



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ
Tel: 07531 930788
Email: Clerk@Wootton-PC.gov.uk
Website: Wootton-pc.gov.uk

[www.facebook.com/
WoottonParishCouncilBedfordshire](http://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the **Full Council** meeting held on Wednesday 12th March 2025 at 7.15pm 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, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/051	Apologies for absence. Cllrs Richbell-Davies and Swain.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/052	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/053	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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FC25/054	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 February 2025. (Appendix One a).	BBCllr Wheeler’s report was circulated ahead of this meeting. Cllr O’Dell requested the issue of Electric Vehicle Charging Points remain on this agenda under Matters Arising until resolved. Cllr O’Dell also requested Bedford Borough Council’s installation of Bus Shelters with Real Time Passenger Information Units be added to Matters Arising, to ensure their installation could be monitored. 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.
FC25/055	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.
FC25/056	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 12th February 2025. Members of Full Council are asked to receive the minutes of the (advisory with the exception of payment authorisation) Finance and General Purposes Committee meeting held on 29th January 2025.	Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present. Minutes were received. Proposed: Cllr O’Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 29 th January 2025.	Minutes were received. Proposed: Cllr Randell. Seconded: Cllr Lincoln. Resolved by all present.		
FC25/057	Matters arising from the minutes – for information only. Please inform the Clerk to the Council by Tuesday 11th March 2025 if you wish to update any item below – for information only. • FC25/042 + FC25/069 – Community Centre at Berryfields. Refer to agenda item FC25/069. • FC25/042 + FC25/069 – 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 FC25/069. • 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 (Gold) accreditation. The Clerk has received confirmation that Wootton Parish Council has been awarded the top accreditation – Gold. Move to close. • FC24/199 – Erection of additional memorial wall at Lorraine Road cemetery. Resolved 14th August 2024 (FC24/199) to dedicate an area	See under BBCllr Wheeler’s report (FC25/054) also.	Clerk to keep on file.	N/A.

