



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 8th October 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 Bygraves (in the chair in the absence of Cllr Lloyd), Hensher, Noakes, O'Dell, Randell and Wallace. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/238	Apologies for absence. Cllrs Lincoln, Lloyd, Swain 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.
FC25/239	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/240	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.
FC25/241	Report from outside organisations – for information only.	The Clerk confirmed, in the absence of BBCllr/Cllr Wheeler no further update had been	BBCllr/Cllr Wheeler.	N/A.

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	To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for September 2025. (Appendix One a).	received from Bedford Borough Council in relation to the seeming “collapse” in places of Fields Road (as raised under this agenda item at September’s Full Council). A response from Bedford Borough Council in relation to any proposed enhancement of Public Right of Way (ROW40) leading from Keeley Lane to the rear of Hollies Walk in accordance with NP Policy W3(viii) ‘<i>the existing public rights of way which extend around the site are to be protected</i>’, NP Policy W14(d) ‘<i>...conveniently accessible for residents of the village wishing to walk or cycle</i>’, and Local Plan Policy 91 (Access to the countryside), stated “<i>...when the planning application was considered in 2022, a site visit was carried out to check the route of the footpath. Given that the development only comprised only [sic] a small section of the entire length of the footpath, it was not considered that improvements needed to be made to the surface. The comments regarding the right of way made on the planning application related to ensuring that the footpath was not obstructed or encroached on</i>”. No report was received from BBCllr Abood. No further comments received.	N/A. Clerk to keep on file.	N/A. N/A.
FC25/242	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.

FC25/243	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 10th September 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 27th August 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 27th August 2025.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received. Proposed: Cllr Bygraves. Seconded: Cllr Wallace. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC25/244	Matters arising from the minutes – for information only. • FC25/231 + FC25/256 – Community Centre at Berryfields. Refer to agenda item FC25/256. • FC25/231 + FC25/256 – 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 finishing touches. Refer to agenda item FC25/256. • 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	No further comments received.	Clerk to keep on file.	N/A.

	here: Local Plan 2040 Examination Bedford Borough Council. • FC25/212– Erection of additional memorial wall at Lorraine Road cemetery. Terry Ellingham was appointed as the winning contractor and initial works are now complete. Terry was appointed by Full Council on 13th August 2025 (FC25/212) to build a further memorial wall using left over materials and landscape the initial works, to provide an optimum finish. Works are now complete – move to close. • FC25/235 – 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.			
FC25/245	Chairman’s report – for information only.	In the absence of Cllr Lloyd, no report was available.	N/A.	N/A.
FC25/246	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 O’Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

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FC25/247	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 Hensher. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/248	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).	The Clerk confirmed Bedford Borough Council currently had a 3.37-year land supply and was waiting to learn what the housing delivery percentage figure had been, for the previous three years.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/249	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.
FC25/250	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 13 th August 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/251	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 O'Dell. 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.
FC25/252	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 Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/253	To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.

	members who are not authorised signatories) and to resolve a suitable course of action.	Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.		
FC25/254	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.
FC25/255	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 Randell. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC25/256	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 in relation to the JUA. The Clerk had contacted Chiltern Learning Trust in relation to the non-operational school car park lighting and was informed action was being taken to address the issue – all necessary inspections and repairs were being handled and funded by the School/Trust. <u>Charitable Trust</u> No further update received. <u>Lease</u> No further update received. Resolved to accept the above agreements and findings. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/257	To monitor Bedford Borough Council's delivery of Electric Vehicle Charging Points at sites within the	<u>Electric Vehicle Charging Points</u>	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.

	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.	The Clerk was informed Bedford Borough Council was including the EVCP works as part of a LEVI¹ contract that would be awarded at the end of 2026. This would ensure a consistent approach to EVCP works across the Borough. A further update should follow in the New Year. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The Clerk was awaiting a quotation for the works needed to site a defibrillator adjacent to the bus shelter closest to Cranfield Road. BBCllr/Cllr Wheeler had chased Bedford Borough Council again in relation to the RTPI units. Resolved to note the above. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present.		
FC25/258	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 continued to chase Bedford Borough Council in relation to securing the funding to potentially upgrade the Church Road Multi Use Games Area fencing.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC25/259	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.	No further update received.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC25/260	To receive and approve Forvis Mazars LLP's external audit findings for the financial year ended 31st March 2025 and to resolve a suitable course of action.	Cllr O'Dell thanked the Clerk (as Responsible Financial Officer) for her work in completing the audit.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

