



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 13th November 2024 at 7.12pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Kay, Lincoln, Noakes, O'Dell, Randell, Richbell-Davies, Swain, Tyerman and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Clive Baker (Covanta (now Encyclis) representative for Wootton Parish Council. 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
FC24/267	Apologies for absence. Cllr Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC24/268	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC24/269	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.			
FC24/270	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 October 2024. (Appendix One a).	No further comments received. No report was received from BBCllr Abood. No further comments received.	N/A. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC24/271	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.
FC24/272	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 9 th October 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 25 th September 2024. Members of Full Council are asked to receive and adopt the minutes of the (advisory) Leisure and Amenities Committee meeting held on 25 th September 2024.	Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Tyerman. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC24/273	Matters arising from the minutes – for information only.	No further comments received.	Clerk to keep on file.	N/A.

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	• FC24/258 + FC24/285 – Community Centre at Berryfields. Refer to agenda item FC24/285. • FC24/258 + FC24/285 – 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 FC24/285. • 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. Triage information has since been responded to and the formal submission made. • 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. The Clerk has received pre-application advice (in relation to the building of the one wall) from Bedford Borough Council, which states the works will be covered (subject to all criteria meeting the relevant class) by a lawful development certification.			
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	• 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 and continues to chase for the same, alongside BBCllr/Cllr Wheeler. • 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 draft Service Level Agreement was approved by Full Council on 9th October 2024 (FC24/260) and has now been signed by both parties. Works are likely to commence Q1 2025.			
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FC24/274	Chairman's report – for information only.	Cllr Lloyd thanked those who helped ahead of the day and attended the Remembrance Sunday parade. It was pleasing to see it so well attended with many from the younger generation.	All to note.	N/A.
FC24/275	To receive, review and adopt a report from the (Advisory with the exception of the authorisation of payments) Finance and General Purposes 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.
FC24/276	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 Four).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/277	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 Five).	No report as this steering group had not met since 28 th April 2022.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/278	To receive a report from the (Executive) Planning Committee – for information only. (Appendix Six).	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC24/279	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 Seven).	No report as this steering group had not met since 18 th September 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC24/280	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 Eight).	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 Randell.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

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		Resolved by majority vote.		
FC24/281	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 Nine).	Resolved to receive, review and adopt the updated risk assessments for Christmas Street Lighting and Christmas Tree. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC24/282	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Randell and Richbell-Davies. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/283	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only. (Appendix Ten).	No further comments received.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC24/284	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.
FC24/285	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 (now Joint Use Agreement)</u> It was noted the latest draft of the Joint Use Agreement was currently being worked on by Hillary Cooper Law. <u>Charitable Trust</u> Cllr Bygraves confirmed the centre was fully booked over the Christmas period – a Christmas Fair would be in attendance. A promotional	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		(reduced) booking rate for January was being advertised and the accounts were healthy. This year's Food Fest was set to make a loss of £1.2k. <u>Lease</u> The lease was ready for signature, pending the completion of the Joint Use Agreement. The Clerk had requested the final copy. Resolved to accept the above agreements and findings. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.		
FC24/286	To receive the latest draft notes from the Covanta (now Encyclis) Liaison Panel (and accompanying resident notes) and to resolve a suitable course of action.	Clive Baker had provided both official draft notes and his own ahead of this meeting and asked if members had any queries before focusing on the Carbon Capture System (CCS). There were none. At the Covanta (now Encyclis) Liaison Panel (CLP) meeting in January 2024, no reference was made to an application by Rookery South Ltd (RSL) to build and operate a Carbon Capture System. RSL had initially attempted to take this forward under the current Development Consent Order but failed. There was currently a public consultation ahead of a full planning application which would be submitted to the Minerals and Waste Planning Service – a shared service with Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council. Currently, only Stewartby and Marston Moreteyne parishes had been leafleted (some still only in part). The facility (if approved) would see a carbon capture facility build next to the incinerator.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		This would process emissions, capturing carbon dioxide however other toxic pollutants would continue to be passed via the chimney into the atmosphere. Currently, fine particles of less than 2.5mm (dioxins, mercury and other heavy metals) were passing in that manner. Members were asked to request the following: • Seek assurances the capture/monitoring of fine particles be considered during the planning process (and request Bedford Borough Council to ask Universal Studios Ltd to add its voice to the same); • Request BBCLlr Marc Frost attend the next CLP meeting on 13th January 2025; • Request officers from the Minerals and Waste Planning Service Department attend the same meeting. Resolved to note the above and take the three bullet point requests forward. Clive was thanked by all present for his tireless and probing work representing the parish council and residents of Wootton. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.		
FC24/287	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.	The Clerk was instructed to carry this over to December's Full Council meeting, with an item to consider using the Fun Fest 2025 budget elsewhere, should 2025's event not go ahead.	All to consider/take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC24/288	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a report be submitted to The Crown Estate outlining proposals to create a woodland area at land identified within Wootton's Neighbourhood Development Plan as	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	3.56ha between Wootton Road and Bedford Road, Wootton (in order to protect it as a landscape buffer between the parish and immediate surrounding areas) and to resolve a suitable course of action.			
FC24/289	To receive a recommendation from the (advisory) Leisure and Amenities Committee that Electrical Installation Condition Reports from Highlights Floodlighting Ltd in relation to both MUGAs (Multi Use Games Areas) (Church Road and Harris Way) be received and accepted without further comment and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Noakes. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.07pm.

