



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 13th March 2024 at 7.30pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no 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), Hensher, Kay, Noakes, Randell, Tyerman, Swain and Wheeler (arrived 7:39pm). 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
FC24/052	Apologies for absence. Cllrs Bygraves, O'Dell, Richbell-Davies 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.
FC24/053	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/054	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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FC24/055	Report from outside organisations – for information only. 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 this meeting. BBCllr/Cllr Wheeler added he had recently toured the village with a Highways Engineer from Bedford Borough Council and a number of areas of pavement and road were being earmarked for remedial works (fuller details can be found via the Roads & Pavements Safety Steering Group). No report was received from BBCllr Abood.	Clerk to keep on file.	N/A.
	To receive crime figures for February 2024. (Appendix One a).	No further comments received.	Clerk to keep on file.	N/A.
FC24/056	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.
FC24/057	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 14 th February 2024.	Minutes were received and adopted. Proposed: Cllr Randell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC24/058	Matters arising from the minutes – for information only. - FC24/041 + FC24/069 – Community Centre at Berryfields. Refer to agenda item FC24/069. - FC24/041 + FC24/069 – 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	No further comments received.	Clerk to keep on file.	N/A.

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	Law for scrutiny. Refer to agenda item FC24/069. • 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. • FC24/072 – ‘Anaphylaxis Kits’ at both Lower School sites and the Upper School. Both schools have declined to have the kits on site. Move to close. • FC24/073 – Community Use Agreement for the synthetic pitch at Wootton Upper School. A number of issues will be raised with Wootton Academy Trust when the Clerk returns to work. • FC24/074 – National Association of Local Councils accredited Local Council Award Scheme (Quality Gold) application (including updated Business Plan). The Clerk and Cllr Lloyd are continuing to work on the updated Business Plan.			
FC24/059	Chairman’s report – for information only.	Cllr Lloyd confirmed he had covered a number of cemetery duties and administrative tasks in the absence of the Clerk.	All to note.	N/A.
FC24/060	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).	No report as this committee had not met since 31 st January 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/061	To receive, review and adopt a report from the (Advisory) Neighbourhood Plan Steering Group and to	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.

	resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).			
FC24/062	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.
FC24/063	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 Swain. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/064	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 Hensher. 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.
FC24/065	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 risk assessment plan without further comment. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/066	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell. Proposed: Cllr Swain. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.
FC24/067	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.
FC24/068	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for	Resolved to receive and approve both reports without further comment.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller

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	2023-24, to consider any budget heading virements and to resolve a suitable course of action.	Proposed: Cllr Hensher. Seconded: Cllr Tyerman. Resolved by all present.		Authorities in England 2023.
FC24/069	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> A meeting with Mr Woodman (Co-Chairman of Wootton Lower School Governors), Hillary Cooper Law, Cllr Lloyd and the Clerk had been requested. <u>Charitable Trust</u> The amended bullet points were agreed as follows: <u>Charitable Trust</u> • Car park and footpaths – maintenance (such as gritting and weed killing). • MUGA – this will be hired out by the charitable trust. • Sports Pitches – WPC will appoint a maintenance company and be responsible for grass cutting. All other aspects will be under the control of the CT; • Internal doors, floors, walls and lights; • Internal fixtures and fittings including Air Conditioning, Boiler and Legionnaire's testing; • Kitchen – all items; • Fire alarm, fire risk assessments; • Intruder alarm system. <u>Wootton Parish Council</u> • Car park and footpaths – repairs; • Bike rack; • Fencing (that doesn't belong to the lower school); • External doors, lights and windows; • CCTV;	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Hearing Loop (the charitable trust will hire from WPC only when needed). Given Legionnaire's testing would now be the responsibility of the Charitable Trust it was agreed the recent findings should be passed to them (including the purchase of a Limescale & Legionella Kill product). <u>Lease</u> The lease was ready for signature, pending the completion of the Joint Use Agreement. Resolved to accept the above agreements and findings. Proposed: Cllr Wheeler. Seconded: Cllr Hensher. Resolved by all present.		
FC24/070	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> - BBCllr/Cllr Wheeler had been informed the lighting at the pedestrian crossing on Folkes Road would be better angled to improve the lack of pavement illumination behind the crossing (adjacent to the lower school). <u>Fields Road</u> - Works to complete tactile paving and dropped kerb in the vicinity of the doctor's surgery (south side only) were on hold, pending further news on the doctor's surgery. <u>Berry Wood (FRS)</u> - BBCllr/Cllr Wheeler had arranged a site visit with a Remus Management Ltd	BBCllr/Cllr Wheeler to oversee. All to note. All to note.	Town & Country Planning Act 1990 & subsequent.

		representative to discuss the poor finish of internal pathways and flooding issues. • BBC had been requested to oversee the removal of an earth 'dam' near the Berry Wood car park, which was preventing water drainage around adjacent trees. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Wheeler Seconded: Cllr Tyerman Resolved by all present.		
FC24/071	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.
FC24/072	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).
FC24/073	To review the decision to appoint (in principle) 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.	Resolved to appoint AutoGate Services & Installation Ltd to install an automated bollards entry/exit system at the entrance to the recreation ground car park (Church Road). Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.55pm.