¹ Local Electric Vehicle Infrastructure Funding – supporting local authorities in England to plan and deliver charging infrastructure for residents without off-street parking.
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		Resolved to receive and approve Forvis Mazars LLP's external audit findings without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.		
FC25/261	To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2026-27, ahead of agreeing/finalising the precept demand in January 2026 and to resolve a suitable course of action.	Resolved to create earmarked reserves in 2026/27 as follows: • Future skate park repairs – £10k per annum. • Future footpath repairs at the Recreation Ground, Church Road – £10k per annum. • Memorial Hall upgrade works – £30k (one-off, currently). Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC25/262	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Clerk contact insurers for the Parish Council with the aim of securing reimbursement from a resident responsible for a vehicle collision which caused damage to a dog litter bin in the vicinity of the Village Hall, Church Road and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/263	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC25/264	To receive a presentation from Hyas Associates Ltd in relation to reviewing Wootton's Neighbourhood Development Plan and to resolve a suitable course of action.	Hyas Associates Ltd were unable to attend. It was hoped they could attend November's Full Council meeting in person.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.02pm.

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Borough Councillor Report for October Full Council – John Wheeler

Rural Grants

- The Council commissioned the CIPFA Financial Resilience Review to give an honest assessment of the Borough's finances, on the 5th September 2025 the Portfolio Holder for finance acknowledged receipt of the report.
- CIPFA confirms that Bedford's financial challenge mirrors the national picture: costs have risen by around 25% while Government funding has fallen by a similar amount, leaving the Council's core spending power roughly 7% lower than a decade ago.
- At the same time, demand for statutory services - particularly Adult Social Care, Children's Services and Temporary Accommodation - continues to grow faster than income, creating sustained pressure on the budget and limiting flexibility.
- In order to protect the Borough, the Council is carrying out a thorough review of all discretionary funding in order to focus resources on frontline statutory services such as Adult Social Care, Children's Services and Temporary Accommodation, which are under unprecedented demand.
- As part of this process, the Council has reduced the Rural Grants programme alongside several other smaller discretionary funds (including Climate Change Grants, Community Centres support, Town Twinning and others).
- At this moment in time, Rural Grants scheme will not continue in the same way however, the Council remains committed to supporting rural communities in other ways:
 - Funding for essential services such as waste collection, highways maintenance and planning remains in place across the Borough, including rural areas.
 - Parish councils will still have access to national and regional funding streams for community projects, such as the UK Shared Prosperity Fund and other central government schemes.
- In the future when the financial picture is more favourable, the Council will look at reintroducing rural grants.

Council Tax Support Consultation

- Bedford Borough Council is reviewing its Local Council Tax Reduction Scheme (also known as Council Tax Support), which provides help to residents on low incomes with the cost of their Council Tax.
- Bedford currently operates one of the most generous schemes in the country, offering up to 100% discount for eligible households in Bands A - D and up to 82% in Bands E – H, costing the Council roughly £8 million per year.
- Additionally, the independent review by (CIPFA) also concluded the scheme is not financially sustainable without changes
- The proposed changes aim to make the scheme financially sustainable, while protecting the Borough's most vulnerable residents and being fair for all taxpayers:
 - From April 2026, the maximum discount would be 80% of the Council Tax bill for properties in Bands A - D, and 65.6% for Bands E - H.
 - Income from child benefit, fostering allowance, maintenance payments for a child, and disability-related benefits would still be ignored when calculating support.
 - Households with other adults who earn over £300 per week (known as non-dependants) would see a reduction in support.
- The Council will be consulting before making any change, further details on the consultation will follow in due course.

Bus Usage Survey

- The Council are running a Bus Usage survey in order to hear from residents and understand the reasons why they may not be using the local bus service and the barriers they face.

