd that a defibrillator could be added to a Burgoyne Avenue bus shelter and was asked to provide written confirmation of the same, to the clerk. CLlr Bygraves had yet to speak to the landlord/owners of The Chequers PH (Hall End) to establish whether a further defibrillator could be added there too.		
FC23/182	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 Randell and Kay. Proposed: CLlr O’Dell. Seconded: CLlr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/183	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 2023.
FC23/184	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to date and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: CLlr O’Dell. Seconded: CLlr Tyerman. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC23/185	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> It was noted the latest draft version of the agreement had already been approved at a previous Full Council meeting. A response was awaited from the Head and Governors of Wootton Lower School. <u>Charitable Trust</u> The charitable trust had received confirmation from its insurers that fire extinguisher training was not required and the same clarification was being sought from the parish council’s insurers.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		It was noted preparations were well underway for the Food event on 19th August. Only the adult pitch would be used to house the stage and stalls. Cllr Bygraves stated the charitable trust was still suffering financially from the cost of living crisis (in terms of utilities) and requested the sum of £10k be transferred to them from the commute sum being held by the parish council. All were in agreement and Cllr Bygraves agreed to send a formal request to the clerk. <u>Lease</u> The lease was ready for signature, pending the completion of the Joint Use Agreement. <u>MUGA (Multi Use Games Area) Surface</u> A 30% deposit for the lining works had been paid to Commercial Play Ltd and the clerk confirmed initial works would commence on Saturday 2nd September (vapour cleaning) and week commencing Monday 4th September (new line markings). The facility could remain open between vapour cleaning and new line markings but would need to be closed for the day when lining works were underway. The clerk agreed to source to padlocks for this purpose. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC23/186	To receive, review and report on all deliverables and trigger points identified within all s106 agreements	<u>Berryfields (FRN)</u>		Town & Country Planning Act 1990 & subsequent.

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	relating to developments at Fields Road North (Berryfields) and Fields Road South (Berry Wood) and to resolve a suitable course of action.	BBCllrs Abood and Wheeler both confirmed some parking restrictions works had started along Folkes Road. The clerk had yet to receive a response to the parish council's objection on the Traffic Regulation Order for the bus gate, also on Folkes Road. No update had been received regarding works to remedy the poor lighting (school side) at the pedestrian crossing also on Folkes Road. <u>Fields Road Crossing</u> Whilst it was accepted the location of the crossing could not be changed, full costings were still expected (which the clerk continued to chase for). BBCllr/Cllr Wheeler explained the current surface (which still required further anti-skid works) was lifting. Grit was being spread onto the pavement from passing vehicles. It was further noted the temporary bus stop was also dangerous as it was too close to the crossing (and seemed to be moved on occasions). The crossing needed to be made permanent (in its correct location) at the earliest opportunity and marked with a bus cage to mirror others in the village. <u>Berry Wood (FRS)</u> Mayor Wootton was investigating the following on behalf of WPC: • Whether WPC would receive s106 funding of £28k to site Electric Vehicle Charging Points at a site(s) in the village (not Berry Wood FRS); • Flooding issues – internal footways and play areas. • Poor finish of internal footways.		
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		Members resolved on 12th July 2023 (FC23/163) to raise a formal complaint with the developer consortium in relation to the poor finish of internal footways (including flooding). This had been acknowledged by Concept Project Management (Consultants) Ltd, however a formal response was still awaited from the developer consortium. No further response had been received regarding the Electric Vehicle Charging Points s106 funding. Whilst not directly linked to the Berry Wood (FRS) development, BBCllr/Cllr Wheeler confirmed the flooding issue along Cranfield Road had been recognised as a Bedford Borough Council issue to resolve. Bunding had been added to the side of the allotments close to Berry Wood which was causing flooding in that area. This was also being dealt with by Bedford Borough Council as was clearance of a number of fallen trees in the wood, which were blocking footpaths. Resolved to accept the above agreements and findings. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.		
FC23/187	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Given no further update had been received in relation to payment of s106 funding to Wootton Parish Council, it was agreed to take this agenda item to a future meeting of Full Council. Cllr Lloyd also continued to chase a supplier of electric vehicle charging points for fuller information to help determine best locations.	Cllr Lloyd and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC23/188	To consider a CIL (Community Infrastructure Levy) funding application to replace the kitchen at the Memorial Hall, Bedford Road and to resolve a suitable course of action.	It was agreed to remove this agenda item from future Full Council agendas, until the application had been received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/189	To consider an Invitation for D-Day 80 – 6th June 2024 (80th anniversary celebrations to commemorate D-Day) and to resolve a suitable course of action.	After discussion it was resolved the parish council was currently unable to host a suitable event. Were a local organisation identified to do the same, the parish council would offer financial support. Proposed: Cllr O’ Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/190	To receive a report relating to the Millbrook Power Community Liaison Panel and to resolve a suitable course of action.	The resident in attendance confirmed there was nothing further to add to the notes previously circulated. The CLP would meet every three months, although membership of the same was not yet confirmed. Whilst the plant had a 25 year lifespan, there was no demolition clause in place (unlike the Rookery South Ltd incinerator). It was feasible to extend the gas pipeline from Millbrook Power to the incinerator although there was no agreement yet in place.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC23/191	To receive a report relating to the latest draft notes from the Rookery South Ltd Community Liaison Panel and to resolve a suitable course of action.	The resident in attendance thanked the parish council for its continued support. It was noted Bedford Borough Council’s website now contained a link to Central Bedfordshire Council’s website – where fuller information on Rookery South Ltd could be viewed. Recent notes received were full of unknown acronyms which the resident would request expansion upon. Both Rookery South Ltd and the Environment Agency were not forthcoming about water sampling, in terms of frequency and results – a worry given what was known about the sewage pollution of riverways.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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		Another issue was the recent court judgement on Carbon Dioxide emissions from incinerators. From 2028, it would not be excluded from calculations. This exclusion would be felt acutely at Rookery South Ltd due to its location. A question was asked whether carbon captured could be stored underground but it was unknown for Rookery South Ltd. The resident agreed to draft an explanatory article for December's edition of the Wootton newsletter. It was understood Cllr Mark Frost was the replacement for Cllr Tim Hill. The resident was then thanked for his valuable input as always and left the meeting at 7.45pm.		
FC23/192	To receive, review and approve the amended Community Engagement Policy and to resolve a suitable course of action.	Resolved to receive, review and approve the amended Community Engagement Policy without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/193	To consider changes to the structure of the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) and to resolve a suitable course of action.	After discussion the following was resolved: • The two would become separate entities once again; • Leisure & Amenities Committee would meet on the last Wednesday monthly, starting at 7.45pm (15 minutes in total was considered sufficient for the Finance & General Purposes Committee which starts at 7.30pm); • Roads & Pavements Safety Steering Group would meet every second month (third Wednesday). • The clerk would review the original Terms of Reference for both committees, plus Planning & Environment and provide draft amendments of all three at a future meeting of Full Council. Proposed: Cllr Bygraves. Seconded: Cllr Hensher.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Resolved by all present.		
FC23/194	To review the paddock lease agreement (due to expire on 30th September 2023) and to resolve a suitable course of action.	The resident in attendance explained historic issues regarding payment had now been resolved. After discussion the following was resolved: • Six months notice of termination would be required by either party; • The lease be renewed for a further five year period; • Were two quarter's rent missed, the lease would be automatically terminated and notice served. The clerk recommended re-introducing payment via standing order. Proposed: Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present. The resident thanked all present and left the meeting at 7.35pm.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/195	To receive all RoSPA report findings for 2023 and to resolve a suitable course of action.	Resolved to accept the actions currently being undertaken by the clerk in relation to the findings. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/196	To receive a recommendation from the (advisory with the exception of payments and staff appraisals) Finance & General Purposes Committee that the contents of Bedfordshire Pension Fund's consultation on its Funding Strategy Statement (impacting Tier 3 Employers) be noted, but to make no formal response.	Resolved to accept the recommendation without further amendment. Proposed: Cllr Noakes. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC23/197	To receive a recommendation from the (advisory with the exception of payments and staff appraisals) Finance & General Purposes Committee that the employment of an assistant to cover councillor tasks be reviewed in six months time (January 2024) and if no need can be demonstrated, the motion be shelved.	Resolved to accept the recommendation without further amendment. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.46pm.

