



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 12th November 2025 at 7.55pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	Two representatives from Hyas Associates were in attendance to deliver a presentation in relation to agenda item FC25/295. Cllr Lloyd moved this agenda item be heard after agenda item FC25/271 and all present were in agreement. There was one member of the public present to discuss and observe discussions on agenda item FC25/292. There were no other 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, Swain and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC25/269	Apologies for absence. Cllrs Randell and Wallace. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC25/270	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC25/271	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.	N/A.	N/A.	Localism Act 2011, Ch 7, s33.

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Chairman.....

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Date 10th December 2025

FC25/272	Report from outside organisations – for information only. To receive a report from Borough Councillors Wheeler and Abood, to include all outstanding issues. (Appendix One). To receive crime figures for October 2025. (Appendix One a).	BBCllr Wheeler noted an adverse weather warning in the area for Friday 14th November 2025. No report was received from BBCllr Abood. No further comments received.	N/A. N/A. Clerk to keep on file.	N/A. N/A. N/A.
FC25/273	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.
FC25/274	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meetings held on 8th and 15th October 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 24th September 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 24th September 2025.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC25/275	Matters arising from the minutes – for information only. FC25/256 + FC25/287 – Community Centre at Berryfields. Refer to agenda item FC25/287.	No further comments received.	Clerk to keep on file.	N/A.

	• FC25/256 + FC25/287 – 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 FC25/287. • 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. • FC25/235 – 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.			
FC25/276	Chairman’s report – for information only.	Cllr Lloyd thanked all who helped with the successful Remembrance Sunday parade on 9 th November 2025. It was pleasing to see such a well-turned-out community event.	Clerk to keep on file.	N/A.
FC25/277	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.	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr O’Dell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

	(Appendix Three).			
FC25/278	To receive, review and adopt a report from the (Advisory) Leisure and Amenities Committee and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	Resolved to receive, review and adopt the report without further comment. Proposed: Cllr Lincoln. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/279	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).	Refer to agenda item FC25/295.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC25/280	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.
FC25/281	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.
FC25/282	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 Lincoln. Seconded: Cllr Hensher. 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.
FC25/283	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 risk assessments for: • Christmas Street Lighting. • Christmas Tree. Further resolved to received, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Resolved by all pre sent.		
FC25/284	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 Hensher. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/285	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.
FC25/286	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 Hensher. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2025.
FC25/287	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. No further update received in relation to the non-operational school car park lighting. Cllr Hensher stated the car park gates should be closed by the Community Centre, as opposed to the primary school. <u>Charitable Trust</u> It was noted Slimming World were no longer using the Community Centre. <u>Lease</u> Cllr Bygraves requested a copy of the lease agreement for the valuations office. Resolved to accept the above agreements and findings.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC25/288	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> No further update received. <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. No update was available in relation to the RTPi units. Resolved to note the above. Proposed: Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Town & Country Planning Act 1990 & subsequent.
FC25/289	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.
FC25/290	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.
FC25/291	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 carry this agenda item over to December's Full Council meeting. Proposed: Cllr Bygraves. Seconded: Cllr Noakes Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.

FC25/292	To receive the latest draft notes from the Covanta (now Encyclis) Liaison Panel and to resolve a suitable course of action.	A report received from Clive Baker was circulated ahead of this meeting and he was thanked for his continued hard work and questioning of both Encyclis and Millbrook Power. The link to RSL's website re the (proposed) Carbon Capture Facility is: ccfrookerysouth.co.uk The link to the Environmental Impact Assessment is https://cbc.aifusion.io/planning/publicViewer.html?caseID=CB/25/01016/SCO Resolved to note the above. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC25/293	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Site Inspection Report from Dura-Sport (Leisure Care) Ltd be received and accepted without further comment and to resolve a suitable course of action.	Resolved to receive and accept the Site Inspection 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.
FC25/294	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).
FC25/295	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.	This agenda item was heard after agenda item FC25/274. Hyas Associates Ltd representatives delivered a presentation on the need to review Wootton's Neighbourhood Development Plan, noting it would be a requirement by March 2027. It was further noted changes to the NPPF (National Planning Policy Framework) were expected in December 2025/January 2026, which could impact on the Neighbourhood Development	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Plan. Recommendation was made to ensure the steering group was operational to review the NPPF changes. The representatives were thanked for attending and then left the meeting.		
FC25/296	To appoint a CCTV provider to take over and upgrade the CCTV system at the Recreation Ground, Church Road and to resolve a suitable course of action.	Resolved to appoint Assegai Security Ltd as the chosen contractor to take over and upgrade the CCTV system at the Recreation Ground, Church Road (appointment to include ongoing maintenance also). Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.52pm.