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	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. The Clerk has submitted a fuller specification to a number of potential contractors and the deadline has been extended to allow a number to finalise quotations. • 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. Resolved 12th February 2025 (FC25/045) to leave Bedford Borough Council to take all installations forward. This			
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	item to remain open until installations have been completed by Bedford Borough Council. • 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. • N/A. Bedford Borough Council's installation of Bus Shelters and Real Time Passenger Information Units – Burgoyne Avenue. This issue has been added to Matters Arising to ensure their installation is monitored.			
FC25/058	Chairman's report – for information only.	Cllr Lloyd confirmed he and the Clerk were liaising with Bedford Borough Council in order to secure two prosecutions – one for dog walking at the recreation ground (subject to a Dog Control Order) and fly tipping at the recreation ground car park. A Fixed Penalty Notice had been served in the case of the dog walker and a case was currently being prepared in relation to the fly tipping.	All to note.	N/A.
FC25/059	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 Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC25/060	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.
FC25/061	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.
FC25/062	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.
FC25/063	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 safety steering group had not met since 15 th January 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/064	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 Lincoln. Seconded: Cllr Bygraves. 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.
FC25/065	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 Car Parks, Fun Fest, Generator, Litter Picking (and Caretaker) and Lone & Isolated Working. Further resolved to add signage to the Memorial Hall car park, denoting users should take care in inclement weather.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Randell. Seconded: Cllr Lincoln. Resolved by all present.		
FC25/066	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Lincoln and Noakes. Proposed: Cllr 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.
FC25/067	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.
FC25/068	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC25/069	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> No further update received. <u>Charitable Trust</u> Cllr Bygraves confirmed he was working on the draft year end accounts, which were showing a healthy annual rental income in the region of £50k. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.		
FC25/070	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.	Official draft notes plus personal notes were shared by Clive Baker (Wootton's representative at CLP meetings) ahead of this meeting. It was noted the name change reflected the sale by Covanta (US) to Encyclis who were Sweden-based. Cllr Bygraves understood waste was now being transported by train (two loads per day) and Clive agreed to investigate further. An update was then provided in relation to issues initially raised by Full Council in November 2024 : • Request officers from the Minerals and Waste Planning Service Department attend the same meeting; • Request BBCllr Marc Frost attend the next CLP meeting on 13th January 2025. An officer from the Minerals and Waste Planning Service Department did attend the meeting on 13th January 2025, however apologies were again received from BBCllr Frost. The following issues were then discussed and noted: • Rookery South Ltd (RSL's) environmental summary contained a number of incidents arising between July and December 2024 – at odds with the Environment Agency (EA's) statement which effectively recorded no issues. Clarification would be sought at July's CLP meeting.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		• Since January's CLP meeting, a parliamentary report from the Public Accounts Committee (published 7th January 2025) called Carbon Capture Technology 'unproven' and 'high risk', adding Carbon Capture Systems (CCS) 'may not capture as much carbon as expected'. The level of Government expectation for the performance of CCS was 'far from guaranteed.' It had been expected Carbon Dioxide (CO2) would be extracted from emissions, but the Public Accounts Committee had now called that into question. • RLS (and other operators) were planning to use an Amine-based process to extract CO2 from emissions. Amine was a highly toxic compound. In response to concerns in this respect, the EA had launched a consultation* with stakeholders including Encyclis, for operators to report that <u>their</u> assessment of emissions from <u>their</u> plants did not exceed Environmental Assessment Levels (EALs), and to identify and mitigate potential operations risks. EALs were not known for RSL. The consultation was due to close on 13th March 2025, with results due on 6th June 2025. Concerns were raised poachers were now in a gamekeeper's role. • RSL were expected to submit their planning application in mid/late May. The CLP would next meet in July. It was hoped the public would have opportunity to consider the EA's consultation findings* before responding to the planning application.		
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		• Notes from January's CLP meeting referenced Environmental Impact Assessments, which had now been replaced along with Strategic Environmental Assessments, with Environmental Outcomes Reports (EORs). It was now unclear exactly what kind of assessment Stantec¹ was undertaking for RSL. Concerns had again been raised that EORs could result in weaker environmental protection. • In March 2024 as previously reported, RSL had obtained a variation to its existing operating permit to increase capacity from 585k tonnes to 657k tonnes per year. It was now understood this variation allowed RSL to move from a 12 to an 18-month maintenance schedule. As a result, it was reasonable to assume there could be an increase in the number of unscheduled outages due to breakdowns, with the associated risks of higher emissions of toxic pollutants. Cllr Bygraves then asked how CO2 emissions were measured. It was noted CO2 was not toxic, but a greenhouse gas which caused climate change and alterations to the environment. Changes were due with the expansion of the UK Emissions Trading Scheme². Resolved to note the above. Proposed: Cllr Randell. Seconded: Cllr Lloyd.		
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¹ <https://www.stantec.com/uk/projects/t/the-rookery-pit-restoration>

² <https://www.gov.uk/government/publications/participating-in-the-uk-ets/participating-in-the-uk-ets>

		Clive was once again thanked for his detailed work in this respect and left the meeting at 7.45pm.		
FC25/071	To resolve that, following Cllr Tyerman's resignation from the Parish Council, Cllr Tyerman be removed as an authorised signatory from all relevant banking accounts/providers.	Resolved that Cllr Tyerman be removed as a signatory from all relevant banking accounts/providers. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/072	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Clerk undertake the following actions and to resolve a suitable course of action: • Arrange a meeting with GS8 (Developers of Policy W3 as detailed within the Neighbourhood Development Plan) and The Crown Estate (current land owners) to discuss a land management commuted sum payment; • Chase the Forest of Marston Vale in relation to feedback requested from Bedford Borough Council's Heritage Department in relation to tree planting on land referenced as Policy W10a within the Neighbourhood Development Plan); • Chase The Crown Estate in relation to an Ecological Survey for both parcels of land referenced as Policies W10a and b within the Neighbourhood Development Plan; and to resolve a suitable course of action.	Resolved to accept the recommendation without further amendment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/073	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the rental value for the paddock remain unchanged and be advertised as available to let and to resolve a suitable course of action.	Resolved to accept the recommendation without further amendment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC25/074	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the latest maintenance report relating to the MUGA (Multi Use Games Area) surfacing at Church Road be received, reviewed and accepted within further comment and to resolve a suitable course of action.	Resolved to accept the recommendation without further amendment. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/075	To receive a recommendation from the (advisory) Leisure and Amenities Committee that amended regulations for Lorraine Road cemetery be received, reviewed and adopted without further comment and to resolve a suitable course of action.	Resolved to accept the recommendation without further amendment. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/076	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).
FC25/077	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Parish Council request a commuted sum of £180k to cover 20 years management of a number of grassed areas and trees within the Summerfield Drive estate (not including the drainage ditch and associated hedgerow/trees nor grassed pavements under the management of Bedford Borough Council) and to resolve a suitable course of action.	After discussion it was resolved transfer of ownership of land to the Parish Council must also be included as part of the request (with all costs borne by Persimmon Homes) and that the commuted sum be increased to £240k, to reflect 20-year maintenance costings, as provided by the Parish Council's current grass and tree maintenance contractors. Proposed: Cllr O'Dell. Seconded: Cllr Wallace. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/078	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a wooden picket-style three-foot fence be erected adjacent to the village hall driveway (front of the village hall) along with associated signage and to resolve a suitable course of action.	After detailed discussion it was resolved to mirror the same style of metal fencing as seen around the Jubilee Gardens Play Area and to site the same, adjacent to the footpath in front of the village hall. It was further resolved not to add any additional signage at this stage, but to revisit this, should the need arise. The Clerk was authorised to take all works forward without the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		need for further resolution by Full Council. Proposed: Cllr Wallace. Seconded: Cllr Noakes. Resolved by all present.		
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Meeting closed at 8pm.