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FC23/172

Borough Councillor Report for Full Council – August 2023

Firstly, I must mention the very unfortunate incident in Berryfields on Monday night. As you all most probably know by now the young lad who was attacked was airlifted to hospital with serious knife wounds to his leg, thank goodness these injuries were not life threatening or life changing but still serious nonetheless and I know we all wish him a speedy recovery. Five arrests have been made, two boys, one girl and two ladies in their thirties. This was an isolated attack and at the moment the reason for the attack has not been released. I would like to thank Festus Akinbusoye, Police and Crime Commissioner for Bedfordshire, for keeping me fully updated of the events via phone calls and messages. This was very helpful as I have been able to disseminate information to Wootton residents. The Riseley Rural Police team have also kept me up to date with information (and came to visit me on Tuesday). They have been conducting tours of the village and keeping a strong police presence. I was at the Upper School on Tuesday having a meeting with Mr. Gleeson regarding the incident and the school is going to do an assembly on knife crime and anti social behaviour at the start of the new term.

I have been chasing up various departments at Borough Hall regarding the resurfacing of Cause End Road. It's all very well repairing pot holes (and pointing at them!) but that does not solve the issue. I am pleased to say a big step forward has been made this week in relation the resurfacing of the section from Tesco to Bedford Road. A survey of the area was made on Tuesday by Borough Council engineers and as soon as I have a start date I will let you know. There will inevitably be a need for a road closure and diversions.

A few weeks ago I had a meeting with BBCllr Jim Weir (Portfolio Holder for Environment, Transport and Highways), Andrew Prigmore (Manager for Traffic Operations, BBC), Cllr Stuart Odell and a resident to discuss the issues on Mephram Road as recently highlighted in a petition delivered to Bedford Borough Council's Full Council. Andrew has agreed to white line the centre of the road from Bedford Road as far as the bend near Lorraine Road green as it is believed this will help with traffic safety. I have also asked them whilst the white lining vehicle is in Wootton can they please see to the other outstanding areas!

The bollards on the corner of Church Road and Bedford Road have now been replaced and the Borough Council are putting pressure on Persimmon to complete the lining works and signage within the Berryfields Estate – not least by the school on Folkes Road and also Harris Way. I have emailed BBC's Highways Department as I have concerns over the crossing surface on Fields Road near the doctor's surgery. It has started to break up and we are still awaiting a full breakdown of costings relating to this installation. I am also aware that the final layer of anti skid surface has yet to be laid! A start date for the installation of average speed cameras remains ever elusive but I am told this may now be due to a lack of units.

The synthetic pitch at the upper school may be installed and completed by January 2024, however this remains subject to final funding.

High level Borough Items

Councillor Jane Walker tables motion to give care leavers 'protected characteristic' status

During Full Council, Councillor Jane Walker moved a motion with full cross party support.

The motion solidifies the Council's commitment to prioritising the well-being of care-experienced young people at the heart of everything the Council does.

Summer holiday voucher scheme

Bedford Borough Council is continuing to distribute supermarket vouchers to thousands of families across the Borough over the summer holidays.

The vouchers are funded through the Governments Household Support Grant which is distributed through Department for Work and Pensions. Over 7000 children will benefit from the scheme.

Cool Spaces

Following the successful roll-out of the Warm Spaces initiative during the winter we will be seeing a similar scheme during the hot summer months.

The Borough Council is supporting partners to develop the Cool Spaces network. These spaces will provide local residents with access to welcoming locations where they can shelter from the sun, stay cool and enjoy some company.

“Street Tag” and “BeActive”

Street Tag and BeActive is a treasure hunt style of game that aims to encourage communities to explore their surroundings and get active. The app went live on the 31st July so anyone can play for free.

Points will be earned by scanning virtual tags strategically placed throughout the borough and converting daily steps into Street Tag points, which will be put up on the Community Leaderboard.

Bedford Borough Council to invest into Homeless service

Bedford Councils Homelessness and Temporary Accommodation service does not have the staff to meet service demands.

The number of homeless families or individuals needing temporary accommodation has increase by 181%, going from 220 in April 2020 to 620 in April 2023. The previous administrations budget did not provide enough resources to meet demand – this means the Councils homeless service is under staffed/resourced.

Employees are taking on caseloads that are more than double national standards which has resulted in a significant backlog of cases. The missing resources means the Council now face £5.7m in potential overspends in order to keep the service running for the next financial year.

The current administration has outline they plan to invest in this service to address the backlog/staffing issues so costs can come back under control.

Kerbside glass collection scheme

The Council is looking to trial kerbside glass collection in a number of different areas of the borough.

