



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

WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 9th July 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 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)	Cllr Richbell-Davies.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/161	Apologies for absence. Cllrs Swain and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/162	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/163	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.
FC25/164	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).	No further comments received.	N/A.	N/A.
	To receive crime figures for June 2025. (Appendix One a).	No report was received from BBCllr Abood.	N/A.	N/A.
		No further comments received.	Clerk to keep on file.	N/A.
FC25/165	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.
FC25/166	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 11 th June 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 28 th May 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 28 th May 2025.	Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present. Minutes were received. Proposed: Cllr Lincoln. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC25/167	Matters arising from the minutes – for information only. FC25/145 + FC25/179 – Community Centre at Berryfields. Refer to agenda item FC25/179.	No further comments received.	Clerk to keep on file.	N/A.

	• FC25/145 + FC25/179 – 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 FC25/179. • FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. The Planning Inspectorate has responded to Bedford Borough Council, who in turn, must now formally agree a position before moving forward. Fuller information can be found here: Local Plan 2040 Examination Bedford Borough Council. • FC25/126 – Erection of additional memorial wall at Lorraine Road cemetery. Terry Ellingham has been appointed as the winning contractor and works have commenced. • 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.			
FC25/168	Chairman’s report – for information only.	No report.	Clerk to keep on file.	N/A.
FC25/169	To receive, review and adopt a report from the (Advisory with the exception of the authorisation of payments) Finance and General Purposes Committee	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr O’Dell.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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	and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Three).	Seconded: Cllr Randell. Resolved by all present.		
FC25/170	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 Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/171	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 further update received.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/172	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.
FC25/173	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 21 st May 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/174	To receive, review and adopt the (Full Council) Project Action Plan for 2025-26, to determine which projects will be taken forward during 2025-26, 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.
FC25/175	To receive, review and adopt all Risk Assessments for 2025-26, 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 risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC25/176	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.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/177	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.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/178	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2025-26, 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 Lincoln. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/179	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 Charitable Trust was preparing for its August Food Fest. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/180	To monitor Bedford Borough Council's delivery of Electric Vehicle Charging Points at sites within the village and two Bus Shelters along Burgoyne Avenue (to include Real Time Passenger Information Units) as	<u>Electric Vehicle Charging Points</u> Bedford Borough Council confirmed the photographic evidence provided by the Parish Council was helpful. Each site will require a	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	part of s106 funding for the Berry Wood Development and to resolve a suitable course of action.	sufficient electrical supply, and sites are currently being assessed. In addition, Bedford Borough Council is also seeking the required developer permissions. BBCllr Wheeler agreed to chase for a further update ahead of the next Full Council meeting. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> It was noted both bus shelters were in situ with cabling ahead of the installation of both RTPi units. BBCllr Wheeler confirmed he had requested confirmation from Bedford Borough Council that the Parish Council could install a defibrillator on/adjacent to the bus shelter closest to Cranfield Road. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.		
FC25/181	To monitor Bedford Borough Council's delivery of Sports Provisions as part of the s106 funding for the Keeley Lane Development, Erection of 20 dwellings with garages and associated works (23/01846/MAF) and to resolve a suitable course of action.	The Clerk confirmed they had contact Paul Pace, Service Director – Public Realm, Highways & Waste Management, Bedford Borough Council to request his assistance in securing this s106 funding for a potential project to upgrade the Church Road Multi Use Games Area fencing. No response had been received to date; however Mr Pace had voiced his support to BBCllr/Cllr Wheeler. It was noted Mr Pace was currently dealing with the serious fire incident at the Borough Council's Elstow Waste Transfer site. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

FC25/182	To receive a report from Cllr Lincoln in relation to a Parish Councillor Recruitment Strategy and to resolve a suitable course of action.	Cllr Lincoln was thanked for providing a comprehensive start to the strategy which would be used as publicity at the upcoming Fun Fest and transferred either into a publication for village-wide delivery/inclusion in the Wootton Newsletter. Cllr Lloyd was working on amendments to align it with the Parish Council's Business Plan. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Cllrs Lincoln and Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/183	To receive a recommendation from the (advisory) Leisure and Amenities Committee that trees adjacent to The Pound, Bedford Road be taken down to ground level and to resolve a suitable course of action.	Resolved to appoint MS Tree Care Ltd to undertake all works. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.52pm.

