



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 14th February 2024 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to discuss and observe discussions on agenda item FC24/44. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Kay, Noakes, O'Dell, Randell, Richbell-Davies, Tyerman and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.			
Absent (no apologies received)	N/A.			
Agenda no	Agenda item title	Resolution	Action	Power
FC24/024	Apologies for absence. Cllrs Swain and Wallace. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/025	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/026	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

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FC24/027	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for November 2023. (Appendix One a).	BBCllr Wheeler’s report was circulated ahead of this meeting. Cllr Wheeler added that Lorraine Road (top end past Studley Road towards Cause End Road) would be resurfaced along with one side of the pavement. It was noted BBCllr Abood’s report remained political and not focused on Wootton. After discussion it was agreed it would not be appended to the minutes. No further comments received.	Clerk to keep on file. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/028	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only. (Appendix Two).	All significant correspondence was circulated immediately upon receipt.	Clerk to keep on file.	N/A.
FC24/029	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/. Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 10th January 2024. 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 29th November 2023.	Minutes were received and adopted. Proposed: Cllr O’Dell. Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr O’Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 29th November 2023. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 15th November 2023.	Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC24/030	Matters arising from the minutes – for information only. • FC23/267 + FC23/293 – Community Centre at Berryfields. Refer to agenda item FC23/293. • FC23/267 + FC23/293 – 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 FC23/293. • FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. Public Hearings in relation to the examination of BBC's Local Plan 2040 have recently concluded and the Planning Inspectorate has raised concerns that it cannot be currently found to be sound. –Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council.	No further comments received.	Clerk to keep on file.	N/A.
FC24/031	Chairman's report – for information only.	Cllr Lloyd expressed his and member's wishes to the Clerk for a speedy recovery and return to health. Cllr Lloyd asked if members were interested in attending basic first aid training but none present expressed an interest.	All to note.	N/A.

FC24/032	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. (Appendix Three).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Randell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/033	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/034	To receive a report from the (Executive) Planning & Environment Committee – for information only. (Appendix Five).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/035	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. (Appendix Six).	Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/036	To receive, review and adopt the (Full Council) Project Action Plan for 2023-24, to determine which projects will be taken forward during 2023-24, to appoint councillors to manage those projects and to resolve a suitable course of action. (Appendix Seven).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Bygraves . Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC24/037	To receive, review and adopt all Risk Assessments for 2023-24, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Eight).	Resolved to receive, review and adopt the updated risk assessments for Keeley End Pond (members resolved to accept the RoSPA findings but take no further action) and the Memorial Hall Play Area. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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FC24/038	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.	Bank reconciliations were circulated prior to the Clerk's hospitalisation but due to ongoing ill health, hard copies were not available.	N/A.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/039	To receive a schedule of receipts and payments as previously approved by the Finance & General Purposes Committee – for information only. (Appendix Nine).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/040	To receive and approve the Income & 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.	Income & Expenditure and Earmarked Reserves reports were circulated prior to the Clerk's hospitalisation.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/041	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms/Joint Use Agreement</u> The Clerk held a zoom meeting with Hillary Cooper Law on 23rd January 2024. Hillary Cooper Law had been informed that Irene Tindall was acting for Bedford Borough Council only and not the Lower School, who are now (via Paul Woodman, Co-Chair of Governors) querying the latest version. A meeting with Mr Woodman, Hillary Cooper Law, Cllr Lloyd and the Clerk had been requested but Mr Woodman had yet to agree to a date. <u>Charitable Trust</u> The parish council was requested to order a replacement wall-mounted kitchen urn. It was noted emergency lighting/fire detection and legionella risk inspections had recently been completed. <u>Lease</u> 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.

		Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC24/042	To receive, review and report on all deliverables and trigger points identified within all s106 agreements relating to developments at Fields Road North (Berryfields) and Fields Road South (Berry Wood) and to resolve a suitable course of action.	<u>Berryfields (FRN)</u> • Works to remedy the lighting issue at the pedestrian crossing on Folkes Road remained outstanding. BBCllr Weir was investigating the issue – which was the lack of pavement illumination behind the crossing and BBCllr Wheeler agreed to continue to chase this also. • Traffic Regulation Order lining works (including ‘keep clear’ markings at the top of Harris Way by the Community Centre) were complete and associated signage was now in place – move to close. • Additional signage had been added to the bus gate at Folkes Road – move to close. • BBCllr Wheeler raised again with the lower school the issue of the non-illuminated school car park lights and was told there were no plans to remedy this – move to close. <u>Fields Road Crossing</u> • The Clerk had received a response to a Freedom of Information request which confirmed the following: ▪ The total received (with indexation) was £56,250.00; ▪ It was received on 2nd February 2015; ▪ A full breakdown of all costings in relation to all deliverables, including	Cllrs Lloyd and Wheeler to take forward. All to note.	Town & Country Planning Act 1990 & subsequent.

		anti-skid surface was not yet available (but was expected shortly); ▪ There was no current surplus, however any surplus materialising would be spent in accordance with the s106 agreement. It was agreed to move to close. • BBCllr/Cllr Wheeler confirmed works to complete tactile paving and dropped kerb which had been installed in the vicinity of the doctor's surgery (south side only) were on hold, pending further news on the doctor's surgery – move to close. <u>Berry Wood (FRS)</u> • BBCllr/Cllr Wheeler confirmed at Full Council (13th 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). • A site visit with Remus Management Ltd to discuss flooding issues at the play areas and internal footways and the poor finish of the latter had yet to be arranged. • BBC needed to oversee removal of an earth 'dam' near the Berry Wood car park – preventing water from draining around trees. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Noakes.	All to note.	
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		Resolved by all present.		
FC24/043	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	No further update received.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/044	To consider a request to provide funding for 'Anaphylaxis Kits' at both Lower School sites (and if favourable, to agree the appropriate budget heading to use) and to resolve a suitable course of action.	It was unclear whether the lower school welcomed these kits on its premises and whether the parish council could secure a partner to share the costings (likely £650 per unit, per annum - £3,250 for a five year contract for all units). After discussion it was resolved to bring this agenda item back to the next meeting of Full Council and to establish in the meantime the lower school's stance and possible partner to share costings. BBCllr Wheeler agreed to take both issues forward. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	BBCllr Wheeler to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/045	To receive, review and approve a Community Use Agreement for the synthetic pitch (currently under construction on land at the Upper School) and to resolve a suitable course of action	The following issues were raised: • Section 2.2 – stated the Trust would always take priority. Members did not agree with that point and requested better clarification. • Section 7.2 – the committee consisted of four representatives from Wootton Upper School and one from the parish council. Parish Council representatives should be three. • Section 10 – duration was not specified and 20 years was recommended. Resolved to take the above issues forward with Wootton Academy Trust/Wootton Upper School. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/046	To consider a response to Bedford Borough Council in relation to its proposal to introduce parking restrictions in Folkes Road – the introduction of ‘No Waiting At Any Time’ restrictions (double yellow lines) – in areas between the entrance/exit to Fields Road and pedestrian crossing and to resolve a suitable course of action.	It was noted the majority of lining works had already been implemented. Resolved to note the proposal but make no formal response. Proposed: Cllr Bygraves. Seconded: Cllr O’Dell. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC24/047	To receive an update from the Clerk in relation to the (National Association of Local Councils accredited) Local Council Award Scheme (Quality Gold) application and to resolve a suitable course of action.	Cllr Lloyd provided a presentation on the draft Business Plan and LCAS application and after discussion it was agreed to include partners and costings within the Business Plan. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/048	To receive a recommendation from the (advisory) Leisure and Amenities Committee in relation to a planted conifer on a plot at Lorraine Road cemetery and to resolve a suitable course of action.	Resolved to receive and accept the recommendation that the conifer be removed at the earliest opportunity. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/049	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC24/050	To consider the appointment of a contractor to install an automatic bollards entry/exit system at the entrance to the recreation ground car park (Church Road) and to resolve a suitable course of action. The report has been drafted but will be circulated following receipt of an outstanding quotation (expected by Friday 9 th February 2024).	After detailed discussion it was resolved in principle, a system of electronic bollards would be installed which would remove the need for an individual to manually open/close gates. The mid-range quotations received to date would be brought back to a future meeting of Full Council once better designs and costings were known. Proposed: Cllr Lloyd. Seconded: Cllr O’Dell. Resolved by all present.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/051	To receive a recommendation from the (advisory) Finance and General Purposes Committee in relation to the resignation of the recreation ground caretaker, consideration of next steps regarding their replacement (including changes to the Contract of Employment and Job Description Form) and to resolve a suitable course of action.	After discussion (and in light of the resolution made in relation to agenda item FC24/050), it was resolved the caretaker would now only need to be employed to Monday-Friday inclusive as follows: • Monday – four hours daily; • Tuesday to Friday – two hours daily, making a 12 hour week. Tasks would include litter picking, emptying bins and a weekly/monthly RoSPA inspection of all play equipment (for which training would be necessary). If necessary, the prospective candidate would be asked to cover the gates at the weekend until the electronic bollards system had been installed. Failing that, the current cover would continue to be used. Proposed: Cllr Tyerman. Seconded: Cllr Bygraves. Resolved by all present	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
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Meeting closed at 8.55pm.

