



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 13th August 2025 at 7.38pm 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 and Randell. 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
FC25/184	Apologies for absence. Cllrs Swain, Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/185	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/186	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.
FC25/187	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 July 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.
FC25/188	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.
FC25/189	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> https://wootton-pc.gov.uk/parish-council/minutes/ . Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 9 th July 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 25 th June 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 25 th June 2025.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Lincoln. Resolved by all present. Minutes were received. Proposed: Cllr Hensher. Seconded: Cllr Lincoln. Resolved by all present. Minutes were received. Proposed: Cllr Lincoln. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC25/190	Matters arising from the minutes – for information only. - FC25/179 + FC25/202 – Community Centre at Berryfields. Refer to agenda item FC25/202. - FC25/179 + FC25/202 – Shared Car Park Agreement between the Berryfields	No further comments received.	Clerk to keep on file.	N/A.

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	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 FC25/202. • 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 was appointed as the winning contractor and works are now complete. Refer to agenda item FC25/212. • 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. The Clerk has chased both Bedford Borough Council and Wootton Academy Trust for help in securing the relevant signature.			
FC25/191	Chairman’s report – for information only.	Cllr Lloyd thanked the Clerk and Cllr O’Dell for their help in moving the stored items from the	Clerk to keep on file.	N/A.

		changing rooms to a secure lock-up, in preparation of the Changing Rooms/Toilet Block refurbishment/demolition project. Cllr Lloyd also confirmed Cllr Richbell-Davies had resigned from the Parish Council due to family commitments.		
FC25/192	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 Lincoln. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/193	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 O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/194	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.
FC25/195	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.
FC25/196	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.
FC25/197	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.	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 Randell.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

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	(Appendix Eight).	Seconded: Cllr Bygraves. Resolved by all present.		
FC25/198	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 following risk assessments: • 3 Tier Flower Planters. • Changing Rooms and Toilet Block. • Keeley End Pond. • Trees. Further 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.
FC25/199	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.
FC25/200	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.
FC25/201	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 Bygraves. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/202	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms (now Joint Use Agreement)</u> The Clerk confirmed the JUA was ready to be issued for signature, save for three issues which were approved at this Full Council meeting:	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		• Members agreed the adjudicator would be appointed by the President of the Royal Institution of Chartered Surveyors. • Members agreed the document could be signed electronically. • Members agreed clause 7.8 in relation to the Sinking Fund. <u>Charitable Trust</u> Cllr Bygraves confirmed all was going well in relation to the upcoming Food Fest event. <u>Lease</u> Hillary Cooper Law was currently reviewing the latest version to ensure it aligned with the JUA. The Clerk had provided (previously agreed) bullet points for inclusion. Resolved to accept the above agreements and findings. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.		
FC25/203	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 part of s106 funding for the Berry Wood Development and to resolve a suitable course of action.	<u>Electric Vehicle Charging Points</u> Given the delay in delivery of the EVCP sites, Cllr O'Dell proposed the Clerk address this issue with the Borough Council's Portfolio Holder. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> No further update was received. Resolved to note the above. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