Borough Councillor Report for November Full Council – John Wheeler

As I write this report the Ofsted team are at the Upper School on a two-day full inspection. All seems to be going well as the school have made a lot of improvements in the curriculum, attendance and culture since Easter. Mark Lehair is certainly making an impact.

Wootton Lower School (now Wootton Primary School) officially joined Chiltern Learning Trust on 1st November 2024, becoming an academy. This, along with the two-tier conversion will be a good move for Wootton children over the next few years.

On the highways front, things are still moving along, and the Parish Council and myself have a very good working relationship with the officers. I am confident most of the outstanding issues will get sorted, however as soon as one issue is closed another opens! I am waiting for the survey report organised by Borough Council in relation to drains on Tithe Barn Road and Church Road. This is to identify potential blockages that cause flooding when times of heavy rain. Highways are also fairly confident that the drain in front of the War Memorial on Church Road has collapsed, so a camera will be used to establish what remedial works are needed.

Dropped kerbs from Summerfield Drive across Fields Road have been approved for installation by the Borough Council who will finance the same. The missing tactile paving along Lorraine Road should also be remedied soon – there was an issue with adhesion during the hot summer months, so I am hoping it works in the wet!

Cadent have been told to rectify their patchworks on Bedford Road following their recent works in the area. Bedford Borough Council has confirmed the patches are not up to standard.

I will be representing Wootton at the Armistice Day service in Bedford on the 11th November and at a service by the Lord Lieutenant for road traffic victims on the 17th November in Bedford. I also have a number of other civic events this month.

The Bob Lunniss lunch is on Wednesday the 4th December at 11.30am. Those who qualify for tickets please note the will be available on Wednesday 27th November at 11am, at The Hub, Wootton New Life Methodist Church, Cause End Road.

- **East West Rail (EWR) Update**

In the autumn budget (30th October 2024) the chancellor confirmed the Government's commitment to the East West Rail (EWR) project signalling their route will include plans for a partial electrification of the route with hybrid battery electric trains. In response to the budget announcement EWR Co has announced that there will be a 10-week non-statutory public consultation that will begin on the 14th November 2024.

Dates and venues in and around Bedford Borough include:

- 30 November (12pm-5pm) – The Grand Hall, The Sixth Form, Bromham Road, Bedford
- 6 December (2pm-7pm) – Lidlington Village Hall, High Street, Lidlington
- 9 December (2pm-7pm) – Bedford Swan Hotel and Thermal Spa, The Embankment, Bedford
- 11 December (2pm-7pm) – Wilden Village Hall, High Street, Wilden
- 13 December (2pm-7pm) – Stuart Memorial Hall, Church Street, Tempsford
- 7 January (2pm-7pm) – St Neots Town Football Club, Kester Way, St Neots
- 17 January (2pm-7pm) – The Summerlin Centre, Woburn Sands Station Road, Woburn Sands

- **Emergency Accommodation Units at Charis House**

To address the urgent need for emergency accommodation, the Council put together an £18 million capital programme to expand its emergency housing stock to ensure support is always available for residents who need it.