Appendix One

- This feedback will help shape future bus services, as contracts are due for review in the coming months.
- You can share your views by completing the [online survey](#).
Paper copies are also available at:
 - Borough Hall reception
 - Bedford Borough Hub (Horne Lane)
 - What's On information and visitor hub (Silver Street)
 - All libraries
 - All Better leisure centres
- If you need a paper copy delivered, or a translated version, please email: sustainable.transport@bedford.gov.uk.
- The consultation opens on Friday 19th September 2025 and closes Friday 19th December 2025. Paper copies will be accepted until Friday 16th January 2026.

Glass and Food Recycling

- Kerbside Glass Recycling
 - Following a successful trial in several communities, glass will soon be collected in orange-lidded bins across the whole Borough.
 - The trial increased overall recycling tonnage by around 17% and is expected to raise the Borough's kerbside recycling rate by about 6% - with estimations suggesting the move could reduce carbon emissions by over 4,000 tonnes of CO₂ each year.
- Weekly Food Waste Collection (from April 2026)
 - Every household will receive a 7-litre kitchen caddy and a 23-litre outdoor caddy with a lockable lid.
 - Around 5,000 tonnes of food waste are expected to be collected each year, turning unavoidable food scraps into renewable energy or compost.
 - The service is fully funded to start, with over £1.9 million in government grants already received for vehicles, containers, and setup.

Family Hubs

- Earlier this year, the Borough Council made changes to its Children Centre's to better support children and families through the expansion and transformation of Family Hubs. Services that were previously delivered separately through Children's Centres and other providers will come together under a single, more coordinated Family Hubs model.
- These Family Hubs will offer easier access to a wide range of services – including parenting support, early years development, health advice, mental wellbeing, and community activities – all in one place or through digital and outreach support. They are open to families with children from birth up to 19 years old, and up to 25 for young people with special educational needs and disabilities (SEND).
- With all hubs now open there have been ongoing sessions, such as those for teen parents, offering them a safe space, ability to meeting other people in similar circumstances and build connections. Additionally, over the summer there has been a 57% increase in attendance showing the hubs are reaching the right people and are in the right places.

Tennis

- A number of Tennis sites throughout the Borough (for example, Bedford Park and Russell Park) have been fully refurbished with new surfaces, painting, and SmartAccess gates thanks the Council entering into an agreement with the Lawn Tennis Association (LTA) for capital funding up to (£314,309.62) to renovate courts and implement a financially sustainable model.
- There is a £40 annual household pass lets whole families book courts as often as they like. By July 2025, 354 passes had been sold to 683 individual users, generating nearly 4,000 bookings.
- Players who prefer occasional games can pay £6 per hour, with over 2,700 "pay and play" bookings already made. Every Sunday, one court at each site is free from 2-4 pm, encouraging newcomers.

Town Wardens

- Bedford Borough Council has secured £86,130 of government grant funding to support a new Town Centre Warden initiative. This project will run until March 2026 and comes at no extra cost to the Council.
- The Wardens will:
 - Carry out daily foot patrols in areas where anti-social behaviour (ASB) is a concern.
 - Run pop-up engagement events to give advice and signpost support services.
 - Work closely with Bedfordshire Police and community safety teams to tackle issues such as street drinking, begging, littering, and other anti-social behaviour.
- This funding supports the launch of the new Public Spaces Protection Order (PSPO) in Bedford town centre. The two measures together aim to reduce anti-social behaviour, improve safety, and make the town centre a cleaner, greener, and more welcoming place for residents, businesses, students, and visitors.

Borough Councillor Report for October Full Council – Sue Abood

No report received.

Appendix One A

FC25/241a September 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/51607/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	07/09/2025	Tithe Barn Road
40/51610/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	07/09/2025	Tithe Barn Road
40/51395/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	06/09/2025	Turland Close
40/51606/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	07/09/2025	Tithe Barn Road
40/51390/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY ON A CONSTABLE	06/09/2025	Turland Close
40/51330/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	05/09/2025	
40/54245/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	20/09/2025	Cranfield Road
40/54247/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	20/09/2025	Cranfield Road
40/54371/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	21/09/2025	Church Road
40/55009/25	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	24/09/2025	
40/56063/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	29/09/2025	
40/54664/25		NON-CRIME	INVESTIGATION	INVESTIGATION	22/09/2025	
40/54076/25	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	19/09/2025	
40/54383/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	21/09/2025	The Willows
40/54488/25	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	21/09/2025	Bedford Road

