



# WOOTTON PARISH COUNCIL



3 Longden Close  
Haynes  
Bedfordshire  
MK45 3PJ

Tel: 07531 930788

Email: [Clerk@Wootton-PC.gov.uk](mailto:Clerk@Wootton-PC.gov.uk)

Website: [Wootton-pc.gov.uk](http://Wootton-pc.gov.uk)

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

WoottonParishCouncilBedfordshire

## Minutes of the **Full Council** meeting held on Wednesday 8<sup>th</sup> November 2023 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

| <b>Open Forum</b>                     | <p>There were seven members of the public present, four of whom wished to discuss and observe discussions on agenda item FC23/270. Cllr Lloyd moved the agenda item be heard after agenda item FC23/252 and members present were in agreement.</p> <p>One resident wished to be considered for co-option under agenda item FC23/252.</p> <p>One resident then addressed the council on matters of respect and diversity, following comments made at the previous meeting of Full Council. Cllr Noakes offered his apologies which were accepted.</p> <p>Comments were then made in relation to Facebook posts made by BBCllr Abood in relation to the proposed road repairs on Cause End Road (in the vicinity of Tesco).</p> <p>BBCllr Wheeler then detailed his efforts in dealing with a problematic ditch at Hoo Close, which was being investigated by The Crown Estate. He was also pushing for repairs to the bridge and was thanked for his time and professionalism in dealing with both issues.</p> <p>There were no other members of the public or press present and so the meeting continued without further adjournment.</p> |                        |                        | Public Bodies (Admissions to Meetings) Act 1960, s1(1).              |
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| <b>Present</b>                        | <p>Cllrs Lloyd (in the chair), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.</p> <p>In attendance: BBCllr Abood, Borough Councillor for Wootton and Kempston Rural and BBCllr Towler, Portfolio Holder for Health, Public Health and Wellbeing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                        |                                                                      |
| <b>Absent (no apologies received)</b> | Cllr Tyerman.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |                        |                                                                      |
| Agenda no                             | Agenda item title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Resolution             | Action                 | Power                                                                |
| <b>FC23/249</b>                       | <p><b>Apologies for absence.</b></p> <p>Cllr Swain.</p> <p>Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Noted for the minutes. | Clerk to keep on file. | Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40. |

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| <b>FC23/250</b> | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                            | Cllr Wallace declared a local interest as a Trustee of the Forest of Marston Vale Trust.<br>Cllrs O'Dell, Noakes and Wheeler declared a local interest as Trustees of the Wootton Church and Poor's Land Charity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Clerk to keep on file. | Localism Act 2011, Ch 7, s31.                                                                 |
| <b>FC23/251</b> | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>No requests received.      | N/A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A.                   | Localism Act 2011, Ch 7, s33.                                                                 |
| <b>FC23/252</b> | <b>To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.</b>                                                                               | The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Victoria Richbell-Davies as a member of Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by Cllr Lloyd (in the Clerk's absence) and Cllr Richbell-Davies was welcomed. A Register of Interests Form would be provided separately.                                                                                                                                                                                                                                                                                                                                                                                                                                              | Clerk to take forward. | Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5). |
| <b>FC23/253</b> | <b>Report from outside organisations – for information only.</b><br>To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). | BBCllr Wheeler's report was circulated ahead of the meeting. It was noted tickets for the upcoming Bob Lunniss Christmas lunch on 6 <sup>th</sup> December 2023 would be available on 29 <sup>th</sup> November.<br><br>BBCllr Wheeler then asked for volunteers to help with the preparation of Christmas hampers on behalf of the Wootton Church and Poor's Land Charity, which would be taking place at the community centre on 23 <sup>rd</sup> November 2023.<br><br>BBCllr Wheeler then introduced BBCllr Towler who was in attendance to provide an update regarding the proposed new doctor's surgery. Had the surgery been erected in 2018 using developer contributions, most of those costing would have now been recuperated through rental charges.<br>Now the Borough Council was looking to invest | Clerk to keep on file. | N/A.                                                                                          |

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|                 | To receive crime figures for October 2023.<br>(Appendix One a).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £9m in local doctor's surgeries within the borough and as a result of the monies being paid upfront by the Borough Council, both the Integrated Care Board and NHS were willing to assist. As a result, chances of a new surgery for Wootton were very high.<br><br>Cllr Noakes commented BBCllr Abood's report resembled a Liberal Democrat canvassing pamphlet.<br><br>No further comments received. | Clerk to keep on file. | N/A.                                                    |
| <b>FC23/254</b> | <b>List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.</b><br>(Appendix Two).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | All significant correspondence was circulated immediately upon receipt.                                                                                                                                                                                                                                                                                                                                | Clerk to keep on file. | N/A.                                                    |
| <b>FC23/255</b> | <b>Minutes of the previous meeting.</b><br><i>Minutes are published on the Wootton Parish Council website:</i><br><a href="https://wootton-pc.gov.uk/parish-council/minutes/">https://wootton-pc.gov.uk/parish-council/minutes/</a> .<br>Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 11 <sup>th</sup> October 2023.<br><br>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 27 <sup>th</sup> September 2023.<br><br>Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 27 <sup>th</sup> September 2023. | Minutes were received and adopted.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Bygraves.<br>Resolved by all present.<br><br>Minutes were received and adopted.<br>Proposed: Cllr O'Dell.<br>Seconded: Cllr Hensher.<br>Resolved by all present.<br><br>Minutes were received and adopted.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Wheeler.<br>Resolved by all present.                           | Clerk to keep on file. | Local Government Act 1972,<br>Sch 12, Part VI, p41 (1). |