The Council is currently looking into the rounds and types of vehicles/containers that this trial will need – alongside a plan to have collections taking place with different containers and different collection frequencies within the trial period.

A precise date has not been set but we expect that the trial period may start this year.

4 hours free parking trial

While car parking charges are only one of a number of factors at play in influencing footfall and Town Centre vitality, it is still something shoppers consider when deciding to visit our Town Centre.

Bedford Borough Council is launching a trial scheme to support local businesses in Bedford Town Centre by offering up to four hours of free parking at Allhallows car park.

Shoppers visiting Allhallows car park can enjoy up to four hours of free parking starting from 1st August 2023, until 1st February 2024.

Local Plan 2040 hearings

The hearing sessions of the Examination of the Bedford Local Plan will be held in two blocks and opened at 12 midday on Monday 12 June 2023.

Block 1 hearings have concluded, the 2nd block will take place:

- Week 3: Monday 11 September to Friday 15 September.
- Week 4: Monday 18 September to Friday 22 September.

Wider Borough Items

POP Bedford launches summer programme at Midland Road creative art space

The new pop-up creative art space on Midland Road opened Wednesday (12 July) for a summer-long programme of creative workshops, artist workspace and exhibitions for the people of Bedford – most of which will be free.

Defibrillator Circuit

The Circuit is a national defibrillator network that aims to help save lives. Registering defibrillators on this platform will help to provide emergency services with a comprehensive overview of their locations, enabling them to maximise their utilisation and effectiveness.

To register a defibrillator on The Circuit, responsible individuals can easily visit www.thecircuit.uk.

Beds Urban Sketchers display art at The Higgins Bedford

A new art display from the Beds Urban Sketchers group opens on 30 June 2023 at The Higgins Bedford and will run until the end of February 2024 and admission is free to all visitors.

Greyfriars police station redevelopment

Planning permission has been secured for the redevelopment of Greyfriars police station by DLP Planning Ltd behalf of the Police and Crime Commissioner of Bedfordshire.

The redevelopment could see 105 new homes plus 'town centre uses' on the ground floor of the building.

The redevelopment forms a key part of regenerating Bedford Town Centre through the Town Deal which will make significant investment to Bedford Borough.

Road closures/Local Items

Paula Radcliffe Way

Multiple repairs are taking place along Paula Radcliffe Way with the first phase of the resurfacing confirmed to begin on Monday, 24th July.

The southbound carriageway, leading towards Bedford, will be closed until early September.

During these closures, traffic will be diverted through Clapham, allowing for the uninterrupted progress of the project. The lengths affected are:

- Southbound closure from Clapham north slip road to The Great Ouse roundabout 24th July to 1st September 2023.
- Southbound closure will be opened before the Northbound closure is commenced.
- Northbound closure from The Great Ouse Roundabout to Oakley north slip road 21st August to 27th October 2023.

There are a number of road closures expected to cause delays on the A421 and A1 the coming weeks:

- A1, from 9pm to 5am until August 18 where there will be a carriageway closure and lane closures for central reservation on behalf of National Highways this will effect both directions of junction 10 to Black Cat roundabout.
- A421, from 8pm to 6am until December 19 there will be carriageway closures and lane closures for barrier/fence safety repairs on behalf of National Highways which will effect both directions of the M1, junction 13 to Marsh Leys interchange.
- A45, from 8pm July 31 to 6am August 1 where there will be lane closures due to maintenance work slight delays which will affect the A45 northbound.
- M1, from 10pm July 31 to 5am August 1 where there will be lane closure for communications on behalf of National Highways which will affect the M1 northbound, junction 12 to junction 13.
- A1, from 8pm August 1 to 6am August 2 there will be an exit slip road closure, entry slip road closure, lane closure and diversion routes due to horticulture (cutting and planting) on behalf of Ringway which will affect the A421 westbound, Water End Interchange.

BBCIir John Wheeler
August 2023

FC23/172a July 2023						
Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/35255/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	01/07/2023	Johnson Avenue
40/38157/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	16/07/2023	Johnson Avenue
40/37252/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	11/07/2023	
40/38117/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	15/07/2023	
40/38116/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	15/07/2023	Arthur Black Way
40/35685/23	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (EX CANNABIS)	03/07/2023	Folkes Road
40/37010/23	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	10/07/2023	Folkes Road
40/36475/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	07/07/2023	
40/35652/23	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	03/07/2023	
40/40303/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	26/07/2023	Juffs Lane
40/41062/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	30/07/2023	Rawlins Gardens
40/41140/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	31/07/2023	Fields Road
40/41049/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	30/07/2023	Rawlins Gardens
40/39612/23	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	22/07/2023	Lorraine Road
40/38888/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	19/07/2023	

Appendix 1a

40/40304/23	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	26/07/2023	
40/41274/23	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (CANNABIS)	31/07/2023	Cause End Road

FC23/173

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

Significant issues are emailed at the time of receipt.

FC23/177

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

19th July 2023

LARP23/037 – To appoint Cllr Swain as a member of the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

Resolved to appoint Cllr Swain as a member of the Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group).

Proposed: Cllr O'Dell.

Seconded: Cllr Lloyd.

Resolved by all present.

Matters arising from the minutes – for information only

(Leisure & Amenities Committee)

- LARP23/021 – Village Planters. Resolved 15th March 2023 (LARP23/021) to accept Cllr Bygraves' recommendation as detailed in the minutes of that meeting. This was subsequently ratified by Full Council on 12th April 2023 (FC23/088). Planters have now been planted. Move to close (Cllr O'Dell commented how good the planters looked this season).

Roads & Pavements Safety Steering Group

Please refer to the Project Action Plan for fuller information.

Resolutions

LARP23/043 – To review, amend and approve the Roads & Pavements Safety Steering Group Project Action Plan and to take the same to Full Council for formal approval.

Resolved to note all findings and amendments (in red) within Appendix One.

Proposed: Cllr Randell.

Seconded: Cllr O'Dell.

Resolved by all present.

LARP23/043 (Appendix One)**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24**

WPC² publishes a SAP³ annually in May, drawn from the budget which is formally set in January, and which includes project expenditure for the upcoming year. The R&PSSG⁴ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the SAP.

