



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 9th April 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, Noakes, O'Dell, Randell, Swain 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)	Cllrs Richbell-Davies and Wallace.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/079	Apologies for absence. Cllr Lincoln.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/080	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/081	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.
FC25/082	Report from outside organisations – for information only.			

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	To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for March 2025. (Appendix One a).	No report was received from BBCllr Wheeler. 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.
FC25/083	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.
FC25/084	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 March 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 26th February 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 26th February 2025. Members of Full Council are asked to receive the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 15th January 2025.	Minutes were received and adopted. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received. Proposed: Cllr Lloyd. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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FC25/085	Matters arising from the minutes – for information only. • FC25/069 + FC25/097 – Community Centre at Berryfields. Refer to agenda item FC25/097. • FC25/069 + FC25/097 – 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 FC25/097. • 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. • FC24/199 – 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. 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.	Cllr O’Dell requested the two items marked * be combined as one rolling agenda item until resolved.	Clerk to take forward/keep on file.	N/A.
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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. Resolved 12th February 2025 (FC25/045) to leave Bedford Borough Council to take all installations forward. This item to remain open until installations have been completed by Bedford Borough Council. • FC24/234 + FC24/260 – Request from Bizzy Bees (now Sweet Peas CIO) pre-school that an area of grass land at the Memorial Hall Play Area be placed under the control of the pre-school for exclusive use by their children. 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			
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	Level Agreement was approved by Full Council on 9th October 2024 (FC24/260) and has now been signed by both parties. Works are now complete, and a peppercorn rental agreement is now in place. Move to close. *FC25/054 – Bus Shelters with Real Time Passenger Information Units – Burgoyne Avenue. This item to remain open until the shelters and units have been installed by Bedford Borough Council.			
FC25/086	Chairman's report – for information only.	Cllr Lloyd confirmed he was working to update the Business Plan for 2025. Project progress was noted as follows: <u>PARTIALLY COMPLETE</u> Defibrillators (outstanding at Burgoyne Avenue). Real Time Passenger Information Units (outstanding at Burgoyne Avenue). <u>COMPLETE</u> Average Speed Cameras. Introduction of 20MPH speed limits. Hedgerow planting – Lorraine Road cemetery. Keeley Lane entrance sign. Sedum Roof Bus Shelters. Synthetic, floodlit sports pitch. <u>OUTSTANDING</u> CCTV changes for the recreation ground (awaiting completion of the Changing Rooms refurbishment project). Changing Rooms refurbishment (tender process currently live). Crown Estate land transfer (discussions ongoing).	All to note.	N/A.

		Keeley End Pond (maintenance ongoing). Any new projects could now be considered, although the Clerk countered those still live, were significant projects. Cllr Lloyd then confirmed he had spoken with a Persimmon representative in relation to the Parish Council taking on ownership and management of certain areas within the Summerfield Drive estate. The Parish Council's proposal would be considered by Persimmon's Directors. It was noted two residents had complained to Blake Stephenson MP about recent Persimmon clearance works. Finally, Cllr Lloyd confirmed he and the Clerk had a Teams Meeting scheduled for 14th April 2025, with the Case Officer dealing with Planning Application 24/02426/MAF (Land off Bedford Road – Development of 50 residential units (Use Class C3) with provision of access, landscaping, vehicle and cycle parking, sustainable urban drainage systems and other associated works – Policy W3 within Wootton's Neighbourhood Development Plan).		
FC25/087	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.
FC25/088	To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Bygraves.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	Seconded: Cllr Hensher. Resolved by all present.		
FC25/089	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.
FC25/090	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.
FC25/091	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).	The Clerk had omitted to provide the relevant project action plan for this agenda item and agreed to include it within the next Full Council agenda.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/092	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 Randell. 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.
FC25/093	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 Marquee/Gazebo and Trees. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/094	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Swain. Proposed: Cllr Bygraves.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.

