



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 11th February 2026 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to be considered for co-option as a member of Wootton Parish Council. A further two arrived between 7.05pm and 7.15pm to observe the meeting and a third arrived at 7.35pm to await the start of the following Roads and Pavements Safety Steering Group meeting. Once the meeting was closed, one resident then addressed members with a proposal for flag decorations to be added at points around the village, possibly centred around celebratory international days and/or British culture. Having listened to their presentation they were advised to contact the Clerk to the Council who would be best placed to help and signpost, and to prepare a presentation for a future meeting of Full Council in order to better detail their proposal. There were no other members of the public or press present and so the meeting continued without further adjournment.				Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Lincoln, Noakes, O'Dell and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).				
Absent (no apologies received)	Cllr Stainthorpe.				
Agenda no	Agenda item title	Resolution	Action	Power	
FC26/028	Apologies for absence. Cllrs Hensher, Randell, Swain and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.	
FC26/029	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.	
FC26/030	To consider any dispensation requests received by the	N/A.	N/A.	Localism Act 2011, Ch 7, s33.	

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	Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. No requests received.			
FC26/031	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt Graham Ward as a member of Wootton Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Clerk to the Council (as Proper Officer) and Cllr Ward was welcomed. A Register of Interests Form would be provided separately.	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules 2006 SI2006/3305 r 5(5).
FC26/032	Report from outside organisations – for information only. To receive a report from Borough Councillor Wheeler, to include all outstanding issues. (Appendix One).	BBCllr Wheeler's report was circulated ahead of this meeting. BBCllr Wheeler added there was a possibility Bedford Borough Council would be seeking rural parish councils to take on the maintenance and calibration of average speed cameras currently in Bedford Borough Council's ownership. This could affect the cameras on Fields Road. It was also noted Bedford Borough Council could seek to withdraw funding for the Community Speed Watch van alongside withdrawing funding support for Speed Watch teams. Cllr O'Dell requested the issue of average speed cameras and potential withdrawal of funding for Wootton's Speed Watch team be added to March's Full Council agenda. Cllr Ward confirmed he would find out the current level of funding (including insurance costings) currently given to the Speed Watch team. BBCllr Wheeler then confirmed funding for the proposed new medical centre had been secured, but other issues remained	Clerk/Cllr Ward to take forward.	N/A.

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	To receive crime figures for January 2026. (Appendix One a).	outstanding. It was hoped works would commence in January 2027. No further comments received.	Clerk to keep on file.	N/A.
FC26/033	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.
FC26/034	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 meetings held on 14 th January 2026. 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 26 th November 2025. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 26 th November 2025.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Lincoln. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC26/035	Matters arising from the minutes – for information only. - FC26/021 + FC26/047 – Joint Use Agreement between the Berryfields Community Centre and Bedford Borough Council. The agreement has now been engrossed. Move to close. - FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. The Borough Council's Full Council resolved to withdraw the Local Plan from	No further comments received.	Clerk to keep on file.	N/A.

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	examination on 8th October 2025. 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. There is now some uncertainty on when this will be completed, due to a recent planning application related to conditions of use.			
FC26/036	Chairman's report – for information only.	Cllr Lloyd detailed his heavy workload over the last two months, dealing with: - Draft works relating to the proposed access road through land parcel W10a (as referenced in Wootton's Neighbourhood Development Plan). - S106 works in relation to land parcel W3 (as referenced in Wootton's Neighbourhood Development Plan). - Meeting with Bedford Borough Council's Monitoring Officer. - Works relating to the speculative planning application on land parcel W6 (as referenced in Wootton's Neighbourhood Development Plan). - Draft works relating to land parcel W10b (as referenced in Wootton's Neighbourhood Development Plan).	Clerk to keep on file.	N/A.

		• Works relating to Assertion 10 requirements (necessary for the 2025/26 AGAR – Annual Governance and Accountability Return), including weekend work scrutinising existing Parish Council documentation. • March’s Wootton newsletter. • Site visit works relating to the Changing Rooms/Toilet Block remodelling/demolition project. • Site visit works relating to the grass cutting tender process (currently live). • Cemetery inspection/software works and plot allocations. • Weekend works scrutinising existing Parish Council documentation. As a result, Cllr Lloyd was regretfully resigning as a member of the County Committee for the Bedfordshire Association of Town and Parish Councils.		
FC26/037	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 Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/038	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.
FC26/039	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 FC26/061.	N/A.	Localism Act 2011, Ch 1, s1-8.