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| FC23/256 | <p><b>Matters arising from the minutes – for information only.</b></p> <ul style="list-style-type: none"> <li>• FC23/237 + FC23/267 – Community Centre at Berryfields. Refer to agenda item FC23/267.</li> <li>• FC23/237 + FC23/267 – 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 FC23/267.</li> <li>• FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. Resolved 13<sup>th</sup> 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 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 12<sup>th</sup> January 2023, where an independent examination took place and hearing sessions took place in September. Cllr Lloyd and BBCllrs Wheeler and Abood plus the Clerk attended a briefing session with LDA Design on 10<sup>th</sup> August 2023. Whilst Wootton</li> </ul> | No further comments received. | Clerk to keep on file. | N/A. |
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|                 | was not facing any further development as a result of the Local Plan 2040, it would be affected by the close proximity of developments at Gibraltar Corner and along the A421 corridor, not least in terms of increased traffic. The need for a continuous green corridor of footways to prevent coalescence between Wootton and Kempston Rural was stressed, as was the importance of using sympathetic materials to blend new developments in with existing. |                                                                                                                                                                                                                                          |                        |                                                                                                              |
| <b>FC23/257</b> | <b>Chairman's report – for information only.</b>                                                                                                                                                                                                                                                                                                                                                                                                               | No report available.                                                                                                                                                                                                                     |                        | N/A.                                                                                                         |
| <b>FC23/258</b> | <b>To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to resolve a suitable course of action on any issues or recommendations arising.</b><br>(Appendix Three).                                                                                                                                                                                                                                                     | Resolved to receive, review and adopt the report without further comment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Randell.<br>Resolved by all present.                                                                             | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8.                                                                               |
| <b>FC23/259</b> | <b>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.</b><br>(Appendix Four).                                                                                                                                                                                                                                                    | No report as this steering group had not met since 28 <sup>th</sup> April 2022.                                                                                                                                                          | N/A.                   | Localism Act 2011, Ch 1, s1-8.                                                                               |
| <b>FC23/260</b> | <b>To receive a report from the (Executive) Planning &amp; Environment Committee – for information only.</b><br>(Appendix Five).                                                                                                                                                                                                                                                                                                                               | No further comments received.                                                                                                                                                                                                            | Clerk to keep on file. | Localism Act 2011, Ch 1, s1-8.                                                                               |
| <b>FC23/261</b> | <b>To receive, review and adopt the Roads and Pavements Safety Steering Group Project Action Plan and to resolve a suitable course of action on any issues or recommendations arising.</b><br>(Appendix Six).                                                                                                                                                                                                                                                  | No report was available as this safety steering group had not met since 20 <sup>th</sup> September 2023.                                                                                                                                 | N/A.                   | Localism Act 2011, Ch 1, s1-8.                                                                               |
| <b>FC23/262</b> | <b>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.</b><br>(Appendix Seven).                                                                                                                                                                                     | All amendments/updates were noted in red within the appendix.<br>Resolved to receive, review and adopt the project action plan without further comment.<br>Proposed: Cllr Randell.<br>Seconded: Cllr Noakes.<br>Resolved by all present. | Clerk to keep on file. | The Community Infrastructure Levy Regulations 2010 (and as since amended).<br>Localism Act 2011, Ch 1, s1-8. |

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| <b>FC23/263</b> | <b>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.</b><br>(Appendix Eight).                                       | It was noted the Charitable Trust had addressed/were addressing all issues raised in the recent Fire Risk Assessment.<br>Further resolved to receive, review and adopt the risk assessment plan without further comment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Hensher.<br>Resolved by all present.                                                                         | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                                        |
| <b>FC23/264</b> | <b>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.</b> | Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell & Wallace.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr O'Dell.<br>Resolved by all present.                                                                                                                                                                           | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2023. |
| <b>FC23/265</b> | <b>To receive a schedule of receipts and payments as previously approved by the Finance &amp; General Purposes Committee – for information only.</b><br>(Appendix Nine).                                                                    | No further comments received.                                                                                                                                                                                                                                                                                                                                                       | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2023. |
| <b>FC23/266</b> | <b>To receive and approve the Income &amp; Expenditure and Earmarked Reserves reports for all cost centres for 2023-24, to consider any budget heading virements and to resolve a suitable course of action.</b>                            | Resolved to receive and approve both reports without further comment.<br>Proposed: Cllr Bygraves<br>Seconded: Cllr O'Dell.<br>Resolved by all present.                                                                                                                                                                                                                              | Clerk to keep on file. | Joint Panel on Accountability and Governance for Smaller Authorities in England 2023. |
| <b>FC23/267</b> | <b>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.</b>                                                               | <u>Car Park Heads of Terms/Joint Use Agreement</u><br>A response was still awaited from Hillary Cooper Law.<br><br><u>Charitable Trust</u><br>It was noted the Charitable Trust had made a surplus in October. An independent examination of accounts found no issues.<br><br><u>Lease</u><br>The lease was ready for signature, pending the completion of the Joint Use Agreement. | Clerk to take forward. | Localism Act 2011, Ch 1, s1-8.                                                        |

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|          |                                                                                                                                                                                                                                                              | <p>Resolved to accept the above agreements and findings.</p> <p>Proposed: Cllr Bygraves.</p> <p>Seconded: Cllr Hensher.</p> <p>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                               |
| FC23/268 | <p>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.</p> | <p><b><u>Berryfields (FRN)</u></b></p> <ul style="list-style-type: none"> <li>• Works to remedy the lighting issue at the pedestrian crossing on Folkes Road remained outstanding and BBCllr Wheeler continued to chase for a start date.</li> <li>• Traffic Regulation Order lining works (including 'keep clear' markings at the top of Harris Way by the Community Centre) have been completed but signage remains outstanding.</li> <li>• BBCllr Wheeler had been asked to establish what additional signage was proposed for the bus gate at Folkes Road.</li> <li>• BBCllr Wheeler had also been asked to raise again the issue of the school car park lights with the lower school, which had not been illuminated since 2016.</li> </ul> <p><b><u>Fields Road Crossing</u></b></p> <ul style="list-style-type: none"> <li>• The Clerk had received a response to a Freedom of Information request which confirmed the following: <ul style="list-style-type: none"> <li>○ The total received (with indexation) was £56,250.00;</li> <li>○ It was received on 2<sup>nd</sup> February 2015;</li> <li>○ A full breakdown of all costings in relation to all deliverables, including anti-skid surface was</li> </ul> </li> </ul> |  | <p>Town &amp; Country Planning Act 1990 &amp; subsequent.</p> |