FC25/204	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 received confirmation from Paul Pace, Service Director – Public Realm, Highways & Waste Management, Bedford Borough Council, stating the funding was not payable until after the occupation of 10 dwellings. The Clerk had nonetheless requested guidance on how best to secure that funding to potentially upgrade the Church Road Multi Use Games Area fencing.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
FC25/205	To monitor the roll out of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) which received Royal Assent in April 2025 and is now subject to an implementation period between 2025-Spring 2027) and to resolve a suitable course of action.	After discussion the following was resolved: • It was highly recommended all councillors complete Action Counters Terrorism Training (ACT Training); • The Clerk and Cllr Lincoln be appointed joint leads in relation to all aspects of Martyn's Law. • Councillors and the Clerk to complete SCan Training (See, Check and Notify) training at their own discretion. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/206	To consider a grant application from Wootton Country Players in the sum of £900 (to provide temporary storage whilst the Changing Rooms project is ongoing) and to resolve a suitable course of action.	Resolved to approve the grant request in full (£900). Proposed: Cllr Lincoln. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/207	To receive a recommendation from the (advisory) Leisure and Amenities Committee that all findings in relation to Playsafety Ltd T/A RoSPA Play Safety's annual RoSPA-accredited play equipment and Keeley End Pond inspections be shared with the relevant contractors for remedial works where necessary (the Clerk's recommendation) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC25/208	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Site Inspection Report from Dura-Sport (Leisure Care) Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road be accepted without further comment and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/209	To receive a recommendation from the (advisory) Leisure and Amenities Committee that two corner protection hoop barriers be added to both ingress/egress pedestrian points at the front and side of the village hall and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/210	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 two members of the public present and Cllr Lloyd moved they be permitted to stay for the remaining agenda items. Members present were in agreement. There were no members of the press present.	All to note.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC25/211	To receive a recommendation from the (advisory) Leisure and Amenities Committee that Dura-Sport (Leisure Care) Ltd be re-appointed as providers of a specialist maintenance service to the surface of the MUGA (Multi Use Games Area) at Church Road (six visits per year and including a de-compaction and sand top up visit) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/212	To receive a recommendation from the (advisory) Leisure and Amenities Committee that Terry Ellingham be appointed to build a further memorial wall at Lorraine Road Cemetery and complete landscaping services to the existing newly-built memorial walls (at costings of £7,456 and £600, respectively) and to resolve a suitable course of action.	Resolved to accept the recommendation 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 8.09pm.

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Borough Councillor Report for August Full Council – John Wheeler

Well, here we are approaching autumn; it seems only last week I was putting the Christmas tree away! It's been an odd time weatherwise since my last report; we seemed to have had everything except snow. It has also been a sad time with Wootton stalwarts leaving the village for pastures new. I am referring of course to Canon Peter Ackroyd of St. Mary's Church and Chris Tavener. I was honoured to be asked to say a few words at Peter's leaving service which was very well attended. It gave me the opportunity to say a personal thank you and a thank you also on behalf of the community, who he has served for over 20 years or so. Peter will be missed – he has helped me over the years with various charity, school and parish events and has become a friend. Mr T. (as Chris is known in the village) is also a great friend who will be missed by many. He achieved a lot over the 14 years he was at Wootton Lower School – including a new school site, the two-tier conversion process, additional buildings at Bedford Road and the changes to academy status. His main achievement, however, is the joy he brought to children, parents, carers, staff and even governors! I wish them both well and I am sure they will make just as positive an impression in their new roles.

Wootton Parish Council held its annual Fun Fest in July, which started wet but ended as another great event. By mid-afternoon, many had turned out to support the event and enjoyed all it had to offer – from live music, food stalls, craft and cake stalls, plus the car show, face painting, magician and circus workshop. Many of those events were free to the public – demonstrating a great community spirit. It was also nice to see Mayor Wootton in attendance along with our MP, Blake Stephenson. They were spotted talking to many attendees and buying marmalade from the WI stall! A big thank you as always has to go to Wootton Parish Council – in particular Gareth Lloyd and Sue Edgar Playford and Mark Atkins (MCA Entertainment) and to everyone who attended on the day to help make this a great event once again.

A quick reminder that this year's Remembrance Day Parade and Service will take place on Sunday 9th November 2025. Fuller details will be available nearer the time, however the format will remain the same as in previous years. The parade members will meet at the village hall car park and parade to the War Memorial, ahead of the service, wreath laying and minute's silence at 11am.

The annual Bob Lunniss Christmas lunch will be held on the 3rd December 2025, again at Wootton Blue Cross. Tickets will be available from Wootton Blue Cross on 26th November 2025. Again, fuller details will be available nearer the time.

I am still working with the Parish Council to improve the roads and footpaths around the village. I recently completed a village tour with a Bedford Borough Council Highways engineer, the Chairman Gareth Lloyd and Clerk, Sue Edgar Playford. We examined all outstanding issues and are waiting to hear back on what areas Bedford Borough Council will look to carry out remedial works to (plus timescales). The flooding on Cranfield Road should be remedied in late September as new pipes have been laid in the adjoining ditch, which leads to the pond. A general clearance of the area has also been undertaken.