On the 21st October 2024, the Mayor and Portfolio Holder for Housing and Regulatory Services officially opened 8 new emergency housing units at Charis House on Ashburnham Road. The units feature their own Kitchen, lounge area and bedroom space.

- **Town Update**

The Council has made the decision to purchase the former Lloyds building to aid the Mayes Yard regeneration project.

The Mayes Yard project aims to turn this area into a vibrant, mixed-use space that combines residential, retail, hospitality, and cultural elements. Additionally, the purchase of Lloyds specifically facilitates the provision of a public square and can potentially provide other benefits such as increasing seating capacity for the Corn Exchange or potentially redeveloping the nearby library.

Previously the wider area was home to a number of anchor stores (Debenhams, Beals, M&S, Next) which vacated in the last few years, turning what was a prime shopping pitch into an area of large, unused empty shops that negatively impacted shopping and footfall.

The Council conducted an independent valuation of the property before purchase to ensure a fair price was paid – Council officers had negotiated the price down from its original asking price.

- **Council Invests in School Improvement**

To address the previous decade or more of low educational attainment in our schools the Council agreed to bolster the School Improvement Team from 2024/2025 onwards with a significant £200,000 of investment every year.

The boost will aim to increase standards in early years from KS1 to KS5 and SATS.

- **Bedford Borough's SEND Provision and Key Stage 2**

A new report has highlighted, despite increasing demand and financial pressures, many positives in the Council's provision for students who have special educational needs and disabilities (SEND).

For example, Bedford Borough Council manages 2,080 EHCPs (Education, Health and Care Plans), there has been a 46% increase EHCPs over the past 4 years. Yet the Council finalised 90% of EHCP's within the 20-week timescale, significantly outperforming both regional and national averages.

Bedford Borough's Key Stage 2 (KS2) performance has historically been below the national average, with the borough being among the bottom five performing Local Authorities (LAs) for a decade.

To combat this the Education Improvement Governance Group (EIGG) was established in Autumn 2022 to address low attainment, with focus on reading, writing, and maths. The Council also produced a new long-term education strategy aimed at continuing improvements across all key stages over the next decade.

These have led to recent improvements which have moved Bedford out of the bottom five, ranking 135th out of 152.

- **Damp and Mould Partnership**

The Council is the lead partner in an innovative Health and Housing Partnership for 2024-2025 – collaborating with housing providers Grand Union, Peabody, and recently joined partner, BPHA Ltd.

This is a 3-year programme that is designed to establish housing as a fundamental component of health, focusing on critical issues like the impact of damp and mould. Key actions would include supporting housing association tenants with respiratory conditions who may be living with a cold or damp home. There is also an action called Project 'ADaM' (Asthma, Damp and Mould) looking at how we can join up data and insights to support improvements in housing association processes to tackle damp and mould and support vulnerable residents.

BBCllr John Wheeler

November 2024

Borough Councillor Report for June Full Council – Sue Abood

No report received.

Appendix One A

FC24/270a October 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/54755/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	02/10/2024	Cause End Road
40/55553/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	06/10/2024	Turland Close
40/56038/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	08/10/2024	Roundel
40/56164/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/10/2024	Fields Road
40/56335/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/10/2024	Winded
40/54958/24	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	03/10/2024	
40/54906/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	02/10/2024	Cause End Road
40/56936/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	12/10/2024	Bedford Road
40/55454/24	Public Order	PUBLIC ORDER OFFENCES	RACE OR RELIGIOUS AGG PUBLIC FEAR	RACE OR RELIGIOUS AGG PUBLIC FEAR	05/10/2024	
40/56340/24	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	10/10/2024	
40/55075/24	Other Theft	THEFT	OTHER THEFT	THEFT BY AN EMPLOYEE	03/10/2024	
40/57991/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	18/10/2024	Burgoyne Avenue
40/59126/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	24/10/2024	Stewart Court
40/59898/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	28/10/2024	Clews Grove
40/59183/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	24/10/2024	

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40/58516/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	21/10/2024	Rawlins Gardens
40/57789/24	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	17/10/2024	Haycroft
40/58285/24	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	20/10/2024	Haycroft