Appendix One A

40/54250/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/09/2025	Potters Cross
40/54646/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	22/09/2025	Keeley Lane
40/54081/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	19/09/2025	
40/54419/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	21/09/2025	
40/54554/25	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	22/09/2025	Folkes Road
40/53415/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	16/09/2025	
40/54413/25	Bicycle Theft	THEFT	BICYCLE THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	21/09/2025	Goff Place

FC25/242**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/242 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)
2.9.25	Email	Bedford Borough Council	Confirmation of plaza bin replacement - Village Hall
2.9.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
2.9.25	Email	Resident	Follow up on assistance/information in relation to an overhanging pear tree - Recreation Ground
2.9.25	Email	Resident	December 2025 newsletter
2.9.25	Email	Handyman	Request to investigate loose wooden post - Memorial Hall play area
2.9.25	Email	Wootton Good Neighbour Scheme	Request for help in relation to a damaged garden fence
2.9.25	Email	Intratest Ltd	Order for Non-Destructive Testing to street lighting - Christmas Street Lighting 2025
2.9.25	Email	Gala Lights Ltd	Information relating to Christmas Street Lighting 2025
2.9.25	Email	Hillary Cooper Law	Updates relating to the Joint Use Agreement and Lease - Community Centre
2.9.25	Email	Bedford Borough Council	Information relating to potential new street name - Keeley Lane development
3.9.25	Email	Bedford Borough Council	Confirmation of receipt of street closing documentation - Remembrance Sunday Parade
3.9.25	Email	Wootton Academy Trust	Information relating to report and possible Full Council attendance - Synthetic Pitch
3.9.25	Email	Bedfordshire Association of Town and Parish Councils	Information requested in relation to online training - request for evening sessions and/or recordings to be made available for councillors not able to attend during normal working hours
3.9.25	Email	Caloo Ltd	Acceptance of quotation - remedial RoSPA works - Jubilee Garden play area
3.9.25	Email	Non resident	Facebook request
4.9.25	Email	Miracle Design and Play Ltd	Acceptance of quotation - remedial RoSPA works - Jubilee Garden and Memorial Hall play areas

Appendix Two

4.9.25	Email	Resident	Information relating to a memorial bench - Lorraine Road Cemetery
4.9.25	Letter	Nationwide Building Society	Confirmation of interest rate reduction
4.9.25	Email	Sweet Peas Pre-School	Information relating to gated access from the car park to the play area
5.9.25	Email	Bedfordshire Association of Town and Parish Councils	Update in relation to information requested in relation to online training - request for evening sessions and/or recordings to be made available for councillors not able to attend during normal working hours
5.9.25	Email	Handyman	Request to install memorial bench base - Lorraine Road Cemetery
5.9.25	Email	A R Worboys Ltd	Request to spray weeds - Memorial Hall fencing areas (car park and field)
5.9.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
5.9.25	Phone call	Resident	Complaint about bin not being emptied - Lorraine Road Cemetery
5.9.25	Email	Resident	Information relating to locked gates at the Memorial Hall play area
5.9.25	Email	Wootton Academy Trust	Information relating to report and possible Full Council attendance - Synthetic Pitch
5.9.25	Email	Dura-Sport (Leisure Care) Ltd	Confirmation of surfacing works - MUGA, Church Road
5.9.25	Email	Breakthrough Communications	Information relating to the recording and/or timings of councillor training sessions
5.9.25	Email	Resident	Information relating to a memorial bench - Lorraine Road Cemetery
5.9.25	Email	Caretaker and litter picker	Weekly play equipment inspections
5.9.25	Email	Caloo Ltd	Information relating to remedial RoSPA works - Jubilee Garden play area
5.9.25	Email	A R Worboys Ltd	Information relating to request to spray weeds - Memorial Hall fencing areas (car park and field)
8.9.25	Email	Resident	Confirmation remedial works are planned in relation to damaged surfacing - Jubilee Garden play area
8.9.25	Email	Litter picker	Confirmation (from the litter picker) that broken glass has been removed from Lorraine Road Green - as seen on Facebook
9.9.25	Email	Community Centre Charitable Trust	Receipt of PAT testing certification
9.9.25	Email	Resident	Information relating to co-option and attendance at Parish Council meetings
9.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
9.9.25	Email	Bedford Borough Council	Information relating to refuse bin - Lorraine Road Cemetery
9.9.25	Email	Litter picker	Request to deal with litter - Lorraine Road Cemetery