We now have two new bus shelters on Burgoyne Avenue and are waiting to hear from Bedford Borough Council in relation to the Real Time Passenger Information Units, which should be installed at both venues. The Parish Council has also asked me to investigate the possibility of installing a defibrillator near the shelter closest to Cranfield Road, as that area currently lacks any such facility.

What was initially a temporary bus stop on Burgoyne Avenue (near the Berryfields roundabout) is now a permanent bus stop. I have requested suitable road markings and raised kerbs as a result.

I would like to thank the litter pickers who do a fantastic job in and round the village in keeping it clear of litter.

As at time of writing this report the Universal Destinations proposal is currently open for consultation and the Parish Council will be submitting comments in due course, to both Bedford Borough Council and Central Government (the proposal is being determined by the latter, in a change from the standard planning process). Myself and the Parish Council have been working with both Bedford Borough Council and Universal to ensure resident concerns are addressed. I hope to have a further update in the December edition of this newsletter.

Telecare

- Bedford Borough Council has approved the introduction of a £4 per week 4 (equivalent to 57p per day) contribution for its Telecare service to ensure the long-term sustainability of the service.
- Telecare supports vulnerable residents to live independently and safely in their own homes. In recent years, demand for the service has increased significantly, while associated costs have risen to a projected £448,000 for the current year - well above the allocated budget of £72,000.
- The small contribution will only apply to those most able to afford it as users on care packages will still receive the service at no additional cost.
- When compared to neighbouring authorities Bedford's charge is among the lowest in the country. For example:
 - Stockport: up to £10.85 per week.
 - Milton Keynes: up to £14.86 per week.

Kerbside Glass and Weekly Food Waste Collections

- Bedford Borough Council has announced forthcoming improvements to household waste collection services, including the introduction of kerbside glass collection for all households and a new weekly food waste collection service set to begin in April 2026.
- As part of the planned changes:
 - Glass bottles and jars will be collected via orange-lidded recycling bins at the kerbside, making it easier for residents to recycle from home.
 - Existing bottle bank sites will be gradually phased out, but only where appropriate. In relation to the bottle bank at the Recreation Ground (of which 100% of the revenue is passed to the local Wootton Poor's Land Charity to help residents of Wootton and Stewartby in financial need), I have requested this facility remain, in the hope residents will continue to use it to help this worthy cause.
 - A weekly food waste collection service will be rolled out to all households, with the aim of reducing black bin waste and increasing recycling of organic material.

Once again, thank you to everyone in the village who do so much for Wootton and its residents.

BBCllr Wheeler
August 2025

Borough Councillor Report for August Full Council – Sue Abood

No report received.

Appendix One A

FC25/187a July 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/39462/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	10/07/2025	Bedford Road
40/40095/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	13/07/2025	
40/37332/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	01/07/2025	Butland Way
40/38588/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A BUILDING - BUSINESS	07/07/2025	Bourne End
40/37258/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	01/07/2025	Folkes Road
40/37799/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	03/07/2025	A421
40/40246/25	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	14/07/2025	Rawlins Gardens
40/39412/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	10/07/2025	Bedford Road
40/40335/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	14/07/2025	Cranfield Road
40/40468/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	15/07/2025	Payne Road
40/40868/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	16/07/2025	Johnson Avenue
40/41418/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	19/07/2025	Johnson Avenue
40/43390/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	28/07/2025	Waite Meadows
40/42155/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	22/07/2025	Popes Way
40/42348/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/07/2025	Church Road
40/40883/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	16/07/2025	Lorraine Road

Appendix One A

40/42190/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	22/07/2025	
40/40827/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	16/07/2025	Folkes Road
40/41465/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	19/07/2025	Johnson Avenue
40/41663/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/07/2025	Johnson Avenue
40/44064/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	31/07/2025	
40/42305/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	23/07/2025	
40/40743/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	16/07/2025	
40/40659/25	Vehicle Crime	VEHICLE OFFENCES	THEFT FROM A VEHICLE	THEFT FROM A MOTOR VEHICLE	16/07/2025	Roseberry Avenue