Please refer to earlier published minutes of this Steering Group for PAP information relating to 2022 and/or earlier. These are available to view either via the Clerk to the Council or at: <https://wootton-pc.gov.uk/parish-council/committees/roads-pavements/>

The Roads & Pavements Safety Steering Group committee's projects for 2023-24 are:

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berryfields Estate (infrastructure).	Cllr Lloyd.	Ongoing.	Persimmon to finance.	<u>Summary of 2022</u> - A dropped kerb has not been added at the end of Harris Way to enable emergency services vehicles to gain access to the play area. - Several areas within the estate require repainting of yellow lining/hashing, including Folkes Road and Harris Way. - The pedestrian crossing on Folkes Road is poorly lit school side. <u>18th January 2023</u> Paulina Makowska, BBC ⁵ Acting Team Leader – Highway & Developer Infrastructure, Engineering	Cllrs Lloyd and O'Dell. BBC/Persimmon.

¹ Project Action Plan.

² Wootton Parish Council.

³ Strategic Action Plan.

⁴ Roads & Pavements Safety Steering Group.

⁵ Bedford Borough Council.

				Services, confirmed a number of roads within the Berryfields estate had been offered to BBC for adoption. Timescales were not yet known, however Paulina stated BBC had inspected the construction of all roads within the estate. Concerns were raised that the bus loop was being illegally used by vehicles as a turning circle. It was agreed to request BBC install a bus loop camera. <u>15th March 2023</u> BBC confirmed Persimmon were progressing with a Traffic Regulation Order (TRO) proposal, however no formal order or consultation had yet taken place. BBC also confirmed it had no budget to finance an enforcement camera at the bus loop (costings are in the region of £30k). A dropped kerb still had not been installed at the end of Harris Way. Yellow lining/hashing also remained outstanding (including adjacent to the lower school) – BBCllr/Cllr Wheeler had been informed this was due to a high water table and was investigating this issue, given yellow lining had been in place previously, before the area was resurfaced. The pedestrian crossing adjacent to the lower school was still poorly lit and was the only crossing in the village without middle-road zig zag markings. BBCllr/Cllr Wheeler was asked to raise this anomaly with Persimmon/BBC. After detailed discussion it was unclear which areas were subject to, or required a TRO and BBCllr/Cllr Wheeler agreed to seek clarification. Given the	
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				parish council would be consulted on any TRO proposal, it was hoped there would be opportunity to request double yellow lines along Harris Way (houses side) to alleviate congestion during school drop-off and pick-up times. <u>24th May 2023</u> BBC was planning to introduce a 20MPH limit throughout the Berryfields Estate, which was supported by WPC. Proposed zig-zag school entrance lining works were also supported by WPC. WPC had requested clarification from BBC on the parking restriction proposals as follows: • BBC's plans referenced both single and double yellow lining; • Harris Way (housing side) required double not single yellow lining; • Harris Way required a hashed area by the access point to the recreation area, as this was the only access point for emergency service vehicles; • Harris Way (lay by side) required lining works to extend into the bay at both ends, to prevent parked vehicles obstructing traffic; • Ashpole Avenue required an extension to proposed lining works to mirror the original lining before the road was resurfaced; • The proposed zebra crossing required either white zig zag markings or white dash lines in the middle (it would be the latter, if the road were less than six metres wide). BBC	
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				was also asked to confirm whether an anti-skid surface (to match that applied on Fields Road) would be added and whether the same surface would also be added to all crossing approaches within the village. BBC was also planning to make part of Folkes Road a 'bus gate', with traffic (including taxis and cyclists) being able to travel in both directions. WPC had responded as follows: • The average UK bus was 8 ft 4 in wide and the road 14 ft wide. Vehicles would not be able to pass each other; • The route should be for buses only (no taxis or cyclists); The route should be one way only – as currently operated (ingress from Ashpole Avenue, egress onto Folkes Road). BBC had yet to respond to the first two consultations (lining and zebra crossing within the Berryfields Estate), but had responded to the above bus gate observations stating a change to the Traffic Regulation Order would mean re-starting the consultation period, incurring additional expense. The reasoning in having the current TRO was given as follows: • <i>The aim of this bus gate is to support the local bus service. This service travels in one direction and will therefore there (sic) will be no opposing buses. We therefore do not consider it necessary to make this a one way street.</i>	
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				• <i>We wish to support and encourage cycling in the Borough and would like to encourage children to cycle to school. Cyclists using this bus gate will be kept away from other traffic in the area and the limited number of buses using this road will mean that cyclists will face little conflict. We therefore do not consider it necessary to change this exemption.</i> • <i>Any taxi using this bus gate will probably be serving the school. In so doing, it will prevent taxis having to turn around in front of the school and will mean that the passenger door is on the school side. Again we therefore do not consider it necessary to change this exemption.</i> BBCllr/Cllr Wheeler challenged these findings and BBC's response was as follows: • <i>The signing will be clear as to which class of users can use the lane. Having children cycling in the lane with parents will hopefully encourage cyclists to school as this will be a virtually vehicle car free lane.</i> • <i>Local cyclists can also use this lane when visiting the school or residents in the area.</i> • <i>Taxis are used to take children to school - allowing them to use the bus gate will prevent the need to reverse and turn in the road. Whilst we cannot make taxis use the bus gate, this is an option should they may to consider.</i> • <i>The aim of the bus lane is to help the flow of buses in the area. Given the volume of buses (1 per hour) during the day time and not at night, we do not consider that it is necessary</i>	
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				<i>to make further amendments to the proposals at this time.</i> BBC further added it would keep the bus gate under observation for six months before determining whether changes were necessary. It was noted there were two, not one, buses per hour using the proposed bus gate. In addition, school taxis had been advised to use the school car park as the preferred drop-off/pick-up point. It was further noted the yellow lining consultation did not propose what was previously in place and what WPC understood to be necessary for the area. For example, hash markings were essential at the end of Harris Way, to prevent the obstruction of emergency services vehicles gaining access to the play area and pitches (which were now in use). It was hoped that BBC would consult with WPC before any further consultations went live, in order to ensure the right measurements were being proposed for the village. After detailed discussion, BBCllr Weir agreed to speak with the relevant BBC officer, to arrange both a site visit and discuss potential for all three consultations to be revisited as one, incorporating WPC's previous findings and responses. <u>19th July 2023</u> Following a site visit with BBCllr Weir, Portfolio Holder for Environment, Transport and Highways, Andy Prigmore, Manager Traffic Operations, BBC, BBCllr/Cllr Wheeler, Cllr Lloyd and the clerk, the following was noted:	
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				• BBCllr Weir and Andy Prigmore agreed the bus gate proposal would be amended to ensure buses only (no cyclists or taxis) would travel one way only – as at present. However, the clerk had received notification of the TRO which still detailed the original BBC proposals (two way vehicles including cyclists and taxis) and this was currently being queried by BBCllr/Cllr Wheeler. An objection to the same had also been raised at Full Council on 12th July 2023 (FC23/163). Since then, the order had been amended to a one-way system however cyclists were currently still permitted to travel in either direction. • ‘Keep clear’ markings would be added at the top of Harris Way to enable emergency services vehicles access to the play area(s)/sports pitches. The need for a dropped kerb was not addressed, however all other yellow markings were considered fit for purpose by BBC. • The poorly-lit pedestrian crossing on Folkes Way would be addressed, however the need for centre lining/markings was ruled out. The non-skid surface was not discussed.	
Berryfields Estate (road signage).	Cllr Lloyd.	Ongoing.	BBC/ Persimmon.	<u>Summary of 2022</u> • Cllr Lloyd provided BBC with a report which detailed several misleading road signs. A further, more detailed report was not produced as BBC had yet to act on the original report. Examples include signage indicating a dead end when none exists.	Cllrs Lloyd and O’Dell.