Appendix Two

9.9.25	Email	Playdale Ltd	Request for remedial works - wooden agility trail - Memorial Hall play area
9.9.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
9.9.25	Email	Bedford Borough Council	Request for caretaker cover during October half term - Recreation Ground, Church Road
9.9.25	Email	Resident	Information relating to a memorial bench - Lorraine Road Cemetery
9.9.25	Email	Arthur J Gallagher Insurance	Additional information relating to the historic damage to Churchyard wall
10.9.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
10.9.25	Email	Wootton Blue Cross Youth FC	Complaint regarding goal posts being chained to the Baptist Church fencing (blocking their gate) - Recreation Ground
10.9.25	Email	Community First Responder	Confirmation a proposed new defibrillator for Burgoyne Avenue will be maintained by them
10.9.25	Email	Resident	Request for electrical works in relation to the proposed defibrillator for Burgoyne Avenue
10.9.25	Email	BRCC (Bedfordshire Rural Communities Charity)	Request for assistance in relation to Wootton's Housing Needs Survey (previously completed)
10.9.25	Email	Resident	Compliment in relation to the new style newsletter
10.9.25	Email	Bedford Borough Council	Confirmation of Christmas Tree 2025 order
11.9.25	Email	Resident	Compliment in relation to the new style newsletter
11.9.25	Email	Driveway Rejuvenation Ltd	Confirmation of works to install corner protection hoop barriers to the footpath - village hall and remedy cracking to the footpath - Lorraine Road Cemetery
11.9.25	Email	Bedford Borough Council	Submission - Planning Application objection x2
11.9.25	Email	Bedford Borough Council	Confirmation Wootton Parish Council wishes to use the name "Loft Grove" for the development at Keeley Lane
11.9.25	Email	Bedford Borough Council	Information relating to a dog being walked within the Recreation Ground
11.9.25	Email	Chiltern Learning Trust	Request for remedial works to illuminate car park lighting - Harris Way Primary School site
11.9.25	Email	BBCIIR Gribble	Request for an update in relation to the installation of Real Time Passenger Information Units on Burgoyne Avenue
11.9.25	Email	Bedford Borough Council	Request for an update in relation to securing s106 funding to upgrade fencing - MUGA (Multi Use Games Area) - Church Road

Appendix Two

11.9.25	Email	St. Mary's Churchwardens	Request for an update in relation to the placement of two lecterns within the Churchyard grounds
12.9.25	Email	Chronicle RIP	Information relating to upcoming meeting to discuss data onboarding - Lorraine Road Cemetery
12.9.25	Email	Wootton Blue Cross Youth FC	Information relating to unauthorised usage of the MUGA - Church Road
12.9.25	Email	Resident	Confirmation that remedial works are planned to damaged surfacing - Jubilee Garden play area
12.9.25	Email	Graffit Ltd	Placement of lectern order - Beacon, Harris Way
12.9.25	Email	Caretaker and litter picker	Weekly play equipment inspections
12.9.25	Email	Sweet Peas Pre-School and resident	Information relating to gated access from the car park to the play area
12.9.25	Email	The Fun Firm	Fun Fest 2026
12.9.25	Email	Sweet Peas Pre-School and Memorial Hall Committee	Arranging meeting to discuss BBC Environmental Health inspection findings
16.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
16.9.25	Magazine	Society of Local Council Clerks	The Clerk - September 2025
16.9.25	Magazine	Institute of Cemetery and Crematorium Management Inc	The Journal - Autumn 2025
16.9.25	Email	Bedford Borough Council	Request for approval of new street name - Keeley Lane development
16.9.25	Email	Resident	Request for information relating to a cherry tree on land adjacent to the resident's property
16.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
16.9.25	Email	Lindum Group Ltd and Community First Responder	Information relating to the repositioning of defibrillator - Changing Rooms wall
16.9.25	Email	Chris Ashpole	Poppy Wreath Order - Remembrance Sunday 2025
17.9.25	Email	Caloo Ltd	Information relating to remedial RoSPA works - Jubilee Garden play area
17.9.25	Email	uRisk Ltd	Request for information relating to abortive visit policy
17.9.25	Email	Bedford Borough Council and resident	Request for information relating to a tree adjacent to the resident's property
17.9.25	Email	Resident	Information relating to installation of memorial bench base - Lorraine Road Cemetery
17.9.25	Email	Women in Planning	Request for information relating to the review of Wootton's Neighbourhood Development Plan
17.9.25	Email	D2D Distribution Ltd and resident	Information relating to missing newsletter delivery

