



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 11th September 2024 at 7.15pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	Joy Akah-Douglas, Solicitor Advocate, Dept. Head: Company, Commercial & Dispute Resolution, Hillary Cooper Law was in attendance alongside Emma von Dadelszen, Trainee Solicitor, Hillary Cooper Law (remotely) to discuss and observe discussions in relation to agenda item FC24/230. Three representatives from Bizzy Bees Pre-School joined the meeting at 7.50pm to discuss and observe discussions in relation to agenda item FC24/234. Cllr Lloyd moved agenda item FC24/230 be heard after agenda item FC24/215, followed by agenda item FC24/234 and all present were in agreement. 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), Hensher, Kay, Lincoln, Noakes, Richbell-Davies, Swain, Tyerman 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)	None.				
Agenda no	Agenda item title	Resolution	Action	Power	
FC24/213	Apologies for absence. Cllrs Bygraves, O'Dell, Randell 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.	
FC24/214	Disclosure of local and/or disclosable pecuniary interests.	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.	

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	BBCllr/Cllr Wheeler declared a local interest in agenda FC24/230, given his position as a governor of Wootton Lower School.			
FC24/215	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.
FC24/216	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 August 2024. (Appendix One a).	BBCllr/Cllr Wheeler's report was circulated ahead of this meeting and no further comments were received. No report was received from BBCllr Abood. No further comments received.	Clerk to keep on file. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/217	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 and no further comments were received in relation to that, or the summary spreadsheet circulated ahead of this meeting.	Clerk to keep on file.	N/A.
FC24/218	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 14 th August 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 31 st July 2024.	Minutes were received and adopted. Proposed: Cllr Tyerman. Seconded: Cllr Lincoln. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 31 st July 2024.	Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.		
FC24/219	Matters arising from the minutes – for information only. • FC24/194 + FC24/230 – Community Centre at Berryfields. Refer to agenda item FC24/230. • FC24/194 + FC24/230 – 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 FC24/230. • 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. • FC24/197 – National Association of Local Councils application for the Local Council Award Scheme (Quality Gold) accreditation. The Clerk has submitted all documentation and is awaiting triage information. • FC24/199 – Erection of additional memorial wall at Lorraine Road cemetery. Resolved 14th August 2024 (FC24/199) to dedicate an area within the cemetery for additional memorial	No further comments received.	Clerk to keep on file.	N/A.

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	walls – starting with one wall only and including an area for wildflowers. FC24/201 – Community Use Agreement for the synthetic pitch at Wootton Upper School. Resolved 14th August 2024 (FC24/201) to approve the final draft version as sent by Wootton Academy Trust on 25th July 2024. The Clerk has informed Bedford Borough Council the corresponding Planning Condition may now be discharged and is awaiting the final document for signature.			
FC24/220	Chairman’s report – for information only.	Cllr Lloyd stated he and the Clerk had met recently for a second time with representatives from Universal Studios and matters were still progressing positively in relation to proposed plans for a theme park within the parish of Stewartby.	All to note.	N/A.
FC24/221	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 Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/222	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.
FC24/223	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.
FC24/224	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 report as this steering group had not met since 17 th July 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.

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FC24/225	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: BBCllr/Cllr Wheeler. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC24/226	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 updated risk assessment for the skate park. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Richbell-Davies. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/227	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 Kay and Swain. Proposed: Cllr Noakes. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/228	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.
FC24/229	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 Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/230	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> This agenda item was discussed after agenda item FC24/215. Joy Akah-Douglas, Solicitor Advocate and Dept. Head: Company, Commercial & Dispute Resolution at Hillary Cooper Law was in	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		attendance (remotely), alongside Emma von Dadelszen, Trainee Solicitor, Hillary Cooper Law and updated all present on the latest draft JUA. After detailed discussion it was agreed sections on adjudication and maintenance should remain in the document and Ms Akah-Douglas agreed to liaise directly with Chiltern Learning Trust, once an updated draft had been provided to the Clerk. Ms Akah-Douglas and Ms von Dadelszen both left the meeting at 7.50pm. <u>Charitable Trust</u> Cllr Lloyd confirmed he had resigned as a member of the Charitable Trust ahead of this meeting. <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 Noakes. Seconded: Cllr Hensher. Resolved by majority vote. BBCllr/Cllr Wheeler did not participate in the voting process.		
FC24/231	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> - No known outstanding 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. Agreed to move this issue to close.	All to note.	Town & Country Planning Act 1990 & subsequent.