				<u>15th March 2023</u> BBCllr/Cllr Wheeler was asked to establish with BBC which roads were to be adopted, as those not being adopted would not carry BBC's emblem. <u>24th May 2023</u> After discussion Cllr Lloyd agreed to provide the original report to BBCllr Weir in order for this to be taken forward with BBC. <u>19th July 2023</u> BBCllr/Cllr Wheeler was informed BBC would act upon the original report before the roads were adopted.	
Cranfield Road (request for bollards at the junction with Church Road).	Resident.	2023	BBC.	<u>15th March 2023</u> The clerk received and circulated correspondence ahead of this meeting from a resident raising pedestrian safety concerns about the roundabout/pavement at the junction of Cranfield/Church Road. A vehicle came to rest on the verge towards Church Road after mounting the pavement and travelling backwards across the roundabout. It was understood bollards were previously in situ (in part) and a request was made by the resident for BBC to oversee their re-installation. After detailed discussion members agreed that bollards were in situ not as a safety measure, but to stop vehicles parking on the pavement. Bollards would not stop vehicles mounting the pavement and could in fact, increase the likelihood of injury as they were not crash barriers nor capable of absorbing any impact.	BBC.

				It was resolved however, to request BBC replace all damaged/missing bollards on the junction of Church Road/Bedford Road (outside Old School Gardens) and to ask BBC to undertake a safety audit of the two bollards close to the vehicular entrance to Old School Gardens. The 'flashing' roundabout sign (reported on previous occasions) was still not resolved and it was resolved to report this again also. <u>24th May 2023</u> A request that BBC replace damaged/missing bollards as detailed above was ratified by Full Council on 12th April 2023 (FC23/091) and a report had been submitted to BBC. BBCllr/Cllr Wheeler confirmed BBC would be surveying the area imminently. <u>19th July 2023</u> BBCllr/Cllr Wheeler informed the clerk ahead of this meeting the report would be acted upon, but timescales were not known.	
Cranfield Road pinch point (pavement)	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> • BBC recommended removing the traffic island to enable the pavement to be widened to the minimum safety width of 1.2 metres. • Cllr Lloyd offered an alternative solution, better suited to the area. <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed Cllr Lloyd's alternative suggestion was passed to BBC, however it was unclear whether it would be considered due	BBC.

				to budget restraints. In light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole. <u>15th March 2023</u> See spreadsheet which will feature routinely either within this PAP or as a separate appendix. <u>24th May 2023</u> A spreadsheet was submitted to BBC in March 2023 and has been updated in red accordingly. This will feature routinely either within this PAP or as a separate appendix. The clerk was asked to undertake a Land Registry search to establish ownership of the land in question needed to deliver Cllr Lloyd's alternative solution. <u>19th July 2023</u> The Land Registry search detailed the land in question was unregistered. BBCllr/Cllr Wheeler reported ahead of this meeting a lack of BBC funding was likely to delay or even prevent works to remedy this pinch point (as detailed in appendix two). The parish council's frustration towards a lack of any remedial works was noted and Cllr Lloyd agreed to reference the same in his next report for the Wootton Newsletter. It was reluctantly agreed to move this item to close.	
Fields Road pedestrian crossing.	BBCllr/Cllr Wheeler.	Ongoing.	BBC.	<u>Summary of 2022</u> • The installation was delayed due to several factors.	BBC.

				<u>18th January 2023</u> BBCllr/Cllr Wheeler had received confirmation from BBC that works would commence on 23rd January 2023. A temporary bus stop between Haycroft and Wootton Vale House would continue to be provided. <u>15th March 2023</u> Despite the s106 agreement referencing a Toucan crossing, BBC had installed a zebra crossing, which would not officially open until later in March 2023, due to ongoing BBC contractor issues. BBCllr/Cllr Wheeler confirmed his researcher had requested a breakdown of expenditure, given BBC had received s106 funding of £50k and the zebra crossing was likely to be significantly cheaper at £15k to install. BBCllr/Cllr Wheeler's researcher had also requested information on the balance of funding left and how/where it would be spent. Members were in agreement the crossing should be a Toucan crossing, given the route in question was a safe route to school. WPC had not been consulted on BBCs deviation from Toucan to Zebra crossing, nor was a Deed of Variation to the s106 agreement seen. BBCllr/Cllr Wheeler was asked to investigate this also. <u>24th May 2023</u> BBCllr/Cllr Wheeler has yet to establish whether a Deed of Variation has been provided (as detailed above). The clerk has requested a breakdown of costings from BBC and has been informed this will be provided when all works are completed.	
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				BBCllr/Cllr Wheeler again reiterated the crossing (as well as being the wrong type), was in the wrong place and after discussion Cllr Lloyd agreed to provide BBCllr Weir with a report detailing the timeline of events leading to the current situation after which it was hoped a site visit could be arranged. <u>19th July 2023</u> Following a site visit with BBCllr Weir, Portfolio Holder for Environment, Transport and Highways, Andy Prigmore, Manager Traffic Operations, BBC, BBCllr/Cllr Wheeler, Cllr Lloyd and the clerk, the following was noted: • The clerk was still waiting costings from BBC (chased 11th July 2023). • The type of crossing and location was discussed and noted only. It was unlikely any further action would be taken by BBC to change either the type or location. The clerk confirmed they would continue to chase for a breakdown of costings and it was reluctantly agreed to move the type of crossing and location issues to close.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>YELLOW LINING</u> <u>18th January 2023</u> BBCllr/Cllr Wheeler continued to chase regarding yellow lining at Hall End. <u>24th May 2023</u> Cllr Bygraves agreed to speak to the resident in question in order to bring the outstanding works to a close.	Cllr O'Dell.