Borough Councillor Report for November Full Council – John Wheeler

Christmas is just round the corner, Santa is busy sorting out the letters from the children of Wootton, the reindeer are resting ready for the big day. This year seems to have just flown past.

Once again, a big thank you to all who were involved in this year's Remembrance Sunday event, ensuring all went to plan. A special thank you to Sue Edgar Playford, Gareth Lloyd, Steve Rowse, St. Marys church and the Wootton Boys and Girls brigade for their involvement in the event. A lot of work goes into making this a memorable event and it is lovely to see so many people in attendance. A special thank you also to Chris Ashpole who now has some 60 years' service under her belt on behalf of the Royal British Legion, selling poppies from her gazebo on Fields Road. Thank you, Chris.

I represented Wootton and Kempston Rural at the Armistice Service on the 11th November in Bedford, which was equally well attended by the RBL, x service men and women, the mayor, deputy lord lieutenant, councillors and dignitaries. Last September I attended the High Sheriff's Justice service at St. Paul's, Bedford – an annual event giving thanks for the Justice Service of Bedfordshire plus volunteers in the county who do so much to help the community.

The annual Bob Lunniss Christmas lunch will have just taken place by the time this newsletter is distributed, and I would like to thank both Donna Lincoln (our new trustee member) and Elaine Sullivan (trustee member), Wootton Blue Cross and the Cross Keys at Wood End – their generosity has once again ensured this event continues to take place. I would also like to thank both Wootton Upper and Primary schools for their musical contributions and everyone who helped on the day. This was the first event put together without the guidance of the Rev Canon Peter Ackroyd, and I must again thank him in his absence, for his support to this charity over the years.

As always, the Wootton Church and Poor's Land charities will continue to support Wootton and Stewartby families in financial need – we expect to distribute in the region of 80 food vouchers in time for Christmas. A significant amount of funding for this comes from the recycling credits generated using the bottle bank at the car park behind the village hall on Church Road. The Parish Council donates 100% of revenue it receives to this charity, so please continue to use this facility if you are able to.

A thank you as always must go to the Parish Council and Sue Edgar Playford who oversee the installation of the Christmas tree at the junction of Bedford Road/Cause End Road as well as the Christmas lighting on the street light columns. I would also like to thank the Parish Council for its help and support this year and for the work it carries out in and around the village.

On the highways front, myself and the Parish Council continue to chase for remedial works at various areas within the village – not least along Fields Road. This has been a concern for some time now and further cracks are still appearing. A survey has been carried out by Bedford Borough Council, and I am told remedial works are being scheduled. I am still waiting for additional remedial works to prevent flooding on Cranfield Road.

Wootton Primary school has now started its two-tier conversion, and I believe all works at the Bedford Road site are now at an end. Building works have now started at the Upper school ahead of its two-tier conversion in September 2026.

Bedford Borough Council Issues

Cleat Hill

- The tragic explosion occurred on 19 October 2024, in which, two Borough residents lost their lives.

Appendix One

- In the immediate aftermath, the Council worked closely with emergency services to ensure the safety of residents in the area and identify the reason for the explosion, a gas reservoir.
- After working to get the area safe for residents, the incurred around £2 million in recovery and response costs. To help address the financial pressures of these added costs, the Council submitted a formal application on 27 March 2025 for financial support under the Bellwin Scheme (a UK scheme for emergency/disaster relief to local authorities) for its “immediate response costs” arising from the October 2024 explosion.
- No specific figure has been confirmed by the Government as approved for payment. The reply received by the Council was that they will review the information and then decide what, if any, assistance will be given under the Bellwin Scheme.
- The mayor will be writing to the Government to urge them to provide the financial support Bedford Borough needs following this tragic incident.