FC25/188**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/188 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)
1.7.25	Emails (several)	Non residents	Fun Fest 2025
1.7.25	Email	Non resident	Wootton Newsletter advertising query
1.7.25	Email	Bedford Borough Council Highways Engineers	Follow up on Speed Indicator Device and yellow lining queries
1.7.25	Emails (several)	Memorial Hall Committee	Follow up on works required to the Memorial Hall
1.7.25	Email	Arthur J Gallagher Insurance	Follow up on potential insurance claim (now closed - no action taken)
1.7.25	Email	DLS Law	Follow up on draft lease for the Memorial Hall
2.7.25	Email	Resident	Query/complaint about speeding along Burgoyne Avenue
2.7.25	Email	Arthur J Gallagher Insurance	Follow up on ongoing insurance claim - historic damage to Churchyard wall
2.7.25	Email	Non resident	Query in relation to a headstone - Lorraine Road cemetery
2.7.25	Email	St. Mary's churchwarden	Request for assistance in securing quotations for remedial works - Churchyard wall
2.7.25	Email	Bedford Borough Council (Paul Pace)	Request for assistance in securing s106 funding for the Multi Use Games Area - Church Road
3.7.25	Email	Non resident	Potential meeting to discuss creation of a youth council for Wootton
3.7.25	Email	Bedford Borough Council Environment Enforcement Team	Notification of a dog being walked - Recreation Ground, Church Road
3.7.25	Emails (several)	Residents and non-residents	Fun Fest 2025
8.7.25	Email	Resident	Query relating to the ownership/maintenance of the grass verge, ditch and hedgerow between Hall End Road and the development known as Little Wootton

Appendix Two

8.7.25	Emails (several)	Non residents	Fun Fest 2025
8.7.25	Emails (several)	Ace Fire & Security Ltd	Invoice query
8.7.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
8.7.25	Email	A R Worboys Ltd	Request to cut grass - missed area at Hall End
9.7.25	Emails (several)	Non residents	Fun Fest 2025
9.7.25	Email	Chronicle RIP	Cemetery software onboarding information
9.7.25	Email	Ace Fire & Security Ltd	Invoice query
9.7.25	Emails (several)	Abbotts Funeral Directors	Information relating to an upcoming interment - Lorraine Road cemetery
10.7.25	Email	Neil Roper	Request for graffiti removal - recreation ground bench
10.7.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
10.7.25	Email	Forest of Marston Vale	Press release
10.7.25	Email	uRisk Ltd	Query relating to missed legionnaire's testing appointment
10.7.25	Email	Wootton Country Players	Information relating to grant request
11.7.25	Emails (several)	Residents and non-residents	Fun Fest 2025
11.7.25	Email	Caretaker and litter picker	Weekly play equipment inspections
11.7.25	Email	Bedfordshire Association of Town & Parish Councils	Information gathering ahead of hosting a potential play equipment inspection training course at our play areas
12.7.25	Emails (several)	Non residents	Fun Fest 2025
13.7.25	Emails (several)	Non residents	Fun Fest 2025
15.7.25	Emails (several)	Non residents	Fun Fest 2025

Appendix Two

15.7.25	Email	Bedford Borough Council	Confirmation of a further prosecution in relation to a dog being walked at the recreation ground, Church Road
15.7.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
15.7.25	Email	Resident	Request for information relating to planning permission requirements for a garden office (directed to Bedford Borough Council's Planning Department)
15.7.25	Email	Hillary Cooper Law	Updates relating to the Joint Use Agreement and Lease - Community Centre
16.7.25	Emails (several)	Non residents	Fun Fest 2025
16.7.25	Email	Resident	Information relating to an upcoming interment - Lorraine Road cemetery
16.7.25	Email	Abbotts Funeral Directors	Information relating to an upcoming interment - Lorraine Road cemetery
16.7.25	Email	Arthur J Gallagher Insurance	Request for information relating to installation of beacon
16.7.25	Email	Greenbelt Management Ltd	Information relating to installation of beacon
16.7.25	Email	Dura-Sport (Leisure Care) Ltd	Information ahead of site visit to discuss ongoing maintenance contract - Multi Use Games Area surface, Church Road
17.7.25	Emails (several)	Non residents	Fun Fest 2025
17.7.25	Email	Resident	Information relating to a Roads and Pavements issue
17.7.25	Email	Non resident	Request for assistance in booking the Community Centre - no response received via the bookings email
17.7.25	Email	Bedfordshire Police	Information relating to a Priority Setting Meeting
18.7.25	Emails (several)	Residents and non-residents	Fun Fest 2025
18.7.25	Email	Caretaker and litter picker	Weekly play equipment inspections
18.7.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
18.7.25	Email	Pam Anthony Payroll Services	Pensions information
18.7.25	Email	Miracle Design and Play Ltd	RoSPA remedial works to play equipment
18.7.25	Email	Bedfordshire Association of Town & Parish Councils	Information gathering ahead of hosting a potential play equipment inspection training course at our play areas