Borough Councillor Report for March Full Council – John Wheeler

- **Celebration held for new Muslim Burial Grounds in Kempston**



Local community groups and the Mayor of Bedford Borough today marked the official opening of the dedicated burial grounds for the Muslim community - a project supported by local residents and community leaders. Project leader Parvez Akhtar said; "This project has been five years in the making and without the support of Bedford Borough Council and the Mayor, it would not be possible. Many bigger councils up and down the country don't have such a facility, and it is a testament to the community and our council that we can boast about this burial ground.

"It was really pleasing to have cross-party support at full council for this project and I look forward to the official opening in the summer where we hope to invite everyone for a big

celebration." Other attendees at the event included councillors, as well as MPs Mohammad Yasin and Richard Fuller. Mayor of Bedford Borough Tom Wootton stated; "This initiative goes far beyond land and planning approvals. "It is a long journey and many different people have helped on the way. It embodies our commitment to respect, inclusion, and meeting the diverse needs of every community member.

Just as our Christian community has traditionally enjoyed access to consecrated burial grounds, it is essential that our Muslim residents receive the same provision. "It was really pleasing to have support by all councillors from all groups on a cross-party agreement. The event brought together local leaders, faith group representatives, and residents whose advocacy was instrumental in realising this project."

- **Electric Vehicle Charging Points**

Bedford Borough Council has today, Thursday 20 February, launched a tender for the installation and operation of new electric vehicle (EV) charge points across the borough. This initiative is part of the council's commitment to supporting residents in the transition to electric vehicles and is being delivered through the government's Local Electric Vehicle Infrastructure (LEVI) scheme. The council has secured £1,010,000 in funding from the government for this project. This funding will be combined with private investment from the successful charge point operator.

Through consultation, the council's EV Strategy has identified key locations for an initial 256 chargers, predominately 7kW, across the borough. Working closely with the Office for Zero Emission Vehicles (OZEV), the council anticipates the chosen operator will match the grant funding with private investment, delivering a minimum of a further 256 public charge points over the term of the contract, which runs until 2040.

Councillor Nicola Gribble, Portfolio Holder for Environment at Bedford Borough Council, said; "This is a significant step forward in our commitment to creating a sustainable transport network for Bedford Borough. By increasing the number of public charge points, we are empowering residents to make the switch to electric vehicles with confidence. "This project, supported by government funding and private investment, will not only improve air quality but also contribute to our wider efforts to tackle climate change. We believe this initiative will be instrumental in supporting residents as we move towards the 2035 deadline for the end of new petrol and diesel car sales."

The tender process is expected to take several months, with the contract award anticipated in Summer 2025 and the new contract beginning in the Autumn.

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This investment will create an accessible charge point network for residents across Bedford Borough, making it easier for them to switch to electric vehicles. The increased availability of charge points in local areas will be a significant benefit, supporting residents in making the transition to cleaner, greener transport.