Borough Councillor Report for July Full Council – John Wheeler

Last Thursday Sue, Gareth, Bedford Borough Council Highways and I toured the village looking at all Roads and Pavements Safety Steering Group recommendations. BBC Highways will report back on what works are likely to be taken forward, nor not. In addition to those proposed by the Parish Council, BBC Highways have confirmed the yellow zig zag lines outside the Upper School at Hall End will be re-painted and a list of urgent pothole repairs around the village was referenced. Some of those works have already been completed. Cliff is the new BBC Highways Officer for Wootton, so we once again have a direct contact. The safe route to school (Wootton Upper School) is being investigated but concerns remain in relation to various pinch points in the village, plus the likelihood of additional traffic from September 2026 as pupils are driven to school.

The Primary School works remain on schedule and the school is set to be open from September this year. Works at the Upper School start in the next few weeks and will take a year to complete – ready for the two-tier conversion in September 2026.

The Universal consultation has now started as mentioned at the recent Parish Council briefing and will run for a period of 60 days.

I have asked both Mayor Wootton and Blake Stephenson MP if they are able to attend our Fun Fest on 19th July 2025 and both hope to do so.

- **Local Plan 2040**

Following a recent letter from the Planning Inspector, it is now clear that the former Mayor's Local Plan 2040 cannot proceed. The Inspector found significant issues with the plan's underlying assumptions, infrastructure delivery, and overall soundness. Concluding that "It is hard to see a credible future for the Plan as submitted."

While efforts were made to address these concerns during the examination process, the issues were too embedded to be resolved through further modification. As a result, a recommendation has been made to withdraw the plan and begin work on a new Local Plan.

Should Council agree to formally withdraw the plan, the Borough will begin preparing a new Local Plan from scratch. This represents a significant opportunity to:

- Ensure growth is supported by robust infrastructure planning
- Reflect the changing local and national policy landscape
- Factor in the expected arrival of Universal Studios, which brings both opportunity and new planning challenge.
- Engage more closely and meaningfully with residents, communities, and parish councils.

We understand there is significant concern about speculative development, particularly in the absence of a 5-year land supply. We will do everything in our power to manage that risk through careful planning decisions and robust engagement.

- **Agency Costs**

A recent internal review of Bedford Borough Council's staffing and financial data has highlighted significant challenges stemming from workforce decisions made over the past 14 years.

Appendix One

Between 2010 and 2023 (for clarity the leadership at the Borough Council changed in mid-2023 after the local elections), the Council made over 1,000 redundancies across a range of departments. These redundancies led to £17 million in exit package costs, while also contributing to noticeable strain on core services.

To maintain service delivery, the Council increasingly relied on temporary agency staff to fill the gaps left behind. This approach, while providing short-term cover, came at a high financial cost. Records show that over £165 million was spent on agency workers during this period.

The Council is working to stabilise the situation.

- **Midland Road Reopens to Two-Way Traffic**

From Wednesday 11 June 2025, Midland Road in Bedford will reopen to two-way traffic following completion of a major phase in the area's regeneration. This milestone forms part of the wider Midland Road public realm improvements, funded through the £22.6 million Bedford Town Deal - a government-backed investment aimed at revitalising key parts of the town centre.

The temporary one-way system had been in place to enable construction work, which is transforming Midland Road into a safer, more attractive, and accessible route for pedestrians, residents, and visitors. The improvements are designed to enhance the look and feel of this key town centre gateway, supporting footfall and local business activity.

Led by Bedford Borough Council in partnership with the Bedford Town Deal Board and central government, the Town Deal includes several projects focused on economic growth, connectivity, and public space upgrades.

- **Update on the Closure of Bedford's Emergency Operations Centre (EOC)**

The East of England Ambulance Service NHS Trust (EEAST) has confirmed its intention to close the Emergency Operations Centre (EOC) located on Hammond Road in Bedford within the next 18 to 24 months. This forms part of a wider plan to reduce the number of EOCs across the East of England from three to two.