Appendix Two

19.7.25	Emails (several)	Residents and non-residents	Fun Fest 2025
19.7.25	Email	Caretaker and litter picker	Weekly play equipment inspections and Fun Fest 2025 update
22.7.25	Emails (several)	Non residents	Fun Fest 2025
22.7.25	Email	Wootton Community Centre	Notification of PAT testing (received too late to action)
22.7.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
22.7.25	Email	Resident	Complaint regarding paint spilt by a refuse truck within Berryfields Estate
22.7.25	Email	Forest of Marston Vale	Article for the Wootton newsletter September 2025 edition
22.7.25	Email	Neil Roper	Information relating to installation of a post - recreation ground car park
23.7.25	Email	Caretaker	Issues with graffiti and broken glass
23.7.25	Email	Bedford Borough Council Commercial Services	Request for graffiti removal - skate park
23.7.25	Email	Non resident	Fun Fest 2025
23.7.25	Email	Non resident	Information relating to a plot reserved at Lorraine Road Cemetery in 1996, now not required
23.7.25	Email	Bedford Cinch Store	Hire of container to store Changing Rooms items during refurbishment works
23.7.25	Email	Resident and St. Mary's Churchwarden	Arranging a site visit to discuss remedial works to the damaged churchyard wall
24.7.25	Email	Resident	Information relating to the bollards system at the recreation ground car park, including why they cannot be raised later than 9pm
24.7.25	Email	Bedford Borough Council Commercial Services	Request for caretaker cover in August
24.7.25	Email	Wootton Academy Trust	Reminder that the first synthetic pitch report is due before August/September's Full Council meeting
24.7.25	Email	Resident	Request for Bedfordshire Police Terrorism Contact information
24.7.25	Email	Bedford Borough Council	Request for assistance in securing s106 funding for the Multi Use Games Area - Church Road
24.7.25	Email	Greenbelt Management Ltd	Information relating to installation of beacon
25.7.25	Email	Resident	Information relating to the live consultation relating to the Universal Destinations proposal
25.7.25	Email	Fun Fest helpers	Fun Fest 2026
25.7.25	Emails (several)	Caretaker and litter picker	Weekly play equipment inspections

Appendix Two

25.7.25	Email	Resident	Complaint regarding tree works to a willow on Lorraine Road Green (passed to Bedford Borough Council)
25.7.25	Emails (several)	Resident and non-residents	September 2025 newsletter
25.7.25	Email	Insurers	Request for advice in relation to Remembrance Sunday 2025
29.7.25	Email	Resident	Complaint regarding Food Fest event within the Community Centre Car Park (passed to the Charitable Trust)
29.7.25	Email	Litter picker	Report of bins not being emptied at Lorraine Road Green and Fields Road
29.7.25	Emails (several)	Residents	Report of damage to surface - Jubilee Garden, Recreation Ground, Church Road
29.7.25	Email	Resident	Concerns following fire damage and vandalism to an area adjoining gardens - Tithe Barn Road
29.7.25	Email	Handyman	RoSPA findings 2025 - play equipment
29.7.25	Email	Resident	Environmental Statement relating to the Universal Destinations proposal
29.7.25	Email	Miracle Design and Play Ltd	Update relating to outstanding RoSPA remedial works - play equipment - Memorial Hall and Recreation Ground sites
29.7.25	Email	Wootton Good Neighbour Scheme	Query relating to a damaged fence (believed to be the responsibility of bpha)
30.7.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
30.7.25	Email	FA Bartlett Tree Experts Ltd	Confirmation of dates for outstanding tree inspection works - Popes Way Green and St. Mary's churchyard
30.7.25	Email	A R Worboys Ltd	Confirmation the footpath in the recreation ground will be sprayed week commencing 4th August 2025
31.7.25	Emails (several)	Residents and non-residents	September 2025 newsletter
31.7.25	Email	Taunton Town Council	Response to request for guidance in relation to their application for the Local Council Award Scheme Gold Award
31.7.25	Email	Bedford Borough Council	Follow up in relation to the erection of one missing Dog Control Order sign and a new no fly-tipping sign - Recreation Ground
31.7.25	Email	Civil Registration, Bedford Borough	Confirmation of interment - Lorraine Road Cemetery