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|  |  | <p>not yet available (but was expected shortly);</p> <ul style="list-style-type: none"> <li>○ There was no current surplus, however any surplus materialising would be spent in accordance with the s106 agreement.</li> <li>• The Clerk had also received a further response to a Freedom of Information request (regarding the widened pavement on Fields Road north) which confirmed the following: <ul style="list-style-type: none"> <li>○ The pavement was widened as much as possible, however not to facilitate a shared use path;</li> <li>○ Signing was not required as it was not a shared use facility.</li> </ul> </li> <li>• No update was available from BBCllr/Cllr Wheeler in relation to the tactile paving and dropped kerb, installed in the vicinity of the doctor's surgery, south side only.</li> </ul> <p><b><u>Berry Wood (FRS)</u></b></p> <ul style="list-style-type: none"> <li>• BBCllr/Cllr Wheeler confirmed at the last meeting of Full Council (13<sup>th</sup> September 2023) he had received verbal confirmation from Bedford Borough Council that the parish council could utilise s106 funding of £28k to site Electric Vehicle Charging Points at a site(s) in the village (not Berry Wood – FRS).</li> <li>• A site visit to discuss flooding issues at the play areas and internal footways</li> </ul> |  |  |
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|                 |                                                                                                                                                                                                                                                                                                                                                                             | <p>and the poor finish of the latter was being arranged by BBCllr/Cllr Wheeler for November.</p> <p>Resolved to accept and take forward the above agreements and findings.<br/>Proposed: Cllr Bygraves.<br/>Seconded: Cllr Noakes.<br/>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                                                                   |
| <b>FC23/269</b> | <b>To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.</b>                                                                                                                                                                                                                                         | <p>Cllr Lloyd confirmed he was continuing to follow up on this initial meeting with a supplier of Electric Vehicle Charing Points to determine best locations and suitable chargers. Members were asked to consider suitable sites.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Cllr Lloyd to take forward. | Localism Act 2011, Ch 1, s1-8.                                    |
| <b>FC23/270</b> | <b>To revisit the financing a Community Transport Service (provided by the Bedfordshire Rural Communities Charity) between Wootton and the Interchange Retail Park, Ampthill Road, Kempston AND ALSO AS A SEPARATE SERVICE Wootton and the Forest of Marston Vale, Marston Moreteyne (frequency and dates to be determined) and to resolve a suitable course of action.</b> | <p>Cllr O'Dell suggested three proposals to resolve this issue:</p> <ul style="list-style-type: none"> <li>• Option A – Stagecoach (Bus 53) would divert via the Interchange Retail Park;</li> <li>• Option B – A private bus (such as those provided by Flittabus and/or Bedfordshire Rural Communities Charity) could run a once-weekly service;</li> <li>• Option C – Wootton's Good Neighbour Scheme could take people as needed.</li> </ul> <p>One resident present agreed to contact the Good Neighbour Scheme to see if they could offer assistance in the short term and after further discussion it was agreed to bring this issue back to the next meeting of Full Council.</p> | Clerk to take forward.      | Localism Act 2011, Ch 1, s1-8.                                    |
| <b>FC23/271</b> | <b>To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2024-25, ahead of agreeing/finalising the precept demand in January 2024 and to resolve a suitable course of action.</b>                                                                                                                         | <p>After discussion it was agreed to bring this back to the next meeting of Full Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk to take forward.      | Local Government Finance Act 1992, s41.<br>Financial Regulations. |
| <b>FC23/272</b> | <b>To receive, review and adopt the interim Review of the Effectiveness of the System of Internal Control and Risk</b>                                                                                                                                                                                                                                                      | <p>Resolved to receive, review and adopt the interim Review of the Effectiveness of the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Clerk to keep on file.      | Localism Act 2011, Ch 1, s1-8.                                    |

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|                 | <b>Assessment Schedule for 2023/24 and to resolve a suitable course of action.</b>                                                                                                                                                                                                                                                           | System of Internal Control and Risk Assessment Schedule for 2023/24 without further comment.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Randell.<br>Resolved by all present.                                                                                                                                                                                                                                               |                                             |                                |
| <b>FC23/273</b> | <b>To consider an increase to the allotment/paddock rent (£1,400 to £1,500) as proposed by the Wootton Church and Poor's Land Charity (in line with the lease renewal for 2023-28) and to resolve a suitable course of action.</b>                                                                                                           | Resolved to accept the increase with immediate effect.<br>Proposed: Cllr Bygraves.<br>Seconded: Cllr Noakes.<br>Resolved by all present.                                                                                                                                                                                                                                                                                      | Clerk to take forward.                      | Localism Act 2011, Ch 1, s1-8. |
| <b>FC23/274</b> | <b>To receive a report from Cllr Wallace following a meeting with The Crown Estate (and partners) and the Forest of Marston Vale to discuss aspirations in relation to land to be transferred to the parish council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) and to resolve a suitable course of action.</b> | Cllr Wallace provided background following the meeting and after detailed discussion it was agreed this agenda item should be added to the next agenda for the Leisure and Amenities Committee. It was further agreed to request the Forest of Marston Vale provide fuller information (including plans) and costings on how best to utilise the land – the former of which could be used as a basis for public consultation. | Cllr Wallace and the Clerk to take forward. | Localism Act 2011, Ch 1, s1-8. |

**Meeting closed at 8.56pm.**

**FC23/253**

**Borough Councillor report for November Full Council – John Wheeler**

Firstly, I would like to start with some good news. After a number of heated discussions with the developers, we have managed to secure the developer funding for the synthetic pitch. The contract will be signed on the 3<sup>rd</sup> November 2023, with Phase One of the works beginning in roughly two weeks' time.

The pitch should be completed in 14 to 16 weeks and include the pitch itself with lighting and fencing, car park, cricket nets and long jump facilities. The tennis courts will be completed in 2026 after new classrooms and a dining hall ahead of the two-tier conversion have been completed. There is also a possibility of using the end of the new school extension for a changing / toilet area instead of an additional pavilion. Most of the funding is now in place, however we are still looking for additional external funding.

The white and yellow lining around the lower school should be completed soon along with the relevant signage however, work still needs to be done on the pedestrian crossing lights by the school. The remaining white and yellow lining around the village has been programmed for now, so watch this space (this includes the mini roundabouts at Bedford/Church/Cranfield/Fields Road and Mephram Road). Bedford Borough Council Highways team has confirmed Cause End Road by Tesco's is still programmed for February 2024.

Tree works have been programmed in on the Boroughs Council-owned trees and a number bushes are being/have been cut back around the village.