The LEVI scheme aims to increase the number of public charge points, particularly for residents without access to their own off-street parking. This will provide charging opportunities for all residents, supporting the national move towards electric vehicles in line with the end of new petrol and diesel car sales in 2035. This project forms a key part of the council's EV Strategy 2024-27, which can be found at www.bedford.gov.uk/electricvehicle

- **Financial and Service Pressures**

Demand for local authority services and the complexity of people's needs have grown for many services. The population of England grew by 5% between 2015-16 and 2023-24, whereas Bedford Borough grew by 17.6%. At the same time, demand increased over and above population growth for temporary accommodation (TA) (84% increase, now 880 individuals and families in Bedford Borough in TA); education, health and care (EHC) plans for 0 to 25-year-olds (140% increase); state school pupils with special educational needs (14% increase); children looked after (19% increase); and new requests for publicly funded adult social care support (15% increase). Most local authorities told us they are seeing a rise in complex cases in services such as adult social care and homelessness. There are also signs of an increase in children with more complex needs. Against this national and local picture the council tax increase of 4.99% was agreed at the Full Council on 26th February. We have a tough couple of years ahead with an identified funding gap of £25m up to 2029.

- **Devolution**

In light of the local elections that are taking place in many of Bedford Borough's neighbouring authorities, the Council's Executive has determined that it would not be prudent to proceed with detailed discussions on devolution at this time. The elections could result in changes in leadership and potentially bring new perspectives on devolution which would impact discussions.

Bedford Borough Council remains open to constructive dialogue with our neighbouring authorities and the Government regarding potential devolution opportunities as long as this is able to bring tangible benefits to the Borough.

- **Debenhams**

Internal works at the old Debenhams building are proceeding smoothly with upgrades to toilets, electrics, and repairs to the building's windows and roof underway near completion. Once the space is safe and functional the Council will be opening the Tourist Information Centre and Corn Exchange Box Office in the repurposed 'cosmetics' section of the old Debenhams building potentially on the 1st April.

The Mayor and Executive are actively exploring potential business opportunities for the rest of the site.

- **Council Town Centre Initiative**

The Council has created a cross-department working group that brings together the Environment, Events, Economic Development, Markets, Highways, Trees, Buses, Licensing, and Property at a dedicated collaborative team aimed at improving our town centre.

- **New SEND School**

On 10th February 2025, Bedford Borough's officially opened the new state-of-the-art SEND school in Kempston and welcomed its first 60 pupils. The new school is located on the site of the former Robert Bruce Middle School on Hillgrounds Road. The Council stepped in to provide the £23m needed to construct the school after the Department

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for Education (DfE) failed to provide the initiative funding. This ensured the project did not stall further, the DfE have also committed to reimbursing the Council for the cost of the school in April 2025.

- **Flood Reserve**

Last year the Council's Executive conducted a detailed review of the Council's financial reserves to ensure they were not inappropriately allocated. The review identified an opportunity to re-allocated £150,000 worth of reserves that were being held without a clear purpose. These resources were invested into a new £150,000 Flood Reserve, which will enable the Council's flood team to work more efficiently, deploying funds rapidly wherever flash flooding occurs.

- **St Paul's Square and Traffic**

Work is underway on both the south and north sides of St Paul's Square that will see the area benefit from new paving slabs, improved kerbs, and wider pedestrian walkways. Simultaneously, work is nearing completion at Midland which will then transition to phase 2 of the development that would be improvements to shop fronts (the road will be fully open during this phase).

Due to these major works, increase congestion has become a concern for residents when navigating the Town Centre. Council is closely monitoring congestion and has already made adjustments to the timing of the traffic lights at the bottom of Town Bridge, significantly reducing queues. Further adjustments will be made as needed. Additionally, the emergency gas works at Ashburnham Road increase congestion in the area however, these works have been completed easing traffic flow.

Further information on closures are as follows:

- April 2024: There will be overnight closures to enable essential right-turn improvements from the bridge to the embankment.
- July 2024: Once this work is complete there will be a 24/7 closure of the south side of the square during school's summer holidays to minimising disruption to road users.
- Overnight closures: Throughout the project there will be overnight closures for general resurfacing, updates on these will be shared well in advance.