Public Spaces Protection Order

- Following a two-month consultation by the Borough Council, a new three-year Public Spaces Protection Order (PSPO) has been introduced to crack down on persistent anti-social behaviour in Bedford town centre, targeting issues such as street drinking, aggressive begging, spitting, littering, public urination, accessing rooftops or stairwells for anti-social behaviour, and dangerous cycling in pedestrian areas.
- The PSPO will be jointly enforced by Council Officers and Bedfordshire police with clear signage being displayed across the town centre.

Green Waste Consultation

- Bedford Borough Council has launched its Budget Consultation for 2026/27. One of the options being considered is introducing a charge for green waste (garden waste) collections.
- This proposal follows advice from central government civil servants, who have asked the Council to explore all options to improve financial resilience, including service charges already adopted by neighbouring authorities. The suggested fee would be around £1 per week for households using the green bin service.
- Many Councillors have previously stated they do not support charging for green waste and opposed its introduction.

Connect to Work programme

- Bedford Borough Council is taking part in a new Connect to Work scheme to help local residents get back into employment.
- The five-year programme offers 12 months of one-to-one support for people who’ve been out of work for six months or more - particularly those with health conditions, disabilities, or other barriers to work.
- Participants will receive personal coaching, help finding suitable jobs, and ongoing support once they start work to help them stay in employment. The scheme also works closely with services such as mental health, housing, and homelessness support.

Free Parking

- From 3 November 2025, Bedford Borough Council will temporarily suspend the 4-hour free parking offer at Allhallows and Lurke Street multi-storey car parks to help protect vital services and stabilise Council finances.
- Like many councils across the country, Bedford Borough Council is facing significant financial pressures, with rising costs in Adult Social Care, Children’s Services, and Temporary Accommodation, alongside reduced Government funding.

Appendix One

- To maintain financial stability, the Council is reviewing all non-essential spending so that essential frontline services can continue to be delivered. While the 4-hour free parking scheme has been popular and successful in supporting town centre businesses, it must be paused temporarily as part of these measures.
- The Council remains fully committed to reintroducing free parking once its financial position improves.
- In the meantime, residents and visitors can still benefit from:
 - 2 hours of free parking at Queen Street Car Park (Monday–Saturday)
 - Free parking every Sunday across all Council-owned town centre car parks
 - Free parking 6pm–8am at Allhallows, Lurke Street, and Queen Street

Domestic Abuse Survivor Group

- Bedford Borough Council is inviting survivors of domestic abuse aged 16 and over to join a new Survivor Voice group, helping to shape how support is provided across the Borough.
- The group will offer a safe and supportive space for people to share their experiences, highlight what helped in their recovery, and suggest ways services could be improved. Members will meet regularly with Council officers and decision-makers, ensuring survivor perspectives directly influence local policy and practice.
- Anyone of any gender, background, or sexual orientation can take part, with around four hours' involvement per month and support from Victim Support throughout.

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.

Finally, I would like to wish you all a lovely Christmas and a Happy New Year however you may be spending it – with family, friends or by yourself, just putting your feet up by the fire.

BBCllr/Cllr John Wheeler

Ward Councillor for Wootton and Kempston Rural

Borough Councillor Report for November Full Council – Sue Abood

No report received.

Appendix One A

FC25/272a October 2025						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/58820/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	12/10/2025	Broadmead Road
40/58898/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	12/10/2025	Foster Way
40/58575/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	11/10/2025	
40/58621/25	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	11/10/2025	Folkes Road
40/57610/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	06/10/2025	
40/57574/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	06/10/2025	
40/60984/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	22/10/2025	Fields Road
40/61713/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	26/10/2025	Parker Road
40/61862/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	27/10/2025	Roundel
40/62113/25	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	28/10/2025	Parker Road
40/61843/25	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	26/10/2025	Church Road
40/62389/25	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	29/10/2025	Butland Way
40/62413/25		NON-CRIME	INVESTIGATION	INVESTIGATION	29/10/2025	
40/60944/25	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	22/10/2025	Foster Way
40/62731/25	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	31/10/2025	