I am chasing for information regarding the Real Time Passenger Information Units and BBCllr Weir is helping with this. BBCllr Weir is also helping sort the bus stops on Burgoyne Avenue, which remain outstanding even though the buses are now using that route. There was confusion regarding the new bus route as Stagecoach had not changed the route or times on their timetables, but this has now been actioned. Unfortunately many people missed their bus on Monday 30<sup>th</sup> October.

There are a few more exciting developments in the village which I shall confirm shortly. The clerk and myself met with the new officer for Highways responsible for Wootton on the 1<sup>st</sup> November to do a tour of the village pointing out issues!

The Bob Lunniss Christmas lunch is all go for the 6<sup>th</sup> December and posters are now up around the village. A big thank you to the local schools, Woodlands Manor, the Cross Keys at Wood End and Wootton Blue Cross, who have made this possible. I have attended various events in my role as Deputy Speaker and will be attending the Armistice Day Service on behalf of Wootton on the 11<sup>th</sup> November in Bedford. I am sure Cllr Lloyd will update you all in relation to Wootton's Remembrance Sunday parade in his report.

**Borough Issues**

- **Bedford Council secures and additional £6.3 million in funding**

This funding will support Bedford Borough Council to test and refine recommendations within the Special Educational Needs and / or Disabilities system that are likely to come into legislation in 2025.

Bedford Borough Council has been appointed as the Lead for the CPP partnering with, Central Bedfordshire Council and Luton Borough Council. Through accepting the grant the Bedford Council will be well prepared to implement these reforms without negatively impacting on the day to day services within SEND.

- **Council Financial Overspend**

The Council is facing a £12.188 million overspend that occurred last year.

The Council is working to respond to this position and there has been some improvement. The latest budget monitoring information available, to 30 September 2023, identified that the gap is now £8.518 million.

An improvement, but still much work to do. The Executive is responding by committing to a 4-year Efficiency Plan that seeks to protect services, transform service quality, improve organisational and process efficiencies, and improve customer service. This will be reported to the Executive in November 2023.

- **Council Executive agree new Capital Programme**

The Executive recently agreed a new Capital Programme to address the lack of GP provisions in some communities, poorly maintained leisure facilities, Town Centre regeneration and deliver on the Bedford to Milton Keynes Waterway Canal to name a few aspects.

A list of these priorities are below:

1. **Primary Care Estate** – Funding to support the delivery of new and improved health estate/GP surgeries across Bedford Borough.
2. **Town Centres Regeneration** – Funding to support the delivery of a series of short, medium and long term to stimulate town centre regeneration and economic investment. This includes funding for the Prebend Street Relief Road which represents a critical component of an emerging comprehensive residential-led development of the Prebend Street Quarter, to provide significant highway network benefit, help strengthen the link to the Railway Station Quarter, and improve the overall amenity, future vitality and connection to the town centre.
3. **Leisure Sites** – Almost £4 million essential health and safety work in our leisure centres that have really suffered from lack of investment over the past few years. This is funding for essential investment to ensure that leisure sites can function safely.
4. **Leisure Complex & Asset Refurbishment** – Funding for the refurbishment of existing leisure assets, including the development of a new Leisure Village incorporating a new purpose-built leisure facility.
5. **Bedford to Milton Keynes Waterway Canal Link** – To profile the earmarked financial contribution to enable commencement of this ambitious project.
6. **Sharnbrook (Primary) School** – Funding to enable education to be provided on one site in the new development in the village, rather than separated over two sites.
7. **A6 Paula Radcliffe Way Highway Corridor** – Funding for the replacement of existing crash barrier posts have rusted beyond serviceable expectation due to water damage.

- **What the Council is doing for Black History Month**

In honour of Black History Month, the Higgins is doing an online exhibition “Paved with Gold”: Bedford’s Windrush Generation – this Higgins Bedford collaborated with the Higgins Black History Panel, The University of Hertfordshire, Nubian Teachings, The Retired Caribbean Nurses Association (RCNA Bedford), The Miracle Church of God in Christ, MAK Studios, The University of Hertfordshire, Bedfordshire Archives, and members of the public to collect the stories and photographs presented in this exhibition.

## Appendix One

Another exhibition is the Cultural Roots Sound System Museum – this is also at the Higgins and will be open on the 7th October and be on display for an entire year. The exhibition is a showcase of reggae music history, sound system culture, and the evolution of technology. This is particularly poignant for Bedford given its Caribbean community.

**BBCllr Wheeler**  
**November 2023**

## **News from the Council – Cllr Sue Abood**

### **Borough Council news**

- **Children's Overview and Scrutiny Committee seeks Parent Governors**

The Children's Services Overview and Scrutiny Committee at Bedford Borough Council requires two Parent Governor Representatives from Maintained Schools to attend as co-opted members to consider education matters. The Children's Services Overview and Scrutiny Committee will help to review and develop policy in relation to education and children's services for consideration by the Council's Mayor and Executive. Parent Governor Representatives will represent the views of parents in influencing the development of education policy and children's services. Assistance in helping to find these parent governor representatives is requested by the council.

- **Council motion on suicide prevention.**

Cllr Atkins brought a motion to full council with the aim to secure funding for suicide prevention activities. Suicide is the leading cause of death in males under 50 years and females under 35 years in the UK, with the latest available figures confirming that 5,219 people in England tragically took their own lives in 2021. Local suicide prevention activity is critical in preventing suicides across England, with NHS England dedicating £57million to local areas for suicide prevention and bereavement support services as part of delivering the NHS Long Term Plan. However, this funding for local suicide prevention will have run out by March 2024, and in many areas has already come to an end, meaning some local suicide prevention activities will have to scale back or stop. The council resolved to write to the Chancellor of the Exchequer asking for ring-fenced suicide prevention funding for local areas to be continued for the lifetime of the five-year National Suicide Prevention Strategy, increased in line with inflation.

- **Motion to Council on Organ Donation by ethnic minorities.**

Bedford Borough Hospital's Organ Donation Committee has raised concerns about health inequalities faced by ethnic minority patients who wait an exceptionally long time for suitable matches. The Hospital's Organ Donation Committee asked for Bedford Borough Council to support their work in helping to encourage awareness and education of organ donation so important conversations can be had about these decisions – especially among ethnic minority groups.