		<u>Berry Wood (FRS)</u> Remedial works were needed to remove an earth 'dam' near the Berry Wood Car Park which was hampering drainage from adjacent trees. Talks on a possible transfer of this area into new ownership were ongoing – if successful, major clearance works would likely be scheduled. Agreed to move this issue to close. Resolved to accept and take forward the above agreements and findings. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.		
FC24/232	To consider sites to install Electric Vehicle Charging Points within the village and to resolve a suitable course of action.	Given it was likely Bedford Borough Council would manage this project, it was agreed to move this item to matters arising.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/233	To receive and approve Mazars LLP external audit findings for the financial year ended 31st March 2024 and to resolve a suitable course of action.	The Clerk added this agenda item in the hope formal sign off would be received in time from Mazars LLP. That had not been received, so the Clerk confirmed they would carry this agenda item forward to October's Full Council meeting.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/234	To revisit a request from Bizzy Bees Pre-School that an area of grass land at the Memorial Hall Play Area be placed under the control of the pre-school for exclusive use by their children and to resolve a suitable course of action.	This agenda item was discussed after agenda item FC24/230. Three representatives from Bizzy Bees attended to address any queries that arose in relation to their proposal to fence a section of grassed area at the back of the building. The existing garage would be demolished and replaced by a wooden lodge which would be used as a staff room and room for SEND children of a similar size. Fencing would be added to keep the area secure and the area developed to incorporate the existing sand garden.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		After detailed discussion it was resolved to grant permission on the understanding Bizzy Bees would need to ensure the fencing met all security requirements. The Clerk would draft a Service User Agreement to incorporate caveats from an earlier Full Council resolution on 9th June 2021 (FC21/141) and would destroy the existing lease agreement relating to the garage at the appropriate time. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. The representatives thanked all present and left the meeting at 8.05pm.		
FC24/235	To receive, review and adopt updated Standing Orders and to resolve a suitable course of action.	Resolved to receive, review and adopt the updated Standing Orders without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Tyerman. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/236	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the following course of action be taken in relation to Playsafety Ltd T/A RoSPA Play Safety's annual RoSPA-accredited play equipment and Keeley End Pond inspections and to resolve a suitable course of action: • Installation of further signage at Keeley End Pond denoting 'Conservation Area Keep Out'. • Monitor safety issues raised in relation to the proximity of a footpath to the skate park. • Note all other issues but take no further action (save for forwarding a copy of the Harris Way MUGA (Multi Use Games Area) report to Cllr Bygraves).	Resolved to accept the recommendation without further comment. Proposed: Cllr Tyerman. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC24/237	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a letter be sent to a resident of Tithe Barn Road requesting paving slabs added to the rear of their garden on Parish Council-owned land (Recreation Ground) be replaced with smaller slabs to remove any trip hazard (adding they will be liable in the event any recreation ground user were to injure themselves on the slabs) and to resolve a suitable course of action.	Resolved to accept the recommendation, but to note the homeowner had no legal right to access the recreation ground. Proposed: Cllr Tyerman. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/238	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the following course of action be taken in relation to Topple Testing undertaken at both closed churchyards and Lorraine Road cemetery and to resolve a suitable course of action: • Refrain from adding signage regarding unauthorised vehicles at any site. • Findings to be publicised via the Wootton Newsletter and Parish Council Facebook page. • Notices to be placed at all entrances and affected headstones/memorials for 13 months (requesting affected parties contact the Clerk to the Council for fuller information).	Resolved to 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.
FC24/239	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).
FC24/240	To appoint a contractor to widen the footpath adjacent to and in front of the village hall and to resolve a suitable course of action.	Resolved to appoint Driveway Rejuvenation as the contractor to widen the footpath adjacent to and in front of the village hall. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.26pm.

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Borough Councillor Report for September Full Council – John Wheeler

Fly-tipping and environmental crime

Fly tipping is on the increase, so Bedford Borough Council is urging residents to be vigilant and report any instances of fly-tipping. The Council remains committed to tackling environmental crime and has once again achieved a successful prosecution against a fly-tipper.

Council Secures Prestigious Award for Supporting Armed Forces Community

Bedford Borough Council has been awarded the highest honour for employers who go above and beyond in supporting the Armed Forces community.