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	members who are not authorised signatories) and to resolve a suitable course of action.	Seconded: Cllr Lloyd. Resolved by all present.		
FC25/095	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.
FC25/096	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 Lloyd. Resolved by all present.	Clerk to keep on file.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.
FC25/097	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> The Clerk was instructed to inform uRisk Ltd that the contract for Legionnaire's testing would not be renewed. The Clerk confirmed they were still being chased for outstanding remedial works following the latest inspection – these had been passed to the caretaker to deal with. Cllr Bygraves confirmed the 2024/25 accounts had been audited and filed. There was a small loss, but significant income from lettings. Cllr Lloyd referenced the goal posts at Harris Way, which were not being properly locked (and moved as a result). The football teams would need to be informed the posts would not be replaced as a result. <u>Lease</u> No further update received in relation to the lease. In relation to the bullet points to accompany the lease, the following was noted:	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		• All MUGA actions/requirements would come under the care of the Parish Council (the Charitable Trust were not hiring out the facility). Resolved to accept the above agreements and findings. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.		
FC25/098	To receive a recommendation from the (advisory) Leisure and Amenities Committee to appoint Chronicle Cemetery Software as cemetery mapping software provider at a cost of £8k (set up fee) and £1,750 (annual subscription) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Swain. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/099	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that the following pavements be considered for resurfacing works by Bedford Borough Council as part of its programme of works for 2025/26 and to resolve a suitable course of action: • Bedford Road – Cause End to Elmsdale Road (both sides); • Bedford Road – Keeley Farm Court to the village boundary with Kempston Rural; • Canons Close – in part; • Cause End Road – entire length, both sides; • Church Road – in part; • Farrell Road – in part; • Foster Way – entire length, both sides; • Jenkyn Road – in part; • Lorraine Road – in part; • Manor Road – entire length, both sides; • Mephram Road – entire length, both sides; • Potters Cross – entire length, both sides;	It was noted Neale and Thorpe Way were currently being resurfaced. Resolved to accept the recommendation (for all areas as listed, but with a focus on St. Mary's and Tithe Barn Roads). Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	• Russell Way – in part; • St. Mary's Road – in part; • Studley Road – in part; • Summerfield Drive and estate therein – in part; • Tithe Barn Road – in part.			
FC25/100	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that the following areas be considered by Bedford Borough Council for parking restrictions (double yellow lining) and to resolve a suitable course of action: • Bedford Road/Cause End Road – from the roundabout to the bus shelter opposite Manor Road flats (Bedford-bound); • Fields Road/Monoux Road junction; • Fields Road/Summerfield Drive junction.	Resolved to accept the recommendation (for all areas as listed) without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.16pm.

Borough Councillor Report for April Full Council – John Wheeler

No report received.

Borough Councillor Report for April Full Council – Sue Abood

No report received.

FC25/082a March 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/11903/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	02/03/2025	
40/13009/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	08/03/2025	Cranfield Road
40/12133/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	03/03/2025	Thorpe Way
40/12331/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	04/03/2025	Bedford Road
40/11909/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	02/03/2025	Tithe Barn Road
40/13539/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	10/03/2025	Bedford Road
40/11820/25	Burglary	BURGLARY	RESIDENTIAL BURGLARY-HOME	ATTEMPTED RESIDENTIAL BURGLARY-HOME	02/03/2025	Manor Road
40/12899/25	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	07/03/2025	
40/13506/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	10/03/2025	Hall End Road
40/12088/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	03/03/2025	Gillspenny Way
40/14330/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	14/03/2025	
40/15784/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	21/03/2025	Cranfield Road