Appendix Two

31.7.25	Email	Caloo Ltd	Information relating to RoSPA remedial works - play equipment, Recreation Ground
31.7.25	Emails (several)	Residents and non-residents	September 2025 newsletter
31.7.25	Emails (several)	Caretaker and litter picker	Weekly play equipment inspections

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

30th July 2025

Resolutions

FG25/070 – To approve payments as per attached schedule(s), resolve a suitable course of action and present to next Full Council as Receipts and Payments, for information.

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

Proposed: Cllr Hensher.

Seconded: Cllr Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

5th August 2025

(Advisory) Leisure and Amenities Committee Report

30th July 2025

Matters arising from the minutes – for information only

- LA24/085 + LA25/099 – 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. Refer to agenda item LA25/099.
- 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 has forwarded that document, plus contractor insurance details to Greenbelt Management Ltd. Final confirmation has been requested prior to installation.

Resolutions

LA25/097 – 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.

The Clerk confirmed Planning Application (Policy W3 within Wootton's Neighbourhood Development Plan) was still subject to delay in determination by Bedford Borough Council's Planning Committee.

The Clerk further confirmed they had still not received a response from Mayor Wootton in relation to those delays. The Clerk also confirmed they had requested a private valuation of both land parcels and was awaiting that information.

LA25/098 – 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.

LA25/099 – To receive, review, approve and consider a course of action in relation to all RoSPA inspection reports (covering all Parish Council-owned play equipment/areas and Keeley End Pond) and to make recommendation to Full Council as necessary.

After discussion it was resolved to delegate all courses of action to the Clerk and to make the same recommendation to Full Council.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

LA25/100 – To receive and accept a Site Inspection Report from Dura-Sport Leisure Care Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road and to make recommendation to Full Council as necessary.

Resolved to receive and accept the site inspection report without further comment and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Randell.

Appendix Four
Resolved by all present.

LA25/101 – To consider remedial works to prevent vehicular access to Church Road via the widened footpath to the side of the village hall and to make recommendation to Full Council as necessary.

Resolved to accept Cllr Lloyd's recommendation that two corner protection hoop barriers be added to both ingress/egress pedestrian points at the front and side of the village hall and to make the same recommendation to Full Council. Cllr Lloyd agreed to provide updated graphics ahead of the next Full Council meeting on 13th August 2025. Proposed: Cllr Swain.

Seconded: Cllr Hensher.

Resolved by all present.

LA25/102 - 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 press or public present.

LA25/103 – To consider the re-appointment of Dura-Sport (Leisure Care) Ltd as providers of a specialist maintenance service to the surface of the MUGA (Multi Use Games Area) at Church Road and to make recommendation to Full Council as necessary.

Resolved to re-appoint Dura-Sport (Leisure Care) Ltd to undertake six annual maintenance checks to the MUGA surface.

Further resolved the Clerk create a new earmarked reserve to budget for the surface's future replacement – moving £10k immediately from General Reserves and to make the same recommendations to Full Council.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

LA25/104 – To receive a report from Cllr Lloyd in relation to the newly built Memorial Walls at Lorraine Road Cemetery, to consider the addition of an additional Memorial Wall and to make recommendation to Full Council as necessary.