Appendix One A

40/61537/25	Burglary	BURGLARY	RESIDENTIAL BURGLARY- UNCONNECTED BUILD	RESIDENTIAL BURGLARY-UNCO BLD	25/10/2025	Wootton Green
40/60452/25	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	20/10/2025	
40/60397/25	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	20/10/2025	Haycroft
40/59764/25	Bicycle Theft	THEFT	BICYCLE THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	16/10/2025	Bedford Road
40/59791/25	Drugs	DRUG OFFENCES	TRAFFICKING OF DRUGS	TRAFFICKING OF DRUGS	17/10/2025	Potters Cross

FC25/273**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC25/273 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)
1.10.25	Magazine	Campaign to Protect Rural England	Autumn/Winter 2025
1.10.25	Emails (several)	Bedford Borough Council and Resident	Complaint regarding noise from use of a bench - Lorraine Road Green
1.10.25	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
1.10.25	Email	Caloo Ltd	Update relating to RoSPA remedial works - Jubilee Garden play area
1.10.25	Email	Intratest Ltd	Non-Destructive Testing results in relation to street lighting columns - Christmas Street lighting display 2025
1.10.25	Email	Caloo Ltd	Potential additional areas of surfacing requiring remedial works
1.10.25	Email	Sweet Peas Pre-School	Information relating to upgrade of kitchen and toilet areas - Memorial Hall
1.10.25	Emails (several)	Non residents	Fun Fest 2026
2.10.25	Email	St. Mary's Churchwardens	Update in relation to the placement of two lecterns within the Churchyard grounds
2.10.25	Emails (several)	Non residents	Fun Fest 2026
2.10.25	Email	Cooper Beard Estate Agents	Information relating to land valuations
2.10.25	Email	Chronicle RIP	Information relating to data onboarding
2.10.25	Email	Highlights Floodlighting Ltd	Information relating to illumination of skate park - Church Road
3.10.25	Emails (several)	Non resident	Information relating to plot ownership - Lorraine Road Cemetery
3.10.25	Phone call	Hyas Associates	Information relating to review of Neighbourhood Development Plan
3.10.25	Email	Chiltern Learning Trust	Update in relation to non-illumination of car park lighting - school side - Harris Way

Appendix Two

3.10.25	Email	Caretaker and litter picker	Weekly play equipment inspections
3.10.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
3.10.25	Emails (several)	Non residents	Fun Fest 2026
7.10.25	Letter	Resident	Request/suggestion for two new street names
7.10.25	Email	Allotments Officer	Allotment fees 2025/26
7.10.25	Email	Hyas Associates	Information relating to review of Neighbourhood Development Plan
7.10.25	Email	Caloo Ltd	Confirmation upcoming works will include additional areas of surfacing recently identified as in need of remedial works
7.10.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
7.10.25	Email	Non resident	Fun Fest 2026
7.10.25	Email	Non resident	Information relating to plot ownership - Lorraine Road Cemetery
7.10.25	Email	Cooper Beard Estate Agents	Information relating to land valuations
7.10.25	Email	Non resident	Fun Fest 2026
7.10.25	Email	Resident	Information relating to overgrown hedgerows, litter and resurfacing of St. Mary's Road footpath
8.10.25	Email	Resident and D2D Distribution Ltd	Complaint regarding non-delivery of Wootton newsletter
9.10.25	Email	Sweet Peas Pre-School	Issue with blocked drain to the front of the Memorial Hall
9.10.25	Emails (several)	Bedford Borough Council	Planning application response submissions x3
9.10.25	Email	Driveway Rejuvenation Ltd	Update relating to corner bollard works - Village Hall, Church Road
9.10.25	Email	Resident	Information relating to a memorial bench - Lorraine Road Cemetery
9.10.25	Email	Arthur J Gallagher Insurers	Information relating to damaged dog mess bin - Village Hall, Church Road
10.10.25	Email	Bedfordshire Association of Town and Parish Councils	Upcoming AGM
10.10.25	Email	Caretaker and litter picker	Weekly play equipment inspections
14.10.25	Email	Wrighton & Barker	Memorial/Headstone repairs
14.10.25	Email	Hillary Cooper Law	Information relating to completion of the Joint Use Agreement
14.10.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery

Appendix Two

14.10.25	Email	Caloo Ltd	Update regarding recent remedial works
14.10.25	Email	Warner's of Bedford Ltd	Request for planting information for winter/spring 2025/26
14.10.25	Email	Resident	Information relating to request for a pavement - Hall End
14.10.25	Emails (several)	Hampshire Trust Bank Ltd	Request for up-to-date statement
14.10.25	Emails (several)	Residents and D2D Distribution Ltd	Follow up regarding complaints of non-delivery of Wootton newsletter
15.10.25	Email	Resident	Information relating to upcoming interment - Lorraine Road Cemetery
15.10.25	Emails (several)	Phoenix Dons	Information relating to booking of MUGA - Church Road
16.10.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
16.10.25	Email	Bedford Borough Council and Resident	Follow up relating to a tree adjacent to the resident's property
16.10.25	Email	Bedford Borough Council	Information relating to Right of Way upgrade works
16.10.25	Email	Resident	Response following request to assist with hedgerow works dispute
16.10.25	Email	Caloo Ltd	Follow up on RoSPA remedial works - new bearing required for the mandala roundabout - Jubilee Garden play area
17.10.25	Email	Resident	Information relating to a memorial bench - Lorraine Road Cemetery
17.10.25	Email	Caretaker and litter picker	Weekly play equipment inspections
17.10.25	Email	Wootton Blue Cross Youth FC	MUGA hire
17.10.25	Email	Warner's of Bedford Ltd	Update relating to planting information for winter/spring 2025/26
17.10.25	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
17.10.25	Email	Sweet Peas Pre-School	Update relating to upgrade of kitchen and toilet areas - Memorial Hall
17.10.25	Email	Resident	Information relating to the use of family surname as a new road name
28.10.25	Letter	Triodos Bank UK Ltd	Changes to International Payments
28.10.25	Email	Non resident	Fun Fest 2026
28.10.25	Email	DF Lynch Ltd, Coloini + Lane Architecture Ltd, Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
28.10.25	Email	Wootton Charitable Trust	Information relating to outstanding invoice - Community Centre
28.10.25	Email	Wootton Primary School	Information relating to car park Joint Use Agreement
28.10.25	Email	Resident	Offer of assistance in relation to the Neighbourhood Development Plan review

Appendix Two

28.10.25	Email	Resident	Notification of non delivery of Wootton newsletter and compliments on the new layout
28.10.25	Email	Cinch Self Storage	Lease amendment - self storage of items previously housed in the Changing Rooms
28.10.25	Email	Dura-Sport (Leisure Care) Ltd	Request for renewed insurances
28.10.25	Email	Warner's of Bedford Ltd	Request for renewed insurances
28.10.25	Emails (several)	Graffit Ltd	Request for update on proposed lectern for beacon

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

29th October 2025

Resolutions

FG25/098 – To approve payments as per attached schedule(s), resolve a suitable course of action and present to next Full Council as Receipts and Payments, for information.

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

Proposed: Cllr Lincoln.

Seconded: Cllr O'Dell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

1st November 2025

(Advisory) Leisure and Amenities Committee Report

29th October 2025

Open Forum

Cllr O'Dell (not a member of this Committee) expressed his disappointment that planting (planters and entrance signs) had not fared well during the hot dry summer. He suggested hardier planting for summer 2026. The Clerk agreed to bring the issue of planters/planting to the next meeting of this Committee but did confirm the soil levels would be increased ahead of winter 2025 planting (winter pansies and trailing ivy).

There were no members of the public or press present and so the meeting continued without further adjournment.

Matters arising from the minutes – for information only

- LA25/099 – RoSPA inspections of all play equipment. The majority of remedial works have been completed, and the Clerk is overseeing those that remain outstanding.
- 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

LA25/137 – To consider next steps in relation to land to be transferred to the parish council as detailed within Wootton's Neighbourhood Development Plan (Policy W10) and to make recommendation to Full Council as necessary.

Cllr Lloyd confirmed a document had been lodged with Bedford Borough Council's Planning Department, confirming the Parish Council had requested Rights Of Way upgrade works (required as part of the planning application linked to Policy W10) be undertaken by the developer, given they had their own upgrade works to undertake simultaneously. Land valuation figures (if required) had been received from Cooper Beard Estate Agents.

