



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 8th May 2024 at 7.48pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to be considered for co-option under agenda item FC24/102. 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, Swain, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	N/A.			
Agenda no	Agenda item title	Resolution	Action	Power
FC24/099	Apologies for absence. None.	N/A.	N/A.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/100	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/101	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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Chairman.....

Date 12th June 2024

FC24/102	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Donna Lincoln as a member of Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Clerk to the Council (as Proper Officer) and Cllr Lincoln was welcomed. A Register of Interests Form would be provided separately.	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC24/103	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 April 2024. (Appendix One a).	BBCllr Wheeler's report was circulated ahead of this meeting. Cllr O'Dell noted recent press coverage which contained salary details for Bedford Borough Council's Chief Executive (more than the Prime Minister) and referenced the mis-management of last year's local elections. No report was received from BBCllr Abood. After discussion it was agreed the Clerk would continue to circulate the figures in full to members ahead of Full Council and minute Wootton's figures only within these minutes.	Clerk to keep on file. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/104	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.
FC24/105	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 10 th April 2024.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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Chairman.....

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Date 12th June 2024

	Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of payment authorisation) Finance and General Purposes Committee meeting held on 27th March 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 27th March 2024.	Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr Bygraves. Resolved by all present.		
FC24/106	Matters arising from the minutes – for information only. • FC24/091 + FC24/117 – Community Centre at Berryfields. Refer to agenda item FC24/117. • FC24/091 + FC24/117 – 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 FC24/117. • 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. • FC24/073 – Community Use Agreement for the synthetic pitch at Wootton Upper School. The Clerk has contacted Wootton Academy Trust to clarify a number of issues raised during February's Full Council meeting.	No further comments received.	Clerk to keep on file.	N/A.

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Chairman.....

Date 12th June 2024

FC24/107	Chairman's report – for information only.	Cllr Lloyd thanked those present for his nomination and re-election as Chairman for the municipal year.	All to note.	N/A.
FC24/108	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 Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/109	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.
FC24/110	To receive a report from the (Executive) Planning Committee – for information only. (Appendix Five).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/111	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).	No project action plan as this safety steering group had not met since 20 th March 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/112	To receive, review and adopt the (Full Council) Project Action Plan for 2024-25, to determine which projects will be taken forward during 2024-25, 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 Noakes. Seconded: Cllr Bygraves. 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.
FC24/113	To receive, review and adopt all Risk Assessments for 2024-25, 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 following: • A portable appliance inspection and test record for the Community Centre Office; • Updated risk assessments for Sports Pitches (Harris Way) and Street Furniture.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.		
FC24/114	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Kay. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/115	To receive a schedule of receipts and payments as previously approved by the Finance and 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 2024.
FC24/116	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2024-25, to consider any budget heading virements and to resolve a suitable course of action.	It was noted the agenda item should have referenced reports for 2024/25 which would follow when the year-end accounts for 2023/24 had been closed down.	N/A.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/117	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, but no further update had been received. <u>Charitable Trust</u> Cllr Lloyd stated a recent meeting of the Charitable Trust had been cancelled. A number of main hall lights were missing and tables in the meeting room were missing nuts and bolts. There were also issues regarding use of the changing rooms and football equipment, however the kitchen urn had now been replaced.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		<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 Lloyd. Seconded: Cllr Bygraves. Resolved by all present.		
FC24/118	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 (lack of pavement illumination behind the crossing on Folkes Road) by better angling the existing lighting remained outstanding and Mayor Wootton agreed at the last meeting of Full Council to follow up on this issue. The Clerk would follow up on this issue when emailing Mayor Wootton on other issues. <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> - 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 not taken place and BBCllr/Cllr Wheeler continued to chase. It was noted however, that Bedford Borough Council were happy with all finishes. - Remedial works were needed by Bedford Borough Council to remove an earth 'dam'	BBCllr/Cllr Wheeler to oversee. All to note. All to note.	Town & Country Planning Act 1990 & subsequent.