FC26/040	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.
FC26/041	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 12 th November 2025.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC26/042	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: BBCllr/Cllr Wheeler. Seconded: Cllr Lincoln. 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.
FC26/043	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 assessment for: • Car Parks. Resolved to received, review and adopt the risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all pre sent.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/044	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: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/045	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.

FC26/046	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 Lincoln. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/047	To receive a report from various councillors and the Memorial Hall Committee with regard to the Memorial Hall and to resolve a suitable course of action.	Cllr Lloyd confirmed both he and Cllr Randell were continuing to obtain quotations for the required remedial works.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/048	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the Community Centre and to resolve a suitable course of action.	<u>Car Park Heads of Terms (now Joint Use Agreement)</u> The Clerk confirmed the Joint Use Agreement was not engrossed. Move to close. No further update had been received from Chiltern Learning Trust in relation to the school car park lighting (still not operational) nor the damaged fencing belonging to the primary school. <u>Charitable Trust/Other</u> The Clerk confirmed Cllr Hensher was liaising with the Charitable Trust to seek guidance from their Fire Risk Assessor, should the Parish Council wish to change the double fire exit doors in the main hall to a formal entry/exit point. The Clerk had not received any further correspondence from fivestarmaintenance in relation to the faulty automated open/close system to the main entry/exit doors.	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Lease</u> The latest draft lease had been circulated with the Charitable Trust and members of Full Council ahead of this meeting and no issues were identified. The Clerk agreed to inform Hillary Cooper Law of the same, to enable engrossment. Resolved to note and approve all findings above, including lease engrossment. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.		
FC26/049	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> An update on Bedford Borough Council's LEVI¹ contract/appointment had been expected early 2026 but not yet received. The Clerk continued to chase and was asked to establish whether the proposed locations had been confirmed. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The Clerk was awaiting confirmation the defibrillator for Burgoyne Avenue (adjacent to the bus shelter closest to Cranfield Road) had been installed. When complete, the unit would be maintained by the Community First Responders. BBCllr/Cllr Wheeler previously confirmed the RTPi units had been ordered, however an installation date was unknown due to staff member sickness. BBCllr/Cllr Wheeler agreed to chase for a further update and as an aside,	Clerk/BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

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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		confirmed he would be requesting the upgrade/replacement of the RTPI unit at Harris Way as it did not include live information such as delays. Resolved to note the above. Proposed: Cllr Lincoln. Seconded: Cllr Noakes. Resolved by all present.		
FC26/050	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. BBCllr/Cllr Wheeler confirmed an official request to secure that funding on behalf of the Parish Council had been made.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC26/051	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.	Cllr Lincoln confirmed the Fun Fest Risk Assessment would reference Martyn's Law, but added the legislation remained in a transition stage. It was hoped an external source would review the Risk Assessment. Resolved to note the above. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Cllr Lincoln to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/052	To consider the need for Councillor training on acceptable standards of behaviour in public office, conduct of public meetings and self-awareness following the adoption of the Local Government Association's Model Councillor Code of Conduct in June 2024 (reviewed annually) and to resolve a suitable course of action.	No training issues had been identified since adoption in June 2024. In line with advice received from Bedford Borough Council's Monitoring Officer and the Clerk's recommendation, it was resolved Councillor training was unnecessary. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/053	To consider the adoption of a Social Media Policy and to resolve a suitable course of action.	The Parish Council first adopted a Social Media Policy in August 2014 (reviewed annually). In	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

		line with advice received from Bedford Borough Council's Monitoring Officer and the Clerk's recommendation, it was resolved no further action was required. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.		
FC26/054	To consider a donation to Wootton Community Centre/Wootton Charitable Trust in relation to the August 2026 Food Fest and to resolve a suitable course of action.	After detailed discussion it was resolved to approve a donation of £5k to Wootton Community Centre/Wootton Charitable Trust from general reserves. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by majority vote.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/055	To consider a grant request from Holywell School, Cranfield (£750) to assist with the creation of a permanent, inclusive sensory integration space to support pupils with SEND, anxiety, neurodiversity and sensory processing differences and to resolve a suitable course of action.	Resolved to accept the grant request in full - £750. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/056	To consider a councillor itinerary for the Fun Fest (Saturday 26th June 2026) and ideas/suggestions relating to community engagement at the event and to resolve a suitable course of action.	The draft itinerary was not yet available, so the Clerk was instructed to carry this agenda item forward to March's Full Council meeting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/057	To receive a report from the Clerk and Cllr Lloyd detailing changes to the Annual Governance and Accountability Return (Addition of Assertion 10 to clarify data compliance previously covered under Assertion 3), the resultant impact and IT requirements, plus other suggested works to ensure compliance (including the adoption of reviewed/amended policies) and to resolve a suitable course of action.	After detailed discussion it was resolved Cllr Lloyd would obtain fuller costings in relation to both IT requirements and website accessibility, before bringing this report back to March's Full Council meeting. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk/Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.