FC24/027

Borough Councillor report for February Full Council – John Wheeler

February seemed to be a bit quiet in the village but the Borough Council's Highways team have been busy. Cause End Road has been resurfaced and a number of village-wide potholes have been in-filled. There are more on the list to do!

Hilly Lane (opposite The Chequers PH at Hall End) is scheduled for resurfacing in mid-April and Lorraine Road (Cause End Road to the cemetery) is confirmed as programmed for this year. The shoddy work left by developers on the pavement opposite the Fox and Duck PH on Bedford Road will be remedied by the Highways team also, and the developers will be invoiced for those works, which should have been remedied by them. I recently toured the village with BBCllr Weir (Portfolio Holder for Environment, Transport and Highways and he confirmed other works to improve pavements in the village were ongoing. BBCllr Weir also informed me the Borough Council will be investing in new gully-cleaning lorries so if anyone knows of any blocked gullies, do please let me know.

The Borough Council are of the opinion the area adjacent to the pedestrian crossing on Folkes Road is adequately illuminated (despite the Parish Council insisting otherwise), however I am told they will look to alter the angle of the existing lights to better illuminate this area (between the crossing and the lower school).

I and the Borough Council are continuing to chase for delivery of the bus shelters and real time passenger information units on Burgoyne Avenue which should have been delivered by developers. I am also still investigating the Borough Council's financing of the other real time passenger information units at the four bus shelters elsewhere in the village, owned by the parish council.

I am aware of concerns over both the C1 and 53 bus routes which are increasingly delayed or cancelled. Unless you have an app on your phone, it's impossible to know when they are going to turn up!

After much chasing, I have now heard from Remus Management Ltd and will be meeting them on site (Berry Wood/The Kilns) to discuss several issues – not least the poor finish of internal pathways, flooding and state of the ditches. The hedgerow along Cranfield Road has been cut back from the road.

Parking at all school sites remains an ongoing issue and I have requested the Borough Council's Parking Services team to attend all sites and ticket as necessary. They were most recently on site at the upper school (5th March). Travel plans for both schools, in light of the two-tier education conversion are being discussed – the main issue is the pinch point opposite St. Mary's church on Church Road and of course, parking outside the school sites.

The Wednesday coffee mornings at The Hub (Wootton New Life Methodist Church Road, Cause End Road) are well-attended by residents young and old. These are held between 11am and 1pm and both myself and Cllr Tyerman attend when possible. The police, fire service and Wootton Good Neighbour Scheme have also been in attendance. I am also working with the upper school on a Community Engagement Plan to see how the school can become more involved with the village. Finally, I will be attending a training session on 14th March at Borough Hall in relation to Members' Resilience Training which will cover the roles of the Borough Council and Councillors in the event of a local or national emergency.

Borough Issues

- **Council potentially owed millions in uncollected capital receipts.**

Appendix One

The Executive have been investigating the disaggregation agreement between Bedford Borough Council (BBC) and Central Bedfordshire Council (CBC) to ensure all money BBC is owed has been collected.

A preliminary investigation has uncovered various pieces of land noted in the disaggregation agreement that have either been sold off or developed, proceeds of which should be split on the basis of 63% CBC and 37% BBC between April 2009 and March 2030. But the Borough has received no capital receipts for and/or failed to collect this for successive years.

A very significant amount of land (199.167 acres) is being investigated which could have resulted in a significant amounts of money, that could have prevented cuts to services and eased financial pressures for many prior years, being completely missed out on.

The Executive is now working with its Officers and CBC to further investigate the status lands the Borough believes it has not received capital receipts and will pursue all measures to ensure any money owed, is collected.

- **NHS Staff announce 48 hour strike at Luton Dunstable and Bedford hospital.**

The union UNISON has confirmed more than 400 workers will be taking strike action beginning on the 11th of March, Monday 7.30am and lasting 48 hours.

The strike action will be affecting Bedfordshire Hospitals (Bedford and Luton & Dunstable) and it is advised that any residents who have appointments to check with the hospital if their appointments are still going ahead as planned or if they will need to re-arrange or if these appointments have already been re-arranged.