Resolved to build one further memorial wall (Cllr Lloyd agreed to provide location details ahead of the next Full Council meeting on 13th August 2025) at a cost of £7,456 and to approve landscaping works at a cost of £600 and to make the same recommendations to Full Council.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
5th August 2025**

(Advisory) Neighbourhood Plan Steering Group Report

No further update received.

(Executive) Planning Committee Report**9th July 2025****Report from outside organisations – for information only**

- Bedford Borough Council. Confirmation that Traffic Regulation Orders have been made along:
 - Bedford Road (western side, extending from a point approx. 23.7 metres north of the centre of Cause End Road (the end of the existing no waiting at any time restriction) for a distance of approx. 47 metres in a northerly direction (to the start of the bus stop layby).
 - Fields Road. On both sides, extending in an easterly direction from the projected boundary between nos. 32 and 32a Fields Road to a point approx. 20 metres east of the centre of Summerfield Drive.
 - Fields Road. On both sides, extending in an easterly direction from the projected boundary between nos. 33a and 33c Fields Road to a point approx. 24 metres east of the eastern side of Monoux Road.
 - Monoux Road. On both sides, extending from the northern side of Fields Road for a distance of approx. 23 metres in a north-easterly direction.
 - Summerfield Drive. On both sides, extending from the south-western side of Fields Road for a distance of approx. 36 metres in a south-westerly direction.

- Bedford Borough Council. Cople Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Cople Parish Council have submitted their Neighbourhood Development Plan to Bedford Borough Council. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Bedford Borough Council is inviting representations on the Cople Neighbourhood Development Plan for a period of 6 weeks. The submission plan and supporting documents are available to view on the Council's website at: www.bedford.gov.uk/neighbourhoodplanning. Paper copies of the documents are also available for inspection at the following location during open hours: Five Bells Pub, 1 Northill Rd, Cople, MK44 3TU.
 Representations must be made in writing (preferably using the consultation form provided on the website) and can be:
 - Emailed to: planningforthefuture@bedford.gov.uk; or
 - Posted to: Planning Policy Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This is not a freepost address; please use a stamp.
 Any representations may include a request to be notified of Bedford Borough Council's decision under Regulation 19 (Decision on a plan proposal) in relation to the submitted neighbourhood development plan. All representations must be received by 5pm on 11 August 2025.

Planning (other – including Bedford Borough Council and the Secretary of State)

Ministry of Housing, Community and Local Government, Planning Response Unit. Former Brickworks and adjoining land – Kempston Hardwick. Universal Destinations & Experiences has submitted a request to the MHCLG seeking planning permission for an Entertainment Resort Complex and associated development. The request is accompanied by an Environmental Statement. MHCLG has been asked to consider granting planning permission by making a Special Development Order for the Proposal, under Section 59 of the Town and Country Planning Act 1990. The consultation starts at 12.00 on 3rd July 2025 and ends at 12.00 on 31st August 2025. After discussion it was agreed to carry this agenda item forward to the next meeting of this committee and to collate any/all comments for submission after the follow-on meeting on 13th August 2025.

Planning Applications – for resolution

25/01314/S73A – 7 Stevenson Walk. Retrospective planning permission application. Addition of roof lantern to existing outbuilding (Development already commenced).

Resolved **NO OBJECTION**.

Proposed: Cllr Lloyd.

Seconded: Cllr Randell.

Resolved by all present.

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

25/00475/COU – 10 Hollies Walk. Change of use of the existing bungalow (Use Class C3) to residential care home (Use Class C2) for up to 4 persons between the ages of 18 - 65 years (Development already carried out).

This council previously raised NO OBJECTION.

No further comments received.

Planning (other – including Bedford Borough Council and the Secretary of State)

Ministry of Housing, Community and Local Government, Planning Response Unit. Former Brickworks and adjoining land – Kempston Hardwick. Universal Destinations & Experiences has submitted a request to the MHCLG seeking planning permission for an Entertainment Resort Complex and associated development. The request is accompanied by an Environmental Statement. MHCLG has been asked to consider granting planning permission by making a Special Development Order for the Proposal, under Section 59 of the Town and Country Planning Act 1990. The consultation starts at 12.00 on 3rd July 2025 and ends at 12.00 on 31st August 2025.