		near the Berry Wood Car Park which was hampering drainage from adjacent trees. Mayor Wootton agreed at the last meeting of Full Council to follow up on this issue. The Clerk would follow up on this issue when emailing Mayor Wootton on other issues. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.		
FC24/119	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Cllr Lloyd confirmed he was still seeking alternative potential contractors/providers of these points.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/120	To receive a report/update from the Chairman and Clerk in relation to the National Association of Local Councils accredited Local Council Award Scheme (Quality Gold) application (including updated Business Plan) and to resolve a suitable course of action.	Cllr Lloyd and the Clerk were making progress on updating the Business Plan – a requirement before submission of the application to NALC.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/121	To consider a response to Bedford Borough Council's proposal to install a loading bay (maximum stay of 15 minutes) in Bedford Road (eastern kerb from a point approximately 24 metres south of the centre of Cause End Road for a distance of approximately 13 metres in a southerly direction) and to resolve a suitable course of action.	Resolved to accept the proposal without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC24/122	To receive, review and adopt the final Review of the Effectiveness of the System of Internal Control and Risk Assessment Schedule for the financial year 2023/24 and to resolve a suitable course of action.	Resolved to receive, review and adopt the final Review of the Effectiveness of the System of Internal Control and Risk Assessment Schedule without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/123	To consider steps to commemorate the D-Day 80th Anniversary (6th June 2024) and to resolve a suitable course of action.	After detailed discussion, the following was resolved: • Purchase 25 lamp post signs and liaise with Chris Ashpole (Wootton's Royal British Legion representative) on where best to site them); • Purchase one 'Tommy' statue to be erected in the vicinity of the War Memorial. Proposed: Cllr Bygraves. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/124	To consider a grant request from Wootton Community Centre Charitable Trust (£5,000) to assist with its annual Street Food and Music Festival (August 2024) and to resolve a suitable course of action.	Given the Grants Policy (set at a maximum of £1k per request) had been reviewed and approved as part of the earlier Annual Council Meeting, it was agreed a precedence would be set if this limit was ignored. After discussion, the Clerk was asked to request the limit be changed to £1k and the application be resubmitted for consideration at June's Full Council meeting. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/125	To receive a request from Friends of Wootton Lower School (formerly PTFA) that a clothes bin currently within the lower school site be sited on the pavement within the Community Centre car park and to resolve a suitable course of action.	Concerns were raised that fly tipping would likely become an issue when the bin was full (as evidenced at the parish council's recreation ground and Sainsbury's car park). This would negatively affect the Community Centre's aesthetics. After discussion it was resolved the Friends of Wootton Lower School look to make use of the school car park area, as that too was accessible to the public. Proposed: Cllr Lloyd. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/126	To receive a recommendation from the (advisory) Leisure and Amenities Committee to replace bins at Lorraine Road Green (adjacent to the library) and skate park, Church Road and to resolve a suitable course of action.	The Clerk informed members, only one bin now needed to be purchased as the current cemetery bin would soon be replaced (and would replace the vandalised bin at the skate park). It was further noted the current bin adjacent to the library on Lorraine Road Green could also be re-purposed and it was agreed to store this with a view to siting it near the changing rooms when remodelled (Church Road). Resolved to accept the above. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/127	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).
FC24/128	To receive a recommendation from the (advisory) Leisure and Amenities Committee to appoint CUT Services to install attenuation cells (connected to the existing rainwater dispersal system) within the recreation ground car park, Church Road and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/129	To review insurance provision for the parish council and appoint an insurance provider for 2024/25 and to resolve a suitable course of action. Members should pay particular attention to the requirements requested by Clear Councils in relation to Fetes and Galas which could have potential ramifications for the annual Fun Fest event.	After discussion it was resolved to appoint Hiscox Insurance Co Ltd (Arthur J Gallagher) as the parish council's insurance provider for 2024/25 (three year long term agreement). Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/130	To receive, review and adopt architectural and structural information from Coloini + Lane Architecture Ltd relating to the Changing Rooms remodelling project and to resolve a suitable course of action.	The Clerk had omitted to circulate the architectural and structural information received to date, however it was noted some information was still outstanding. Cllr Lloyd stated changes were required – namely the storage cupboard	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8

		(earmarked for removal) would have to stay, as a control box for the automated bollards system would need to be installed in that area. Cllr Lloyd would inform Coloini + Lane Architecture Ltd.		
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Meeting closed at 9.12pm.

Borough Councillor Report for May Full Council – John Wheeler

Firstly, after a lot of chasing I think I have remedied the issue with the delay in provision of new bus shelters for Burgoyne Avenue. The developer s106 funding was paid to Bedford Borough Council, however the Bus Transport Team were not informed! Now they are aware, two new shelters and Real Time Passenger Information Units have been ordered, but an installation date has yet to be determined. I will continue to chase for the replacement of the other Real Time Passenger Information Units for the parish council-owned shelters on Bedford Road and Cause End Road, however I expect progress to be slow due to ongoing budget restraints. Still on buses, a new timetable starts in June for the 53 route to enable it to link with other town connections and hopefully make the service more reliable.