Under the proposal, the EOCs in Bedford and Chelmsford will close, while the Norwich EOC will remain operational. A new site in Essex is being considered as a long-term replacement for the two closing centres.

A recent meeting was held between EEAST senior leadership, and the Mayor of Bedford to discuss the plans. EEAST confirmed that they are currently awaiting reports on property availability and population growth across the region, expected in July. During the meeting, EEAST also stated that the Bedford site will not be sold and may be repurposed for other ambulance-related services in the future.

It was highlighted Bedfordshire's recent and projected population growth, especially due to Universal, as important considerations that should factor into the decision. Concerns were raised about the loss of local knowledge and the impact on staff, and EEAST has agreed to return to the Council's Health Overview and Scrutiny Committee with a more detailed business case.

- **New Local Link Road Opens as Part of A428 Upgrade Scheme**

The new road, Baron Way and Dove Farm Lane, has officially opened, providing a vital connection between Roxton Road and The Lane in Wyboston. This new link is designed to improve safety and access to the A1/A421 Black Cat roundabout, and will also help manage traffic from Nagshead Lane and Chawston Lane.

This forms part of the wider £1 billion National Highways project to upgrade the route between the Black Cat roundabout and Caxton Gibbet roundabout, including the newly opened Roxton Road bridge.

Appendix One

The overall scheme, which began construction in late 2023, will deliver a new 10-mile dual carriageway linking the A1 and A428, replacing the final section of single carriageway between Milton Keynes (M1) and the east coast ports, such as Harwich and Felixstowe.

Once completed (expected by spring 2027), the project will upgrade both Black Cat and Caxton Gibbet roundabouts into modern, free-flowing junctions, and introduce a new junction at Cambridge Road to improve access to St Neots and the railway station.

BBCllr John Wheeler
July 2025

Borough Councillor Report for July Full Council – Sue Abood

No report received.

FC25/164a June 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/33196/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	12/06/2025	Johnson Avenue
40/33200/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	12/06/2025	Johnson Avenue
40/32819/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	11/06/2025	Manor Road
40/32852/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	11/06/2025	Bedford Road
40/33004/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	12/06/2025	Bedford Road
40/33006/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	12/06/2025	Bedford Road
40/33335/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	13/06/2025	Cause End Road
40/33595/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	14/06/2025	
40/31675/25	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	06/06/2025	
40/30642/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	01/06/2025	Keeley Lane
40/32848/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	11/06/2025	A421
40/31177/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	04/06/2025	
40/33344/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	13/06/2025	
40/33346/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	13/06/2025	

Appendix One A

40/30687/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	02/06/2025	
40/31729/25	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	06/06/2025	Haycroft
40/35551/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	23/06/2025	Church Road
40/36765/25	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	29/06/2025	Cranfield Road
40/34259/25		SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	17/06/2025	
40/35401/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	22/06/2025	
40/35403/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	22/06/2025	
40/36394/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	27/06/2025	A421
40/36832/25	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	29/06/2025	Burgoyne Avenue
40/35493/25	Bicycle Theft	THEFT	BICYCLE THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	23/06/2025	Johnson Avenue
40/34591/25	Drugs	DRUG OFFENCES	TRAFFICKING OF DRUGS	TRAFFICKING OF DRUGS	19/06/2025	Haycroft

