



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 12th June 2024 at 7.15pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present (who arrived at 7.20pm) and wished to discuss and observe discussions on agenda item FC24/162. Cllr Lloyd moved this agenda item be heard after agenda item FC24/136 and all present were in agreement. There were no other members of the public or press present and so the meeting continued without further adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Lincoln, Noakes, O'Dell, Swain (arrived 7.22pm) and Wheeler (arrived 7.21pm). 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)	Cllr Kay.				
Agenda no	Agenda item title	Resolution	Action	Power	
FC24/131	Apologies for absence. Cllrs Randell, Richbell-Davies, Tyerman and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.	
FC24/132	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC24/133	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.	

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	No requests received.			
FC24/134	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 May 2024. (Appendix One a). Bedford Borough Council. Adoption of Land North of Fields Road Wootton, Bus Loop (encompassing Folkes Road in part and the Bus Loop within the Berryfields Estate).	Given this meeting was taking place during a pre-election period, no reports were circulated. No further comments received. Cllr Lloyd stated he had spoken with Mayor Wootton, BBCllr Weir and a Borough Council Officer to ask why the estate could not be adopted as a whole, rather than piecemeal and was informed the Borough Council had no powers to request or enforce this.	Clerk to keep on file. Clerk to keep on file. Clerk to keep on file.	N/A. N/A. N/A.
FC24/135	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.
FC24/136	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 8th May 2024. Members of Full Council are asked to receive and adopt the minutes of the Annual Council meeting held on 8th May 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory with the exception of	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell.. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	payment authorisation) Finance and General Purposes Committee meeting held on 24th April 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 24th April 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 20th March 2024.	Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.		
FC24/137	Matters arising from the minutes – for information only. • FC24/117 + FC24/148 – Community Centre at Berryfields. Refer to agenda item FC24/148. • FC24/117 + FC24/148 – 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 FC24/148. • 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 + FC24/153 – Community Use Agreement for the synthetic pitch at Wootton Upper School. The Clerk has contacted Wootton Academy Trust to clarify a number of	No further comments received.	Clerk to keep on file.	N/A.

	issues raised during February's Full Council meeting. Refer to agenda item FC24/153.			
FC24/138	Chairman's report – for information only.	Cllr Lloyd confirmed the Parish Council's website now hosted interactive real time bus information. A map of Wootton contained bus stops and clicking on the bus stops from a laptop would produce a timetable. If using a smart phone, a list would be produced below the bus stop icons. An explanatory article on this feature would be added to the September edition of the Wootton newsletter.	Cllr Lloyd and the Clerk to take forward.	N/A.
FC24/139	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/140	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.
FC24/141	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.
FC24/142	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.
FC24/143	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.	Cllr Lloyd moved this agenda item be heard after agenda item FC24/175 and all present were in agreement.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

	(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 O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
FC24/144	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 updated risk assessments: • Defibrillators; • Fun Fest; • Outdoor Cinema Event; • War Memorial. Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/145	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 Lincoln and Noakes. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/146	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.
FC24/147	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.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/148	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the	<u>Car Park Heads of Terms/Joint Use Agreement</u>	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Community Centre and to resolve a suitable course of action.	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. Hillary Cooper Law continued to chase. <u>Charitable Trust</u> It was noted a scheduled Charitable Trust meeting for the week commencing 3rd June 2024 had been rescheduled for the week commencing 17th June 2024. <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 Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC24/149	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 had been informed investigations were ongoing as to why these works remained outstanding. <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,	BBCLlr/Cllr Wheeler to oversee. All to note.	Town & Country Planning Act 1990 & subsequent.