I have been working with the Clerk to keep on top of the outstanding Highways issues in the village – including completion of all dropped kerbs and tactile paving in Lorraine Road. I am also pushing for a start date for the resurfacing of Lorraine Road (from the Cause End Road junction to the cemetery), plus resurfacing of pavements in the same area. Start dates are also awaited for the resurfacing of the Bedford Road pavement between The Cock Inn PH and the Post Office (both sides). I have also chased (again) for an update on the completion of yellow lining works at Hall End, opposite The Chequers PH as well as the installation of a sign on Church Road denoting the parish council's recreation ground.

Some of you may be aware a street light was removed on Fields Road, after it was hit by a vehicle (almost opposite the doctor's surgery). This will be replaced but again, I have no timescales at present. Works to improve the drains on Folkes Road have been carried out to improve surface water drainage in that area and the Berryfields Estate in full, has begun the adoption by Bedford Borough Council process. This will take time however. I don't have a further update as yet on the Berry Wood/The Kilns Estate. Someone has foolishly removed signage on Harris Way asking vehicle owners to turn their engines off (and not leave them idle) when parked up as this has terrible consequences for the environment and little ones. I am arranging replacements.

As far as possible, I am attending the Wednesday Wootton Neighbourhood Chat Group meetings at The Hub, Wootton New Life Methodist Church on Cause End Road. I often see 40+ residents pop in each week for a coffee and chat (and the occasional moan). Both Cllr Lloyd and the Clerk popped in recently to say a quick hello.

I am very honoured and looking forward to formally taking the position of Speaker of Bedford Borough Council on the 15th of this month. I have had a few meetings with the Mayor, Tom Wootton regarding the creation of a charity and we have decided to have a Mayors and Speaker's Charity which will focus on three beneficiaries; the East Anglian Air Ambulance¹, John Bunyan Trust and Creating Memories². The latter was my choice for my term in office – check out the link below for fuller information on what this worthy charity does to help fulfil the wishes of children living in Beds, Herts and Bucks with life-limiting or terminal illness. We hope to have a number of fund raising events in the coming months – including a presence at the River Festival, as well as a number of other events including a summer tea party, Civic Carol Service (the venue this year is St. Mary's here in Wootton) and other Civic Events.

Interviews have taken place for a new Executive Principal at the upper school and confirmation of that appointment will be announced soon.

- **Glass Recycling**

The Borough Council has launched the trial and residents on a number of streets in in West Kempston, Keysoe, Riseley and Pertenhall will be able to recycle glass bottles and jars directly in their orange-lidded bins.

¹ <https://www.eaaa.org.uk/>

² <https://creatingmemories.org.uk/about-us/>

The trial will last for nine months and aims to capture the glass that ends up in domestic black bins; an estimated 1,500 additional tonnes for the whole of Bedford Borough. The Borough Council will be monitoring the trial through the process and will conduct regular reviews to assess results and impact on the existing collection rounds.

- **Yoga or Wellbeing Session at this year's Bedford Park Event**

Yoga and Wellbeing will be returning this year on Sunday 9th June, 2024, at Bedford Park near the Pavilion for anyone seeking a day of mindfulness, relaxation, and physical activity. Bedford Borough Council is asking clubs, organisations, and qualified instructors interested in taking part in the event to contact Amy Stevens at amy.stevens@bedford.gov.uk. All instructors must have Public Liability Insurance and be fully qualified.

- **"Active Adults" Programme**

Active Adults is a Bedford Borough Council programme designed to encourage a more active lifestyle through a variety of sports and activity courses. The programme caters to individuals of all backgrounds, including those who may have never tried sports before. The course will run for eight weeks starting on Monday 13th May. To secure a spot and find out more, please visit www.bedford.gov.uk/activeadults.

There will be a number of different courses and activities including:

- Golf;
- Walking Football;
- Indoor Bowls;
- Tennis;
- Kendo Fitness;
- Dance Classes;
- Yoga sessions etc.