It is important to note that the current Mayor and Executive cannot revise these plans, the scheduling was inherited and any changes to or revisions would risk losing the funding for the works.

- **Boost for Highways maintenance**

The Council have invested into high-tech jetting units to improve road maintenance, enhance flood prevention, and reduce long-term repair costs. These new units are set to begin operation next year and can potentially clean thousands of gullies across the borough, preventing blockages, reducing surface water flooding and potentially reducing potholes. At night, they can be converted into salt spreaders to keep the roads safe during winter by improving gritting operations.

- **Invest to save/Routes**

The Council has also invested into innovative technology solutions like QRoutes. This software is a dedicated programme that assists Council officers in optimising bus routes. Since its introduction, the Council is now on track to achieve a £750,000 in savings for the 2024/25 budget and an additional £300,000 in children's social care transport totalling a £1 million reduction in the 2025/26 transport budget without cutting services

Borough Councillor Report for March Full Council – Sue Abood

No report received.

FC25/054a February 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/5807/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	30/01/2025	Arthur Black Way
40/8035/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	10/02/2025	Johnson Avenue
40/5802/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	30/01/2025	
40/6520/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	03/02/2025	Ashpole Avenue
40/8517/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	12/02/2025	Turland Close
40/6985/25	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	05/02/2025	Turland Close
40/6922/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	05/02/2025	Harris Way
40/9343/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON NOT ENDANGERING LIFE	17/02/2025	A421
40/9830/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY ON A CONSTABLE	19/02/2025	Fields Road
40/9832/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY ON A CONSTABLE	19/02/2025	Fields Road
40/9227/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	16/02/2025	Goff Place
40/9061/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	15/02/2025	

Appendix One A

40/9496/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	18/02/2025	
40/10008/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	20/02/2025	
40/8572/25	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	13/02/2025	Johnson Avenue
40/9647/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	18/02/2025	Fields Road
40/10653/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	24/02/2025	St. Marys Road
40/9934/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	20/02/2025	Bedford Road

FC25/055**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/055 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)
6.2.25	Telephone	Non-resident	Advice requested re tree planting at Lorraine Road cemetery
6.2.25	Telephone	Resident	Advice requested re speculative planning application at Hall End
6.2.25	Emails (several)	Non-residents and Insurance Provider	Advice requested and information provided re the Fun Fest 2025
6.2.25	Email	Resident	Advice requested re interment at Lorraine Road cemetery
11.2.25	Email	Cllr O'Dell	Resident raising concerns over leaning/overhanging trees into Church Road - St. Mary's Churchyard
12.2.25	Email	Resident	Query over maintenance of a land area between Haycroft/Monoux Road and the Berryfields Estate
14.2.25	Letter	Triodos Bank UK Ltd	Notification of savings interest rates decrease
14.2.25	Email	Resident	Clarifying arrangements ahead of upcoming interment
17.2.25	Email	Resident	Report of injury to a child whilst at the Jubilee Gardens Play Area
18.2.25	Email	Cllr Wallace	Village Hall Committee raising concerns over muddy grassed area to the front entrance
18-21.2.25	Emails (several)	Non-residents and Insurance Provider	Fun Fest 2025

Appendix Two

18.2.25	Email	Insurance Provider	Advice requested and information provided re the Memorial Hall
18.2.25	Email	Caretaker	Informing Clerk that a member of the public had found (and safely disposed of) a vape and syringe at the Recreation Ground, Church Road
19.2.25	Email	National Association of Local Council Clerks	Information relating to WPC's application for the Local Council Awards Scheme Gold Award
19.2.25	Email	St. Mary's Churchwarden	Correspondence relating to an unpursued claim by WPC's insurers against Core Highways Group following damaged caused by their vehicle to the wall at the front of St. Mary's churchyard
20.2.25	Email	Resident	Complaint regarding the surface finish - Lorraine Road layby
20.2.25	Email	Memorial Hall Management Committee	Insurance issues
20.2.25	Emails (several)	Contractors	Issues regarding the quotation requested for the new Memorial Wall - Lorraine Road Cemetery
21.2.25	Email	Resident	Clarifying plot location - Lorraine Road Cemetery
24.2.25	Emails (several)	Non-residents	Fun Fest 2025
24.2.25	Email	Non-resident	Clarifying arrangements ahead of upcoming interment
24.2.25	Email	Memorial Hall Management Committee	Insurance issues
25.2.25	Email	Hillary Cooper Law	Update regarding ongoing Joint Use Agreement - Community Centre Car Park
25.2.25	Email	Cllr O'Dell	Issues regarding the surface of Bedford Road
25.2.25	Emails (several)	Resident and Bedford Borough Council	Complaint regarding dogs being walked on the Recreation Ground
25.2.25	Email	Non-resident	Email exchange regarding plot reservation - Lorraine Road Cemetery