Appendix Two

18.9.25	Email	Bedford Borough Council	Request for extension to planning proposal
18.9.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
18.9.25	Email	Bedford Borough Council	Notification that no recycling credit information has yet to be provided for 2025/26
18.9.25	Email	Gala Lights Ltd	Information relating to Christmas Street Lighting 2025
19.9.25	Email	Caretaker and litter picker	Weekly play equipment inspections
19.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
19.9.25	Email	FA Bartlett Tree Experts	Information relating to tree works - Recreation Ground
19.9.25	Emails (several)	Non residents	Fun Fest 2026
23.9.25	Email	Community First Responder	Confirmation defibrillator at Hall End was unaffected following the fire at The Chequers PH
23.9.25	Email	Resident	Directed to Bedford Borough Council following a request for resident-only parking on Cause End Road
23.9.25	Email	Bedfordshire Association of Town and Parish Councils	Information relating to Play Equipment Inspection Training
23.9.25	Email	DLS Law	Information relating to draft leases for the Changing Rooms and Memorial Hall
23.9.25	Emails (several)	Non residents	Fun Fest 2026
23.9.25	Email	Resident	Poppy Wreath Order - Remembrance Sunday 2025
24.9.25	Email	Arthur J Gallagher Insurance	Update relating to the historic damage to Churchyard wall
24.9.25	Email	Autism Bedfordshire	Information relating to the Parish Council's Grants Policy
24.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
24.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
25.9.25	Email	DLS Law	Information relating to draft leases for the Changing Rooms and Memorial Hall
25.9.25	Email	A L & G Abbott Funeral Directors	Information relating to payment of invoices
25.9.25	Email	Sweet Peas Pre-School and Memorial Hall Committee	Update following meeting to discuss BBC Environmental Health inspection findings
25.9.25	Email	Resident	Information relating to upcoming interment and plot reservation - Lorraine Road Cemetery

Appendix Two

25.9.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
25.9.25	Email	Bedford Borough Council	Neighbourhood Development Plan review query
25.9.25	Email	Resident and Memorial Hall Committee	Query regarding the bookings contact telephone number
25.9.25	Email	uRisk Ltd and Community Centre Charitable Trust	Update following receipt of information relating to abortive visit policy
26.9.25	Emails (several)	Non residents	Fun Fest 2026
26.9.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
26.9.25	Email	Caretaker and litter picker	Weekly play equipment inspections
26.9.25	Email	Resident	Information relating to upcoming interment and plot reservation - Lorraine Road Cemetery
26.9.25	Email	Chronicle RIP	Information relating to data onboarding
26.9.25	Email	Bedford Borough Council	Reminder relating to non-receipt of recycling credits for 2025/26
30.9.25	Email	Bedford Borough Council	Follow up information in relation to a request for caretaker cover during October half term - Recreation Ground, Church Road
30.9.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
30.9.25	Emails (several)	Miracle Design and Play Ltd	Query regarding receipt of invoice payment (resolved)
30.9.25	Emails (several)	Non residents	Fun Fest 2026
30.9.25	Email	St. Mary's Churchwardens	Further request for an update in relation to the placement of two lecterns within the Churchyard grounds
30.9.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
30.9.25	Email	Civil Registrations - Bedford Borough Council	Information relating to interment - Lorraine Road Cemetery
30.9.25	Emails (several)	Bedford Borough Council and resident	Information relating to bench placement - Lorraine Road Green

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

27th August 2025

Resolutions

FG25/089 – 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 Bygraves.

Seconded: Cllr Hensher.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st October 2025

(Advisory) Leisure and Amenities Committee Report

24th September 2025

Matters arising from the minutes – for information only

- LA25/099 – RoSPA inspections of all play equipment. Some remedial works have been completed by Miracle Design and Play Ltd, however further issues raised during the remedial repairs are currently being addressed – both sites. Caloo Ltd are due to complete remedial works at the Jubilee Garden Play Area this week. The handyman is currently completing minor remedial works.
- 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 beacon has now been installed, and the Clerk has given an information lectern order to Graffit Ltd.