The Council resolved to recognise the life changing/saving potential of Organ Donation and support the work of Bedford Hospital's Organ Donation committee. The Council called upon all Members, officers and the Executive to help, where possible and appropriate, the Organ Donation Committee's work and assist with raising awareness and distribution of education material – particularly among ethnic minorities communities. The Council also resolved to recognise that ethnic minorities also face similar issues with regard to blood donors. The Council also called upon all members, officers and the Executive to help assist where possible, raising awareness of blood donation among ethnic minority groups.

- **Council have committed £9 million for new GP premises**

Following the Full Council Motion, the new administration has committed to £9 million for new GP premises. I am very pleased that we have this funding within the Borough and I'll be pushing the Council to allocate some of it to build a new surgery here in Wootton, especially as in a recent

interview and article online the Mayor failed to mention Wootton surgery when listing those surgeries who would be receiving the investment. An explanation of the planning process that resulted in the figure of £9 million has been requested by the Health Overview and Scrutiny Committee (of which I am a member) as part of their GP Access project.

- **Council motion passed demonstrating that the perceived overspend in 2022/23 was incorrect.**

Following on from Councillor Wheeler's report to the last parish council meeting, it will be important to ensure the record is clear regarding the claim that the previous budget "overspent". The Budget Outturn did end with a £2.3 million overspend, however the new administration allowed that overspend to occur by not using the tools available to them and instead added money to IT and equipment reserves, rather than to help balance the budget. Full Council noted this at its September meeting, highlighting the funds available that could've been used to balance the overspend but were not.

- **Concerns over Council finances**

The new council budget shows that there are plans to add £53 million in borrowing to the Council's debt. This can be seen in the financial papers on the Council website. This is likely to cost around £5 million every year in debt payments which may result in a loss of services for residents or an increase in council tax to pay for the repayments. The Budget Overview and Scrutiny Committee have raised these concerns and are monitoring things closely.

- **School meal prices raised by 20%**

As a school governor, I'm very disappointed to see that the cost of school meals has been increased by 20%, especially at a time when school budgets are already very stretched.

- **Motion to protect River Festival is passed unanimously**

Following a motion to Full Council, Bedford River Festival has been protected so that it will continue to be a fantastic event for all with the same size and ambition as previous years. The Mayor had previously U-turned on his decision to scrap the River Festival in favour of a smaller event, but this motion will now protect Bedford River Festival from any future poorly thought-out changes. The strength of opinion around the Mayor's original decision was evident from the number of signatures on petitions within 24 hours of them being started.

- **RAAC in schools and public buildings**

The Council has finally published some information on RAAC (Reinforced Autoclaved Aerated Concrete) within the Borough. While the recent scandal centred on school buildings, other buildings built from the 1960s to 1990s may also be affected. Although it is not the list of buildings affected that we have been asking for and what we feel residents need, the page does have some useful information and can be found here: [www.bedford.gov.uk/schools-education-and-childcare/schools-and-colleges/raac-your-questions-answered](http://www.bedford.gov.uk/schools-education-and-childcare/schools-and-colleges/raac-your-questions-answered)

- **Children's Services Celebration Event for Looked After Children, care leavers and Kids who Share.**

I was delighted to be able to attend the Borough Council's Children's Services Celebration Event at the end of October, celebrating the incredible achievements of looked after children, care leavers and Kids who Share (children of foster families) in the Borough. Such amazing and inspiring young people, and their carers are second to none. Hearing examples of how these young people had been brave, helpful, caring, doing well at school/college and making a difference was wonderful. There were two events, one for children 12 and under in the afternoon and an evening event for young people aged 13 and over. Personal highlights, alongside the sense of pride in the young people in the Borough, were the opportunity to do some arts and crafts with the younger children including having my face painted at the afternoon event, and in the evening event listening to a great band from Bedford College and watching council staff regret their decision to ride on the adrenalin-fuelled fairground ride! My thanks to the Children's Services team for organising two brilliant and different events, and thanks must also go to local businesses for their support for the event.

#### **Wootton items**

I receive almost daily emails and occasional phone calls from residents with requests for assistance with casework which I raise with the council or other relevant bodies.

I am in weekly communication with Persimmon and the Council regarding issues on the Berryfields estate. Examples include the 20mph larger speed limit signs were due to be installed last week but this still hasn't been done – I am chasing the council for these. The light outside 58 Ashpole Avenue does not function and has never been connected to the services. This has been flagged and quotes from Eon are being prepared in order to commence the work.

I continue to chase the council for the missing 20mph speed signs at the bottom of Burgoyne Avenue and the missing road names at the top of Burgoyne Avenue which have been missing for some time.

I am also in conversation with the council about issues of non-functional lighting on Cranfield Road and have been since May. This is an ongoing conversation which I continue to push.

I am using some of my ward funding to pay for a pram kerb to be installed at the end of Foster Road. This follows an accident where an elderly gentleman fell from his mobility scooter and was found by residents in the middle of the road at the junction. The pavements have been marked out for the work.



| Police Crime Statistics<br>FC23/253a October 2023 |                              |                             |                                |                               |               |                  |
|---------------------------------------------------|------------------------------|-----------------------------|--------------------------------|-------------------------------|---------------|------------------|
| Offence Reference                                 | Police UK Category           | Crime Category              | Crime Sub Category             | Offence                       | Recorded Date | Address          |
| 40/54159/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITH INJURY           | ASSAULT WITH INJURY           | 05/10/2023    | Tithe Barn Road  |
| 40/55258/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITH INJURY           | ASSAULT WITH INJURY           | 11/10/2023    | Hall End         |
| 40/54150/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITHOUT INJURY        | ASSAULT WITHOUT INJURY        | 05/10/2023    | Bedford Road     |
| 40/54781/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                    | 08/10/2023    |                  |
| 40/55086/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                    | 10/10/2023    |                  |
| 40/55377/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                    | 11/10/2023    |                  |
| 40/53270/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | MALICIOUS COMMUNICATIONS      | 01/10/2023    | Burgoyne Avenue  |
| 40/55389/23                                       | Public Order                 | PUBLIC ORDER OFFENCES       | PUBLIC FEAR, ALARM OR DISTRESS | PUBLIC FEAR ALARM OR DISTRESS | 11/10/2023    | Hall End         |
| 40/55538/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | STALKING                      | 12/10/2023    |                  |
| 40/56441/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITH INJURY           | ASSAULT WITH INJURY           | 17/10/2023    | Farrell Road     |
| 40/58126/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITH INJURY           | ASSAULT WITH INJURY           | 26/10/2023    | Arthur Black Way |
| 40/57143/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITHOUT INJURY        | ASSAULT WITHOUT INJURY        | 21/10/2023    | Emerton Way      |
| 40/58119/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITHOUT INJURY        | ASSAULT WITHOUT INJURY        | 26/10/2023    | Arthur Black Way |
| 40/58124/23                                       | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITHOUT INJURY        | ASSAULT WITHOUT INJURY        | 26/10/2023    | Arthur Black Way |