- **Philharmonic Orchestra**

The Philharmonic Orchestra will be doing pop up performances session over 3 days in March. The Philharmonic's activity takes place on Friday 1 March, Saturday 2 March and Saturday 9 March. There will be accompanying VR (virtual reality) activity on Friday 1 and Saturday 9 March. All events are free and open to all.

Performances will take place on:

- 1st March with performances at the Harpur Centre
- 2nd March the timetable for performances is:
 - 10:30 – Damiano Hair
 - 11:00 – Kempston Library
 - 11:00 – Bedford Central Library
 - 13:00 – The Higgins Bedford
 - 13:00 – Queens Park Family Hub
 - 14:00 – Samsons Academy Gym
 - 15:30 – Barley Mow pub
 - 16:00 – The Standard pub
 - To be confirmed: Bedford Bus Station
- 9th March sessions will take place at St Paul's Church
- **Garden waste bin collections**

Garden waste bin collections will be starting again from 1st March, residents are advised to put their garden waste bins alongside the recycling bins by 6am on their next collection day.

You can check collection dates and other waste services, at

- **Bus service**

For the last 13 years the whole of the Borough's bus service operations and routes have not been reviewed additionally, unsuccessful bids for fund means Bedford Borough only receives a small amount (£546k) the Bus Service Improvement Plan.

To put that into prospective Luton and Central Bedfordshire received £19.1m and £3.7m respectively. So, the £546k was a consolation prize in 23/24, we will receive the same amount again in 24/25.

Despite the financial pressure, the current administration will be conducting a long overdue review of the whole bus service operations and routes. They are also looking at some new models of operation to see if smaller buses in the rural areas might be able to feed into more main routes.

- **Grant Palmer 44 service**

Despite financial pressures the Council extended the Grant Palmer 44 service on the 26th February benefitting users of Elstow Park and Ride site, along with residents and commuters in Flitwick and Ampthill. The service is being extended by the Council utilising the Bus Service Improvement Plans (BSIP+) grant funding from the Government and ensures continued accessibility and convenience for residents and commuters.

- **SEND School and update**

Despite financial pressures the Council is building a £26million SEND school in Kempston at the former site of Robert Bruce Middle School and will have places for 200 children and young people from across Bedford Borough.

The children attending this new school will predominantly have profound and multiple learning disabilities, severe learning disabilities and autism and will be open in phases and is on track to be delivered on time.

In addition, the old Robert Bruce School was scheduled to be demolished however, it has been discovered that there are pregnant bats now in the School. Due to this, the Council is awaiting guidance from Natural England on how to proceed.

- **Mowsbury Golf Course**

Due to excessive amounts of rainfall Mowsbury Golf Course, like many Golf courses across the UK, has been closed due to repeated flooding.

GLL are looking at the current drainage provision and working with the grounds maintenance provider to look at ways to improve drainage provision.

- **More money to manage Drainage**

The Council will be using £470,000 of funding to conduct more highways work to hire more equipment and put together a cyclical drainage programme so drains and gully's are more efficiently cleansed.

- **Home Upgrade Grant expands**

Appendix One

The Council will be announcing significant enhancements to the Home Upgrade Grant Phase 2 (HUG2) scheme, making it easier for more residents to access vital energy-saving home improvements and further reducing fuel poverty across the borough.

The changes will ensure the Council continues to support residents during extremely challenging times.

Residents can find further information and apply for HUG2 at:

<https://www.bedford.gov.uk/environmental-issues/sustainability/home-upgrade-grant> or
<https://hugapply.co.uk/2023/09/06/hello-world/>

Appendix One A

FC24/055a February 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/7876/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	11/02/2024	Cause End Road
40/7303/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	08/02/2024	Folkes Road
40/6887/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	06/02/2024	
40/6602/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	05/02/2024	Bedford Road
40/7249/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	08/02/2024	
40/7250/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	08/02/2024	
40/8095/24	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	12/02/2024	Butland Way
40/8980/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	16/02/2024	Ashpole Avenue
40/10186/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/02/2024	Emerton Way
40/10188/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/02/2024	Emerton Way
40/10906/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	27/02/2024	Cause End Road
40/9511/24	Robbery	ROBBERY	ROBBERY OF PERSONAL PROPERTY	ROBBERY OF PERSONAL PROPERTY	20/02/2024	Bedford Road

FC24/056

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

Significant issues are emailed at the time of receipt.

FC24/060

(Advisory) Leisure and Amenities Committee Report

No report as this committee had not met since 31st January 2024.