The Clerk shared an environmental statement, prepared by a resident who worked in the field and who had concerns in relation to the statement prepared by Universal. After detailed discussion it was resolved to request the resident's credentials/qualifications, in order to add them to the statement, ahead of submitting a copy to both Bedford Borough Council (requesting comments by return before 13th August 2025) and Central Government (as the entity dealing directly with the proposal) – see Appendix One¹.

This proposal would again feature as an agenda item at the Planning Committee meeting scheduled for 13th August 2025, after which a formal submission would be made to Central Government. It was hoped the resident would be able to attend that meeting.

Proposed: Cllr O'Dell.

Seconded: Cllr Noakes.

Resolved by all present.

Bedford Borough Council. 23/00067/UNDEV Planning Enforcement Notice (APP/K0235/C/25/3369354). 23 Littlebrook Lane – Resident has appealed against an enforcement notice served by Bedford Borough Council, in respect of a breach of planning control, namely the erection (without planning permission) of a car port. Any Parish Council comments should be submitted directly to the Planning Inspectorate. Fuller information may be viewed [here](#).

No further comments received.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer, 5th August 2025

¹ To view Appendix One, please visit: <https://wootton-pc.gov.uk/> under Minutes/Planning-Committee/2025/2025-07-30-Planning-Committee-minutes.pdf

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2024-25

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

² Project Action Plan.

FC25/197**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. <u>13th August 2025</u> The Clerk had secured permission from Greenbelt Group Ltd to site the beacon and was awaiting a start date from the contractor.	Cllr Bygraves
High	Changing Rooms	2024	£244,151	£0	£0	£250,000	<u>11th June 2025</u> Tender selection process remained live.	Working Group

Appendix Eight

							<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 them, Coloini + Lane Architecture Ltd and Quantity Surveyor (D F Lynch Ltd) and works were due to commence 1st 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. <u>13th August 2025</u> A further asbestos survey would be carried out before the start date of 1st September and the Clerk and Cllrs Lloyd and O'Dell had moved all stored items to off-site storage.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>13th August 2025</u> Refer to agenda item FC25/202.	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.	Cllr Lloyd

Appendix Eight

							<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 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. <u>13th August 2025</u> Graphics had again been provided to the Churchwardens who needed to liaise with the PCC before determining the final locations and wording. Cllr O'Dell suggested a further lectern in the vicinity of the beacon, once installed.	
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

Appendix Eight

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>13th August 2025</u> Works had been completed. Refer to agenda item FC25/212.	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 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.	Clerk

Appendix Eight

						<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). <u>13th August 2025</u> The Clerk had received confirmation from DFL Law a draft lease agreement was being prepared. It was noted Cllr Lloyd wished to visit the Memorial Hall in order to ensure a co-ordinated approach to all proposed building upgrades and works, ahead of a meeting with the Management Committee and Sweet Peas.	
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	Cllr Hensher

Appendix Eight

							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.	
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

To be reviewed monthly at Full Council.

RISK ASSESSMENTS PLAN 2025-26

WPC³ assigns all Risk Assessments in May. This plan will detail who those Risk Assessments have been assigned to, timescales and any resultant findings/actions. WPC will review the plan on a monthly basis to ensure timescales are adhered to and/or to receive updates and to sign off completed Risk Assessments.

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

Wootton Parish Council's Risk Assessments for 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 and initials	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		30.7.25 SP	13.8.25 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	

³ Wootton Parish Council
Full Council Minutes 13th August 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		N/A	13.8.25 N/A
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			30.7.25 GL	13.8.25 GL
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	

Appendix Nine

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	All trees were inspected in April 2025 and works were completed in June/July 2025 (with some ongoing)		30.7.25 SP	13.8.25 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	

Appendix Nine

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

Appendix Nine

Community Centre Scaffold Tower	Charitable Trust	14.5.24	23.4.25 – The Charitable Trust has confirmed the scaffold tower was examined on 1 st April 2025 – no issues arose		14.5.25 LR
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To be reviewed monthly at Full Council.

FC25/200

Schedule of Receipts and Payments

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