FC24/027

Borough Councillor report for February Full Council – John Wheeler

January has been quite a busy month in and around the village. I seem to have been constantly at meetings in Wootton and Borough Hall and February is looking just as busy. The good news is the dropped kerbs have been done on Lorraine Road (with snagging works still to be carried out) and the pavement on Lorraine Road has also been patched. That pavement is on Bedford Borough Council's programme of re-surfacing works. The resurfacing of Cause End Road to Bedford Road (including a section of Lorraine Road) should now be underway. Cadent have re-seeded the verges along Cause End Road and Church Road as these were damaged during their recent works.

The water leak by the Memorial Hall on Bedford Road as finally been remedied by Anglian Water and I am awaiting a full report from them.

The synthetic pitch works at Wootton Upper School are underway and they are currently ahead of schedule, with a finish date of Easter. Bedford Borough Council has confirmed the average speed cameras (all outstanding areas) will be installed in June this year. The works were due sooner, however we are facing more works by Cadent and Anglian Water.

Both schools are pushing ahead with the two-tier conversion programme – with the lower school converting in September 2025 and the upper school following in 2026. The lower school is still on course to join Chiltern Learning Trust in September this year. After some 37 years at the upper school, Michael Gleeson will be retiring this Easter. I personally will miss him as we have worked together for well over 15 years now, with improvements to the school and community networking. We may not have always agreed but we are still friends!

I am still in contact with Universal regarding their proposed theme park and I will keep you updated with the latest news as I receive it. I have been working with the Clerk on the usual issues – ditches, trees, potholes and bins not being emptied – nearly all Borough Council issues!

On 25th January, I was honoured to attend the annual Holocaust Memorial Service at the Ann Frank tree in Russell Park. In attendance were Bedfordshire's Lord-Lieutenant Susan Lousada, Mayor Tom Wootton, Borough Councillors from all parties and representatives of all faiths. It was a very moving and poignant service. On 11th February I will attend a ceremony at Borough Hall where Roger Rigby and Dave Hodgson will be made Honorary Aldermen of Bedford.

Borough Council Report

- **Council Tax increase**

Councils up and down the country of all political persuasions are facing significant financial pressures for 2024/25. Bedford Borough Council will be seeking to increase Council Tax by 2.00% and the Adult Social care precept by 1.99% in order to continue to deliver services to residents, whilst ensuring that budgets balances.

- **The 4-hour free parking in Bedford Town Centre**

Introduced by the current Mayor following his election, 4 hours of free parking at Allhallows had been introduced during 2023.

The current trends and statistics points to the trial having a positive impact on the Town Centre with footfall continuing to trend up and new shops opening. Further information will be provided after the trial period has concluded and the data has undergone an in depth analysis.

- **Share your thoughts on bus services in Bedford Borough**

A consultation has gone out to the public to collect the views from public transport users, residents, businesses, and visitors within the Borough regarding local bus services and other public transport alternatives that will be used to help shape the Council's Public Transport Policy.