Resolutions

LA25/124 – 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 Bygraves agreed to source a further chartered surveyor in relation to the land valuation, as no further progress had been made with the initial contact.

A viability review was expected to be undertaken by GS8 in late September, enabling the planning application (Policy W3) to be determined by Bedford Borough Council’s Planning Committee in November 2025.

LA25/125 – 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.

Mark Lehain, Executive Headteacher, Wootton Academy Trust confirmed he would contact Cllr Bygraves next month (October) in order to arrange an initial meeting.

LA25/126 – To consider the drafting of a lease agreement between the Parish Council and users of the remodelled Changing Rooms (storage and kitchen areas) and to resolve a suitable course of action.

Cllr Lloyd had a number of additional bullet points for potential inclusion in the draft lease which he agreed to circulate to all, ahead of a scheduled meeting with DLS Law on 8th October 2025, and ahead of the next meeting of this committee.

LA25/127 – To consider a course of action with regard to recovering costs to replace a dog mess bin damaged by a resident in the vicinity of the village hall and to make recommendation to Full Council as necessary.

After discussion it was resolved to instruct the Parish Council insurers to recover costings for the replacement plaza-style litter bin from the resident and to make recommendation to Full Council.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

LA25/128 – To consider a course of action with regard to unauthorised use of the Multi Use Games Area (MUGA) at Church Road by two separate football training organisations and to resolve a suitable course of action.

Appendix Four

After discussion it was agreed Cllr Bygraves would approach both organisations to make them aware the facility should be booked via the Clerk before use.

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

(Advisory) Neighbourhood Plan Steering Group Report

No further update received.

(Executive) Planning Committee Report

10th September 2025

Planning Applications – for resolution

[25/00603/S73A](#) – Unit 4B, Swallow Way. Erection of an ancillary storage building, anchored to existing hardstanding (retrospective). Amended/additional plans have been received, and the location has changed.

Resolved **NO OBJECTION**.

Proposed: Cllr Noakes.

Seconded: Cllr Lincoln.

Resolved by all present.

[25/01677/FUL](#) – 6 Ellis Close. Car port conversion with external alterations.

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

- The proposal would reduce available on-site parking.
- The reduction in on-site parking would exacerbate parking congestion in the wider area.

Proposed: Cllr Lloyd.

Seconded: Cllr Hensher.

Resolved by all present.

[25/01658/FUL](#) – 54 Tithe Barn Road. Demolition of existing outbuilding and erection of new 2-bedroom end of terrace dwelling.

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

- The proposal would exacerbate parking congestion in the area.
- The existing dropped kerb would need to be extended, which would further reduce parking in the area.
- The proposal represented an overdevelopment of the site.
- The application referenced Policy W1 in Wootton’s Neighbourhood Development Plan – stating...*“there is a presumption in favour of sustainable development within the settlement boundary”*. However, that statement was misleading, given the full sentence was not included, which read as follows:

*“There is a presumption in favour of sustainable development within the settlement boundary, **subject to development complying with the provisions of this plan and the development plan**”*. This proposal did not comply with the provisions of the Neighbourhood Development Plan or Bedford Borough Council’s Local Plan 2030.

Should planning permission be granted, Wootton Parish Council would not grant access to the property from its property – the adjoining recreation ground.

Proposed: Cllr Noakes.

Seconded: Cllr Lloyd.

Resolved by all present.

Resolutions

P25/166 – To consider Bedford Borough Council’s use of the name “Gardner Grove” as the road name of choice for the new development at Keeley Lane and to resolve a suitable course of action.

The Clerk confirmed she had one suggestion left on file – “Loft”. Given the known connections with the village and the fact this name appeared on the War Memorial it was resolved “Loft Grove” be given to Bedford Borough Council as the Parish Council’s preferred choice.

Proposed: Cllr O’Dell.

Seconded: Cllr Noakes.

Resolved by all present.

24th September 2025

Planning Applications – for resolution

[24/02197/MOF](#) – Major Outline and Full Application. 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), access, parking, drainage, landscaping and associated works.