		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 was scheduled for Friday 21st June 2024. Cllrs Lloyd and Wheeler would attend. • Remedial works to remove an earth 'dam' near the Berry Wood Car Park which was hampering drainage from adjacent trees would now be raised during the site visit with Remus Management Ltd on 21st June. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	All to note.	
FC24/150	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 and had been provided with a list of accredited providers by the Clerk. It was noted Bedford Borough Council were also looking at potential sites within the village. The Clerk was asked to establish timescales in relation to using allocated s106 funding.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/151	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.	Refer to agenda item FC24/154.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/152	To consider a grant request from Wootton Community Centre Charitable Trust (£1,000) to assist with its	It was noted the Charitable Trust had made an application to Mayor Wootton for funding (the amount was unknown but it was known to have	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	annual Street Food and Music Festival (August 2024) and to resolve a suitable course of action.	been successful). In light of that information it was resolved <u>not</u> to approve the grant request, but to obtain fuller details from the Charitable Trust in relation to the Mayor's award and to consider this request again <u>after</u> the event and <u>only</u> if the event did not make a profit/break even. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.		
FC24/153	To revisit the Community Use Agreement in relation to the synthetic pitch within the grounds of Wootton Upper School and to resolve a suitable course of action.	After detailed discussion it was resolved to request the following amendments to the CUA: • The CUA references only one nominated representative of Wootton Parish Council sit on the Management Committee. Members remained resolute the number should be three to allow for more balanced representation; • Although Community Use Hours are detailed in the CUA, the caveat that '<i>...when not used by the Trust or its partners for activities that it chooses to run. Trust use will always take priority...</i>' could infer the facility never be available for Community Use. Community Use should be prioritised during the times as currently detailed. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/154	To receive, review and adopt a revised Business Plan for the electoral period 2023-2027 and to resolve a suitable course of action.	Resolved to receive, review and adopt the revised Business Plan and to publicise it in the September's edition of the Wootton newsletter. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/155	To receive, review and adopt a Procedures and Disaster Recovery Plan and to resolve a suitable course of action.	Resolved to receive, review and adopt the Procedures and Disaster Recovery Plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/156	To receive, review and adopt revised Financial Regulations and to resolve a suitable course of action.	Resolved to receive, review and adopt revised Financial Regulations without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/157	To receive and approve the Internal Audit report for year end 2023/24 and to resolve a suitable course of action.	Resolved to receive and approve the Internal Audit report for year end 2023/24 without further comment. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/158	To review the effectiveness of the Internal Audit for year end 2023/24 and to resolve a suitable course of action.	Resolved to accept the review of the effectiveness of the Internal Audit for year end 2023/24 without further comment. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/159	To receive and approve the Annual Governance Statement 2023/24 (Section 1 – Annual Return for the year ended 31st March 2024 – Local Councils, Internal Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2023/24 (Section 1 – Annual Return for the year ended 31 st March 2024 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/160	To receive and approve the Accounting Statements 2023/24 (Section 2 – Annual Return for the year ended 31st March 2024 – Local Councils, Internal Drainage	Resolved to receive and approve the Annual Governance Statement 2023/24 (Section 2 – Annual Return for the year ended 31 st March	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Boards and other Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) and to resolve a suitable course of action.	2024 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.		
FC24/161	To consider supporting a campaign promoted by Lord (Don) Foster and Electrical Safety First to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal and to resolve a suitable course of action.	Resolved to support the campaign without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/162	To consider a request from Wootton Baptist Church to use an area of the recreation ground (adjacent to Wootton Baptist Church) to host a Family Fun Afternoon on 29th June 2024 and to resolve a suitable course of action.	This agenda item was determined after FC24/136. One member of the public was present in order to address any issues or queries that may have arisen in relation to the request. After discussion it was resolved to grant permission for Wootton Baptist Church to use the area of recreation ground as described. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/163	To receive, review and adopt a revised Code of Conduct and to resolve a suitable course of action.	Resolved to receive, review and adopt the revised Code of Conduct without further comment. Proposed: Cllr Noakes. Seconded: Cllr Swain. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/164	To receive, review and adopt a revised CCTV Code of Practice and to resolve a suitable course of action.	Resolved to receive, review and adopt the revised CCTV Code of Practice without further comment. Proposed: Cllr Noakes. Seconded: Cllr Swain. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/165	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group to request Bedford Borough Council finance the addition of yellow lining to the junction of Cause End Road and Lorraine Road (in the vicinity of Tesco) and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/166	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group to request Bedford Borough Council add yellow lining to the frontage of The Chequers PH (to be financed by Wootton Parish Council) and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/167	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group NOT to request Bedford Borough Council finance the addition of yellow lining along the road frontage by Lorraine Road Green and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/168	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group to request Bedford Borough Council introduce 20MPH speed limits along several roads within the village (to be financed by Wootton Parish Council) and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/169	To receive a recommendation from the (advisory) Leisure and Amenities Committee NOT to effect any changes to the current published fees for Lorraine Road cemetery, but to review them in 12 months' time and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/170	To receive a recommendation from the (advisory) Leisure and Amenities Committee to receive and accept a Site Inspection Report from Dura-Sport Leisure Care Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/171	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).
FC24/172	To receive a recommendation from the (advisory) Finance and General Purposes Committee to accept the appointment of a new caretaker for the recreation ground, Church Road and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/173	To receive a recommendation from the (advisory) Leisure and Amenities Committee to reconsider a cleaning regime for benches, lecterns and noticeboards (Wootton Parish Council assets only) and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/174	To receive a recommendation from the (advisory) Leisure and Amenities Committee to re-appoint Dura-Sport Leisure Care Ltd as providers of a specialist maintenance service to the surface of the MUGA (Multi Use Games Area) at Church Road and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/175	To appoint a contractor to construct the proposed brick built village entrance sign on Keeley Lane and to resolve a suitable course of action.	Cllr O'Dell provided background to the quest to find a suitably accredited contractor and after discussion it was resolved to appoint Phil Magovern as the preferred contractor. Further resolved the Clerk be authorised to approve associated supervision costings up to the value of £2k without further reference to Full Council. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk and Cllr O'Dell to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.45pm.