The consultation period concludes at 23:59 on 31st January 2024. To learn more and participate in the survey, please visit: <https://www.bedford.gov.uk/your-council/have-your-say/consultations/bus-usage-survey-2024>

- **EWR Routes**

The Mayor commissioned research into an alternative southern routes and will be hold a special meeting on Tuesday, 6th February in the Council Chamber from 6.30-8pm to discuss the report, with it also being live-streamed for anyone else to watch.

- **Universal**

The Council has been hosting meetings with representatives from Universal Studios and facilitating briefing sessions with local stakeholders including ward councillors and parish councils. Due to the commercially sensitive nature of the discussions it will be confidential however, the Council have committed to being as transparent as possible during the process where possible.

- **Greenwich Leisure Ltd Contract**

The new leisure provider GLL have taken over the leisure sites around the Borough, with all leisure facilities outside Oasis Beach Pool now re-opened.

Our leisure sites have undergone major work to address the over 1000 issues that have built up over the last decade and bring them to a safe and reasonable standard. There are still many improvements planned for the future.

Download the BETTER app today at <https://www.better.org.uk/booking> and learn more about what will be on offer at:

- Bedford International Athletic Stadium
- John Bunyan Sports and Fitness
- Robinson Pools and Fitness
- Kempston Pool and Fitness
- Mowsbury Golf and Squash Centre

- **Resident Recreation**

In an effort to improve the leisure and recreation options available for residents across Bedford Borough, the Council has secured a 12-hole mini golf course that will be opening at Russell Park. The project is set to commence in the coming weeks, with an expected duration of 8-12 weeks, aiming for completion by the Easter break.

The John Bunyan Museum will be reopening on Tuesday, 20th February at 11am with a new-gift shop and entrance. The Panacea Museum and "Garden of Eden" has opened in Bedford. This exhibition explains the origins of the Healing, how it became so well-known, and why it finally ended.

BBCllr John Wheeler
February 2024

FC24/027a January 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/1182/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	07/01/2024	Hall End Road
40/1242/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	07/01/2024	Manor Road
40/1615/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	10/01/2024	Hall End
40/2094/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	12/01/2024	Fields Road
40/276/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	02/01/2024	Potters Cross
40/1077/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	06/01/2024	Potters Cross
40/1191/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	07/01/2024	Hall End Road
40/1174/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	DANGEROUS DRIVING	07/01/2024	Hall End Road
40/2255/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	13/01/2024	St. Marys Road
40/2342/24	Burglary	BURGLARY	RESIDENTIAL BURGLARY-UNCONNECTED BUILD	RESIDENTIAL BURGLARY-UNCO BLD	14/01/2024	Cranfield Road
40/1700/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	10/01/2024	Grovebury Court
40/4290/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	24/01/2024	Gilbert Walk
40/4157/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/01/2024	Hall End

Appendix One A

40/4745/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	26/01/2024	Wootton Green
40/5505/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	30/01/2024	
40/3736/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	22/01/2024	Cranfield Road
40/3625/24	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	21/01/2024	Sherwood Close

FC24/028

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

Significant issues are emailed at the time of receipt.

FC24/032

(Advisory) Leisure and Amenities Committee Report

31st January 2024

Resolutions

LA24/009 – To consider next steps 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.

No updated received.

LA24/010 – To consider a course of action in relation to a planted conifer on a plot at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

The Clerk confirmed they had spoken with the next of kin who understood the best course of action was to remove the conifer to prevent possible root damage to that, and adjacent plots.

Resolved the conifer be removed at the earliest opportunity.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

LA24/011 – To consider a cleaning regime for benches, lecterns and noticeboards (Wootton Parish Council assets only) and to make recommendation to Full Council as necessary.

After discussion it was agreed the Clerk would (with Cllr Lloyd’s help) map the relevant assets and obtain quotations for a two-monthly clean, before bringing all information back to a future meeting of this committee.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

2nd February 2024

FC24/033

(Advisory) Neighbourhood Plan Steering Group Report

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

FC24/034

(Executive) Planning Committee Report

10th January 2024

Reports from outside organisations – for information only

Bedford Borough Council. The decision on Riseley Neighbourhood Development Plan has now been published. Bedford Borough Council has decided to accept the examiner's recommended modifications to the plan which will now proceed to referendum. The decision statement and further details can be viewed [here](#).