FC26/058	To receive Data Protection training from Cllr Lloyd and Breakthrough Communications and to resolve a suitable course of action.	After discussion it was agreed to carry this forward to March's Full Council meeting, to better align with FC26/057.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/059	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a report be submitted to The Crown Estate to aid with the legal transfer of land parcel W10b (as referenced within Wootton's Neighbourhood Development Plan) and to resolve a suitable course of action.	After detailed discussion it was resolved the recommendation be amended to reflect potential changes to existing rights of way, before being taken back to the Leisure and Amenities Committee. Proposed: Cllr O'Dell. Seconded: Cllr Lincoln. Resolved by all present.	Clerk/Cllr Lloyd to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/060	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the press present. Members of the public still present were asked to leave the meeting, in order agenda item FC26/061 be determined.	N/A.	Public Bodies (Admissions to Meetings) Act 1960, s1(2).
FC26/061	To consider the appointment of Hvas Associates Ltd in relation to the review of Wootton's Neighbourhood Development Plan and to resolve a suitable course of action.	Resolved to appoint Hvas Associates Ltd to aid with the review of Wootton's Neighbourhood Development Plan. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.45pm.

Borough Councillor Report for February Full Council – John Wheeler

As you may have noticed, some of the roads and footpath repairs have been started in the village – be them temporary or permanent fixes. This is the start of the ongoing programme submitted to Bedford Borough Council's Highways department by the Parish Council last year. Once the 2026 programme of works has been approved, I will confirm that work schedule.

A request for a dropped kerb at the War Memorial on Church Road has been added already to the 2026 programme request applications. Parking on verges in the vicinity of the Harris Way lower school continues to be a big problem. Persimmon are being pressured by the Borough Council to repair the damaged verges and install bollards, given the adoption of that estate is still some way off due to the number of other outstanding issues and repairs needed.

Last week I visited the Upper School with Mayor Wootton to look at the building works. Works are on schedule to complete in late August this year. We also talked about drop off/pick up issues for September this year, when the two tier status commences and various options are being considered.

Borough Council Issues**Green Waste Collections**

- As part of the Council's budget consultation, one of the options the Government asked the Council to consider was introducing a charge for garden waste collections.
- Although many councillors were not supportive of charging, the option was included in the consultation so residents could give their views.
- Following the consultation, the clear majority of residents did not support a charge, so the Council will **not** be introducing charges for green waste collections.

Open Space Management Charges

- The Open Space Management (OSM) charge is an extra £120 yearly charge that some households in Great Denham and Kempston West have been paying on top of Council Tax to help cover open space maintenance.
- The Council's intention has been to remove this extra charge, so residents in these areas are not paying more than other parts of the Borough for the same type of upkeep - nowhere else in Bedford Borough are residents asked to pay twice.
- This decision was called in a third time by members of the Council and sent back to the Executive to be reconsidered.
- If the charge is brought back, families in these areas could face the return of the £120 double tax.
- If the charge is passed onto Parish Councils, residents would still pay through higher Parish precepts. The Band D increases for the areas affected are as follows:
 - Great Denham's Parish precept will increase from £23.53 to £62.98
 - Kempston Town's Parish precept will increase from £56.48 to £68.63
 - Kempston Rural's Parish precept will increase from £41.98 to £149.09

GP surgeries

- In 2023, the Council set aside £9 million to "unblock" plans and get four key GP surgery projects moving in:
 - Wixams
 - Great Barford
 - Kempston
 - Wootton

Appendix One

- On the Wixams GP surgery, the Council, working with the local MP and local borough councillors, has been holding regular meetings with Urban and Civic (the site developer), alongside the NHS to push the project from discussion into delivery.
- We're now seeing real progress, including:
 - A proposed building of around 800m² on a vacant plot near Wixams Town Centre, close to Willow Grove Primary School.
 - A two-storey design, with all patient services on the ground floor.
 - Indicative costs and an initial delivery/construction timeline due by 26 February 2026.
 - A public consultation to take place shortly (date and venue to be confirmed).
 - A planning application intended by the end of June 2026.
- Further meetings and updates will continue throughout the year to keep momentum and support full delivery of the surgery.