FC25/165**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/165 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)
3.6.25	Email	FA Bartlett Tree Experts	Request to re-examine trees at Popes Way Green following a complaint from a resident
3.6.25	Emails (several)	Non resident	Fun Fest 2025
3.6.25	Email	Wrighton & Barker	Confirmation of remedial works to memorial - Lorraine Road cemetery
3.6.25	Email	Resident	Confirmation of insurances
3.6.25	Email	North Bedfordshire Ramblers	Request for information to be added to Facebook
3.6.25	Email	Resident	Request to reserve a plot - Lorraine Road cemetery
3.6.25	Email	Wootton Charitable Trust	Confirmation of PAT testing for all WPC-owned items
3.6.25	Email	Blakeney Homes Ltd	Request for information relating to a request for WPC to take on the management of open green space - Keeley Lane development
3.6.25	Email	Bedford Borough Council	Request for information relating to a request for WPC to take on the management of open green space - Bedford Road development
3.6.25	Letter	Nationwide Building Society	Business Savings Account changes
3.6.25	Email	Non resident	Request to reserve a plot - Lorraine Road cemetery
3.6.25	Phone call	Non resident	Request to reserve a plot - Lorraine Road cemetery
4.6.25	Email	Non resident	Request for information relating to the potential relocation of the doctor's surgery
4.6.25	Email	Foxley Kingham Chartered Accountants	Completion of Internal Audit
4.6.25	Email	Forest of Marston Vale	Request for information relating to land maintenance
5.6.25	Emails (several)	Non residents	Fun Fest 2025

Appendix Two

5.6.25	Email	Resident	Guidance relating to the creation of additional parking spaces for residents of Manor Road
6.6.25	Email	Civil Registration Bedford Borough Council	Confirmation of interment at Lorraine Road cemetery
6.6.25	Emails (several)	Non residents	Changing Rooms/Toilet Block refurbishment/demolition project
10.6.25	Email	Bedford Borough Council	Issues surrounding fly tipping adjacent to the bottle banks - Recreation Ground, Church Road
10.6.25	Email	Clarabut & Plumbe Funeral Directors	Information relating to an upcoming interment - Lorraine Road cemetery
10.6.25	Email	Resident	Information relating to an upcoming site visit with BBCllr Wheeler relating to roads and pavements issues
10.6.25	Phone call	Clarabut & Plumbe Funeral Directors	Information relating to an upcoming interment - Lorraine Road cemetery
10.6.25	Letter	Nationwide Building Society	Reduction in Business Savings Account interest rate
11.6.25	Emails (several)	Non residents	Fun Fest 2025
11.6.25	Email	Clarabut & Plumbe Funeral Directors	Information relating to an upcoming interment - Lorraine Road cemetery
11.6.25	Email	Bedford Borough Council Planning Case Officer	Confirmation of extension to consultation deadline - Planning Application 24/02197/MOF - Bedford Commercial Park
11.6.25	Email	Resident	Information relating to a query on fencing ownership - St. Mary's Road
11.6.25	Email	Resident	Email of thanks relating to tree works carried out by Bedford Borough Council at Neale Way
12.6.25	Email	Non resident	Request for grass cutting - Hall End paddock
12.6.25	Emails (several)	Non residents	Fun Fest 2025
13.6.25	Email	Blakeney Estates Ltd	Confirmation the Parish Council is not in a position to take on the management of green space within the development at Keeley Lane
13.6.25	Email	Bedford Borough Council Highways	Request to assist with a resident query relating to yellow lining at Cause End Road
13.6.25	Email	Bedford Borough Council Highways	Request to assist with issues raised regarding to two SIDs (Speed Indicator Devices) in the village
13.6.25	Email	BBCllr Gribble	Request for assistance in delivering Bedford Borough Council's s106 commitments at Burgoyne Avenue - Electric Vehicle Charging Points and 2x bus shelters with Real Time Passenger Information Units