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Borough Councillor Report for June Full Council – John Wheeler

No report circulated.

Borough Councillor Report for June Full Council – Sue Abood

No report circulated.

Appendix One A

FC24/134a May 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/23704/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	03/05/2024	Church Road
40/23988/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	04/05/2024	Parker Road
40/25016/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/05/2024	Manor Road
40/25019/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/05/2024	Manor Road
40/26023/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	14/05/2024	Juffs Lane
40/23554/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	02/05/2024	
40/23585/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	02/05/2024	
40/24130/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	05/05/2024	
40/28009/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/05/2024	Folkes Road
40/28011/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/05/2024	Folkes Road
40/28012/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/05/2024	Folkes Road
40/28206/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/05/2024	Steele Walk
40/29228/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	28/05/2024	Keeley Lane
40/28912/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	27/05/2024	Tithe Barn Road

Appendix One A

40/28953/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	27/05/2024	Tithe Barn Road
40/27331/24		VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	20/05/2024	Bedford Road
40/26917/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	18/05/2024	Ellis Close
40/27922/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	22/05/2024	
40/27023/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	18/05/2024	Steele Walk
40/28017/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	23/05/2024	Manor Road
40/27659/24	Burglary	BURGLARY	RESIDENTIAL BURGLARY- UNCONNECTED BUILD	RESIDENTIAL BURGLARY- UNCO BLD	21/05/2024	Cranfield Road
40/26591/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	16/05/2024	

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

29th May 2024

Resolutions

LA24/034 – To elect a Chairman of the Leisure and Amenities Committee.

A nomination was received on the evening in favour of Cllr Bygraves (in his absence but with his prior knowledge).

Resolved Cllr Bygraves be appointed Chairman for the ensuing municipal year.

Further resolved, that in the absence of Cllr Bygraves, Cllr Lloyd be appointed Chairman of this meeting.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

LA24/035 – To elect a Vice-Chairman of the Leisure and Amenities Committee.

A nomination was received on the evening in favour of Cllr Lloyd.

Resolved Cllr Lloyd be appointed Vice-Chairman for the ensuing municipal year.

Proposed: Cllr Tyerman.

Seconded: Cllr Hensher.

Resolved by all present.

Open Forum

There was one member of the public present who wished to bring to members' attention issues surrounding graffiti and litter within the village, with a focus on potential events or activities aimed at teenagers.