Roads maintenance and Potholes

- In 2023, the local road network had a large backlog of maintenance built up over the past decade.
- Unclassified roads (the everyday streets outside homes, schools and workplaces) make up around 60% of the Borough's roads. In 2023, 38% of these were recorded as being in the worst condition. By 2025, that had fallen to 18%.
- Pothole repairs also increased substantially from 1,343 in 2020/21 to 6,308 in 2024/25 with the Council putting more focus on planned, preventative maintenance to reduce repeat problems.
- This work is supported by a £9.5 million highways maintenance investment by Bedford Borough Council.

Glass Recycling success

- Bedford Borough Council introduced glass bottle and jar recycling in orange-lidded bins on 1st December 2025.
- Early figures suggest it has proved successful with residents. In December 2025, the Council collected over 220 tonnes more recycling from orange-lidded bins than the same month the previous year, an increase of around 24%.
- As a reminder, before putting bottles in orange lidded bins:
 - Rinse bottles and jars.
 - Leave metal lids on.
 - Remove corks (put these in the black-lidded bin).
 - Remove plastic spray tops or plastic lids from jars, but these can still go in the orange-lidded bin separately.

David Lloyd Leisure Limited comes to Bedford Borough

- Bedford Borough Council has agreed to lease the Oasis Beach Pool site on Cardington Road to David Lloyd Leisure Limited, who plans to redevelop it into a modern health and racquets club.
- The Council is also working on a Community Use Agreement so there are clear benefits for local people, especially local schools, including access to facilities like swimming.
- The redevelopment is expected to support around 75 full-time jobs, as well as apprenticeship opportunities.
- Next steps are to finalise the legal agreement and then submit a planning application (with target timings during 2026).
- Separately, the Council has £600,000 set aside for free outdoor leisure facilities on land next to the site, and will ask residents what they would like to see there.

Food Waste Collections

- From Monday 30 March 2026, Bedford Borough Council will introduce weekly food waste collections for all houses and flats.
- Homes will get a small kitchen caddy and a larger outdoor food waste bin for weekly collection. Flats will receive a kitchen caddy and either use communal food waste bins or have local collection points set up where communal storage isn't available.

Appendix One

- Residents can line their kitchen caddy using ordinary plastic bags, paper or newspaper, or choose to buy liners (optional).

Government funding

- Councils across the country are under severe financial pressure because demand is rising fast for essential services they're legally required to provide. (Temporary accommodation, children's services and adult social care)
- The cost of providing these services has jumped around 25% and Government funding hasn't risen at the same pace. At the same time, Councils are being asked to do more, like rolling out separate food waste collections.
- For Bedford Borough, when you take all the pressures and new duties into account, we're around £1.1m worse off in Government support. By comparison, Luton is receiving around £139m more support this coming financial year.

Bellwin Scheme

- Dealing with the immediate aftermath of the Cleat Hill explosion cost the Council around £2 million.
- The Council asked the Government for emergency financial help to cover these exceptional costs under the Bellwin Scheme.
- That request was refused, which means the Council has had to fund the £2 million from its own budget, adding extra financial pressure to the Council's finances.

The CIPFA Review and Improvement Plan

- In 2025, an independent finance body called CIPFA reviewed Bedford Borough Council's finances and published its findings.
- A key point in the review is that many of the underlying issues built up over the past decade leading up to 2023, leaving the Council under severe financial pressure. Some of the main reasons are:
 - Council Tax income didn't keep pace with rising costs over many years. The review says this left a lasting hole in funding for day-to-day services.
 - Reserves (the Council's "savings") were used up to plug budget gaps, leaving the Council with reserves below the risk assessed minimum in 2023.
 - Staff reductions left some areas overstretched, leading to greater reliance on more expensive agency staff to keep services running.
 - Demand/Costs for essential services like temporary accommodation, children's services and adult social care have risen sharply.
- To tackle the financial pressures, the Council has introduced an Improvement Plan aimed at closing a £59m funding gap over the coming years.
- In simple terms, the Improvement Plan will ensure tighter control of spending and income. Making sure the Council is run more efficiently so it can return to a stable financial position while protecting frontline services.