Preparatory works for new Wixams train station announced

Network Rail, in partnership with Bedford Borough Council, has announced the start of preparatory work for the new Wixams station. These initial stages will involve establishing a site compound and undertaking enabling work. The works as they stand have been costed at £60m but if the Universal Theme Park goes ahead the station will become a four-platform station and the government will take over the costs of the station – so fingers crossed.

River Festival Changes Welcomed

This year RF saw changes by setting aside – St Mary's Gardens – as a family-focused area and a SEND area slightly away from the heavier crowded areas. Many groups and organisations for children set up in this area and families with young children stated they thought it was a very beneficial change and really felt secure and able to enjoy all that was secure with a great view of the boat races. Estimated crowd of 300,000 over the two days with very little trouble or cause for concern. Over 90 volunteers turned up at 06:30 on Sunday morning to clear litter and get ready for the Sunday crowd – thank you to all those volunteers.

Universal Meetings

With regards to Universal and the pending submission of their Special Development Order (SDO) application. Company representatives will be in Bedford next week and W/C 16 September. They have requested meetings be arranged with strategic stakeholders to keep in touch ahead of the upcoming consultations and seeking approvals process. Universal are presenting at the member / partnership briefing on Wednesday 4 September at 6:30pm and have asked that sessions be arranged in Borough Hall with relevant Parish Council chairs and clerks etc (those who were previously given individual briefings earlier in the year). Wootton P.C. briefing was also on Wednesday 4th September.

Bus Changes on Rural Routes

Bus services and patronage on buses have altered drastically since the pandemic. The Council is therefore to review the current services to see if they are still meeting the needs of residents and the changing patterns of working life especially with so many people working from home. The rural services that were operated by Grant Palmer have changed from the 1st of August and Stagecoach have been appointed to run these routes until the review which will mean new contracts will be awarded from the 1st of April next year 2025. Consultation will be undertaken with both Cllrs and the general public about the proposed changes.

Grants from External Sources

[**National Lottery Community Fund**](#) distributes over £600m a year to communities across the UK. You can apply for funding over and under £10,000. There is a quick way to apply for smaller amounts of funding between £300 and £10,000 through the [**National Lottery Awards for All England**](#).

SportEngland has:

- [**Small Grants**](#) that could you help people in your community become more physically active. Grants are between £300 and £10,000.
- [**Community Asset Fund**](#) is dedicated to enhancing the spaces in your local community that give people the chance to be active.

[**Football Foundation**](#) provides funding to strengthen and bring communities together through football - from new pitches, kits or building new teams.

[**Leverhulme Trust**](#) supports research and education.

[**Lloyds TSB Foundation**](#) partners with small and local charities across England and Wales, helping people overcome complex social issues.

[**Peter Harrison Foundation**](#) is an independent grant-making trust which supports voluntary and community organisations working in any part of the UK.

The Nestlé Trust

Information to help residents struggling to cope with the rising cost of living, particularly with food and energy costs.

The links below will take you to the appropriate external or Borough sites.

Cost of Living Hub

Visit UK Government's [**Cost of Living Hub**](#) to find out what support is available to help with the cost of living. This includes income and disability benefits, bills and allowances, childcare, housing and travel.

Free school meals and school holiday vouchers

Your child may [**qualify for free school meals if you receive certain benefits**](#).

During the upcoming school holidays, the Council will be providing families receiving income-related free school meals with a £15 voucher for each child. The £15 voucher will be provided for each week of the school holiday.

Help with energy bills

The [**Citizens Advice Bureau provides lots of advice about the help that may be available with energy costs**](#).

You can [**find advice about how to cut down on your energy and water use to save money here**](#) and on the [**Energy saving trust website**](#).

The [**Better Housing Better Health**](#) team is offering support to local residents to keep warm and well at home, improve the energy efficiency of their homes and save money on their energy bills.

Help paying your rent

If you are of working age and on a low income you may be able to receive help with the cost of rent through [Universal Credit](#). If you already receive Universal Credit, help with rent should already be included in your Universal Credit payment.

People who are pension-age and on a low income may be entitled to [Housing Benefit](#).

If you are already receiving Universal Credit or Housing Benefits and this does cover the full cost of your rent, you can [apply to the Council for a Discretionary Housing Payment](#).

Help with food

If you are on a low income and have an unexpected crisis or an emergency that means you cannot afford food, the Council may be able to help by referring you to Bedford Foodbank. Please contact 01234 718033 for more information.