Appendix Two

13.6.25	Email	Miracle Design and Play Ltd	Request for update on outstanding play equipment remedial works
13.6.25	Email	Mayor Wootton	Request for update on delays to Planning Application 24/02426/MAF - Land off Bedford Road
17.6.25	Journal	Institute of Cemetery and Crematorium Management (ICCM) Journal	Summer 2025
17.6.25	Phone call	Resident	Request to undertake works to a plot at Lorraine Road cemetery
17.6.25	Phone call	Resident	Query over insufficient signage (no parking on verges) - Summerfield Drive
17.6.25	Emails (several)	Non residents	Fun Fest 2025
17.6.25	Email	Abbotts Funeral Directors	Information relating to an upcoming interment - Lorraine Road cemetery
17.6.25	Email	FA Bartlett Tree Experts	Confirmation of tree works start dates
17.6.25	Emails (several)	D F Lynch and Coloini & Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition
18.6.25	Email	Forvis Mazars LLP	Submission of 2024/25 accounts for audit
19.6.25	Email	Miracle Design and Play Ltd	Update on outstanding play equipment remedial works
19.6.25	Email	Wootton Upper School	Contact details for lighting contractors - synthetic pitch
19.6.25	Email	The Crown Estate	Request for works to an overgrown willow tree
19.6.25	Emails (several)	Cllr O'Dell	Suggested changes to the Wootton newsletter (increased font and colours)
19.6.25	Email	Chronicle RIP	Information relating to software onboarding
19.6.25	Emails (several)	First Aid Providers	Request for assistance following cancellation by St. John's Ambulance Trust
19.6.25	Email	Non resident	Invoice to reserve a plot - Lorraine Road cemetery
19.6.25	Email	Bedford Borough Council	Re-submission of request for Ward Funding - Fun Fest/Remembrance Sunday-related
20.6.25	Emails (several)	Non residents	Fun Fest 2025
26.6.25	Email	The Crown Estate	Request for further works to an overgrown tree
26.6.25	Email	BBCllr Abood and resident	Clarification on erroneous information provided by BBCllr Abood to a resident regarding maintenance of hedgerows within the village

Appendix Two

26.6.25	Email	Wootton Blue Cross	Confirmation the changing rooms still need to be cleared by 19th July and that no training will take place that day (Fun Fest)
26.6.25	Email	Cllr O'Dell and XL Press	Suggested changes to the Wootton newsletter (increased font and colours)
26.6.25	Email	Resident	Request for remedial works to Canons Close footpaths (resident has been informed these have already been requested by the Roads & Pavements Safety Steering Group)
26.6.25	Email	Non resident	Complaint regarding omission from Wootton newsletter (advert). Email was sent, but not received their end
26.6.25	Email	Resident	Request for an update regarding planning application 24/02439/MAO (Hall End)
26.6.25	Email	Non resident	Request for address change from a Wootton newsletter advertiser
26.6.25	Email	Ace Fire & Security Ltd	Clarification on proposed works to replace CCTV camera - recreation ground system
26.6.25	Emails (several)	Tender submissions	Changing Rooms/Toilet Block refurbishment/demolition
26.6.25	Email	Winning Contractor - Lindum Peterborough (Division of Lindum Group Ltd)	Changing Rooms/Toilet Block refurbishment/demolition
26.6.25	Email	Bedford Borough Council	Confirmation of receipt of BBCllr Wheeler's ward funding
27.6.25	Emails (several)	Non residents	Fun Fest 2025
27.6.25	Email	Bedford Borough Council Planning Case Officer	Resubmission of the Parish Council's wish to take on land parcels W10a and W10b as referenced in Wootton's Neighbourhood Development Plan (W10a is connected to Planning Application 24/02426/MAF - Land off Bedford Road)

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

25th June 2025

Resolutions

FG25/059 – 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 Lincoln.

Seconded: Cllr Bygraves.

Resolved by all present.

FG25/060 – 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.

FG25/061 – To receive and note completed 2024/25 Appraisal for the Clerk to the Council and Responsible Financial Officer.

Resolved to receive and note the completed appraisal without further comment.

Proposed: Cllr Lincoln.

Seconded: Cllr Bygraves.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

27th June 2025

(Advisory) Leisure and Amenities Committee Report

25th June 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. The replacement parts have been sourced and are on order.
- 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.
- LA25/068 – Placement of beacon on land maintained by Greenbelt Management Ltd (far side of the Harris Way pitches). The licence agreement has been agreed and signed between the Parish Council and Greenbelt Management Ltd, and the Clerk is now sourcing a contractor who can site the beacon, before providing all relevant assurances and documentation to Greenbelt Management Ltd, prior to installation.

Resolutions

LA25/084 – 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.