FC25/083**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/083 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)
3.3.25	Emails (several)	Advertisers in the Wootton Newsletter	Advert proofs (dealt with, in the absence of Cllr Lloyd)
3.3.25	Email	Resident	Concerns over development encroachment - Keeley Lane development
4.3.25	Email	Resident	Acknowledgement of topple testing letter - Lorraine Road cemetery
4.3.25	Email	Bedford Borough Council	Missing Dog Control Order sign - Recreation Ground, Church Road
4.3.25	Email	Churchwarden	Ongoing insurance claim following damage caused by a Highways vehicle to St. Mary's churchyard wall
4.3.25	Emails (several)	Non-residents	Fun Fest 2025
4.3.25	Email	Memorial Hall Management Committee	Memorial Hall issues
4.3.25	Email	Bedford Borough Council	Query over a bench sited at Thorpe Way
4.3.25	Email and Telephone Call	Institute of Cemetery and Crematorium Management	Query over potential unauthorised works to headstone - Lorraine Road cemetery
4.3.25	Email	Resident	Complaint over painting of a 20MPH on a side road, off Bedford Road
4.3.25	Email	Bedford Borough Council	Building a case for prosecution - dog illegally walked on the Recreation Ground, Church Road
5.3.25	Email	Resident	Notes relating to Covanta (now Encyclis)
5.3.25	Email	Resident	Request for planning permission information and pavement parking
5.3.25	Email	Resident	Query regarding the installation of two cameras roadside at Hall End
6.3.25	Email	Resident	Query over potential plot reservation - Lorraine Road cemetery
6.3.25	Email	Resident	Query over lack of tree works (relating to a Bedford Borough Council tree)

Appendix Two

6.3.25	Email	Cllr O'Dell and Bedford Borough Council	Query over missing bus stop flag - Bedford Road bus shelter
6.3.25	Email	Bartlett Tree Experts	Required tree works - St. Mary's Churchyard
6.3.25	Email	Resident	Request to sand and re-varnish a memorial bench at Lorraine Road cemetery
6.3.25	Email	DFL Law	Discussions regarding ownership of the Memorial Hall, Bedford Road
7.3.25	Email	uRisk	Information relating to latest legionnaires testing findings(forwarded to the Community Centre Charitable Trust)
7.3.25	Email	Miracle Design and Play Ltd	Ongoing issues sourcing replacement parts following 2024's RoSPA inspection
7.3.25	Emails (several)	XL Press	Wootton newsletter March 2025
11.3.25	Emails (several)	Non-residents	Fun Fest 2025
11.3.25	Email	Allotments Officer	Notice that one plot holder is to be removed following non-compliance with the lease agreement
11.3.25	Email	Potential Contractors	Changing Rooms remodelling project - tender query
11.3.25	Email	Bedford Borough Council	Confirmation a Fixed Penalty Notice has been sent to a dog owner, illegally walking their dog on the Recreation Ground, Church Road
11.3.25	Email	Bedford Borough Council	Building a case for prosecution - fly tipping at the Recreation Ground, Church Road car park
11.3.25	Email	Resident	Enquiry about land for rent
11.3.25	Magazine	Institute of Cemetery and Crematorium Management	The Journal Spring 2025
11.3.25	Magazine	Clerks & Councils Direct	March 2025 Issue 158
11.3.25	Magazine	Society of Local Council Clerks	The Clerk March 2025
12.3.25	Emails (several)	Non-residents	Fun Fest 2025
12.3.25	Emails (several)	XL Press	Wootton newsletter March 2025
13.3.25	Email	Resident	Email of thanks for Wootton Parish Council's involvement in the refusal of the speculative planning application on land adjacent to 61 Studley Road
13.3.25	Email	Unity Trust Bank Ltd	Confirmation of change of contact details for Cllr O'Dell
13.3.25	Email	DFL Law	Discussions regarding ownership of the Memorial Hall, Bedford Road

