



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

To: All Councillors.

You are invited to attend a Full Council meeting on Wednesday 9th October 2024 at 7.15pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ for the purpose of transacting the following business:

Agenda no	Agenda item title	Power
Open Forum	<i>(Members of the public are welcome to present any matter relevant to the wellbeing of Wootton Parish and each parishioner will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please contact the clerk no later than the morning of the meeting if you wish to do so). Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST speak to the chairman prior to the meeting as the parish council has an Audio-Visual Recording, Filming and Photographing of Meetings/Committee Meetings Policy, which must be adhered to.</i>	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).
FC24/241	Apologies for absence.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/242	Disclosure of local and/or disclosable pecuniary interests.	Localism Act 2011, Ch 7, s31.
FC24/243	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, Ch 7, s33.
FC24/244	Report from outside organisations – for information only. - To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). In the absence of the Clerk, reports will be circulated directly from the Borough Councillors. - To receive crime figures for September 2024. (Appendix One a). In the absence of the Clerk, figures are only provided in part.	N/A.
FC24/245	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only.	N/A.

	(Appendix Two). All significant issues are emailed at the time of receipt.	
FC24/246	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: 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 11th September 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 28th August 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 28th August 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 17th July 2024.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC24/247	Matters arising from the minutes – for information only. Please inform the Clerk to the Council by Tuesday 8th October 2024 if you wish to update any item below – for information only. • FC24/230 + FC24/258 – Community Centre at Berryfields. Refer to agenda item FC24/258. • FC24/230 + FC24/258 – 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 FC24/258. • 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 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 has signed the final document alongside Wootton Academy Trust. A representative from Bedford Borough Council's signature is awaited after which this item can be moved to close. • FC24/232 – Electric Vehicle Charging Points. The car parks at the Community Centre, Harris Way and Recreation Ground, Church Road have been put forward by the parish council to Bedford Borough Council, who have appointed an officer to allocate the s106 funding. The Clerk has been promised fuller information. • FC24/234 + FC24/260 – Request from Bizzy Bees 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. Resolved 11th September 2024 (FC24/234) to approve the request on the understanding Bizzy Bees were responsible for all security requirements and caveats as detailed within a Service Level Agreement. The Clerk has drafted a Service User Agreement – refer to agenda item FC24/260.	N/A.

FC24/248	Chairman's report – for information only. Cllr Lloyd will deliver a verbal report at this meeting.	N/A.
FC24/249	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).	Localism Act 2011, Ch 1, s1-8.
FC24/250	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 has not met since 28 th April 2022.	Localism Act 2011, Ch 1, s1-8.
FC24/251	To receive a report from the (Executive) Planning Committee – for information only. (Appendix Five).	Localism Act 2011, Ch 1, s1-8.
FC24/252	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).	Localism Act 2011, Ch 1, s1-8.
FC24/253	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).	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC24/254	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).	Localism Act 2011, Ch 1, s1-8.
FC24/255	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. In the absence of the Clerk, these will be held over to November's Full Council meeting.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/256	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only. (Appendix Nine).	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/257	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.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/258	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. Members should note: • <u>Car Park Heads of Terms (now Joint Use Agreement)</u>	Localism Act 2011, Ch 1, s1-8.

	Joy Akah-Douglas and Emma Von Dadelszen (HCL) met with Rob Parsons (Chiltern Learning Trust) and Chris Tavener (Wootton Lower School) and Ben Ola, Dawn Staal and Ellie Walker (Bedford Borough Council) to discuss the latest version of the JUA, following our comments made at September's Full Council. The latest version plus comments from that meeting are attached and members are asked to determine whether the document can now be signed off: <u>Charitable Trust</u> Members of the Charitable Trust will provide verbal updates at this meeting. • <u>Lease</u> The lease is ready for signature, pending the completion of the Joint Use Agreement and the Clerk has requested the final copy from Hillary Cooper Law.	
FC24/259	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.	Localism Act 2011, Ch 1, s1-8.
FC24/260	To receive, review and adopt a Service Level Agreement between Wootton Parish Council and Bizzy Bees Pre-School in relation to an area of grass land at the Memorial Hall Play Area to be placed under the control of the pre-school for exclusive use by their children and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC24/261	To re-consider a grant request from Wootton Community Centre Charitable Trust (£1,000) to assist with its annual Street Food and Music Festival, held in August 2024 and to resolve a suitable course of action. Resolved on 12th June 2024 (FC24/152) to reconsider this request if the event did not make a profit/break even.	Localism Act 2011, Ch 1, s1-8.
FC24/262	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2025-26, ahead of agreeing/finalising the precept demand in January 2025 and to resolve a suitable course of action.	Local Government Finance Act 1992, s41. Financial Regulations.
FC24/263	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Parish Council's beacon be placed on land owned by Greenbelt in the vicinity of the Community Centre and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC24/264	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Bedford Borough Council's proposal for additional double yellow lining adjacent to The Chequers PH at Hall End be extended slightly and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC24/265	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Bedford Borough Council's proposal for double yellow lining at the junction of Cause End Road and Lorraine Road (near Tesco) be approved without amendment and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC24/266	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that a request be made to Bedford Borough Council to extend existing double yellow lining in the vicinity of the Bedford Road/Cause End Road junction (from the roundabout to the bus lay-by Bedford-bound) and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.

Sue Edgar Playford

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Sue Edgar Playford BA (Hons) PSLCC AICCM,

Clerk to the Council and Responsible Financial Officer,

2nd October 2024.