Appendix Two

25.2.25	Email	Bedford Borough Council	Notification of two casual vacancies
25.2.25	Emails (several)	Wootton Newsletter advertisers	Email exchange regarding advertisements
25.2.25	Email	Resident	Query regarding the tender process/specifications for the Changing Rooms project
26.2.25	Email	Ace Fire & Security Ltd	Correspondence relating to CCTV works - Recreation Ground
26.2.25	Email	Miracle Design and Play Ltd	Correspondence relating to RoSPA remedial works - Memorial Hall and Recreation Ground
26.2.25	Email	Resident	Query regarding the installation of 20MPH roundels to their road
26.2.25	Email	Resident	Complaint re speeding and pavement parking
26.2.25	Email	Insurers	Insurance claim relating to the damaged Churchyard wall at St. Mary's

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

29th January 2025

Resolutions

FG25/019 – 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 O'Dell.

Seconded: Cllr Lincoln.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

4th March 2025

(Advisory) Leisure and Amenities Committee Report

26th February 2025

Matters arising from the minutes – for information only

- LA24/085 – RoSPA inspections of all play equipment. Remedial works as agreed at a meeting of this Committee on 28th August 2024 are all complete save for Miracle Design and Play Ltd's equipment – they have ongoing issues trying to source replacement parts.
- LA24/087 – Topple Testing undertaken at both closed churchyards and Lorraine Road cemetery. The Clerk is in the process of publicising all findings.
- LA24/088 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). Cllr Bygraves has requested Greenbelt Management Ltd provide the necessary licence agreement, following their previous agreement in principle to the proposal and the Clerk is now liaising also.

Resolutions

LA25/024 – 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.

After discussion it was resolved to undertake the following and make the same recommendations to Full Council:

- Clerk to arrange a meeting with GS8 and The Crown Estate to discuss a land management commuted sum payment upon transfer;
- Clerk to chase the Forest of Marston Vale in relation to feedback from Bedford Borough Council's Heritage Department regarding tree planting (land referenced in the Neighbourhood Development Plan as W10a);
- Clerk to chase The Crown Estate in relation to an Ecological Survey for both parcels of land (W10a and b as referenced in the Neighbourhood Development Plan).

Proposed: Cllr Wallace.

Seconded: Cllr Randell.

Resolved by all present.

LA25/025 – To receive an update from Cllr Bygraves in relation to a potential volunteer scheme to remedy maintenance issues between plots not accessible with a lawn mower at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

No further update received.

LA25/026 – To receive a report from the Clerk in relation to the upcoming termination of the paddock lease agreement and to make recommendation to Full Council as necessary.

Resolved to leave the rental value at £2 per day and to advertise the paddock as available with immediate effect and to make the same recommendations to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

LA25/027 – To receive, review and accept the latest maintenance report relating to the MUGA (Multi Use Games Area) surfacing at Church Road and to make recommendation to Full Council as necessary.

Resolved to receive, review and accept the latest maintenance report without further comment and to make the same recommendation to Full Council.

Appendix Four
Proposed: Cllr Hensher.
Seconded: Cllr Lincoln.
Resolved by all present.

LA25/028 – To receive, review and adopt amended regulations for Lorraine Road cemetery and to make recommendation to Full Council as necessary.

Resolved to receive, review and accept the amended regulations without further comment and to make the same recommendation to Full Council.

Proposed: Cllr Lincoln.
Seconded: Cllr Bygraves.
Resolved by all present.

LA25/029 – 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.