Appendix Two

13.3.25	Email	D2D Distribution	Confirmation of delay in the March delivery of the Wootton Newsletter
13.3.25	Email	Neville Funeral Directors	Confirmation of upcoming interment
13.3.25	Email	Bedford Borough Council	Building a case for prosecution - fly tipping at the Recreation Ground, Church Road car park
14.3.25	Email	Non-resident	Correspondence relating to the rental of the paddock
14.3.25	Emails (several)	Non-residents	Fun Fest 2025
14.3.25	Email	Contractors	Issue with height of defibrillator at Hall End (to be remedied)
14.3.25	Email	Potential Contractors	Changing Rooms remodelling project - tender query
14.3.25	Email	Insurers	Insurance Renewal information - 2025
18.3.25	Email	Potential Contractors	Changing Rooms remodelling project - tender query
18.3.25	Emails (several)	Non-residents	Fun Fest 2025
19.3.25	Email	Resident	Freedom of Information Request regarding the Keeley Lane entrance sign
19.3.25	Email	Resident	Query regarding the maintenance of a ditch adjacent to the highway at the Little Wootton development, Hall End
19.3.25	Email	Sweet Peas CIO	Confirmation of completion of garden area remodelling works
20.3.25	Email	Neville Funeral Directors	Confirmation of upcoming interment
20.3.25	Email	Wrighton & Barker	Memorial applications
21.3.25	Emails (several)	Non-residents	Fun Fest 2025
25.3.25	Email	Resident	Query as to why not all average speed cameras and road limit speed changes register on their vehicle's speed warning system
25.3.25	Email	Resident	Query regarding headstone topple testing - St. Mary's churchyard
25.3.25	Email	Resident	Submission for June's Wootton newsletter
25.3.25	Email	Wootton Country Players and Wootton Rangers FC	Request to clear out the Changing Rooms before 18th July 2025
25.3.25	Email	Cllr O'Dell	Query over pavement resurfacing works near Neale Way

Appendix Two

25.3.25	Emails (several)	Non-residents	Fun Fest 2025
25.3.25	Email	A R Worboys Ltd	Query over grass cutting payment system
26.3.25	Email	Resident	Request to use recreation ground pitches and goals (forwarded to WRFC)
26.3.25	Emails (several)	Resident and Bedford Borough Council	Query on what appears to be mis-use of land (for soil dumping) behind the current development south of Keeley Lane and west of Hollies Walk
26.3.25	Email	Cemeteries caretaker	Removal of earth mound near Canons Close
27.3.25	Email	Cllrs Lloyd and Wallace	Information relating to the installation of metal fencing to the front of the village hall
27.3.25	Email	Bedford Borough Council	Query relating to BBC-owned tree
28.3.25	Email	Ace Fire & Security Ltd	Query relating to outstanding invoice
28.3.25	Email	Non-resident	Query relating to Lorraine Road cemetery
28.3.25	Email	Non-resident	Changing Rooms remodelling project - tender query
28.3.25	Email	Bedford Borough Council	Information relating to the live planning application (Policy W3 - Wootton Neighbourhood Development Plan)
28.3.25	Email	CCLA	Query over removal of an authorised signatory
28.3.25	Emails (several)	Non-residents	Fun Fest 2025

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

26th March 2025

Resolutions

FG25/028 – 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 Lloyd.

Seconded: Cllr Wheeler.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st April 2025

(Advisory) Leisure and Amenities Committee Report

26th March 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. All letters are now in situ on headstones/memorials and the findings are being monitored by the Clerk.
- 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

LA25/040 – 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 detailed discussion, it was resolved to make the following recommendations to Full Council:

- The Parish Council would not invest in works to upgrade a Right of Way within the land parcel W10a.
- A nominal commuted sum of £5k would be requested as part of the land transfer (land parcel W10a), in order to satisfy Bedford Borough Council's policy on the same.

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

LA25/041 – 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.

In the absence of Cllr Bygraves, no further update was available.

LA25/042 – 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.

LA25/043 – To receive a report from the Clerk in relation to the purchase of cemetery mapping software and to make recommendation to Full Council as necessary.

Resolved to appoint Chronicle Cemetery Software at a cost of £8k (set-up fee) and £1,750 (annual subscription) and to make the same recommendation to Full Council.

Proposed: Cllr Wallace.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st April 2025

(Advisory) Neighbourhood Plan Steering Group Report

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

(Executive) Planning Committee Report

12th March 2025

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

Bedford Borough Council. Confirmation regarding the stopping up of part of a highway (22 Jenkyn Road).

Planning Applications – for resolution

[25/00401/FUL](#) – 67 Fields Road. Single storey side and rear extension with landscaping works to front to allow for additional car parking.

Resolved **NO OBJECTION**.