				<u>19th July 2023</u> Cllr Bygraves had yet to speak to the resident. <u>WHITE LINING</u> <u>Summary of 2022</u> • White lining works at the double mini roundabouts on Fields Road remain outstanding. • ‘Slow’ signage at all points of the double mini roundabouts remain outstanding. <u>18th January 2023</u> BBCllr/Cllr Wheeler confirmed the re-painting of the double mini roundabouts and addition of ‘slow’ signage at all points was with BBC for implementation. <u>15th March 2023</u> BBCllr/Cllr Wheeler confirmed the re-painting of the double mini roundabouts and addition of ‘slow’ signage at all points remained with BBC for implementation. <u>24th May 2023</u> BBCllr/Cllr Wheeler continued to chase for an update on when the works would be carried out. <u>19th July 2023</u> It was noted Cllrs O’Dell and Wheeler were meeting with BBCllr Weir, Portfolio Holder for Environment, Transport and Highways and Andy Prigmore, Manager Traffic Operations, BBC on 20th July to discuss potential traffic calming measures for Mephram Road (near the junction with Bedford	
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				Road). The issue of white lining works elsewhere would be raised again. <u>PAVEMENT PARKING</u> <u>Summary of 2022</u> No further update was received in relation to central government's consultation on pavement parking: https://www.gov.uk/government/consultations/managing-pavement-parking. <u>19th July 2023</u> Cllr O'Dell confirmed he had written to the Department of Transport to request an update, following notification that the consultation had closed. TI confirmed a response should be published within three months of consultation closure.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>Summary of 2022</u> • The following <u>pavement</u> areas were either programmed by BBC or had been requested for programming by BBC for resurfacing/repair works and remained outstanding: ○ Foster Way (its entirety); ○ Lorraine Road (its entirety); ○ Monoux Road (its entirety); ○ Payne Road (its entirety). <u>18th January 2023</u> BBCllr/Cllr Wheeler was still chasing the following pavements:	BBC.

				• Foster Way in its entirety (WPC requested works in March 22); • Lorraine Road in its entirety (WPC requested works in March 22); • Monoux Road in its entirety (a BBC survey was undertaken just before Christmas 2022); • Payne Road in its entirety (Paulina was investigating why this hadn't been programmed). BBCllr/Cllr Wheeler confirmed Lorraine Road pavement had been added to BBC's programme of works for 2023-24. However, in light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole (covering pavements AND roads). <u>15th March 2023</u> Members were asked to consider what areas of pavements and roads should be taken forward for consideration by BBC for resurfacing/repairs works, as part of its 2023-24 programme of works. See spreadsheet which will feature routinely either within this PAP or as a separate appendix. <u>24th May 2023</u> A spreadsheet was submitted to BBC in March 2023 and has been updated in red accordingly. This will feature routinely either within this PAP or as a separate appendix.	
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				<u>19th July 2023</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting BBCllr Weir was investigating the feasibility of works to those areas detailed within the spreadsheet. See appendix two. <u>ROADS</u> <u>Summary of 2022</u> The following <u>road</u> areas were either programmed by BBC or had been requested for programming by BBC for resurfacing/repair works and remained outstanding: • Cause End Road (vicinity of Tesco's). <u>18th January 2023</u> Resurfacing works to Cause End Road would be undertaken when utility works were complete. A resident requested remedial works to the surface of Mepham Road – the area from Bedford Road to the Hollies Walk junction and submitted a repairs report to BBC. BBC's response stated the area currently fell below its investigation level, but the area would be monitored and repairs carried out as required. Two residents present requested remedial works to the surface of Lorraine Road – the area from the cemetery to the junction with Cause End Road (closest to St. Mary's) and confirmed they were compiling a petition requesting the same – refer to Appendix Two for fuller information (refer to the minutes dated 18th January for fuller information).	
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				BBCllr/Cllr Wheeler confirmed BBC had responded ahead of this meeting, stating permanent repairs would be carried out on areas that met its inspection and risk assessment criteria. Any petition would not affect that inspection and risk assessment criteria, the scoring of which followed a risk based matrix system. Those areas selected for works were the highest on the list and in most need of repairs. BBC confirmed the relevant sections of Lorraine Road (both pavement and road) would be scored and considered for BBC's programme of works for 2023-24. It was noted temporary works carried out just last week were already failing. BBCllr/Cllr Wheeler confirmed a petition could be presented to BBC's Full Council on 1st February, at which it would be accepted (subject to meeting all criteria). It would then be heard at the following Full Council meeting of BBC, in March – at which the resident would have opportunity to speak. BBCllr/Cllr Wheeler confirmed he would attend to support the petition and resident. In light of recent requests for resurfacing works at several areas within the village, it was agreed the clerk would include a new agenda item for the next meeting of this committee, in order to address village issues as a whole. BBCllr/Cllr Wheeler confirmed dropped kerbs recently added elsewhere along Lorraine Road had been actioned by BBC following a specific resident request. He suggested the resident write to him detailing his requirements and areas concerned, after which BBCllr/Cllr Wheeler would request this	
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				committee consider lobbying BBC as per the previous request. <u>15th March 2023</u> Members were asked to consider what areas of pavements and roads should be taken forward for consideration by BBC for resurfacing/repairs works, as part of its 2023-24 programme of works. See spreadsheet which will feature routinely either within this PAP or as a separate appendix. (Members and residents were encouraged to continue to report all potholes and other areas of concern to BBC). Members also resolved that a recommendation be made to Full Council to accept report findings – Appendix Three (a request to BBC for additional areas within Lorraine Road be considered for the installation of dropped kerbs). Refer to the minutes dated 15th March 2023 for fuller information). This was with one caveat – the area leading to garages at the top of Lorraine Road near the Cause End Road junction be included also. The amended report could be taken straight to Full Council. <u>24th May 2023</u> A spreadsheet was submitted to BBC in March 2023 and has been updated in red accordingly. This will feature routinely either within this PAP or as a separate appendix. <u>19th July 2023</u> BBCllr/Cllr Wheeler confirmed ahead of this meeting BBCllr Weir was investigating the feasibility of works	
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				to those areas detailed within the spreadsheet. See appendix two.	
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road)	Request from resident.	Ongoing.	BBC.	<u>18th January 2023</u> All dropped kerbs were complete, however it was noted tactile paving had not been added, despite being referenced in the report. It was agreed to take the report back to BBC, requesting the additional works. <u>15th March 2023</u> BBCllr/Cllr Wheeler confirmed BBC had acknowledged its error and that tactile paving would be added. <u>24th May 2023</u> Timescales for these works were not yet known. <u>19th July 2023</u> Given no further update had been received, either in relation to the missing tactile paving for the original dropped kerbs installed, or in relation to the parish council's request for additional dropped kerbs along Lorraine Road, it was agreed to chase again for a formal update on both issues.	BBC.
Speed restrictions/concerns – various areas.	Committee discussion.	Ongoing.	Not yet identified.	<u>SPEED CAMERAS</u> <u>Summary of 2022</u> • Average speed cameras were now in place on Cranfield Road. • WPC continued to push for all other areas to be taken forward as one project. <u>18th January 2023</u>	Cllr Lloyd.