If you are on a low income and have an unexpected crisis or an emergency that means you cannot afford food, the Council may be able to help by referring you to Bedford Foodbank or the Ethnic Foodbank. Please contact 01234 718033 for more information. You can also contact [CVS Bedfordshire for local organisations who can provide help with food](#).

Difficulty paying Council Tax or other Council bills or invoices

Please contact us if you cannot pay any money owed to the Council - we may be able to help.

Residents with the lowest income do not pay any Council Tax due to our Council Tax Reduction Scheme. Unlike many Councils, Bedford Borough still offers a discount of up to 100% to households with the lowest income. This is worth over £400 of extra help a year to a household in a typical band B or band C property.

- If your circumstances have changed and you think you may now qualify for Council Tax Support, please tell us by going to our [Council Tax Support page](#) to claim online.
- If you are having immediate difficulty paying your Council Tax bill, please get in touch with our trained advisors who will be able to help. Telephone us on 01234 718097.

Universal Credit and other welfare benefits

If you are on a low income you may be entitled to Universal Credit, this includes people who are working or self-employed. You can [apply online for Universal Credit](#).

See more information from the Government about [other types of welfare benefits](#).

Pension Credit

[Pension Credit](#) gives extra money to help with living costs if you're over State Pension age and on a low income. You might get extra help if you're a carer, severely disabled, or responsible for a child or young person. Pension Credit is separate from your State Pension, and you can get Pension Credit even if you have other income, savings or own your own home.

Free advice about money management, dealing with debts, claiming benefits and more

Bedford Citizens Advice can offer free and confidential help with managing your money, dealing with debts and a wide range of other advice. Visit [Bedford Citizens Advice](#) or phone 01234 867944.

If you are a bpha tenant, you can find further advice from its [Money Advice Service](#).

[Christians Against Poverty \(CAP\)](#) offers free debt advice and support. Visit the website or phone 0800 328 0006.

Crisis or emergency grant

If you are on a low income and have an unexpected crisis or an emergency the Council may be able to help with [a crisis grant](#).

Household Support Grants

Bedford Borough Council is prioritising grants to vulnerable households that have the lowest level of income as assessed through the Council Tax Support application process, which provides a high level of detail regarding the household income.

For full details about the Household Support Fund, please visit the [Household Support Fund 2023-2024](#) page.

Help with a bank account, affordable loans and savings

[Bedford Credit Union](#) is a not-for-profit financial co-operative owned and controlled by its members offering fair loans, savings and banking services for people in and around Bedford and Central Bedfordshire. It is regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Savers' deposits are fully protected by the Financial Services Compensation Scheme.

Email info@bedfordcreditunion.org.uk or 01234 346352 for more information.

Help for Anglian Water customers

Anglian Water is offering tailored [affordability support](#) to its eligible customers.

Home Upgrade Grant Phase 2 (HUG2)

The [Home Upgrade Grant Phase 2 \(HUG2\)](#) is a new government grant scheme to fund energy-saving upgrades for residents with off-grid gas heating systems who are most likely to be impacted by the high cost of energy bills. If your home is cold, poorly insulated and you struggle to pay your energy bills, you might be eligible for free home improvements.

BBCllr John Wheeler

September 2024

Borough Councillor Report for June Full Council – Sue Abood

No report received.

Appendix One A

FC24/180a June 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/44346/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON AND CRIMINAL DAMAGE	ARSON ENDANGERING LIFE	10/08/2024	Harris Way
40/43625/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	ASSAULT WITH INJURY	06/08/2024	Woodman Way
40/42506/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	ASSAULT WITHOUT INJURY	31/07/2024	Bedford Road
40/44351/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	10/08/2024	Harris Way
40/43246/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	04/08/2024	Folkes Road
40/42808/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	HARASSMENT	02/08/2024	
40/42872/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	MALICIOUS COMMUNICATIONS	02/08/2024	Arthur Black Way
40/42605/24	Vehicle Crime	VEHICLE OFFENCES	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	01/08/2024	Duncombe Drive
40/42947/24	Bicycle Theft	THEFT	THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	03/08/2024	Folkes Road
40/45559/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	ASSAULT WITH INJURY	16/08/2024	Roundel
40/48033/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	ASSAULT WITH INJURY	28/08/2024	Potters Cross
40/46366/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	ASSAULT WITHOUT INJURY	20/08/2024	Turland Close