FC24/061

(Advisory) Neighbourhood Plan Steering Group Report

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

FC24/062

(Executive) Planning Committee Report

14th February 2024

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

23/02548/FUL – 10 Littlebrook Lane. Partial garage conversion.
This council previously raised **AN OBJECTION**.

23/02558/S73A – 7 Sanders Way. Extension to existing garage to form a new garage and rear boundary fence (development already carried out).
This council previously raised **AN OBJECTION**.

23/02632/FUL – 30 Grovebury Court. Loft conversion with dormer extension to rear roof slope and roof lights to front roof slope.
This council previously raised **AN OBJECTION**.

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

23/023353/FUL – 39 Cause End Road. Loft conversion with raise of ridge, two storey front and single rear extensions. New triple garage.
This council previously raised **NO OBJECTION** but noted the following observation:
“The plans indicated it was impossible to utilise the triple garage without driving over the proposed ‘soft landscape’. Concerns were raised the garage will be subject to a future ‘Change of Use’ application, which should be queried at this stage by the Case Officer”.

23/02545/S73A – 23 Littlebrook Lane. Erection of car port (development already carried out).
This council previously raised **AN OBJECTION**.

Resolutions

P24/031 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Janice Howe T/A Howe and Co Fish and Chips and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Bygraves.

Resolved by all present.

P24/032 – To consider the renewal of a street trading consent outside of Bedford Town Centre for Antonio Pompa T/A Eatgelato and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Bygraves.

Resolved by all present.

P24/033 – To consider a new street trading consent outside of Bedford Town Centre for Khalid Hussain (ice creams, ice lolls and soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Appendix Five
Seconded: Cllr Bygraves.
Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
13th March 2024

FC24/064**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

Appendix Seven

							<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

							<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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Appendix Seven

							but had recommended contacting developers from the Fields Road South/Innovation Park developments also. <u>13th March 2024</u> No further update received.	
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	Working Group

Appendix Seven

							structural engineer undertook an 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. <u>13th March 2024</u> No further update received.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2023	£0	£0	£5,000	£5,000	<u>13th March 2024</u> Refer to agenda item FC24/069.	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	Cllr Lloyd

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							disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings. <u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer. <u>12th July 2023</u> No further update was available. <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.	
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							<u>13th March 2024</u> No further update received.	
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. <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.	Cllr Lloyd
Medium	Memorial Hall – ownership/ management clarification	2023	£0	£0	£0	£2,000	<u>9th August 2023</u> A detailed report received from Local Council Consultancy made recommendations which the parish council is acting upon, piecemeal: • The parish council will seek to amend the title to the Memorial Hall land to clarify the extent of parish council ownership; • The parish council will consult with the Charity Commission to establish whether the '1963' Scheme should be updated to reflect current and practical governance arrangements; • The parish council (subject to the above findings) should seek to implement a formal lease agreement with the Memorial Hall Charity regarding the use and management of the hall; • The parish council (again subject to the above findings) should clarify whether its role as Custodian Trustee of the Memorial Hall will affect the completion of future Annual Governance Accountability Returns. To date, the Clerk has submitted a First Registration application for the land on which the Memorial Hall stands, with the Land Registry.	Clerk

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							<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. <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. <u>13th March 2024</u> No further update received.	
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>13th March 2024</u> No further update received.	Clerk
Low	Real Time Passenger Information (Bus Stops)	2023	£40,772			£40,772	<u>11th January 2023</u> Resolved 14th December 2022 (FC22/291) to accept the costings to replace the four bus shelters, on the understanding Bedford Borough Council would fund replacement roof-positioned Real Time Passenger Information units. <u>8th March 2023</u> The Clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPi units with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8th March 2023 (FC23/058) to continue with this project.	Cllr O'Dell

							<u>12th April 2023</u> The Clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order. <u>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof positioned RTP1 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	
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							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 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. <u>13th March 2024</u> No further update received.	
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	Cllr O'Dell

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							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 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	
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							greater clarification from the Borough Council in relation to a suitable contractor to carry out the works and BBCLr 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. <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>13th March 2024</u> In the absence of CLlr O'Dell no further update was available.	
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To be reviewed monthly at Full Council.

FC24/065**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 13th March 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 in July 2023 should be considered by Full Council	14.2.24 – Members resolved to take no further action in relation to RoSPA findings from 2023	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	14.2.24 – RoSPA findings in July 2023 have now been remedied		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		

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			that updated document before doing the same (chased but not yet received)		
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		17.5.23 BH

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			by Wootton Parish Council (see * above)		
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.

FC24/067

Please visit the following link:

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