- **Refurbishment of Time Gardens at Russell Park**

The Borough Council will be embarking on a project to refurbish Time Gardens at Russell Park, turning it into a vibrant sensory garden. The refurbished garden will feature predominantly pollinator-friendly planting and incorporate bug hotels. This is a collaborative project backed by £40,000 in funding secured through the East London Foundation NHS Trust. The Council's Parks and Open Space Team and Special Educational Needs and Disabilities (SEND) Team will be working alongside with the East London Foundation NHS Trust, and the Bedford Borough Parent Carer Forum.

- **New Staff join Council Homelessness Service**

In order to bring costs back under control the Borough Council has launched a recruitment drive to bring in more permanent staff and reduce reliance on expensive agency staff. The Borough Council has hired 22 new staff who have just started their new roles and are undertaking significant training. The Borough Council has also adopted a new property acquisition programme to improve accommodation as well as reducing the enormous cost of hotel placements.

Adult services are also holding a recruitment drive to bring down historically high agency spends and are currently interviewing staff.

- **Community Safety Plan**

The Borough Council recently adopted a new Community Safety Plan which will set the focus for tackling crime and anti-social behaviour for the coming years. Bedford Borough Community Safety Partnership is a joint partnership of

Appendix One

five responsible authorities – Bedford Borough Council, Bedfordshire Police, Bedfordshire Fire and Rescue Service, Offender Management Services and Bedfordshire Integrated Care Board. The plan will include a new emphasis on problem places such as tackling rural crime and cyber-crime for the first time.

- **Spectrum Gaming**

Bedford Borough Council has partnered with Spectrum Gaming, an autism focused UK based charity that supports autistic young people. The partnership will involve 100 free places on its online Autism Acceptance Course for parents, carers and professionals who live or work in Bedford Borough. The series of six sessions will initially be run four times over the next two years. The first set of sessions will begin in May, and autistic young people will be among those delivering the sessions.

Topics will include Understanding Autism, Autism and Trauma, Supporting Young People with Meltdowns and Understanding Anxiety and Wellbeing. Recordings of the sessions will also be available.

- **Bedford Borough Council pursuing Fusion Lifestyle for Monies Owed**

Bedford Borough Council instructed its solicitors last week to write to Fusion Lifestyle representatives in relation to unpaid bills, as well as outstanding payments owed to the new management company. If the sums remain outstanding, the Borough Council will consider further legal action.

BBCllr John Wheeler

May 2024

Borough Councillor Report for May Full Council – Sue Abood

No report received.

Appendix One A

FC24/103a April 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/18050/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	04/04/2024	Folkes Road
40/19883/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	13/04/2024	Woburn Road
40/19237/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	10/04/2024	St. Marys Road
40/20040/24		NON-CRIME	INVESTIGATION	INVESTIGATION	14/04/2024	Emerton Way
40/19333/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	11/04/2024	Folkes Road
40/17648/24	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	02/04/2024	Folkes Road
40/18098/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	04/04/2024	
40/19071/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	10/04/2024	
40/18043/24	Theft from the Person	THEFT	THEFT FROM THE PERSON	THEFT FROM THE PERSON	04/04/2024	Potters Cross
40/23019/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	30/04/2024	Parker Road
40/21944/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/04/2024	Burgoyne Avenue
40/22332/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	26/04/2024	Burgoyne Avenue
40/22385/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	26/04/2024	Arthur Black Way
40/23161/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	DEATH OR SER INJ BY DANGEROUS DRIVING	30/04/2024	Folks Road
40/21605/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	23/04/2024	Hall End

Appendix One A

40/22822/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	28/04/2024	Johnson Avenue
40/22836/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	28/04/2024	Hall End
40/23085/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	30/04/2024	Manor Road
40/22759/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	28/04/2024	
40/22542/24	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	27/04/2024	Harris Way
40/22372/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	26/04/2024	Arthur Black Way

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

Significant issues are emailed at the time of receipt.

(Advisory) Leisure and Amenities Committee Report

24th April 2024

Resolutions

LA24/030 – 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 make recommendation to Full Council as necessary.

No further update was available and as reported previously, it was noted the next meeting with The Crown Estate and Forest of Marston Vale would take place on Thursday 16th May 2024.

LA24/031 – To consider the replacement of litter bins at sites including Lorraine Road Green (adjacent to the library) and Hall End (opposite The Chequers PH) and to make recommendation to Full Council as necessary.

