



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 8th January 2025 at 7.29pm 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, Lincoln, Noakes, O'Dell, Randell, Swain and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	Cllr Tyerman.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/001	Apologies for absence. Cllrs Kay, Richbell-Davies and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/003	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

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FC25/004	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One).	BBCllr Wheeler’s report was delayed and would be added to the minutes if received before publication.	N/A.	N/A.
		No report was received from BBCllr Abood.	N/A.	N/A.
	To receive crime figures for December 2024. (Appendix One a).	No further comments received.	Clerk to keep on file.	N/A.
FC25/005	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.
FC25/006	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 11 th December 2024.	Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC25/007	Matters arising from the minutes – for information only. - FC24/308 + FC25/019 – Community Centre at Berryfields. Refer to agenda item FC25/019. - FC24/308 + FC25/019 – 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 FC25/019.	No further comments received.	Clerk to keep on file.	N/A.

	• 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. The Clerk has received a request for additional information following formal submission. • 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. Refer to agenda item FC25/023. • 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.			
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	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.			
FC25/008	Chairman's report – for information only.	Cllr Lloyd noted and appreciated the positive feedback received in relation to the Christmas Street lighting and tree and thanked the Clerk and Cllr Hensher for their efforts. Members were reminded to submit a short personal biography to the Clerk for inclusion on the website.	All to note.	N/A.
FC25/009	To receive, review and adopt a report from the (Advisory with the exception of the authorisation of payments) Finance and General Purposes Committee	No report as this committee had not met since 27 th November 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.

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	and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Three).			
FC25/010	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).	No report as this committee had not met since 27 th November 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/011	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.
FC25/012	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.
FC25/013	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 project action plan as this committee had not met since 20 th November 2024.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/014	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 Bygraves. Seconded: Cllr Noakes. 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.
FC25/015	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).	No amendments/updates were made since the last meeting of Full Council.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/016	To receive and approve the attached bank reconciliation(s) – to include statements from all	Resolved to receive and approve all bank reconciliation(s) without further comment –	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller

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	banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	signed by Cllrs Lincoln and Noakes. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present.		Authorities in England 2024.
FC25/017	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.
FC25/018	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2024-25, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC25/019	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> The Clerk was informed the lower school had recently instructed Browne Jacobson Solicitors and due diligence had just been completed. Hillary Cooper Law could now engage with them in order to close this issue. <u>Charitable Trust</u> No update was received from the Charitable Trust as they had not met since the last meeting of Full Council. Cllr Lloyd reminded the Charitable Trust to ensure the goals at Harris Way be secured to prevent wildlife chewing the nets. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all present.		
FC25/020	To agree and finalise the precept demand for 2025-26 and to resolve a suitable course of action.	After detailed discussion it was resolved to demand a 5% increase of Bedford Borough Council (equating to a rise of £5.53 for an average band D property). Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC25/021	To consider a response to Bedford Borough Council in relation to the extension of its Public Spaces Protection Order for dog control (due to expire in July 2025 and currently considered for a further three-year extension) and to resolve a suitable course of action.	Resolved to request an extension to Bedford Borough Council's Public Spaces Protection Order for dog control, for those areas already currently covered by the same (Memorial Hall Play Area, Bedford Road and Recreation Ground, Church Road). Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Stakeholder Consultation.
FC25/022	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).
FC25/023	To appoint a contractor to undertake the erection of a new memorial wall within Lorraine Road cemetery and to resolve a suitable course of action.	After detailed discussion it was agreed to continue to source additional contractors and bring this agenda item back to a future meeting of Full Council.	Clerk and Cllrs Hensher and Lincoln to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.55pm.

Borough Councillor Report for December Full Council – John Wheeler

BBCllr Wheeler's report was delayed and would be added to the minutes if received before publication.

Borough Councillor Report for June Full Council – Sue Abood

No report received.

FC25/004a December 2024						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/66950/24	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	03/12/2024	Grovebury Court
40/67780/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	07/12/2024	Woburn Road
40/67770/24	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	07/12/2024	Cause End Road
40/69359/24	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	14/12/2024	Folkes Road
40/68972/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	12/12/2024	
40/70278/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	19/12/2024	Duncombe Drive
40/72201/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	30/12/2024	Roseberry Avenue
40/70352/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	19/12/2024	Keeley Lane
40/72374/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	31/12/2024	St. Marys Road
40/71793/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY ON A CONSTABLE	28/12/2024	Butland Way
40/70274/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	19/12/2024	Folkes Road
40/70383/24	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	19/12/2024	Folkes Road
40/71999/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	29/12/2024	Neale Way
40/70232/24	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	19/12/2024	Burgoyne Avenue
40/70243/24	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	19/12/2024	Hepher Close