Planning Applications – for resolution

[23/02632/FUL](#) – 30 Grovebury Court. Loft conversion with dormer extension to rear roof slope and roof lights to front roof slope.

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

- The proposal would not accord with Bedford Borough Council's Parking Standards for Sustainable Communities Supplementary Planning Document, as adopted on 10th September 2014. In this instance, this proposal would create a five bedroom home which required three vehicle spaces.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

[23/02636/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.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

[23/02712/AGR](#) – Wootton Park Farm, Hall End Road. Re-concrete existing hardstanding yard/road area.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

Resolved Cllr O'Dell would represent the parish council and the Full Planning Committee meeting of Bedford Borough Council discussing planning application 23/02610/OUT.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Resolved by all present.

31st January 2024

Planning Applications – for resolution

[23/02710/AGR](#) – Wootton Park Farm, Hall End Road. Installation of roofs over two agricultural units.

Appendix Five

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

[24/00025/S73A](#) – 16 Hillcroft. Raise the garden fence by 0.3 metres with wooden panels (retrospective planning application – development already carried out).

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

- Bedford Borough Council should ensure any caveats/restrictions in the property deeds relating to garden fence height have been adhered to.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

[24/00036/FUL](#) – 10 Grovebury Court. Single storey front extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

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

22/01035/MAO – Land South of Keeley Lane. Condition 6 – Archaeology (discharge of condition). Part approval relating to the mitigation strategy only.

This council previously resolved **NO OBJECTION**.

23/02472/LDP – 3 Terle Bank. Single storey side extension. Certificate issued to confirm the details submitted to not require planning permission.

This council was not previously consulted on this application.

23/02447/LDP – 56 Tithe Barn Road. Proposed outbuilding garden store/gym. Certificate issued to confirm the details submitted to not require planning permission.

This council was not previously consulted on this application.

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

23/02377/FUL – Keeley Grange. Single storey side extension to form swimming pool enclosure and replacement first floor window.

This council previously raised **NO OBJECTION**.

23/02378/LBC – Keeley Grange. Single storey side extension to form swimming pool enclosure and replacement first floor window.

This council previously raised **NO OBJECTION**.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

2nd February 2024

FC24/036**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2023 and/or earlier. These are available to view either via the Clerk to the Council or at:

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

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

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							<u>9th August 2023</u> 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. <u>11th October 2023</u> 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. <u>8th November 2023</u> It was noted all remaining cameras should be in situ within 12 months. <u>10th January 2024</u> A breakdown of costings was awaited.	
Medium	Berryfields Roundabout Re-Design	2023			£23,000	£23,000	<u>8th February 2023</u> The Clerk has emailed Bedford Borough Council for further advice on what utilities may lay beneath the roundabout. <u>12th April 2023</u> The Clerk continues to chase for an update. <u>14th June 2023</u> Mayor Wootton will liaise with the relevant Bedford Borough Council officer to establish the feasibility of this project. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time.	Cllr O'Dell

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							<u>13th September 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <u>11th October 2023</u> BBCllr/Cllr Wheeler continues to chase for an update. <u>8th November 2023</u> It was noted BBCllr Weir, Portfolio Holder for Environment, Highways and Transport would be attending a Roads and Pavements Safety Steering Group meeting on 15th November and would provide an update at that meeting. <u>13th December 2023</u> BBCllr Weir, Portfolio Holder for Environment, Highways and Transport was unable to attend the Roads and Pavements Safety Steering Group meeting on 15th November and it was hoped an update would be provided at January's meeting. <u>10th January 2024</u> Cllr O'Dell provided a recap for those members who had recently joined the parish council. It was now 12 months since the Borough Council were asked to clarify what utilities lay beneath the roundabout and whether the beacon should be sited there. After detailed discussion it was hoped BBCllr Jim Weir would be in attendance at the Roads and Pavements Safety Steering Group meeting on 17th January 2024 – if not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay. <u>14th February 2024</u> At the Roads and Pavements Safety Steering Group as referenced above, BBCllr Jim Weir suggested contacting the developers who installed the roundabout to request any plans they may have. Persimmon Homes had provided some information	
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							but had recommended contacting developers from the Fields Road South/Innovation Park developments also.	
High	Changing Rooms	2023	£274,165.10	£0	£0	£0	<u>9th August 2023</u> Planning permission with conditions has been granted by Bedford Borough Council. Phase 4 works will consist of the following: • Coloini & Lane Architects Ltd will elaborate of drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. • Resultant findings will form part of the tender packs/process. • Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project. It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission; however an asbestos survey will be necessary before any works (to both structures) can commence. The Clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels. • Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd 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	Working Group