The resident thanked members present for all they did for Wootton and referenced the late Queen's Jubilee event at the recreation ground, enjoyed by those who attended.

The resident was troubled about graffiti (primarily along the A421) which was an eyesore when approaching the village. They were concerned this was a reaction to the perpetrators not being seen or heard (it was later noted it was likely to be individuals from outside the village who travel for miles to 'tag' in this way).

The resident was also troubled about litter in and around the village. It was noted the parish council employed a part-time litter picker and caretaker (the latter covering the recreation ground at Church Road only) and the Clerk referenced an approach from another resident which had led to her including an article in the June newsletter referencing a 'Community Volunteering' scheme, operated by Bedford Borough Council. This enabled residents of all ages to apply to become volunteer litter pickers. All equipment and advice would be provided by Bedford Borough Council – fuller details can be found [here](#). The resident was aware that private management companies operated within the Berryfields, Berry Wood/The Kilns and Little Wootton estates and litter picking in those areas was not within the remit of Bedford Borough Council or Wootton Parish Council.

The resident had the following suggestions:

- Create a 'Love and Belong Wootton' campaign which could include the chance to upload artwork to the parish council's website. Volunteer litter pickers could be given hi-viz jackets/vests with that logo.
- Look to have events incorporating circus performers and kite flying with a games afternoon or sponsored walk.

Appendix Three

- Look to create a café aimed at teenagers.

It was noted a number of clubs and organisations already in existence within the village were identified during the Neighbourhood Development Plan process and that the parish council would consider all funding approaches. After further discussion it was agreed to include an agenda item at the next meeting of this committee, in order to discuss these suggestions in greater detail and determine which could be taken forward.

The resident thanked members for listening to their suggestions and left the meeting at 7.56pm.

There were no other members of the public or press were present and so the meeting continued without further adjournment.

Resolutions

LA24/044 – 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.

It was noted the meeting scheduled for Thursday 16th May 2024 and been pushed back to June.

The Forest of Marston Vale were drafting guidance which would help the parish council with both Green and Blue Infrastructure Plans.

LA24/045 – To review and consider any changes to the current published fees for Lorraine Road cemetery and to make recommendation to Full Council as necessary.

Resolved not to make any changes and review again in 12 months.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

LA24/046 – To receive and accept a Site Inspection Report from Dura-Sport Leisure Care Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road and to make recommendation to Full Council as necessary.

The Clerk was asked to establish how long the current surface was expected to last before a replacement was needed (for budgeting purposes).

Resolved to receive and accept the Site Inspection Report without further comment and to make the same recommendation to Full Council.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

LA24/047 – 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.

LA24/048 – To reconsider a cleaning regime for benches, lecterns and noticeboards (Wootton Parish Council assets only) and to make recommendation to Full Council as necessary.

After discussion it was resolved to leave the bus shelter contract with the current providers and appoint Neil Roper (N R Services) to undertake a two-monthly clean of benches, lecterns and noticeboards. This would be reviewed by this committee and six months’ time and the same recommendation would be made to Full Council.

Proposed: Cllr Tyerman.

Seconded: Cllr Hensher.

Appendix Three
Resolved by all present.

LA24/049 – To consider the re-appointment of Dura-Sport Leisure Care Ltd as providers of a specialist maintenance service to the surface of the MUGA (Multi Use Games Area) at Church Road and to make recommendation to Full Council as necessary.

Resolved to re-appoint Dura-Sport Leisure Care Ltd and to make the same recommendation to Full Council.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
4th June 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

8th May 2024

Report from outside organisations – for information only

Bedford Borough Council. Correspondence detailing the Secretary of State's confirmation to extinguish all of Public footpath Number 10 (in the environs of Hall End Farm).

No further comments received.

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.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Tyerman.

Resolved by all present.

[24/00779/FUL](#) – Wootton Lower School, Bedford Road. Erection of two storey extension with PV panels on roof, plant room and bin store enclosure. Provision of new parking, new landscaping and ancillary works.

Resolved **NO OBJECTION**.