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40/70471/24	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	20/12/2024	Johnson Avenue
40/70260/24	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	19/12/2024	Duncombe Drive
40/72148/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	30/12/2024	Butland Way
40/72151/24	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	30/12/2024	Butland Way
40/71712/24	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	27/12/2024	
40/70271/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	19/12/2024	Fields Road
40/70441/24	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	20/12/2024	Burgoyne Avenue
40/71054/24	Bicycle Theft	THEFT	BICYCLE THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	23/12/2024	Fields Road
40/71778/24	Drugs	DRUG OFFENCES	TRAFFICKING OF DRUGS	TRAFFICKING OF DRUGS	27/12/2024	Butland Way

FC25/005**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/005 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)
12.12.24	Magazine	Institute of Cemetery and Crematorium Management	The Journal - Winter 2024

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

No report as this committee had not met since 27th November 2024.

(Advisory) Leisure and Amenities Committee Report

No report as this committee had not met since 27th November 2024.

(Advisory) Neighbourhood Plan Steering Group Report

No report as this committee had not met since 28th April 2022.

(Executive) Planning Committee Report

11th December 2024

List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only

Bedford Borough Council. Confirmation that Bedford Borough Council has completed an order to divert public footpaths 19 (Wootton) and 38 (Kempston Rural) under the provisions of the Highways Act 1980 Section 119 on 29th October 2024.

Planning Applications – for resolution

[24/02195/FUL](#) – 76 Cause End Road. Single storey entrance porch, loft conversion with new dormer windows to the front roof aspect and internal reconfiguration.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Lincoln.

Resolved by all present.

[24/02197/MOF – Plots 1A-C, 2 and 3, Bedford Commercial Park, Swallow Way](#). Hybrid planning application comprising full planning application for Plot 2 (Class E(g)iii light industrial/B2 general industrial/B8 storage and distribution), access, parking, drainage, landscaping and associated works; and outline planning application with all matters reserved for Plots 1A-C (Class E(b) food and drink/sui generis public house/C1 hotel/E(g)i office/E(g)ii research and development) and

Plot 3 (Class E(g)i office/E(g)ii research and development/E(g)iii light industrial and ancillary B8 storage and distribution), access, parking, drainage, landscaping and associated works.

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

- It was understood Plot 1 was earmarked for a doctor's surgery which was not reflected as part of the Outline Planning Application (with all matters reserved).
- The application should be resubmitted to indicate Plot 1 could be used for a doctor's surgery.

Proposed: Cllr Randell.

Seconded: Cllr Lincoln.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

13th December 2024

No project action plan as this committee had not met since 20th November 2024.

FC25/014**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2024 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	2025	£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

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							<u>11th December 2024</u> The Clerk confirmed they had been informed camera installation works would be completed by 18th December 2024 and it was noted those works were now ongoing.	
High	Changing Rooms	2025	£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. - 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	Working Group

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							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. <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. <u>11th December 2024</u> Refer to agenda item FC24/313. <u>8th January 2025</u> The Clerk had contacted Coloini & Lane Architects Ltd to make the final arrangements before commencing the tender process.	
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High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2025	£0	£0	£2,065.83	£5,000	<u>8th January 2024</u> Refer to agenda item FC25/019.	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> 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>	Cllr Lloyd

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							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 gaol/lockup and the other to detail the church. <u>11th December 2024</u> The Clerk had sent a proposal for two lecterns as detailed above (13th November 2024). The initial response from one churchwarden suggested they were considering a combined design and further input was awaited from Canon Ackroyd. <u>8th January 2024</u> The Clerk confirmed Canon Ackroyd was seeking advice from St. Albans Diocese.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>8th February 2023</u> A number of trees planted as part of the Queen's Green Canopy have failed and were due to be replaced this month by the Forest of Marston Vale. No further updates received regarding the proposed extension. <u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	Cllr Lloyd
Medium	Memorial Hall – ownership/management clarification	2025	£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;	Clerk

							• 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. <u>13th November 2024</u> The Clerk had received correspondence querying two issues which had been addressed with the Land Registry. <u>11th December 2024</u> The Clerk had received confirmation from the Land Registry that the registration of the Memorial Hall was complete. The Clerk confirmed they would consider next steps in the New Year to secure and recognise the building as a Parish Council asset. This would include insurance, liaising with the Charity Commission and Memorial Hall	
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							Committee, plus drafting a lease agreement with the latter. <u>8th January 2024</u> The Clerk had contacted the Memorial Hall's management committee with a view to meeting to discuss next steps and was awaiting a response.	
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

To be reviewed monthly at Full Council.

FC25/015

RISK ASSESSMENTS PLAN 2024-25

No amendments/updates were made since the last meeting of Full Council.

Please visit the following link:

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