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							inspection of the changing rooms on 22nd August 2023. <u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd 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 22nd August 2023. <u>13th December 2023</u> Coloini & Lane Architects Ltd are working on final drawings (to include structural engineer comments and construction notes). These will be sent in draft form to Full Council for comment and approval, after which the information will be finalised, provided to a Quantity Surveyor and then sent out to tender.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>10th January 2024</u> Refer to agenda item FC24/041.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings.	Cllr Lloyd

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							<u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> BBCllr/Cllr Wheeler will chase again as no further update has been received for some time. The Clerk agreed to furnish him with the report submitted to Bedford Borough Council. <u>13th September 2023</u> 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. <u>13th December 2023</u> The borough council confirmed its position with Wheatley Homes in relation to the location of street lighting columns and also damage to the grassed area caused by cars parking beyond the grass creted area. Wheatley Homes has yet to respond, therefore the borough council cannot yet confirm whether the proposed location for the latest lectern is acceptable.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension.	Cllr Lloyd

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							<u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	
Medium	Memorial Hall – ownership/management clarification	2023	£0	£0	£0	£2,000	<u>9th August 2023</u> A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal: • The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership; • The parish council will consult with the Charity Commission to establish whether the ‘1963’ Scheme should be updated to reflect current and practical governance arrangements; • The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the Clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry. <u>13th September 2023</u> The Clerk has received the first registration documentation back but has not yet received confirmation that the registration can or has been completed.	Clerk

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							<u>13th December 2023</u> The Clerk has chased the Land Registry for an update on the registration process but has been informed of a significant workload backlog.	
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>13th December 2023</u> The Neighbourhood Development Plan will be reviewed once Bedford Borough Council's Local Plan 2040 has been ratified. Timescales are not yet known however, it is unlikely to be imminent given the Planning Inspectorate's review, which determined the Plan not sound nor fit to move to the main modifications stage. The Planning Inspectorate's findings in full can be viewed here .	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th February 2023</u> No further updates received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	2023	£40,772			£40,772	<u>11th January 2023</u> Resolved 14 th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units. <u>8th March 2023</u> The Clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPI units with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8 th March 2023 (FC23/058) to continue with this project. <u>12th April 2023</u> The Clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order. <u>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in	Cllr O'Dell

						order to deliver the original roof positioned RTPi units. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> The parish council may consider paying 50% towards the cost of 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. <u>13th September 2023</u> 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 however, the concrete posts currently housing timetables are still scheduled for removal by Journeo Passenger Systems Ltd. BBCllr/Cllr Wheeler is awaiting an update from Bedford Borough Council in relation to the roof-positioned Real Time Passenger Information units. <u>13th December 2023</u> The concrete posts have now been removed. BBCllr/Cllr Wheeler confirmed BBCllr Weir is still looking into the installation of roof-positioned Real Time Passenger Information units (to be financed by Bedford Borough Council). <u>10th January 2024</u> After detailed discussion it was hoped BBCllr Jim Weir would be in attendance at the Roads and Pavements Safety Steering Group meeting on 17th January 2024 – if not, the Clerk was instructed to	
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							raise a complaint with the Mayor over the lengthy delay. <u>14th February 2024</u> At the Roads and Pavements Safety Steering Group as referenced above, BBCllr Jim Weir agreed to investigate this issue.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£12,903	£15,000	<u>8th February 2023</u> Cllr O'Dell has requested a site meeting with both the architect and the BBC Highways Officer who recommended planning permission be refused, in order to seek a solution which will secure planning permission when a subsequent application is made by the parish council. <u>12th April 2023</u> A site meeting has now taken place and Cllr O'Dell has been informed the location may be wide enough if an area of ditch is piped and in-filled. Bedford Borough Council are identifying the landowner in order to proceed. <u>14th June 2023</u> Cllr O'Dell confirmed he had met on site with the landowners and a new location (not far from the original) is now being proposed. Cllr O'Dell and the architect are awaiting confirmation from the landowners and Bedford Borough Council that this location change is acceptable, before submitting a new planning application. <u>12th July 2023</u> Cllr O'Dell gave some background for the benefit of Cllr Kay (newly co-opted) and stated both he and the architect (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	Cllr O'Dell