Proposed: Cllr Bygraves.

Seconded: Cllr Tyerman.

Resolved by all present.

Resolutions

P24/090 – To consider a renewal application for street trading consent outside of Bedford Town Centre for Vincenzo Vaccaaro-Notte T/A Gino Soft Whip (ice creams) and to resolve a suitable course of action.

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

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

29th May 2024

Resolutions

P24/091 – To elect a Chairman of the Planning Committee.

A nomination was received on the evening in favour of Cllr O'Dell. Resolved Cllr O'Dell be appointed Chairman for the ensuing municipal year.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

P24/092 – To elect a Vice-Chairman of the Planning Committee.

A nomination was received on the evening in favour of Cllr Noakes.

Resolved Cllr Noakes be appointed Vice-Chairman for the ensuing municipal year.

Proposed: Cllr Stuart.

Seconded: Cllr Tyerman.

Resolved by all present.

Report from outside organisations – for information only

Bedford Borough Council. Correspondence detailing Bedford Borough Council's Making of Public Path Order to divert bridleways 23 and 24 (Wootton) and part of bridleway 34 (Kempston Rural) in the environs of Bourne End Farm).

This council previously raised no objections (8th November 2024 P24/254).

No further comments received.

Planning Applications – for resolution

[21/03179/FUL](#) – Land Opposite 26 Littlebrook Lane. Change of use of landscaped amenity land for the installation of a new turning head.

Amended/Additional Plans and new documents have been received. This council previously raised NO OBJECTION but noted that works should consider the current height of the adjacent pavement.

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

- Bedford Borough Council should ensure the new turning head is clearly demarked as such, to prevent it being used as an area for vehicular parking.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

[24/00743/S73A](#) – 14 Hillcroft. Retrospective Planning Permission Application – erection of fence in front of the garden wall to raise the height by 0.55 metres (development already carried out).

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Tyerman.

Resolved by all present.

[24/00951/ADV](#) – Unit 4B, Swallow Way. Installation of internally illuminated fascia signage.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Tyerman.

Resolved by all present.

Resolutions

P24/103 – To consider a new application for street trading consent outside of Bedford Town Centre for Outfields Farm Ltd T/A Codswallop Chips (fish, sausages, burgers, nuggets, scampi, fish cakes, veggie burgers with chips, peas, curry sauce and hot and cold drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P24/104 – To revisit Bedford Borough Council’s Formal Notice Application to Stop Up Highway Land at 22 Jenkyn Road and to resolve a suitable course of action.

This agenda item was determined after agenda item P24/095.

Members agreed ahead of this meeting to revisit this agenda item following receipt of documentation which provided greater clarity in relation to this issue.

The Clerk provided a brief precis at the start of this agenda item and one member of the public present expanded on the additional information received.

Whilst planning permission had been granted, it was understood the property had been extended over a pathway leading to the rear of the property. Over recent years, the underground section of land had been successfully transferred to the owners of the property, however the surface was still owned by Bedford Borough Council. The parish council was asked to consider supporting the transfer of ownership of the surface to the owners of the property.

After detailed discussion it was resolved to approve the transfer as noted above as an exceptional one-off case, on the understanding this would set no precedent.

Proposed: Cllr Tyerman.

Seconded: Cllr Randell.

Resolved by majority vote.

The members of the public thanked members for their time and were thanked for attending, before leaving the meeting at 7.12pm.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

4th June 2024

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2023-24

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

¹ Project Action Plan.
Full Council Minutes 12th June 2024

FC24/143**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. <u>12th June 2024</u> Bedford Borough Council had confirmed all cameras should be in situ by the end of this month.	
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.	Cllr O'Dell