FC24/271**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC24/271 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)
15.10.24	Letter	Unity Trust Bank Ltd	Changes to Unity Trust Bank Current Account
15.10.24	Email	Resident	Concerns raised about the hedgerow encroaching into traffic along Cranfield Road
15.10.24	Email	Office of the Police and Crime Commissioner	PCC's Rural Crime Event - 6th November 2024
17.10.24	Letter	Nationwide Building Society	Notification of reduction to interest rate from 3.35% AER to 3.20% AER
17.10.24	Email	Redwood Bank	Notification of reduction to interest rate from 3.25% AER to 3.10% AER
22.10.24	Email	Redwood Bank	Confirmation of Payee information - payments services
24.10.24	Email	CPRE (Campaign to Protect Rural England)	October 2024 newsletter
24.10.24	Email	Unity Trust Bank Ltd	Notification of reduction to interest rate from 2.77% AER to 2.62% AER

(Advisory ex. payments) Finance and General Purposes Committee Report

30th October 2024

Resolutions

FG24/092 – To approve payments as per attached schedule(s), resolve a suitable course of action and present to next Full Council as Receipts and Payments, for information.

Resolved to approve and present to next Full Council as Receipts and Payments, for information.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

FG24/093 – To consider this committee's budget requirements (including annual expenditure, capital and revenue projects) for 2025-26, ahead of Full Council's agreement/finalisation of the precept demand in January 2025 and to resolve a suitable course of action.

Members were asked to consider potential requirements ahead of the next meeting of this committee.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
31st October 2024**

(Advisory) Leisure and Amenities Committee Report

30th October 2024

Resolutions

LA24/108 – 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.

A report on the land areas drafted by Cllr Wallace was circulated ahead of this meeting and Cllr Wallace provided greater detail at the meeting.

After detailed discussion it was resolved to initially focus on the land area referenced as W10a (land between Wootton Road and Bedford Road, Wootton – comprising 3.56ha). This land was identified in the Wootton Neighbourhood Development Plan as a “...*significant landscape buffer between the parish and immediate surrounding areas...*” and initial indications showed the area could be created as woodland, potentially financed as part of DEFRA¹’s ongoing Trees for Climate project. It was hoped The Crown Estate would agree to the same and enter into an agreement similar to that used by The Crown Estate and Parish Council, as part of the late Queen’s Green Canopy initiative.

Cllr Wallace agreed to modify the report which would accompany this recommendation to Full Council.

Proposed: Cllr Wallace.

Seconded: Cllr Hensher.

Resolved by all present.

LA24/109 – To receive and accept Electrical Installation Condition Reports from Highlights Floodlighting Ltd in relation to both MUGAs (Multi Use Games Areas) (Church Road and Harris Way) and to make recommendation to Full Council as necessary.

Resolved to receive and accept the reports without further comment and to make the same recommendation to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

LA24/110 – To consider this committee’s budget requirements (including annual expenditure, capital and revenue projects) for 2025-26, ahead of Full Council’s agreement/finalisation of the precept demand in January 2025 and to resolve a suitable course of action.

Members were asked to consider potential requirements ahead of the next meeting of this committee.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
31st October 2024**

¹ Department for Environment, Food and Rural Affairs.
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(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

9th October 2024

Matters arising – for information only

P24/174 – Use of names ‘Beard’ and ‘Fuller’ as road names within the development at Land South of Keeley Lane (Planning Application Ref: 23/01578/MAR – Pursuant to Outline Permission 22/01035/MAO). Resolved 28th August 2024 (P24/181) to request both names be used in their unchanged forms.

Planning Applications – for resolution

[24/01747/S73A](#) – 1 Hillcroft. Retrospective Planning Permission Application. Erection of detached garage to replace section of boundary wall (development already commenced).

Resolved **NO OBJECTION**.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

[24/01878/S73A](#) – 17 Duncombe Drive. Retrospective Planning Permission Application. Erection of new boundary wall and side gate (development already commenced). Link to previous refused plan [24/01086/S73A](#)

Resolved **NO OBJECTION**.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

[24/01842/M73](#) – Land on the South of Keeley Lane. Major S73 Variation of Condition Application. 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](#), including removal of condition 8 attached to [23/02636/MAR](#) to allow for permitted development rights to reinstated.