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40/47686/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	ASSAULT WITHOUT INJURY	26/08/2024	Arthur Black Way
40/45679/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE AGAINST THE PERSON	HARASSMENT	16/08/2024	
40/46028/24	Other Theft	THEFT	THEFT	OTHER THEFT	18/08/2024	Bourne End
40/45985/24	Drugs	DRUG OFFENCES	DRUG OFFENCES	POSSESS OF CONTROL DRUGS (EX CANNABIS)	18/08/2024	A421
40/46293/24	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF FIREARMS OFFENCES	19/08/2024	Burgoyne Avenue
40/46373/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	20/08/2024	
40/46538/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	21/08/2024	
40/48673/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	31/08/2024	
40/48037/24	Bicycle Theft	THEFT	THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	28/08/2024	Potters Cross

FC24/217**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC24/217 Schedule of correspondence (not circulated at time of receipt)			
Date received	Type	From	Brief details (please speak to the Clerk if you would like to see copies)
8.8.24	Letter	Triodos Bank UK Ltd	Notification of decrease to savings interest rates
16.8.24	Letter	Cambridge Building Society	Notification of decrease to savings interest rates
20.8.24	Letter	Triodos Bank UK Ltd	Update to Terms and Conditions
27.8.24	Letter	National Westminster Bank Plc	Notification of decrease to savings interest rates
30.8.24	Email	Resident	Notification of damage to a piece of play equipment within the Jubilee Gardens Play Area

(Advisory) Leisure and Amenities Committee Report

26th June 2024

Resolutions

LA24/084 – 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 a provisional date of 26th September 2024 had been set for the next meeting between The Crown Estate and Parish Council.

LA24/085 – To receive, review and consider remedial action where necessary in relation to Playsafety Ltd T/A RoSPA Play Safety’s annual RoSPA-accredited play equipment and Keeley End Pond inspections and to make recommendation to Full Council as necessary.

Resolved to action/note the following and to make the same recommendation to Full Council:

- Install further signage at Keeley End Pond denoting ‘Conservation Area – Keep Out’.
- Not install a further buoyancy aid outside the perimeter of Keeley End Pond.
- Not seek to carry out any remedial works relating to the kick wall findings.
- Continue to monitor potential safety issues with the footpath being in close proximity to the skate park.
- The Clerk would send a copy of the findings for the MUGA (Multi Use Games Area) at Harris Way to Cllr Bygraves for the Charitable Trust to action.
- All other findings were noted – no remedial works were deemed appropriate or necessary.

Proposed: Cllr Tyerman.

Seconded: Cllr Lloyd.

Resolved by all present.

LA24/086 – To consider a course of action in relation to works carried out at the rear of a property in Tithe Barn Road (accessing the Parish Council’s Recreation Ground) and to make recommendation to Full Council as necessary.

Resolved to write to the resident requesting they replace the overhanging paving slabs with smaller ones – thus removing any trip hazard. They would also be informed of their liability in the event any recreation ground user was to injure themselves on the slabs. The same recommendation would be made to Full Council.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

LA24/087 – To receive a report from the Clerk in relation to Topple Testing undertaken at both closed churchyards and Lorraine Road cemetery and to make recommendation to Full Council as necessary.

Resolved to action/note the following and to make the same recommendation to Full Council:

- No additional signage regarding unauthorised vehicles was deemed necessary at any site.
- The Clerk would publicise the findings via the Wootton Newsletter and Parish Council Facebook page.
- Notices would be placed at all entrances as well as on the affected headstones/memorials and would remain in place for 13 months (requesting affected parties contact the Clerk to the Council for fuller information).
- The Clerk would then revisit all findings, taking into consideration the one considered urgent.

Proposed: Cllr Bygraves.

Seconded: Cllr Tyerman.

Resolved by all present.

Appendix Three

LA24/088 – To consider first steps in relation to the placement of the Parish Council's beacon and to make recommendation to Full Council as necessary.

After discussion it was resolved to consider placement on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). Cllr Bygraves agreed to establish feasibility. Were this not possible, placement should be considered within the land currently owned by The Crown Estate (once transferred into the ownership of the Parish Council). No recommendation would be made at this stage to Full Council, pending the outcome of the above.