Cllr Lloyd confirmed he had received a response from the RSPB, who were broadly in agreement with the planting of a new hedgerow to mitigate access to nesting skylarks within the land parcel known as W10a, before removing the existing hedgerow. The existing hedgerow would continue to offer protection for the birds as the new hedgerow establishes.

The Clerk confirmed Planning Application (Policy W3 within Wootton's Neighbourhood Development Plan) was still subject to delays and would not be determined at Bedford Borough Council's July Planning Committee meeting. The Clerk had not yet received a response from Mayor Wootton in relation to those delays.

LA25/085 – 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.

LA25/086 – To consider a report from Cllr Lloyd in relation to the removal of trees adjacent to The Pound, Bedford Road and to make recommendation to Full Council as necessary.

After discussion, it was resolved a schedule of works would need to be signed by all parties. The trees would be taken down to ground level to stop regrowth and thus protect Parish Council-owned assets. It was further resolved to seek two additional quotations and to make the same recommendations (and take the additional quotations) to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Lincoln.

Resolved by all present.

LA25/087 – 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.

Appendix Four

LA25/088 – To appoint a contractor to undertake the Changing Rooms/Toilet Block refurbishment/demolition project and to resolve a suitable course of action.

The issues raised by the Quantity Surveyor had been resolved and after discussion it was resolved to appoint Lindum Peterborough (Division of Lindum Group Ltd)

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

27th June 2025

(Advisory) Neighbourhood Plan Steering Group Report

No further update received.

(Executive) Planning Committee Report

11th June 2025

Due to a lack of business to transact, this meeting was cancelled.

25th June 2025

Report from outside organisations – for information only

- Bedford Borough Council. Wymington Neighbourhood Area Designation. Under the requirements of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council has designated Wymington Neighbourhood Area which is the whole civil parish. Further information and a copy of the Borough Council's decision statement, including a map of the Neighbourhood Area, can be viewed on the Borough Council's web site at www.bedford.gov.uk/neighbourhoodplanning. As a result of the designation, Wymington Parish Council will be able to proceed to prepare a Neighbourhood Development Plan or Neighbourhood Development Order.
- Bedford Borough Council. Cotton End Neighbourhood Development Plan has been adopted. The plan was made by an Executive Decision on 2nd June 2025 and it now forms part of the development plan which means its policies will be used alongside other adopted local plan policies in the determination of planning applications within Cotton End parish. A copy of the made Neighbourhood Development Plan and all of the information relating to the plan is available to view here – <https://www.bedford.gov.uk/planning-and-building-control/planning-policy/neighbourhood-planning/cotton-end-neighbourhood-plan>. Further information on other Neighbourhood Development Plans is also available on the Council's website [here](#).

Planning Applications – for resolution

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 for the above development.

Resolved **TO OBJECT** using the following material consideration(s):

- Plans V03b and V13b now showed the correct outline planning application, but were dated March 2025 which was an incorrect date. The correct date should be between 15th May 2025 and 5th June 2025.

Proposed: Cllr Randell.

Seconded: Cllr Lloyd.

Resolved by all present.

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

23/01846/MAF – Land South of Keeley Lane. Erection of 20 dwellings with garages and associated works*.

This council previously raised **NO OBJECTION**.

25/00532/FUL – 22 Granby Way. Demolition of existing detached garage and erection of new detached double garage and outbuilding.

Appendix Six

This council previously raised **NO OBJECTION**.

25/00690/FUL – 39 Cause End Road. One and two storey front, side and rear extensions, loft conversion and flat roof verandah link to proposed garage extension.

This council previously raised **AN OBJECTION**.

* Cllr O'Dell observed s106 funding in the region of £42.5k, earmarked for sports pitches within the Borough, remained a provision within this application. The Parish Council had requested BBCllr Wheeler be involved in the s106 agreement, as that funding could be earmarked to upgrade existing sports facilities within the village, without success.

Resolutions

P25/091 – To consider a pre-order consultation relating to Bedford Borough Council's proposal to extinguish Public Footpaths 18 (Kempston Rural) and 26 (Wootton) in the environs of 54a and 58 Wood End Road, Kempston and to resolve a suitable course of action.

This agenda item was determined after P25/083.