							<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. <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.	
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							<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 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/Cllr 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. <u>12th June 2024</u> Cllr O'Dell drafted a response ahead of this meeting to Bedford Borough Council's latest correspondence which stated they would not grant planning permission for the beacon on the Berryfields roundabout. This was read to all present. What followed was a very detailed discussion on how best to move forward and a proposal was made by Cllr O'Dell as follows: • To request a meeting with Bedford Borough Council representatives to ascertain whether there was a way forward for this project.	
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							Proposed: Cllr O'Dell. Seconded: Cllr Noakes. A recorded vote was requested and all present were in agreement. In favour of the proposal: Cllrs O'Dell and Noakes. Against the proposal: Cllrs Bygraves, Lincoln, Lloyd, Swain and Wheeler. Abstained: Cllr Hensher. Resolved the proposal not be taken forward. A further proposal was made by Cllr Bygraves (with amendments by Cllrs O'Dell and Swain) as follows: To email Bedford Borough Council acknowledging the project could not be taken forward and enquire why there was such a delay in determining the same. Cllr Swain requested information on the reason for delay and Cllr O'Dell requested input as Project Manager in drafting the email. Proposed: Cllr Bygraves. Seconded: Cllr Swain. Resolved by all present the proposal be taken forward. A further proposal was made by Cllr Wheeler to site the beacon in the grounds of the Community Centre in order it be used (lit) for future significant occasions. This was amended by Cllr Bygraves to include the possible use of the recreation ground and after discussion it was agreed this would be brought back to a future meeting of Full Council. It was further agreed to include an update on the cessation of the project in September's edition of the Wootton newsletter.	
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:	Working Group

							• Coloini & Lane Architects Ltd will elaborate all drawings and construction works ahead of liaising with a structural engineer and quantity surveyor. • Resultant findings will form part of the tender packs/process. • Coloini & Lane Architects Ltd will quote to remain project manager for the duration of the project. It should be noted the parish council will have to demonstrate all works sit within the Construction (Design & Management) Regulations 2015. It should also be noted the toilet block demolition is included within the granted planning permission; however an asbestos survey will be necessary before any works (to both structures) can commence. The Clerk will also follow up on a previous expression of interest for grant funding from The Mayor's Climate Changing Fund which could help provide roof solar panels. Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an 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	
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							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. <u>12th June 2024</u> Coloini & Lane Architects Ltd had passed the relevant information to an appointed Quantity Surveyor.	
Low	Church Road signage	2024	£0	£0	£0	Funded from BBCllr Wheeler's Ward Funding	<u>12th June 2024</u> Resolved at Full Council on 11th October 2024 (FC23/244) to site a brown sign on a lamp post on Church Road denoting directions to 'playing fields'. Bedford Borough Council confirmed the sign was on order and a delivery/installation date awaited.	Bedford Borough Council
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£5,178.33	£5,000	<u>12th June 2024</u> Refer to agenda item FC24/148.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>8th February 2023</u> Bedford Borough Council has provided further documentation which continues to raise an issue over land ownership in the vicinity of the next planned lectern installation (the vicinity being the old gaol at St. Mary's churchyard). The Planning & Environment Committee approved a report which disputes the land ownership issue between Wheatley Homes and Bedford Borough Council and Bedford Borough Council has been requested to inform Wheatley Homes of the report's findings. <u>14th June 2023</u> Mayor Wootton has received a copy of this report and will liaise with the relevant Bedford Borough Council officer.	Cllr Lloyd

							<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. <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.	
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							<u>12th June 2024</u> Cllr Hensher had provided the wording which Cllr was transferring to Publisher. Once complete, this would be passed to the churchwardens for approval/comments.	
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; • 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>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 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.	Cllr Hensher
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 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.	Cllr O'Dell

							<u>8th March 2023</u> The Clerk, along with Cllrs Lloyd and Wheeler attended a teams meeting with representatives from Bedford Borough Council who stated there was no budget to replace the vandalised RTPI units with roof-positioned units, despite the parish council having been informed differently. Their budget would cover repairs only. Resolved 8th March 2023 (FC23/058) to continue with this project. <u>12th April 2023</u> The Clerk has provided Journeo Passenger Systems Ltd with a purchase order and a deposit of 30% has been paid to secure the order. <u>14th June 2023</u> Mayor Wootton has agreed to investigate partnership working between BBC and WPC in order to deliver the original roof positioned RTPI units. <u>12th July 2023</u> No further update was available. <u>9th August 2023</u> The parish council may consider paying 50% towards the cost of 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.	
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							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. <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. <u>12th June 2024</u> Bedford Borough Council confirmed it could only finance two of the roof-positioned Real time Passenger Information Units. The Clerk was informed unit costings	
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							would be £7,536.00 per unit (possibly subject to small amendments) and will provide a purchase order when requested. The Clerk has stipulated this is on the understanding all units will be assets of Bedford Borough Council.	
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. <u>9th August 2023</u> Cllr O'Dell confirmed he continued to liaise with all parties	Cllr O'Dell