				BBCllr/Cllr Wheeler continued to chase BBC for an update regarding all outstanding sites. <u>15th March 2023</u> BBC had finally confirmed it would proceed with the installation of cameras along all outstanding sites. Design works and final costings were being prepared. <u>24th May 2023</u> BBCllr Weir confirmed he had been sent the ASC report by BBCllr/Cllr Wheeler. <u>19th July 2023</u> BBCllr/Cllr Wheeler confirmed he continued to chase for an update on installation. TI stated it was possible to use BBC's Corporate Complaints Procedure should the need arise.	
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To be reviewed at each Leisure & Amenities Committee (including Roads & Pavements Safety Steering Group) meeting.

Sue Edgar Playford BA (Hons) PSLCC AICMM
Clerk to the Council and Responsible Financial Officer
1st June 2023

FC23/178

(Advisory) Neighbourhood Plan Steering Group Report

No report or project action plan as this committee had not met since 28th April 2022.

FC23/179

Planning & Environment Committee Report

12th July 2023

N/A – In the absence of Cllrs O'Dell (Chairman) and Noakes (Vice-Chairman), members present resolved to appoint Cllr Lloyd as Chairman for the purpose of conducting this meeting.

Proposed: Cllr Bygraves.

Seconded: Cllr Tyerman.

Resolved by all present.

Matters arising from the minutes – for information only

See under 26th July 2023.

Planning Applications – for resolution

23/01338/TPO – 3 Bedford Road. Walnut tree (marked as T6) – to be removed.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

23/01341/FUL – 3 Terle Bank. Two storey side extension with demolition of garage.

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

- BBC were requested to ensure the development would still provide an adequate number of parking spaces.

Proposed: Cllr Tyerman.

Seconded: Cllr Hensher.

Resolved by all present.

23/01349/FUL – 2 Parker Road. Loft conversion with front rooflights and rear dormer.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

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

22/02068/DC3 – Wootton Community Nursery, Innovation Way. Two dropped kerbs and associated works. This council previously raised no objection.

23/00679/FUL – Changing Rooms, Church Road. Change of use of part of changing rooms and associated store rooms to Sui Generis for kitchen serving hot and cold drinks and cold snacks with associated toilet facilities, erection of bin store enclosure and installation of photovoltaic panels to roof.

This council previously raised no objection.

23/00969/FUL – 2 Parker Road. Loft conversion with front rooflights and rear dormer.

This council previously raised no objection.

Resolutions

P23/174 – 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 was one member of the public present who was asked to leave the meeting.

P23/175 – To revisit completed tender application(s) in respect of the Grass Cutting (Amenities and Highway) contract for the period 1st April 2023 – 31st March 2026 and to resolve a suitable course of action.

Resolved to appoint AR Worboys Ltd as the grass cutting contractor for the remaining period 1st April 2023 – 31st March 2026, on the terms as stated in their email dated 7th July 2023.

Proposed: Cllr Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

26th July 2023

Planning Applications – for resolution

23/01496/FUL – Woodcote, 77a Hall End Road. Single storey side and rear extension and front porch.

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

23/01474/FUL – 80 Keeley Lane. Single storey front and rear extension, single storey side and rear extension and new dormer.

Resolved **TO OBJECT** using the following material considerations:

- The proposal encroached beyond the building line.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

Planning Applications withdrawn (notified by Bedford Borough Council) – for information only

23/01437/NMA – 80 Keeley Lane. Non material minor amendment to reduce scheme from two storey extension to single storey extension with loft dormer. (22/02727/FUL – One and two storey front, side and rear extensions).

This council previously raised **AN OBJECTION**.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st August 2023

FC23/180**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2023 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	Timescale	Budget				Update	Project Manager
			CIL	Grant	EMR Money	Est Cost		
Medium	Average Speed Cameras	2023	£240,000	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£320,000	<u>8th February 2023</u> Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council. <u>12th April 2023</u> Design works and final costings for all remaining sites are being prepared by Bedford Borough Council. <u>17th May 2023</u> BBCllr/Cllr Wheeler has been asked to chase for design works and costings. <u>14th June 2023</u> Following BBCllr Jim Weir's appointment as Portfolio Holder for Environment, Highways and Transport, the report confirming the order for all remaining sites has been forwarded to him, in the hope he can expedite matters. <u>12th July 2023</u> No further update was available.	Cllrs Lloyd and Wheeler

							<u>9th August 2023</u> The order has only now being taken to design stage and BBCllr/Cllr Wheeler confirmed he had spoken again to BBCllr Weir to establish why (when Wootton Parish Council was meeting all costs) this project was taking so long to deliver, given the original order was made in 2019. It is hoped installation will be early 2024.	
Medium	Berryfields Roundabout Re-Design	2023			£23,000	£23,000	<u>8th February 2023</u> The clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout. <u>12th April 2023</u> The clerk continues to chase for an update. <u>14th June 2023</u> Mayor Wootton will liaise with the relevant Bedford Borough Council officer to establish the feasibility of this project. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time.	Cllr O'Dell
High	Changing Rooms	2023	£274,165.10	£0	£0	£0	<u>9th August 2023</u> Planning permission with conditions has been granted by Bedford Borough Council. Phase 4 works will consist of the following: • Coloini & Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. • Resultant findings will form part of the tender packs/process. • Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project.	Working Group

							It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission, however an asbestos survey will be necessary before any works (to both structures) can commence. The clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>9th August 2023</u> Refer to agenda item FC23/185.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings. <u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer. <u>12th July 2023</u> No further update was available.	Cllr Lloyd