LA25/138 – To receive an update from Cllr Bygraves in relation to a potential volunteer scheme to remedy maintenance issues between plots not accessible with a lawn mower at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

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

LA25/139 – 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 circulated a revised/updated list of bullet points for inclusion in the lease agreement. After detailed discussion it was agreed they would be shared with DLS Law for inclusion.

DLS Law would be asked to confirm:

- Implementation of a Security Deposit/Bond in relation to the kitchen/toilet lessee.
- A suitable peppercorn rent for all lessees.

Lindum Peterborough would be asked to confirm:

- Fire extinguisher requirements.
- Emergency lighting/other electrical checks.

Appendix Four

The Parish Council would continue to insure the building as a whole – lessees would be required to ensure their own contents/equipment.

LA25/140 – To consider next steps in relation to the Memorial Hall upgrade and to make recommendation to Full Council as necessary.

The Clerk confirmed she was still investigating possible funding sources for the refurbishment works.

Cllr Randell confirmed no funding was available to finance a replacement boiler, however he would continue to source replacement quotations – after which this Committee would determine whether to effect a replacement.

LA25/141 – 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.

Resolved: Cllr Wallace.

Resolved by all present.

LA25/142 – To consider a request a bench sited on Lorraine Road Green be moved to a new location and to make recommendation to Full Council as necessary.

The Clerk confirmed the resident had rescinded their request for the bench to be re-sited.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

30th October 2025

(Advisory) Neighbourhood Plan Steering Group Report

No further update received.

(Executive) Planning Committee Report**8th October 2025****List of Correspondence Received (copies of correspondence can be requested from the Clerk) – for information only**

- Bedford Borough Council. Staploe Neighbourhood Development Plan. Under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012, Staploe 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 Staploe 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:

- The Hamlets Book Exchange, opposite Walnut Tree Cottage, 35 Staploe Lane, Staploe, St Neots PE19 5JA

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 6 November 2025

All comments will be made publicly available. Please note that personal information provided will be processed by Bedford Borough Council in line with the Data Protection Act 2018. After the consultation, the plan will undergo independent examination and referendum. For further details on this process, please refer to the Locality Neighbourhood Plan Roadmap on their website <https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>.

- Bedford Borough Council – Public Footpath Extinguishment Order 2025. Kempston Rural: Public Footpath No. 18 and Wootton: Public Footpath No. 26. Confirmation the above order was made by Bedford Borough Council under the provisions of the Highways Act 1980, Section 118 on 18th September 2025.
- Planning Inspectorate. Wootton Bridleway No. 23 and 24 and Kempston Rural, Part of Bridleway No.34 – Notice of Order Highways Act 1980. The above order has been submitted to the Secretary of State for Environment, Food and Rural Affairs for determination. This council previously raised no objections (8th November 2024 – P24/254).

Planning Applications – for resolution

25/01677/FUL – 6 Ellis Close. Car port conversion with external alterations. Amended/Additional plans have been received.

(This committee previously raised AN OBJECTION).

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 Randell.

Appendix Six

Seconded: Cllr Noakes.

Resolved by all present.

25/01816/TELPN – Land off Woburn Road. Installation of Fifth Generation (5G) equipment, comprising a new 25m-high

telecommunications lattice tower with headframe, supporting antennas and transmission dishes; plus ground-based equipment cabinets within a secure, fenced compound; and ancillary development thereto.

Resolved **NO OBJECTION**.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

25/01838/FUL – 9 Simms Close. Single storey rear/side extension.

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

- It was disappointing to note one set of plans was incorrect – detailing the same floor layout for both levels.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

25/01855/TPO – 82 Bedford Road. G1 – 2x ash trees to be reduced by up to two metres all over due to excessive shading and overall size of the trees for their location.

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

- It was disappointing to note the plans had been accepted, given they were poorly drafted and omitted pertinent information.

Proposed: Cllr Randell.

Seconded: Cllr Noakes.

Resolved by all present.

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

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.

This council previously raised NO OBJECTION.

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

This council previously raised NO OBJECTION.