Proposed: Cllr Lincoln.

Seconded: Cllr Noakes.

Resolved by all present.

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

24/02421/FUL – 19 Fields Road. Single storey side and rear extension.

This council previously raised **NO OBJECTION**.

No further comments received.

Resolutions

P25/057 – To consider representation of Wootton Parish Council at Bedford Borough Council’s Planning Committee meeting at which the following application will be determined:

24/02426/MAF – Land Off Bedford Road – development of 50 residential units (Use Class C3) with provision of access, landscaping, vehicle and cycle parking, sustainable urban drainage systems and other associated works.

Resolved Cllr O’Dell would attend Bedford Borough Council’s Planning Committee meeting on 28th April 2025 to represent the Parish Council and speak in favour of the application.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

P25/058 – To consider a renewal application for street trading consent outside of Bedford Town Centre for Giuseppe Forte T/A Ice Cream Joe (ice creams, lollies, desert trays, soft drinks) 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.

26th March 2025

Meeting inquorate – no business transacted.

Appendix Six

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
1st April 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2024-25

The Clerk had omitted to provide the relevant project action plan for this agenda item and agreed to include it within the next Full Council agenda.

¹ Project Action Plan.
Full Council Minutes 9th April 2025

FC25/092**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 is awaiting a lease agreement from Greenbelt Holdings Ltd, which will secure placement of the beacon.	Cllr Bygraves
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<u>9th April 2025</u> Tender process remains 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>9th April 2025</u> Refer to agenda item FC25/097.	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

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							<u>11th December 2024</u> The Clerk 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	Lorraine Road Cemetery Memorial Wall	Ongoing	Costs not yet known	£0	£0	£0	<u>9th April 2025</u> The Clerk will bring quotations to the Leisure and Amenities Committee on 30th April 2025. Delays were caused due to time extensions requested by two prospective contractors.	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. <u>9th April 2025</u> The Clerk and Cllr Randell confirmed the Management Committee had met earlier in the week to finalise the list of proposed building upgrades and works (to include	Clerk

Appendix Eight

							remodelling the disabled toilets access). The Clerk confirmed David Pilgrim (DFL Law) was drafting a new lease agreement and also a licence agreement – recommended by DFL Law as a necessary agreement between the Parish Council and Sweet Peas Pre-School.	
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 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. <u>9th April 2025</u> The Clerk confirmed Bedford Borough Council were due to hold briefing workshops in early May 2025 to aid with the review of an existing Neighbourhood Development Plan. BBCllr/Cllr Wheeler was asked to establish the timeline for the workshops and review of Wootton’s Neighbourhood Development Plan. (BBCllr/Cllr Wheeler received an immediate response: the timeline was not yet known and there were no set time frames in which the Neighbourhood Development Plan required review).	Cllr Hensher
Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th May 2024</u> No further update received.	Clerk

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							<u>9th April 2025</u> It was hoped an additional noticeboard could be located (possibly near the shops on the Berryfields Estate) once the area was adopted by Bedford Borough Council.	
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To be reviewed monthly at Full Council.

FC25/093**RISK ASSESSMENTS PLAN 2024-25**

WPC² assigns all Risk Assessments in May. This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions. WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

Some, but not all, risk assessments can be viewed via the following link: <https://wootton-pc.gov.uk/parish-council/documents/>

Wootton Parish Council's Risk Assessments for 2024-25 (black font – complete, red font – outstanding, blue font – for sign off, green font – queries to be addressed by Full Council/updates to be received at Full Council):

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
3 Tier Flower Planters	SP	15.5.24	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	

² Wootton Parish Council
Full Council Minutes 9th April 2025

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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). Tender process is live as of April 2025		
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		9.4.25 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. Repairs to the fencing remain outstanding and should be completed April/May 2025		
Office PAT testing	SP	17.5.23	17.4.24 – all appliances passed without issue		8.5.24 SP

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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			9.4.25 SP
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			

To be reviewed monthly at Full Council.

FC25/095

Schedule of Receipts and Payments

Please visit the following link:

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