A resident from Kempston Rural detailed no evidence of FP18 in the environs of Kempston Rural, nor was there evidence of FP26 in the environs of Wootton. It was noted, however, there was a bridleway in close proximity, linking the two areas.

After further discussion it was resolved to approve both extinguishments.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

The resident thanked all present, was thanked in turn for attending and left the meeting at 7.09pm.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
27th June 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2024-25

No project action plan as this safety steering group had not met since 21st May 2025.

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

FC25/174**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 Group Ltd, which will secure placement of the beacon. <u>14th May 2025</u> Greenbelt Group Ltd had granted consent to site the beacon and the documentation was set to be reviewed by the Leisure and Amenities Committee on 28th May 2025. <u>11th June 2025</u> Refer to agenda item FC25/154. <u>9th July 2025</u> The Clerk and Cllrs Lloyd and O'Dell met with a potential contractor (to site the beacon) and were awaiting the quotation and insurance details. Once received, the relevant paperwork would be forwarded to Greenbelt Group Ltd.	Cllr Bygraves
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<u>11th June 2025</u> Tender selection process remained live. <u>9th July 2025</u> Lindum Peterborough (Division of Lindum Group Ltd) were appointed as the contractor to undertake the project. Final M&E figures were being determined with	Working Group

Appendix Eight

							them, Coloini + Lane Architecture Ltd and Quantity Surveyor (D F Lynch Ltd) and works were due to commence 1 st September 2025, with a finish date end of October 2025. The Clerk confirmed she and Cllr Lloyd were sourcing a container to hold Parish Council items currently stored in the Changing Rooms and Toilet Block.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>9th July 2025</u> Refer to agenda item FC25/179.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>10th April 2024</u> Given the likelihood the land ownership issue will not be resolved in the short/medium term, members resolved to seek to site the lectern inside the churchyard area. Cllr Lloyd agreed to provide the Clerk with some graphics before approaching the churchwardens. <u>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. <u>14th May 2025</u> Cllr O'Dell confirmed he had recently spoken with the churchwardens, and it was agreed to chase Canon	Cllr Lloyd

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							Ackroyd again to try and secure a way forward, before he left the parish. <u>11th June 2025</u> The Clerk continued to chase for an update. <u>9th July 2025</u> The Clerk and Cllr Lloyd had spoken with a churchwarden who suggested the lectern referencing the gaol be erected close to the land now believed to be owned by Wheatley Homes (where the gaol once stood). It was suggested the second, referencing St. Mary's, be sited at the entrance from Church Row. Cllr O'Dell agreed to speak to the churchwardens again.	
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. <u>11th June 2025</u> Terry Ellingham was appointed by the Leisure and Amenities Committee on 30th April 2025 (LA25/055) – ratified by Full Council on 14th May 2025 (FC25/126) – as the preferred contractor. Cllr Lloyd and the Clerk attended a site visit on 6th June 2025 to ensure works could progress during the summer months. <u>9th July 2025</u> Works were ongoing.	Cllr Lloyd
Medium	Memorial Hall – ownership/	2025	£2,000	£0	£0	£2,000	<u>12th March 2025</u>	Clerk

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	management clarification						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 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. <u>11th June 2025</u> The Clerk was still awaiting a list of proposed building upgrades and works before sharing with DFL Law. <u>9th July 2025</u> The Clerk had received the list of proposed building upgrades and works, now shared with DFL Law. Cllr Lloyd was producing a plan referencing these works, ahead of discussions with the Memorial Hall Committee and Sweet Peas (thus ensuring nothing was overlooked).	
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	Cllr Hensher

Appendix Eight

							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). <u>14th May 2025</u> It was agreed to schedule an informal meeting of the Neighbourhood Development Plan Steering Group after the Leisure and Amenities Committee meeting scheduled for 28th May 2025. This would enable discussions on a way forward, following attendance by some members at an upcoming Review Workshop (Teams meeting), being held by Bedford Borough Council on 22nd May 2025. The Clerk agreed to inform all concerned. <u>11th June 2025</u> The Clerk had contacted Sally Stroman who assisted with the original Neighbourhood Development Plan, as instructed following an informal meeting held on 28th May 2025, and was awaiting a response. <u>9th July 2025</u> No further update received.	
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Appendix Eight

Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	<u>8th May 2024</u> No further update received. <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.	Clerk
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To be reviewed monthly at Full Council.