## Appendix One A

|             |                              |                             |                                |                                        |            |                 |
|-------------|------------------------------|-----------------------------|--------------------------------|----------------------------------------|------------|-----------------|
| 40/58873/23 | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | VIOLENCE WITHOUT INJURY        | ASSAULT WITHOUT INJURY                 | 30/10/2023 | Hall End        |
| 40/56521/23 | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                             | 17/10/2023 |                 |
| 40/58160/23 | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                             | 26/10/2023 |                 |
| 40/58878/23 | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                             | 30/10/2023 |                 |
| 40/59148/23 | Violence and Sexual Offences | VIOLENCE AGAINST THE PERSON | STALKING AND HARASSMENT        | HARASSMENT                             | 31/10/2023 |                 |
| 40/57259/23 | Public Order                 | PUBLIC ORDER OFFENCES       | PUBLIC FEAR, ALARM OR DISTRESS | PUBLIC FEAR ALARM OR DISTRESS          | 21/10/2023 | Johnson Avenue  |
| 40/58013/23 | Burglary                     | BURGLARY                    | RESIDENTIAL BURGLARY-HOME      | RESIDENTIAL BURGLARY-HOME              | 25/10/2023 | Popes Way       |
| 40/58033/23 | Burglary                     | BURGLARY                    | RESIDENTIAL BURGLARY-HOME      | RESIDENTIAL BURGLARY-HOME              | 25/10/2023 | Mephram Road    |
| 40/57761/23 | Public Order                 | PUBLIC ORDER OFFENCES       | OTHER OFFENCES PUBLIC ORDER    | STATE OR PUBLIC ORDER                  | 24/10/2023 | Moore Close     |
| 40/58614/23 | Public Order                 | PUBLIC ORDER OFFENCES       | OTHER OFFENCES PUBLIC ORDER    | STATE OR PUBLIC ORDER                  | 29/10/2023 | Tithe Barn Road |
| 40/56644/23 | Other Theft                  | THEFT                       | OTHER THEFT                    | THEFT IN A DWELLING<br>OTHER AUTO MACH | 18/10/2023 | Rawlins Gardens |

**FC23/254**

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

Significant issues are emailed at the time of receipt.

**FC23/258**

**(Advisory) Leisure and Amenities Committee Report**

**25<sup>th</sup> October 2023**

**Resolutions**

**LA23/015 – To appoint Cllr Tyerman as a member of the Leisure and Amenities Committee.**

Resolved to appoint Cllr Tyerman as a member of this committee.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

**LA23/021 – To consider next steps in relation to the removal of shrubs and undergrowth at Lorraine Road cemetery (as previously instructed by the Planning and Environment Committee) and to resolve a suitable course of action.**

After discussion it was resolved to plant a hedgerow one metre in front of the existing fencing to allow for maintenance on all sides. This would screen properties in Canons Close. The hedgerow would also contain small gaps, again to allow for maintenance. The clerk would seek the necessary guidance from the Forest of Marston Vale in relation to planting timescales and it was noted repairs to the fencing were to be carried out by the resident imminently.

Further resolved the clerk would bring the building of further memorial walls back to this committee in six months' time.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

**LA23/022 – To consider the annual tree inspection report (including proposed works and costings) from FA Bartlett Tree Experts and to resolve a suitable course of action.**

The clerk read out comments from a resident who had intended to attend this meeting but was subsequently unable to. A further resident was in attendance who agreed with those comments – namely that the trees on Popes Way Green were blocking light to their properties and shedding debris, including twigs and small branches. The wish was not for pollarding or for the trees to be cut down, but for a substantial prune.

After discussion it was resolved to follow guidance within the tree report – namely that all works programmed within the next year or under be carried out at the earliest opportunity.

Proposed: Cllr Lloyd.

Seconded: Cllr Bygraves.

Resolved by all present.

**Sue Edgar Playford BA (Hons) PSLCC AICCM**

**Clerk to the Council and Responsible Financial Officer**

**26<sup>th</sup> October 2023**

**FC23/259**

**(Advisory) Neighbourhood Plan Steering Group Report**

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

**FC23/260**

**(Executive) Planning Committee Report**

**25<sup>th</sup> October 2023**

**Report from Outside Organisations – for information only**

Bedford Borough Council. Great Denham's Neighbourhood Development Plan was made (Adopted) by Executive Decision (Bedford Borough Council) on 13<sup>th</sup> September 2023. It now forms part of the development plan which means its policies will be used alongside other adopted local plan policies in the determination of planning applications within Great Denham parish. A copy of the made Neighbourhood Development Plan and all relevant information can be viewed [here](#).

The Planning Inspectorate. Notice of Order relating to the extinguishment of Footpath No 10 in the environs of Hall End Farm.

**Planning Applications – for resolution**

23/02148/TPO – 61 Cause End Road. T1 Lime – remove lower canopy up until first main side branches at approx. 5m (G1) on TPO list. T2 Yew – reduce back flush to boundary (T2) on TPO list. All other trees along the north east boundary will be reduced back to the boundary but they are not covered by the TPO list.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

23/01231/FUL – 3 Roundel. Garage conversion.

This council previously raised **NO OBJECTION**.

23/01779/FUL – 21 Hollies Walk. Demolition of part of the existing garden wall/fence and erection of a two storey side extension.

This council previously raised **NO OBJECTION**.

23/01859/FUL – 3 Potters Cross. Single storey rear extension.

This council previously raised **NO OBJECTION**.

23/01872/ADV – Grass Verge at Keeley Lane. Brick built planter style village boundary sign.

This council previously raised **NO OBJECTION**.