							<u>9th August 2023</u> BBCllr/Cllr Wheeler will chase again as no further update has been received for some time. The clerk agreed to furnish him with the report submitted to Bedford Borough Council.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension.	Cllr Lloyd
Medium	Memorial Hall – ownership/ management clarification	2023	£0	£0	£0	£2,000	<u>9th August 2023</u> A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal: • The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership; • The parish council will consult with the Charity Commission to establish whether the '1963' Scheme should be updated to reflect current and practical governance arrangements; • The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry.	Clerk
High	Neighbourhood Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>8th February 2023</u> No further updates received.	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th February 2023</u> No further updates received.	Clerk

Low	Real Time Passenger Information (Bus Stops)	2023	£40,772			£40,772	<u>11th January 2023</u> Resolved 14th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units. <u>8th March 2023</u> The clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPI units with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8th March 2023 (FC23/058) to continue with this project. <u>12th April 2023</u> The clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order. <u>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof-positioned RTPI units. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> The parish council may consider paying 50% towards the cost of high-level units to mirror the one at the Folkes Road bus gate. BBCllr/Cllr Wheeler agreed to make the relevant enquiries of Bedford Borough Council and the clerk agreed to inform Journeo Passenger Systems Ltd of the same.	Cllr O'Dell
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Medium	Synthetic 4g Pitch as part of the Fields Road South Development	2023		£700,000 s106 funding (now £812k)		£700,000	<u>8th February 2023</u> No further updates received. <u>12th April 2023</u> The parish council has received s106 funding to cover all invoices previously paid and the project is now within the remit of Wootton Academy Trust to take forward. The parish council will still retain an interest in delivery. <u>14th June 2023</u> BBCllr/Cllr Wheeler confirmed the developer consortium had raised concerns over the pitch specifications being 3g rather than 4g, however investigations have confirmed 4g specifications are the same as 3g. Confirmation the developer consortium is content with these findings is awaited. A number of tender applications have been received and a September 2023 start date is anticipated. Additional funding is being sourced by Wootton Academy Trust. <u>12th July 2023</u> Tenders have been received but in the absence of BBCllr/Cllr Wheeler, no further update was available.	Wootton Academy Trust
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£12,903	£15,000	<u>8th February 2023</u> Cllr O'Dell has requested a site meeting with both the architect and the BBC Highways Officer who recommended planning permission be refused, in order to seek a solution which will secure planning permission when a subsequent application is made by the parish council. <u>12th April 2023</u> A site meeting has now taken place and Cllr O'Dell has been informed the location may be wide enough, if an area of ditch is piped and in-filled. Bedford Borough Council are identifying the land	Cllr O'Dell

						owner in order to proceed. <u>14th June 2023</u> Cllr O’Dell confirmed he had met on site with the landowners and a new location (not far from the original) is now being proposed. Cllr O’Dell and the architect are awaiting confirmation from the landowners and Bedford Borough Council that this location change is acceptable, before submitting a new planning application. <u>12th July 2023</u> Cllr O’Dell gave some background for the benefit of Cllr Kay (newly co-opted) and stated both he and the architect were continuing to liaise with both the adjacent landowners and Bedford Borough Council in order to secure pre-application advice. A fee reduction of 50% for that advice would apply, given the parish council’s status. <u>9th August 2023</u> Cllr O’Dell confirmed he continued to liaise with all parties ahead of a planning application submission to Bedford Borough Council.	
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To be reviewed monthly at Full Council.

FC23/181**RISK ASSESSMENTS PLAN 2023-24**

WPC⁶ assigns all Risk Assessments 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 2023-24 (black font – complete, red font – outstanding, blue font – for sign off, green font – queries to be addressed by Full Council/updates to be received at Full Council):

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	17.5.23	None		12.7.23 SP
Car Parks	SP	17.5.23	Members have resolved to install signage as detailed in agenda item FC23/181 above		
Cemeteries	JW and SP	9.8.23			
Changing Rooms and Toilet Block	SP	17.5.23	Left on file for now pending extensive remodelling works (and the demolition of the toilet block) – works are expected to commence in 2023		17.5.23 SP
Christmas Street Lighting	SP	17.5.23			
Christmas Tree (including Switch On Event)	SP	17.5.23			
Defibrillators	SP	17.5.23	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		12.7.23 SP
Fun Fest	SP	17.5.23	None		14.6.23 SP
Generator	GL	17.5.23	None		17.5.23 SP
Keeley End Pond	GL	17.5.23			
Litter Picking (and caretaker)	SP	17.5.23	Review held 22.6.23		12.7.23 SP

⁶ Wootton Parish Council

Lone & Isolated Working	SP	17.5.23	Review held 22.6.23		12.7.23 SP
Marquee	SP	17.5.23			17.5.23 SP
Memorial Hall Play Area	SP	17.5.23			
MUGA – Church Road	SP	17.5.23			
* Office PAT testing	SP	17.5.23			
Outdoor Film/Cinema Event	SP	17.5.23	No event planned for 2023		12.7.23 SP
Recreation Ground Gate Duty including volunteers	SP	17.5.23	None		12.7.23 SP
Recreation Ground Play Area	SP	17.5.23			
Remembrance Sunday Parade	SP	17.5.23			
Skate Park	SP	17.5.23			12.7.23 SP
Sports Pitches – Church Road	SP	17.5.23			
Sports Pitches – Harris Way	SP	17.5.23			
Street Furniture	SP	17.5.23			
Trees	SP	17.5.23	21.7.23 – SP has received a quotation from FA Bartlett Tree Experts for the annual inspection and the inspections should be undertaken in the coming weeks		
Village Sign	SP	17.5.23	None		12.7.23 SP
War Memorial	TBC				
Work Station (Clerk) – to include the parish office within the community centre	GL	17.5.23	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		17.5.23 GL

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire	Charitable Trust	Ongoing			

Community Centre General	BH	14.3.23	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action. Portable Appliance Testing (PAT) testing will be carried out by the Charitable Trust save for items in the parish office which will be carried out by Wootton Parish Council (see * above)		17.5.23 BH
Community Centre Legionnaire's Testing	Caretaker and WPC	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Wootton Parish Council employs uRisk to undertake six monthly and annual inspections		Ongoing
Community Centre Scaffold Tower	BH	14.3.23	None		17.5.23 BH
MUGA – Harris Way	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust

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>