After detailed discussion the following was noted:

- It was considered a road safety issue to install a larger style litter bin at Hall End.
- The bin adjacent to the library on Lorraine Road Green should be replaced with a larger Jubilee style bin.
- The bin adjacent to the skate park (vandalised due to arson in 2022) should be replaced like for like.

Resolved to make the above recommendations to Full Council.

Proposed: Cllr Tyerman.

Seconded: Cllr Hensher.

Resolved by all present.

LA24/032 – 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).

N/A.

LA24/033 – To consider works to improve drainage at the recreation ground car park during periods of severely inclement weather (and appointment of a suitable contractor) and to make recommendation to Full Council as necessary.

After detailed discussion it was resolved to appoint CUT Services to install 20 attenuation cells (connected to the existing rainwater dispersal system) via a high level overflow and to make the same recommendation to Full Council.

Proposed: Cllr Tyerman.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

2nd May 2024

(Advisory) Neighbourhood Plan Steering Group Report

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

(Executive) Planning Committee Report

10th April 2024

Planning Applications – for resolution

[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 – amended/additional plans and new documents have been received by Bedford Borough Council.

This council previously raised NO OBJECTION.

Resolved **NO OBJECTION**.

Proposed: Cllr Tyerman.

Seconded: Cllr Noakes.

Resolved by all present.

[24/00593/FUL](#) – 22 Thorpe Way. Loft conversion with rear dormer following reconstruction of existing roof to increase ridge height.

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

- The proposal would adversely affect the street scene and was not in keeping with adjacent properties;
- The proposal would adversely affect parking in the area.

The following observation was also noted:

- Should the application be approved, a planning condition should ensure works and materials used do not adversely impact the adjoining property.

Proposed: Cllr Noakes.

Seconded: Cllr Hensher.

Resolved by all present.

[24/00631/FUL](#) – Land to the south of Vine Cottage. Change of use of existing agricultural land to private equestrian use and erection of steel framed building following demolition of existing stables.

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

- The right of way in the area should not be re-routed, stopped up or altered in any way.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

24th April 2024

Planning Applications – for resolution

[24/00488/S73A](#) – 13 Butland Way. Retrospective Planning Permission Application (development already carried out). Raise the garden wall/fence by 0.3 metres with wooden panels to an overall height of 2.3 metres.

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 are adhered to.

Proposed: Cllr Noakes.

Seconded: Cllr Bygraves.

Appendix Five
Resolved by all present.

[24/00700/FUL](#) – 7 Stevenson Walk. Single storey front extension, single storey side extension and link to existing garage. Garage conversion to wet room and ancillary space with internal reconfiguration of the ground floor layout. Resolved **NO OBJECTION** but to make the following observation:

- Members were unable to determine whether the build would exceed the current building line and Bedford Borough Council should ensure no encroachment is permitted.

Proposed: Cllr Randell.

Seconded: Cllr Tyerman.

Resolved by all present.

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

[23/02610/OUT](#) – Land Adjacent 46 Potters Cross. Outline application with all matters reserved for up to 5 dwellings. This council previously raised **AN OBJECTION**.

It was noted the parish council requested BBCllr/Cllr Wheeler to ascertain the methodology used by Bedford Borough Council's Highways Officer in determining their recommendation of 'No Objection with Suggested Conditions.' The Clerk was asked to make the same request also.

Resolutions

P24/079 – To consider a new street trading consent outside of Bedford Town Centre for Jay Singh T/A Smiths Ices (ice creams soft drinks and desserts) and to resolve a suitable course of action.

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

Proposed: Cllr Bygraves.

Seconded: Cllr Tyerman.

Resolved by all present.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
2nd May 2024**

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP³ 2023-24

No project action plan as this safety steering group had not met since 20th March 2024.

³ Project Action Plan.
Full Council Minutes 8th May 2024

FC24/112**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	2024	£80,000 spent on Cranfield Road. £170,000 earmarked for remaining sites	£80,000 s106 funding (spent on Fields Road by Goodmans)	£0	£250,000	<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. <u>10th April 2024</u> Costings have been confirmed at £170k for all remaining cameras.	
Medium	Berryfields Roundabout Re-Design	2024			£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.	Cllr O'Dell