Proposed: Cllr Bygraves.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

3rd September 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

14th August 2024

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

24/01461/FUL – 1 Barnes Road. Single storey front porch extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

24/01483/TPO – The Bungalow, 65 Cause End Road. T6 8m Height Corkscrew Willow. Veteran tree pruning. Reduce the likelihood of storm damage on historical pollarding points – reduce tree crown by 1.5 to 2 metres to reduce weight on unions. To leave a finish height of six meters.

Resolved **NO OBJECTION**.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P24/162 – To consider a new application for street trading consent outside of Bedford Town Centre for Arshad Mahmood T/A Adam Ices (ice creams, ice lollies, soft drinks) and to resolve a suitable course of action.

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

Proposed: Cllr Tyerman.

Seconded: Cllr Lincoln.

Resolved by all present.

28th August 2024

Report from outside organisations – for information only

Bedford Borough Council. Confirmation of its proposal to introduce a 20MPH speed limit on Burgoyne Avenue (from its junction with Cranfield Road extending in an easterly direction to a point approx. 55.5 metres west of the centre of the Riley Drive/Lomax roundabout) (and roads there off including Gilspenny Way, Butland Way, Buckworth Drive, Whitmore Close, Hephher Close, Terle Bank, Honeypot Lane, Little Brook Lane, Clew Grove, Roundel, Hillcroft, Johnson Avenue, Lovell Grange, Gilbert Walk, Duncombe Drive, Moore Gardens, Woodman Way and Lomax Gardens). This Committee requested the area along Riley Drive, including the 'Amazon Roundabout and spur leading to Burgoyne Avenue also be incorporated within the scheme. Burgoyne Avenue is a developer scheme subject to the requirements of Bedford Borough Council's Planning Department and a s38 Agreement and did not include Riley Drive and accompanying areas. Therefore, Riley Drive and accompanying areas will be included in the 20MPH speed limit scheme put forward by the Parish Council earlier this year, which covers all minor roads off the main routes through the village (save for any private estates or unadopted roads).

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

24/01596/FUL – 52 Elmsdale Road. Single storey front and rear extension and first floor side extension.

Resolved NO OBJECTION.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

Resolutions

P24/173 – To consider a response to Bedford Borough Council in relation to its ‘Statement of Community Involvement 2024 Consultation Draft’ (plan-making and when considering planning applications) and to resolve a suitable course of action.

Resolved to note the consultation but to make no formal response.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

P24/174 – To revisit an application from developers of Land South of Keeley Lane (Planning Application Ref: 23/01578/MAR – Pursuant to Outline Permission 22/01035/MAO) in relation to proposed new street names and to resolve a suitable course of action.

Bedford Borough Council had stated they would not support the use of the names ‘Beard’ and ‘Fuller’ in their unchanged forms as road names for the development. After discussion the Clerk was instructed to inform Bedford Borough Council the development formed part of Wootton’s Neighbourhood Development Plan (voted for by the electorate) and the Parish Council had been asked to use both names. Members did not accept there was a strong connection with developers or businesses within the Borough and there was overwhelming evidence that, whilst there were living relatives in the village, their ancestors had a long-standing association with Wootton.

Resolved to note the above and to request both names be used in their unchanged forms.

Proposed: Cllr Noakes.

Seconded: Cllr Tyerman.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

3rd September 2024

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2024-25

No project action plan as this committee had not met since 17th July 2024.

¹ Project Action Plan.

FC24/225**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>14th August 2024</u> Delays were now being experienced due to Bedford Borough Council's need to make an addition to its Capital Programme for Average Speed Cameras (despite this project being fully funded by Wootton Parish Council). Whilst that decision had been approved, an installation date was still unknown despite the best efforts of BBCllr/Cllr Wheeler and the Clerk in chasing. <u>11th September 2024</u> Bedford Borough Council confirmed electrical works were programmed for 16th September and those works were expected to take five days. They would work alongside Cadent Gas who had booked road space in the same area(s). Once electrical works were complete, the camera installation programme would be confirmed.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2024			£23,000	£23,000	<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	Cllr O'Dell

							17th January 2024 – if not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay. <u>14th February 2024</u> At the Roads and Pavements Safety Steering Group as referenced above, BBCLlr Jim Weir suggested contacting the developers who installed the roundabout to request any plans they may have. Persimmon Homes had provided some information 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:	
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							- To request a meeting with Bedford Borough Council representatives to ascertain whether there was a way forward for this project. 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. <u>14th August 2024</u> The email had been sent and a response awaited. The Clerk confirmed they would chase accordingly.	
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Appendix Seven