23/01972/LDP – 24 Granby Way. Certificate to confirm that the details submitted to not require planning permission (loft conversion). Certificate issued.

This council was not previously consulted.

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

23/01578/MAR – Land on the South of Keeley Lane. All reserved matters for residential development of up to 20 dwellings, public open space, landscaping, access to Keeley Lane, sustainable urban drainage systems and associated infrastructure, pursuant to outline permission 22/01035/MAO.

This council previously raised **AN OBJECTION**.

**Planning Refusals (by Bedford Borough Council) – for information only**

23/01753/CPNR – Wootton Park Farm. Prior notification for change of use from an agricultural building to a flexible use within Use Classes B8, C1 or E.

This council previously raised **NO OBJECTION**.

**Sue Edgar Playford BA (Hons) PSLCC AICCM**

**Clerk to the Council and Responsible Financial Officer**

**26<sup>th</sup> October 2023**

**FC23/261**

**ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP<sup>1</sup> 2023-24**

No report was available as this safety steering group had not met since 20<sup>th</sup> September 2023.

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<sup>1</sup> Project Action Plan.



**FC23/262****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 | <p><u>8<sup>th</sup> February 2023</u><br/>Average Speed Cameras for Cranfield Road are now in situ and the order for all remaining sites is with Bedford Borough Council.</p> <p><u>12<sup>th</sup> April 2023</u><br/>Design works and final costings for all remaining sites are being prepared by Bedford Borough Council.</p> <p><u>17<sup>th</sup> May 2023</u><br/>BBCllr/Cllr Wheeler has been asked to chase for design works and costings.</p> <p><u>14<sup>th</sup> June 2023</u><br/>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.</p> <p><u>12<sup>th</sup> July 2023</u><br/>No further update was available.</p> | Cllrs Lloyd and Wheeler |

|        |                                  |      |  |  |         |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
|--------|----------------------------------|------|--|--|---------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|        |                                  |      |  |  |         |         | <p><u>9<sup>th</sup> August 2023</u><br/>The order has only now been 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.</p> <p><u>11<sup>th</sup> October 2023</u><br/>BBCllr/Cllr Wheeler has confirmed ahead of this meeting a site visit has recently been undertaken between the contractor and Bedford Borough Council representatives, ahead of finalising drawings and costings.</p> <p><u>8<sup>th</sup> November 2023</u><br/>It was noted all remaining cameras should be in situ within 12 months.</p> |             |
| Medium | Berryfields Roundabout Re-Design | 2023 |  |  | £23,000 | £23,000 | <p><u>8<sup>th</sup> February 2023</u><br/>The clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout.</p> <p><u>12<sup>th</sup> April 2023</u><br/>The clerk continues to chase for an update.</p> <p><u>14<sup>th</sup> June 2023</u><br/>Mayor Wootton will liaise with the relevant Bedford Borough Council officer to establish the feasibility of this project.</p> <p><u>12<sup>th</sup> July 2023</u><br/>No further update was available.</p> <p><u>9<sup>th</sup> August 2023</u><br/>BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time.</p>                                                                                                                | Cllr O'Dell |

|      |                |      |             |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |
|------|----------------|------|-------------|----|----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|      |                |      |             |    |    |    | <p><u>13<sup>th</sup> September 2023</u><br/>BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time.</p> <p><u>11<sup>th</sup> October 2023</u><br/>BBCllr/Cllr Wheeler continues to chase for an update.</p> <p><u>8<sup>th</sup> November 2023</u><br/>It was noted BBCllr Weir, Portfolio Holder for Environment, Highways and Transport would be attending a Roads and Pavements Safety Steering Group meeting on 15<sup>th</sup> November and would provide an update at that meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |
| High | Changing Rooms | 2023 | £274,165.10 | £0 | £0 | £0 | <p><u>9<sup>th</sup> August 2023</u><br/>Planning permission with conditions has been granted by Bedford Borough Council. Phase 4 works will consist of the following:</p> <ul style="list-style-type: none"> <li>• Coloini &amp; Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor.</li> <li>• Resultant findings will form part of the tender packs/process.</li> <li>• Coloini &amp; Lane Architects Ltd will quote to remain project manager for the duration of the project.</li> </ul> <p>It should be noted the parish council will have to demonstrate all works sit within the Construction (Design &amp; Management) Regulations 2015.</p> <p>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.</p> <p>The clerk will also follow up on a previous expression of interest for grant funding from The</p> | Working Group |

|      |                                                                                    |         |                    |    |        |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
|------|------------------------------------------------------------------------------------|---------|--------------------|----|--------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|      |                                                                                    |         |                    |    |        |                    | <p>Mayor's Climate Changing Fund which could help provide roof solar panels.</p> <ul style="list-style-type: none"> <li>Planning permission has been granted. The working group met with Coloini &amp; Lane Architects Ltd on 2<sup>nd</sup> August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22<sup>nd</sup> August 2023.</li> </ul> <p><u>13<sup>th</sup> September 2023</u><br/>The working group met with David Coloini (Coloini &amp; Lane Architects Ltd) on 2<sup>nd</sup> August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22<sup>nd</sup> August 2023.</p> |               |
| High | Community Centre Lease Agreement (to now include the car park Joint Use Agreement) | 2023    | £0                 | £0 | £5,000 | £5,000             | <p><u>11<sup>th</sup> October 2023</u><br/>Refer to agenda item FC23/267.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Cllr Bygraves |
| Low  | Lecterns                                                                           | Ongoing | £1,400 per lectern | £0 | £0     | £1,400 per lectern | <p><u>8<sup>th</sup> February 2023</u><br/>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 &amp; Environment Committee approved a report which</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Cllr Lloyd    |

|        |                                                     |         |    |    |         |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|--------|-----------------------------------------------------|---------|----|----|---------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|        |                                                     |         |    |    |         |          | <p>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.</p> <p><u>14<sup>th</sup> June 2023</u><br/>Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer.</p> <p><u>12<sup>th</sup> July 2023</u><br/>No further update was available.</p> <p><u>9<sup>th</sup> August 2023</u><br/>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.</p> <p><u>13<sup>th</sup> September 2023</u><br/>The borough council is still in talks with Wheatley Homes to determine the land ownership issue. Street lighting columns in that area are now understood to be on highways-owned land, however a litter bin is not. The issue of siting a lectern remains undetermined but is still in hand.</p> |            |
| Low    | Lorraine Road Cemetery extension                    | Ongoing | £0 | £0 | £32,000 | £100,000 | <p><u>8<sup>th</sup> February 2023</u><br/>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Cllr Lloyd |
| Medium | Memorial Hall – ownership/ management clarification | 2023    | £0 | £0 | £0      | £2,000   | <p><u>9<sup>th</sup> August 2023</u><br/>A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk      |