RISK ASSESSMENTS PLAN 2025-26

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 2025-26 (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	Last Reviewed	Signed off date and initials
3 Tier Flower Planters	SP	14.5.25	All planters are inspected by Warner's of Bedford Ltd when undertaking planting or maintenance		12.2.25 SP	
Car Parks	SP	14.5.25	All car parks inspected for issues week commencing 27 th January 2025		12.3.25 SP	
Cemeteries	JW and SP	14.5.25	This can be signed off but as the topple testing letters will need to remain on site(s) for 13 months, this will be carried forward to 2025/26	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	14.5.25 SP	

² Wootton Parish Council
Full Council Minutes 9th July 2025

Appendix Nine

Changing Rooms and Toilet Block	SP	14.5.25	Left on file for now pending extensive remodelling works (and the demolition of the toilet block). Tender process is live as of April 2025. This will be carried forward to 2025/26			
Christmas Street Lighting	SP	14.5.25	None		13.11.24 SP	
Christmas Tree (including Switch On Event)	SP	14.5.25	None		13.11.24 SP	
Defibrillators	SP	14.5.25	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system		11.6.25 SP	
Fun Fest	SP	14.5.25	None		12.3.25 SP	
Generator	GL	14.5.25	None		12.3.25 SP	
Keeley End Pond	GL	14.5.25			12.2.25 SP	
Litter Picking (and caretaker)	SP	14.5.25	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP	
Lone & Isolated Working	SP	14.5.25	Staff reviews carried out in January 2025 – no action necessary		12.3.25 SP	
Marquee/Gazebo	SP	14.5.25	None		9.4.25 SP	
Memorial Hall Play Area	SP	14.5.25	None		14.5.25 SP	
MUGA – Church Road	SP	14.5.25	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. Handyman has experienced delays in sourcing the fencing required – this will be carried forward to 2025/26 (and is a low risk in any event)	All other checks are in order	14.5.25 SP	

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MUGA – Harris Way	SP	14.5.25	None		14.5.25 SP	
Office PAT testing	SP	14.5.25	11.6.25 – The Charitable Trust will include the office items when the building's items are tested imminently		8.5.24 SP	
Recreation Ground Play Area	SP	14.5.25	None		14.5.25 SP	
Remembrance Sunday Parade	SP	14.5.25			9.10.24 SP	
Skate Park	SP	14.5.25	11.9.24 – The RoSPA inspection for 2024 raised low risk issues only		11.9.24 SP	
Sports Pitches – Church Road	SP	14.5.25	None		14.5.25 SP	
Sports Pitches – Harris Way	SP	14.5.25	None		14.5.25 SP	
Street Furniture	SP	14.5.25	None		14.5.25 SP	
Trees	SP	14.5.25			9.4.25 SP	
Village Sign	SP	14.5.25				
War Memorial	JN	14.5.25	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	14.5.25	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		11.6.25 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	23.4.25 – The Charitable Trust has confirmed the fire alarm, emergency lighting, extinguishers, testing and servicing were examined/carried out on 17 th January 2025 – no issues arose. All are subject to six monthly testing		14.5.25 LR
Community Centre General	Charitable Trust	14.5.24	23.4.25 – 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 23.4.25) 23.4.25 – 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. The Clerk has received confirmation from the Charitable Trust that their items will be re-checked in May 2025		14.5.25 LR
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 – from July 2025 onwards)		14.5.25 LR
Community Centre Scaffold	Charitable	14.5.24	23.4.25 – The Charitable Trust has		14.5.25 LR

Appendix Nine

Tower	Trust		confirmed the scaffold tower was examined on 1 st April 2025 – no issues arose		
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To be reviewed monthly at Full Council.

FC25/177

Schedule of Receipts and Payments

Please visit the following link:

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