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							advice would apply, given the parish council's status. <u>9th August 2023</u> Cllr O'Dell confirmed he continued to liaise with all parties ahead of a planning application submission to Bedford Borough Council. <u>13th September 2023</u> 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. <u>11th October 2023</u> 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. <u>8th November 2023</u> Quotations for the build were being sourced by the architect.	
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							<u>13th December 2023</u> Cllr O'Dell confirmed one quotation had been sourced, with one more likely to follow. <u>10th January 2024</u> Cllr O'Dell confirmed the architect now had two contractors who were able to provide quotations for the works. Bedford Borough Council had been contacted to establish whether any utilities were underground which could impede works, after which working drawings would be produced. <u>14th February 2024</u> Cllr O'Dell reported one potential contractor was seeking accreditation to work on Highways-owned land.	
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To be reviewed monthly at Full Council.

FC24/037**RISK ASSESSMENTS PLAN 2023-24**

WPC¹ assigns all Risk Assessments in May. This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions. WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

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

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

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters	SP	17.5.23	None		12.7.23 SP
Car Parks	SP	17.5.23	Members 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
Cemeteries	JW and SP	9.8.23		10.1.24 – The Clerk and Cllr Wheeler will undertake the next Risk Assessment in Spring 2024	
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		12.7.23 SP

¹ Wootton Parish Council
Full Council Minutes 14th February 2024

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			monthly checks – all checks are logged in the system		
Fun Fest	SP	17.5.23	None		14.6.23 SP
Generator	GL	17.5.23	None		17.5.23 SP
Keeley End Pond	GL	13.12.23	14.2.24 – RoSPA findings were considered by Full Council – no action required		14.2.24 SP
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	None		14.2.24 SP
MUGA – Church Road	SP	17.5.23	10.1.24 – RoSPA findings in July 2023 have mostly been remedied, however some works remain outstanding due to the handyman needing to use a generator (welding works)		
* 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	10.1.24 – RoSPA findings in July 2023 have been remedied. The litter picker continues to undertake weekly and monthly checks on all play equipment		10.1.24 SP
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			10.1.24 SP
Sports Pitches – Harris Way	SP	17.5.23	10.1.24 – BBC's Grounds and Open Space Management team undertake all remedial works. Its next Risk Assessment is due to be updated in January 2024, so the Clerk will await that updated document before doing the same		

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Street Furniture	SP	17.5.23			
Trees	SP	17.5.23	13.12.23 – all tree works as identified within the tree inspection reports for 2023 have been/are being undertaken		13.12.23 SP
Village Sign	SP	17.5.23	None		12.7.23 SP
War Memorial	SP	10.1.24			
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

To be reviewed monthly at Full Council.

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	<u>8th November 2023</u> The Charitable Trust has addressed/is addressing all issues raised in the recent Fire Risk Assessment.		Charitable Trust
Community Centre General	BH	14.3.23	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action. Portable Appliance Testing (PAT) testing will be carried out by the Charitable Trust save for items in the parish office which will be carried out by Wootton Parish Council (see * above)		17.5.23 BH

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Community Centre Legionnaire's Testing	Caretaker and WPC	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Wootton Parish Council employs uRisk to undertake six monthly and annual inspections		Ongoing
Community Centre Scaffold Tower	BH	14.3.23	None		17.5.23 BH
MUGA – Harris Way	SP	11.5.22	This risk assessment is undertaken by the Charitable Trust		Charitable Trust

To be reviewed monthly at Full Council.

FC24/039

Please visit the following link:

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