|      |                                             |                              |         |    |        |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|------|---------------------------------------------|------------------------------|---------|----|--------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|      |                                             |                              |         |    |        |                                   | <ul style="list-style-type: none"> <li>• The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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.</li> </ul> <p>To date, the clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry.</p> <p><u>13<sup>th</sup> September 2023</u><br/>The clerk has received the first registration documentation back but has not yet received confirmation that the registration can or has been completed.</p> |              |
| High | Neighbourhood Plan                          | Ongoing (in terms of review) | £0      | £0 | £5000  | Review costs only – not yet known | <p><u>8<sup>th</sup> February 2023</u><br/>No further updates received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Cllr Hensher |
| Low  | Noticeboards                                | Ongoing                      | £0      | £0 | £9,000 | £1,500 per noticeboard            | <p><u>8<sup>th</sup> February 2023</u><br/>No further updates received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk        |
| Low  | Real Time Passenger Information (Bus Stops) | 2023                         | £40,772 |    |        | £40,772                           | <p><u>11<sup>th</sup> January 2023</u><br/>Resolved 14<sup>th</sup> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Cllr O'Dell  |

|  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--|--|--|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  |  | <p><u>8<sup>th</sup> March 2023</u><br/>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 8<sup>th</sup> March 2023 (FC23/058) to continue with this project.</p> <p><u>12<sup>th</sup> April 2023</u><br/>The clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order.</p> <p><u>14<sup>th</sup> June 2023</u><br/>Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof positioned RTPi units.</p> <p><u>12<sup>th</sup> July 2023</u><br/>No further update was available.</p> <p><u>9<sup>th</sup> August 2023</u><br/>The parish council may consider paying 50% towards the cost of roof-positioned 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.</p> <p><u>13<sup>th</sup> September 2023</u><br/>Journeo Passenger Systems Ltd have been informed by the clerk that the parish council is considering roof-positioned Real Time Passenger Information units and a site visit/inspection is being scheduled following completion of the new bus shelter installation works. It should be noted</p> |  |
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|-----|------------------------------------------------|---------|--|--|---------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|     |                                                |         |  |  |         |         | <p>however, the concrete posts currently housing timetables are still scheduled for removal by Journeo Passenger Systems Ltd.</p> <p>BBCllr/Cllr Wheeler is awaiting an update from Bedford Borough Council in relation to the roof-positioned Real Time Passenger Information units.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
| Low | Wootton Village Entrance Sign(s) – Keeley Lane | Ongoing |  |  | £12,903 | £15,000 | <p><u>8<sup>th</sup> February 2023</u></p> <p>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.</p> <p><u>12<sup>th</sup> April 2023</u></p> <p>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 landowner in order to proceed.</p> <p><u>14<sup>th</sup> June 2023</u></p> <p>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.</p> <p><u>12<sup>th</sup> July 2023</u></p> <p>Cllr O'Dell gave some background for the benefit of Cllr Kay (newly co-opted) and stated both he and the architect (Graham Stewart) 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</p> | Cllr O'Dell |



|  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|--|--|--|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  |  |  | <p>advice would apply, given the parish council's status.</p> <p><u>9<sup>th</sup> August 2023</u><br/>Cllr O'Dell confirmed he continued to liaise with all parties ahead of a planning application submission to Bedford Borough Council.</p> <p><u>13<sup>th</sup> September 2023</u><br/>A new planning application has been submitted to Bedford Borough Council and Cllr O'Dell confirmed a Highways Officer has raised no objection. Graham Stewart (architect) has been asked to complete a street works licence and advise on working drawings before quotations are sought. Cllr O'Dell is seeking clarification from Bedford Borough Council regarding the use of contractors as it is unclear whether the parish council can source its own or must use a Bedford Borough Council-approved contractor to undertake the build.</p> <p><u>11<sup>th</sup> October 2023</u><br/>Cllr O'Dell confirmed planning permission had been granted, with the proviso a highways licence was needed for the proposal. A further proviso stipulated the need for all works to be carried out by Bedford Borough Council. Cllr O'Dell had sought greater clarification from the Borough Council in relation to a suitable contractor to carry out the works and BBCllr Wheeler (in his absence) was asked to chase for a response.</p> <p><u>8<sup>th</sup> November 2023</u><br/>Quotations for the build were being sourced by the architect.</p> |  |
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To be reviewed monthly at Full Council.

**FC23/263****RISK ASSESSMENTS PLAN 2023-24**

WPC<sup>2</sup> 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/<br>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 resolved to install signage at the Memorial Hall car park as gritting cannot be carried out (due to the car park in part, being used as a play area for pre-school children) |                                         | 9.8.23 SP                    |
| <b>Cemeteries</b>                          | <b>JW and SP</b> | <b>9.8.23</b> |                                                                                                                                                                                      |                                         |                              |
| 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       | None.                                                                                                                                                                                |                                         | 11.10.23 SP                  |
| Christmas Tree (including Switch On Event) | SP               | 17.5.23       | Members determined not to hold a switch on event for 2023                                                                                                                            |                                         | 11.10.23 SP                  |
| 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                   |

<sup>2</sup> Wootton Parish Council

## Appendix Eight

|                                                                                 |     |         |                                                                                                                                                                                          |  |            |
|---------------------------------------------------------------------------------|-----|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|
| 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 |
| 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 |                                                                                                                                                                                          |  | 13.9.23 SP |
| 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 | 11.10.23 – the latest annual inspections have been carried out and SP is awaiting costings alongside the final reports.                                                                  |  |            |
| 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 |

## Appendix Eight

| 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       | <b>8<sup>th</sup> November 2023</b><br>The Charitable Trust has addressed/is addressing all issues raised in the recent Fire Risk Assessment.                                                                                                                                                                                                         |                                      |                              |
| 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.<br><br>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.<br>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>