LA25/030 – To consider a request from Persimmon Homes Ltd that the parish council take on maintenance responsibility for grassed areas and trees (not including the drainage ditch and associated hedgerow/trees) within the Summerfield Drive estate and to make recommendation to Full Council as necessary.

After discussion, it was resolved to request a commuted sum of £180k to cover 20 years management, with the stipulation all areas involved would be transferred into the ownership of the parish council (costs to be covered by Persimmon Homes Ltd) and to make the same recommendation to Full Council.

Proposed: Cllr Bygraves.
Seconded: Cllr Lincoln.
Resolved by all present.

LA25/031 – To consider the placement of fencing to the front of the Village Hall, Church Road to help prevent pedestrian access to the building via the driveway (and encourage pedestrian access via the pavement to the front and other side of the building) and to make recommendation to Full Council as necessary.

After discussion it was resolved to place a wooden picket-style three-foot fence adjacent to the driveway. It was further resolved to place signage to the front and rear of the building (both sides of the driveway), directing pedestrians away from the driveway and to make the same recommendations to Full Council.

The Clerk agreed to produce signage graphics/wording for ratification by Full Council.

Proposed: Cllr Lincoln.
Seconded: Cllr Randell.
Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
4th March 2025

(Advisory) Neighbourhood Plan Steering Group Report

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

(Executive) Planning Committee Report

12th February 2025

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

Bedford Borough Council. Notification that Footpath 35 will receive an improved surface in the form of compacted stone, along the length between Hall End and Lorraine Road cemetery.

Bedford Borough Council. Notification of carriageway resurfacing works to Lorraine Road (junction with Cause End Road (closest to Church Road) to the junction with Canons Close). Works are scheduled between 10th and 20th February 2025.

Planning Applications – for resolution

24/01846/MAF – Land South of Keeley Lane. Erection of 20 dwellings with garages and associated works. Amended/Additional plans have been received.

Resolved NO OBJECTION but to request the following planning conditions:

- The proposed single storey dwellings did not accord with Building Regulations Part M, in that ingress/egress was not on the same (one) level;
- The development should be subject to the same 20MPH restrictions as evidenced elsewhere within the village;
- The proposal for double yellow lining (development side) and white H bar lining on the north side should be amended – white lining was advisory only. Double yellow lining was a requirement between at least 66-68 Keeley Lane (north side).

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

24/02197/MOF – Plots 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 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. Amended/additional plans and new documents have been received, and the proposal has been changed.

Resolved TO OBJECT using the following material consideration:

- The plans were ambiguous as Plot One had been deleted from some, but not all drawings. This was misleading and could lead to erroneous decisions being made.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

25/00142/FUL – 39 Cause End Road. Two storey front extension, single storey rear extensions and first floor roof extension to existing bungalow to form 2 storey dwelling. Conversion of existing detached single garage with flat roof verandah style link to main dwelling, Erection of detached garage block to front, with storage over and new landscaping throughout.

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

Appendix Six

- The proposed changes from a bungalow to a two-storey dwelling would have an adverse effect on the street scene.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

25/00211/S73A – 76 Cause End Road. Retrospective planning application (development already commenced).

Resolved NO OBJECTION.

Proposed: Cllr Bygraves.

Seconded: Cllr Noakes.

Resolved by all present.

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

24/01842/M73 – Land on the South of Keeley Lane. All reserved matters for residential development of up to 20 dwellings, public open space, landscaping, access to Keeley Lane, sustainable urban drainage systems and associated infrastructure, pursuant to Outline permission 22/01035/MAO, including removal of condition 8 attached to 23/02636/MAR to allow for permitted development rights to be reinstated.

This council previously raised **AN OBJECTION** to the reinstating of permitted development rights.

No further comments received.

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

24/02170/LDP – 56 Tithe Barn Road. Erection of new porch canopy at front and a new conservatory extension at the rear. Certificate to confirm that the details submitted do not require planning permission. Certificate refused.

This council was not previously consulted on this application.

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.

This council previously raised **NO OBJECTION**.

No further comments received.

Resolutions

P25/035 – To consider Bedford Borough Council's use of the name "Beard Close" as the road name of choice for the new development between 16-18 Bedford Road and to resolve a suitable course of action.

Resolved to approve the use of the name "Beard Close."