							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 works. Bedford Borough Council had been contacted to establish whether any utilities were underground which	
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Appendix Seven

							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. <u>12th June 2024</u> Refer to agenda item FC24/175.	
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To be reviewed monthly at Full Council.

FC24/144RISK ASSESSMENTS PLAN 2024-25

WPC² 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	15.5.24			
Car Parks	SP	15.5.24			
Cemeteries	JW and SP	15.5.24		8.5.24 – The Clerk and BBCllr/Cllr Wheeler were due to commence the risk assessment (including topple testing) on Wednesday 22 nd May 2024 but inclement weather led to cancellation. The works are now scheduled for June	

² Wootton Parish Council
Full Council Minutes 12th June 2024

Appendix Eight

Changing Rooms and Toilet Block	SP	15.5.24	Left on file for now pending extensive remodelling works (and the demolition of the toilet block) – works are expected to commence in 2024		
Christmas Street Lighting	SP	15.5.24			
Christmas Tree (including Switch On Event)	SP	15.5.24			
Defibrillators	SP	15.5.24	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		12.6.24 SP
Fun Fest	SP	15.5.24	The event for 2024 has had to be cancelled		12.6.24 SP
Generator	GL	15.5.24			
Keeley End Pond	GL	15.5.24			
Litter Picking (and caretaker)	SP	15.5.24			
Lone & Isolated Working	SP	15.5.24			
Marquee	SP	15.5.24			
Memorial Hall Play Area	SP	15.5.24			
MUGA – Church Road	SP	15.5.24	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

Appendix Eight

Outdoor Film/Cinema Event	SP	15.5.24	No event planned for 2024		12.6.24 SP
Recreation Ground Gate Duty including volunteers	SP	15.5.24			
Recreation Ground Play Area	SP	15.5.24			
Remembrance Sunday Parade	SP	15.5.24			
Skate Park	SP	15.5.24			
Sports Pitches – Church Road	SP	15.5.24			
Sports Pitches – Harris Way	SP	15.5.24			
Street Furniture	SP	15.5.24			
Trees	SP	15.5.24			
Village Sign	SP	15.5.24			
War Memorial	JN	11.1.24	2.5.24 – Cllr Noakes has inspected the War Memorial and other than routine, minor cracking in the base can find no issues. The War Memorial is sound and in good condition and does not pose a health and safety issue		12.6.24 JN
Work Station (Clerk) – to include the parish office within the community centre	GL	15.5.24	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Periodic checks will be		12.6.24 GL

Appendix Eight

			undertaken and any significant issues recorded		
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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	14.5.24			
Community Centre General	Charitable Trust	14.5.24	Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action (none reported as at 15.5.24) Portable Appliance Testing (PAT) testing (save for items in the parish office which were last inspected in April 2024) were carried out by the Charitable Trust in May 2023 and are valid for two years		15.5.24 GB (on behalf of the Charitable Trust)
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Records are kept in the cleaning cupboard. The Charitable Trust is now also responsible for overseeing the six monthly and annual inspections (carried out by uRisk)		Ongoing

Appendix Eight

Community Centre Scaffold Tower	Charitable Trust	14.5.24			
MUGA – Harris Way	Charitable Trust	14.5.24	The Charitable Trust carried out an inspection on 15 th May 2024 and no issues were reported. It has been recommended these checks be carried out weekly and monthly (in line with Wootton Parish Council's checks at all other sites) and a suggestion for RoSPA-accredited training has also been made		

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>