							<u>11th September 2024</u> The Clerk confirmed no response had been received and given this would not impact on the proposed project in any event, it was agreed to move this item to close.	
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 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	Working Group

Appendix Seven

							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. <u>12th June 2024</u> Coloini & Lane Architects Ltd had passed the relevant information to an appointed Quantity Surveyor. <u>14th August 2024</u> Refer to agenda item FC24/212. <u>11th September 2024</u> The Clerk and Cllr Lloyd were awaiting further details in relation to the tender process.	
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 has confirmed the sign is on order and a delivery/installation date is awaited. <u>14th August 2024</u> A sign was installed however, it was the wrong type of sign and in the wrong location. A new order had been placed and Bedford Borough Council had apologised for its error.	Bedford Borough Council
High	Community Centre Lease	2024	£0	£0	£5,178.33	£5,000	<u>11th September 2024</u> Refer to agenda item FC24/230.	Cllr Bygraves

Appendix Seven

	Agreement (to now include the car park Joint Use Agreement)							
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<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. <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. <u>14th August 2024</u> The wording had been provided to the churchwardens for approval/comments along with a map showing a suggested location. <u>11th September 2024</u> The Clerk confirmed she had spoken with Canon Ackroyd briefly, who was in support of the proposal but wished to incorporate information on the Church also. Canon Ackroyd had confirmed he would email with fuller information.	Cllr Lloyd
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension.	Cllr Lloyd

Appendix Seven

							<u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	
Medium	Memorial Hall – ownership/management clarification	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. <u>13th September 2023</u> The Clerk has received the first registration documentation back but has not yet received confirmation that the registration can or has been completed.	Clerk

Appendix Seven

							<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)		£25,000	£40,772 (Bus Shelters)	<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	Cllr O'Dell

							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 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. <u>14th August 2024</u> The Clerk had received an email from Bedford Borough Council ahead of this meeting confirming costings were being finalised before a request to the Parish Council for a purchase order to cover its contribution (to recap – Bedford Borough Council would finance two of the new units and the Parish Council would finance the remaining two units.	
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Appendix Seven

							<u>11th September 2024</u> An order for four units had been made by Bedford Borough Council. Two would be financed by them; two by the Parish Council.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£10,246.85	£15,000	<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 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.	Cllr O'Dell

Appendix Seven

							<u>12th June 2024</u> Phil Magovern was appointed as the preferred contractor. <u>14th August 2024</u> Bedford Borough Council have issued a Street Works Licence to excavate within the highway and Cllr O'Dell confirmed works were estimated to commence the week commencing 2nd September. Works were expected to be completed within one week. <u>11th September 2024</u> The Clerk and Cllr Lloyd met on site with Phil Magovern ahead of this meeting. The structure was complete save for the stone "Wootton" insert which was on order and was expected to take six weeks to deliver. Phil confirmed no road signage would be required to enable him to complete the works, and he would inform Bedford Borough Council as a precaution.	
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To be reviewed monthly at Full Council.

FC24/226RISK 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		18.6.24 – the Clerk and Cllr Wheeler completed topple testing at all sites and a report was sent to Wrighton & Barker for their professional consideration. This was considered by the Leisure & Amenities Committee on 28 th August 2024 (LA24/087) and actions were ratified	

² Wootton Parish Council
Full Council Minutes 11th September 2024

Appendix Eight

				by Full Council on 11 th September 2024	
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	Device will not be used during 2024		14.8.24 GL
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	Structure will not be used during 2024		14.8.24 SP
Memorial Hall Play Area	SP	15.5.24			
MUGA – Church Road	SP	15.5.24	31.7.24 – A number of RoSPA issues raised in July 2024 have already been remedied. Remedial works have been requested for all other RoSPA issues		

Appendix Eight

Office PAT testing	SP	17.5.23	17.4.24 – all appliances passed without issue		8.5.24 SP
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	Risk assessment no longer required following installation of an automated bollards system		14.8.24 SP
Recreation Ground Play Area	SP	15.5.24			
Remembrance Sunday Parade	SP	15.5.24			
Skate Park	SP	15.5.24	11.9.24 – The RoSPA inspection for 2024 raised low risk issues only		11.9.24 SP
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		12.6.24 GL

Appendix Eight

			checks will be 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
Community Centre Scaffold Tower	Charitable Trust	14.5.24			

Appendix Eight

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		
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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>