This proposal has been amended.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Hensher.

Resolved by all present.

Planning Refusals (by Bedford Borough Council)

[25/01631/LDP](#) – 14 Woodman Way. Certificate to confirm that the details submitted do not require planning permission (garage conversion).

Certificate refused.

No further comments received.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st October 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2025-26

No project action plan as this safety steering group had not met since 13th August 2025.

² Project Action Plan.
Full Council Minutes 8th October 2025

FC25/251**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

Appendix Eight

							<u>10th September 2025</u> The Clerk confirmed the beacon was now in situ and they had received graphics detailing the history and significance of the beacon. See under lecterns. <u>8th October 2025</u> The lectern order was currently with Graffit Ltd. Move to close.	
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 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. <u>10th September 2025</u> A draft lease in relation to storage areas and the kitchen/toilets area was currently being overseen by the Leisure and Amenities Committee. Works were now ongoing. <u>8th October 2025</u> A draft lease as noted under 10th September 2025 remained under the guidance of the Leisure and Amenities Committee. Works were on schedule (end of October 2025), however the need to build a new ramp access at the front of the building could delay external finishes by one week.	Working Group

Appendix Eight

High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>8th October 2025</u> Refer to agenda item FC25/256.	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 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.	Cllr Lloyd

Appendix Eight

							<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. <u>10th September 2025</u> Graphics relating to a proposed lectern in the vicinity of the beacon were approved and the Clerk confirmed they would place the order with Graffit Ltd. The Clerk also agreed to follow up with the Churchwardens in relation to the two proposed lecterns for the gaol and St. Mary's church. <u>8th October 2025</u> An order for the beacon lectern was currently with Graffit Ltd. The Clerk was informed by the Churchwardens of St. Mary's that whilst the lecterns had been discussed by the PCC, the departure of Rev. Canon Ackroyd had resulted in no further progress made.	
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	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. <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. <u>10th September 2025</u> Cllr Lloyd and the Clerk visited the Memorial Hall on 21st August 2025 in order to ensure all proposed building upgrades and works had been covered. Once Cllr Lloyd	Clerk
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Appendix Eight

							had completed those findings, a meeting would be held with members of the Management Committee and Sweet Peas to better discuss all requirements. The Clerk and Cllr Bygraves were scheduling a meeting with DFL Law in order to discuss a first draft of the lease. <u>8th October 2025</u> A meeting was held with members of the Management Committee, Sweet Peas and other significant users of the Memorial Hall. The kitchen had been recently flagged by Bedford Borough Council's Environmental Health Team as requiring significant works and initial discussions had focused on that, plus the toilet areas. Quotations were being obtained on behalf of the Parish Council. It was recommended Sweet Peas apply for grant funding from The Forest of Marston Vale and/or Covanta in relation to the kitchen and toilet areas – the Clerk agreed to work in partnership with them in that respect. Cllr Randell was investigating grant funding in relation to a replacement boiler/air source heat pump.	
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	Cllr Hensher

							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. <u>10th September 2025</u> The Clerk had received confirmation from Sally Stroman who was unable to help presently but may be available at a later date. In the meantime, two issues had been raised with the Bedfordshire Rural Communities Charity (BRCC) and Bedford Borough Council, and the Clerk was awaiting responses from both.	
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Appendix Eight

							<u>8th October 2025</u> Refer to agenda item FC25/264. BRCC confirmed the Housing Needs Survey should be reviewed every five years (as part of the Neighbourhood Development Plan review). Bedford Borough Council currently had a 3.37-year land supply, and the Clerk was waiting to learn what the housing delivery percentage figure had been, for the previous three years.	
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 8th October 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		10.9.25 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	
PA System	SP	22.8.25	None		10.9.25 SP	
Recreation Ground Play Area	SP	14.5.25	None		14.5.25 SP	
Remembrance Sunday Parade	SP	14.5.25	None		10.9.25 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		11.6.25 GL	

Appendix Nine

			checks will be undertaken and any significant issues recorded			
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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		14.5.25 LR

Appendix Nine

			monthly and annual inspections (carried out by uRisk – from July 2025 onwards)		
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

To be reviewed monthly at Full Council.

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Schedule of Receipts and Payments

Please visit the following link:

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