							<u>9th August 2023</u> BBCllr/Cllr Wheeler will continue to chase as no update has been received for some time. <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	
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							provided some information but had recommended contacting developers from the Fields Road South/Innovation Park developments also. <u>10th April 2024</u> The Clerk has received a number of quotations from contractors who can carry out a utilities search in the area and has sought advice from Bedford Borough Council in relation to the level of search required. Advice from Bedford Borough Council will need to be in writing before a decision can be made by the parish council. <u>8th May 2024</u> Additional advice on the quotations referenced above had been requested by the Clerk (via BBCllr/CIlr Wheeler) from Bedford Borough Council, however advice received was not clear (and other issues had, as a result, been raised). After detailed discussion and given the Clerk had emailed Mayor Wootton on this issue after April's Full Council meeting it was agreed the Clerk would chase Mayor Wootton again in order to get the guidance needed in relation to the quotations and where best to source the Road Traffic Management survey.	
High	Changing Rooms	2024	£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	Working Group

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							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 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>8th May 2024</u> Refer to agenda item FC24/130.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£5,178.33	£5,000	<u>8th May 2024</u> Refer to agenda item FC24/117.	Cllr Bygraves

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Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings. <u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer. <u>12th July 2023</u> No further update was available. <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	Cllr Lloyd
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							cannot yet confirm whether the proposed location for the latest lectern is acceptable. <u>10th April 2024</u> Given the likelihood the land ownership issue will not be resolved in the short/medium term, members resolved to seek to site the lectern inside the churchyard area. Cllr Lloyd agreed to provide the Clerk with some graphics before approaching the churchwardens. <u>8th May 2024</u> Wording for the lectern in addition to graphics is currently being prepared before being passed to the churchwardens.	
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	2025	£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;	Clerk

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							- 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. <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>10th April 2024</u> The Clerk has spoken with a Land Registry representative (26th March 2024) who confirmed, whilst the application was received on 31st July 2023 it remains un-started. The likely completion date is December 2024.	
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. <u>10th April 2024</u> Mayor Wootton (in attendance at this meeting) confirmed the Local Plan 2040 required modifications, to take into	Cllr Hensher

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							account J13 of the A421 and the need for more housing sites in and around Bedford. (Wootton would not be affected). The delay in ratifying the Local Plan 2040 meant the review of Wootton's Neighbourhood Development Plan faced continued delay.	
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th May 2024</u> No further update received.	Clerk
Low	Real Time Passenger Information (Bus Shelters)	2023 (Bus Shelters) 2024 (RTPI Units)	£40,772 (Bus Shelters)			£40,772 (Bus Shelters)	<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 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	Cllr O'Dell

							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 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>10th April 2024</u> Mayor Wootton (in attendance at this meeting) agreed to take this issue forward.	
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							<u>8th May 2024</u> The Clerk confirmed she had emailed Mayor Wootton on this issue after April's Full Council meeting. After detailed discussion it was agreed the Clerk would email Mayor Wootton again for an update, expressing disappointment that this issue remained unresolved. Bus users without smart phones (and therefore access to an app), had no means of accessing any bus information whilst using the parish council's bus shelters.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£10,246.85	£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 advice would apply, given the parish council's status.	Cllr O'Dell

							<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. <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	
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							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>10th April 2024</u> Cllr O'Dell confirmed one potential contractor was undertaking street works accreditation training. <u>8th May 2024</u> Cllr O'Dell confirmed one potential contractor had completed the accreditation training but was experiencing a 12 week delay in receiving the confirmatory documentation.	
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To be reviewed monthly at Full Council.

FC24/113**RISK ASSESSMENTS PLAN 2024-25**

WPC⁴ 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 2024-25 (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		8.5.24 – The Clerk and BBCllr/Cllr Wheeler are due to commence the risk assessment (including topple testing) on Wednesday 22 nd May 2024 (weather permitting)	
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

⁴ Wootton Parish Council
Full Council Minutes 8th May 2024

Appendix Eight

Christmas Street Lighting	SP	17.5.23	None.		11.10.23 SP
Christmas Tree (including Switch On Event)	SP	17.5.23	Members determined not to hold a switch on event for 2023		11.10.23 SP
Defibrillators	SP	17.5.23	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		12.7.23 SP
Fun Fest	SP	17.5.23	None		14.6.23 SP
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	17.4.24 – all appliances passed without issue		8.5.24 SP
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

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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	None		8.5.24 SP
Street Furniture	SP	17.5.23	None		8.5.24 SO and GL
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	JN	11.1.24			
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.		17.5.23 BH

Appendix Eight

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

To be reviewed monthly at Full Council.

Please visit the following link:

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