25/01542/FUL – 139 Bedford Road. Single storey rear and side extension.

This council previously raised NO OBJECTION.

No further comments received.

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

25/01858/TELLN – Woburn Road. Notice of intention to install telecommunications apparatus – response from Bedford Borough Council. No comment.

No further comments received.

Planning Applications – for resolution

25/01838/FUL – 9 Simms Close. Single storey rear/side extension. The proposal has been amended.

Resolved TO OBJECT using the following material consideration:

- Plan V10 detailed duplicate information for both existing floor layouts. On that basis, this committee was unable to make an informed decision.

Proposed: Cllr Lincoln.

Seconded: Cllr Randell.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
30th October 2025

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP¹ 2025-26

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

¹ Project Action Plan.

FC25/282**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		
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.	Working Group

Appendix Eight

							<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. <u>12th November 2025</u> Cllr Lloyd confirmed works were finished, save for minor snagging issues and user leases.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>12th November 2025</u> Refer to agenda item FC25/287.	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.	Cllr Lloyd

							<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. <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	
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Appendix Eight

							PCC, the departure of Rev. Canon Ackroyd had resulted in no further progress made. <u>12th November 2025</u> The beacon lectern had now been installed. No further update had been received in relation to St. Mary's.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	Cllr Lloyd
Medium	Memorial Hall – ownership/ management clarification	2025	£2,000	£0	£0	£2,000	<u>12th March 2025</u> The Clerk confirmed she and Cllr Bygraves had met with a solicitor who agreed to provide a “soft” lease agreement, between the Parish Council and Memorial Hall Management Committee. The Management Committee were currently drafting a list of proposed building upgrades and works. <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 (DLS Law) was drafting a new lease agreement and also a licence agreement – recommended by DLS 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 DLS Law. <u>9th July 2025</u> The Clerk had received the list of proposed building upgrades and works, now shared with DLS Law. Cllr Lloyd was producing a plan referencing these works, ahead of	Clerk

Appendix Eight

							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 DLS 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 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 DLS 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. <u>12th November 2025</u> It was agreed to include a rolling Full Council agenda item moving forward.	
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Appendix Eight

High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>12th February 2025</u> Cllrs Hensher, Lloyd, O'Dell, Wheeler and the Clerk attended an online presentation hosted by Jon Shortland Bedford Borough Council's Chief Officer for Planning, Infrastructure & Economic Growth on 21st January 2025 at which it was confirmed examination of Borough Council's Local Plan 2040 by the Planning Inspectorate had been paused until January 2025 to allow for further works with National Highways on highway infrastructure and the identification of additional site allocations. Those works had been disrupted further by the subsequent Universal proposal for Kempston Hardwick. The Universal decision had a direct bearing on the Local Plan 2040, and it remained the case that, until the Local Plan 2040 had been adopted, there was little value in reviewing Wootton's Neighbourhood Development Plan at this time. Latest, it would need to be reviewed before February 2027. As an aside, Jon Shortland highlighted Wootton's Neighbourhood Development Plan as a good example, not least as it had made a housing allocation which strengthened its standing within the planning process. <u>9th April 2025</u> The Clerk confirmed Bedford Borough Council were due to hold briefing workshops in early May 2025 to aid with the review of an existing Neighbourhood Development Plan. BBCllr/Cllr Wheeler was asked to establish the timeline for the workshops and review of Wootton's Neighbourhood Development Plan. (BBCllr/Cllr Wheeler received an immediate response: the timeline was not yet known and there were no set time frames in which the Neighbourhood Development Plan required review). <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	Cllr Hensher
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Appendix Eight

							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. <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. <u>12th November 2025</u> Refer to agenda item FC25/295.	
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

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

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

Wootton Parish Council's Risk Assessments for 2025-26 (black font – complete, red font – outstanding, blue font – for sign off, green font – queries to be addressed by Full Council/updates to be received at Full Council):

Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Last Reviewed 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	

² Wootton Parish Council
Full Council Minutes 12th November 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		12.11.25 SP	
Christmas Tree (including Switch On Event)	SP	14.5.25	None		12.11.25 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.

FC25/285

Schedule of Receipts and Payments

Please visit the following link:

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