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

26th February 2025

Planning Applications – for resolution

25/00142/FUL – 39 Cause End Road. Two storey front extension, single storey rear extensions and first floor roof extension to existing bungalow to form 2 storey dwelling. Conversion of existing detached single garage with flat

Appendix Six

roof verandah style link to main dwelling. Erection of detached garage block to front, with storage over and new landscaping throughout. Amended/additional plans and new documents have been received.

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

- The proposed changes from a bungalow to a two-storey dwelling would have an adverse effect on the street scene.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

25/00289/FUL – 59 Bedford Road. Front porch and single storey side and rear extension.

Resolved **NO OBJECTION**.

Proposed: Cllr Hensher.

Seconded: Cllr Noakes.

Resolved by all present.

Resolutions

P25/046 – To consider a renewal application for street trading consent outside of Bedford Town Centre for Antonio Pompa T/A Eat Gelato (soft ice cream, soft drinks, slush, ice cream desserts, lollies) and to resolve a suitable course of action.

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

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

4th March 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP³ 2024-25

No project action plan as this safety steering group had not met since 15th January 2025.

³ Project Action Plan.

FC25/064**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	Timescales	Budget				Update	Project Manager
			CIL	Grant	EMR Money	Est Cost		
Low	Beacon Placement on land near Harris Way pitches (managed by Greenbelt Holdings Ltd)	2025	£0	£0	£0	Not yet known	<u>12th March 2025</u> The Clerk was awaiting a lease agreement from Greenbelt Holdings Ltd, which would secure placement of the beacon.	Cllr Bygraves
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<u>12th March 2025</u> Tender process was currently live.	Working Group
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>12th March 2025</u> Refer to agenda item FC25/069.	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.	Cllr Lloyd

Appendix Eight

							<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. <u>12th March 2025</u> The Clerk had spoken with Canon Ackroyd who confirmed this remained on his to-do list. It was likely the wording would require amendments.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<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>12th March 2025</u> The Clerk confirmed she and Cllr Bygraves had met with a solicitor who agreed to provide a “soft” lease agreement, between the Parish Council and Memorial Hall Management Committee. The Management Committee were currently drafting a list of proposed building upgrades and works.	Clerk
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>12th February 2025</u> Cllrs Hensher, Lloyd, O’Dell, Wheeler and the Clerk attended an online presentation hosted by Jon Shortland Bedford Borough Council’s Chief Officer for Planning, Infrastructure & Economic Growth on 21st January 2025 at which it was confirmed examination of Borough Council’s Local Plan 2040 by the Planning Inspectorate had been paused until January 2025 to allow for further works with National Highways on highway infrastructure and the identification of additional site allocations. Those works	Cllr Hensher

Appendix Eight

							had been disrupted further by the subsequent Universal proposal for Kempston Hardwick. The Universal decision had a direct bearing on the Local Plan 2040, and it remained the case that, until the Local Plan 2040 had been adopted, there was little value in reviewing Wootton's Neighbourhood Development Plan at this time. Latest, it would need to be reviewed before February 2027. As an aside, Jon Shortland highlighted Wootton's Neighbourhood Development Plan as a good example, not least as it had made a housing allocation which strengthened its standing within the planning process.	
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.

FC25/065**RISK ASSESSMENTS PLAN 2024-25**

WPC⁴ 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	All planters are inspected by Warner's of Bedford Ltd when undertaking planting or maintenance		12.2.25 SP
Car Parks	SP	15.5.24	All car parks inspected for issues week commencing 27 th January 2025.		12.3.25 SP
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 by Full Council on 11 th September 2024	

⁴ Wootton Parish Council
Full Council Minutes 12th March 2025

Appendix Nine

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	None		12.3.25 SP
Generator	GL	15.5.24	None		12.3.25 SP
Keeley End Pond	GL	15.5.24			12.2.25 SP
Litter Picking (and caretaker)	SP	15.5.24	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP
Lone & Isolated Working	SP	15.5.24	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP
Marquee/Gazebo	SP	15.5.24	None		
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		
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

Appendix Nine

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 checks will be undertaken and any significant issues recorded		12.6.24 GL

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			
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		

Appendix Nine

			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.

Schedule of Receipts and Payments

Please visit the following link:

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