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

- Wootton’s Neighbourhood Development Plan was descriptive in terms of permitted development and removal of condition 8 (thus allowing for permitted development rights to be reinstated) would enable development changes that no longer accorded with the Neighbourhood Development Plan.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

30th October 2024

No meeting held – no business to transact.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

31st October 2024

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2024-25

No project action plan as this steering group had not met since 18th September 2024.

² Project Action Plan.
Full Council Minutes 13th November 2024

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. <u>13th November 2024</u> Electrical works were carried out week commencing 16th September and a camera installation date is still awaited. BBCllr.Cllr Wheeler was asked to chase for an installation start date.	Cllrs Lloyd and Wheeler
Medium	Berryfields Roundabout Re-Design	2024			£23,000	£23,000	<u>11th September 2024</u>	Cllr O'Dell.

Appendix Eight

							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. <u>13th November 2024</u> The Clerk has since been requested by five councillors to re-visit this item. Cllr O'Dell stated whilst he accepted the project would not be taken forward, he would nonetheless still appreciate an answer from the Mayor's office, as to why there was such a delay in reaching that outcome, given earlier discussions on the proposal were positive. It was noted Cllr O'Dell had invested personal time to the project. After discussion it was resolved to remind the Mayor in writing that a response was still awaited. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by majority vote.	
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<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.	Working Group

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							Planning permission has been granted. The working group met with Coloini & Lane Architects Ltd on 2nd August 2023 and they were asked to quote to continue as Project Manager for the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th September 2023</u> The working group met with David Coloini (Coloini & Lane Architects Ltd) on 2nd August 2023. They have been asked to quote to continue as Project Manager for the duration of the project. A demolition standard asbestos survey has been undertaken which showed asbestos in some of the ceiling artex and a structural engineer undertook an inspection of the changing rooms on 22nd August 2023. <u>13th December 2023</u> Coloini & Lane Architects Ltd are working on final drawings (to include structural engineer comments and construction notes). These will be sent in draft form to Full Council for comment and approval, after which the information will be finalised, provided to a Quantity Surveyor and then sent out to tender. <u>8th May 2024</u> Refer to agenda item FC24/130. <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.	
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							<u>13th November 2024</u> Coloini & Lane Architects Ltd were awaiting further information from their Quantity Surveyor. In light of ongoing delays, the Clerk was instructed to ask Coloini & Lane Architects Ltd to attend December's Full Council meeting.	
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. <u>13th November 2024</u> The sign was now in place. Move to close.	Bedford Borough Council
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>13th November 2024</u> Refer to agenda item FC24/285.	Cllr Bygraves
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>	Cllr Lloyd

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							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. <u>13th November 2024</u> The Clerk was awaiting additional graphics from Cllr Lloyd in order to present a proposal to Canon Ackroyd for two lecterns in the area. One to detail the gaoi/lockup and the other to detail the church.	
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

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Medium	Memorial Hall – ownership/management clarification	2025	£2,000	£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. <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.	Clerk
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							<u>13th November 2024</u> The Clerk had received correspondence querying two issues which had been addressed with the Land Registry.	
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) £15,672 (RTPI Units)		£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 not, the Clerk was instructed to raise a complaint with the Mayor over the lengthy delay. <u>14th February 2024</u>	Cllr O'Dell

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							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. <u>11th September 2024</u>	
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							An order for four units had been made by Bedford Borough Council. Two would be financed by them; two by the Parish Council. <u>13th November 2024</u> Installation was delayed in part due to damage caused to the bus shelter on Cause End Road (now remedied). That shelter did not have a power source, so this was added at the time remedial works were completed. The Clerk had since been informed all installations were imminent.	
Low	Wootton Village Entrance Sign(s) – Keeley Lane	Ongoing			£2,772	£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

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							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> 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. <u>13th November 2024</u> The stonework was installed ahead of this meeting. Move to close.	
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To be reviewed monthly at Full Council.

FC24/281RISK ASSESSMENTS PLAN 2024-25

WPC³ 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	

³ Wootton Parish Council
Full Council Minutes 13th November 2024

Appendix Nine

				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	None		13.11.24 SP
Christmas Tree (including Switch On Event)	SP	15.5.24	None		13.11.24 SP
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		

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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			9.10.24 SP
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

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			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			

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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>