BBCllr John Wheeler
February 2026

Appendix One A

FC26/032a January 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/865/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	06/01/2026	Bedford Road
40/1627/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	10/01/2026	Hall End
40/1192/26	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	08/01/2026	
40/1978/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	12/01/2026	
40/1107/26		NON-CRIME	INVESTIGATION	INVESTIGATION	07/01/2026	
40/1118/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	07/01/2026	
40/2824/26		SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	16/01/2026	
40/3148/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	18/01/2026	

FC26/033**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC26/033 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)
6.1.26	Emails (several)	Non residents	Fun Fest 2026
6.1.26	Email	Resident	Information ahead of upcoming interment - Lorraine Road Cemetery
6.1.26	Emails (several)	Resident and D2D Distribution Ltd	Query over non-delivery of Wootton newsletter and request for contact changes
6.1.26	Email	Wrighton & Barker	Information relating to memorials/fees
6.1.26	Email	Resident	Information relating to councillor vacancies
6.1.26	Email	Resident	Insurance information relating to use of Recreation Ground, Church Road
6.1.26	Email	Resident	Complaint regarding overgrown hedgerows - Rawlins Gardens, Cause End Road
6.1.26	Email	Pam Anthony Accounting Services	Payroll information
6.1.26	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
6.1.26	Emails (several)	Wootton Community Centre Charitable Trust	Information relating to Fire Risk Assessments and non-functioning doors/fire doors
6.1.26	Email	Playdale Ltd	Information relating to pre-installation meeting (replacement wooden agility trail - Bedford Road play ara)
6.1.26	Email	DLS Law	Chaser re draft leases for Changing Rooms and Memorial Hall
6.1.26	Email	Lindum Peterborough	Changing Rooms/Toilet Block refurbishment/demolition project
6.1.26	Email	Bedford Borough Council	Chaser re planters quotation
6.1.26	Email	Resident	Chaser re defibrillator installation - Burgoyne Avenue
6.1.26	Email	Hillary Cooper Law	Chaser re completion of Joint Use Agreement (Community Centre Car Park) and Lease Agreement (Community Centre Charitable Trust)

Appendix Two

6.1.26	Email	Gala Lights Ltd	Query re non-functioning street lighting and pedestrian crossing - Fields Road (caused by Gala Lights Ltd when turning off the Christmas street lighting)
6.1.26	Email	Wootton's Community & Village Agent	Contact information request
6.1.26	Emails (several)	Resident	Information relating to land parcel known as Policy W10b (Wootton's Neighbourhood Development Plan)
6.1.26	Email	Resident	Request for tree planting - Lorraine Road Cemetery
6.1.26	Email	Non residents	Potential contractors to repair the Community Centre main doors/fire doors
7.1.26	Email	Bedford Borough Council	Information relating to draft s106 agreement - land parcel known as Policy W3 (Wootton's Neighbourhood Development Plan)
7.1.26	Emails (several)	Non residents	Potential contractors - grass cutting contract 2026-29
7.1.26	Emails (several)	Non residents	Fun Fest 2026
7.1.26	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
7.1.26	Email	Assegai Security Ltd	Financial information - CCTV system (Recreation Ground)
7.1.26	Emails (several)	Bedfordshire Association of Town & Parish Councils	Play Equipment Inspection training/Data Protection training
7.1.26	Email	A J Gallagher Insurance	Query regarding upcoming Play Equipment Inspection training
7.1.26	Email	CCLA	Request to withdraw funds
7.1.26	Emails (several)	Non residents	Fun Fest 2026
7.1.26	Emails (several)	Residents	Update on defibrillator installation - Burgoyne Avenue
7.1.26	Email	Caretaker and litter picker	Weekly play equipment inspections
7.1.26	Emails (several)	Hillary Cooper Law	Follow up re completion of Joint Use Agreement (Community Centre Car Park) and Lease Agreement (Community Centre Charitable Trust)
7.1.26	Emails (several)	Resident	Information relating to Crown Estate Land in the vicinity of Lorraine Road
8.1.26	Email	Bedford Borough Council	Information relating to draft s106 agreement - land parcel known as Policy W3 (Wootton's Neighbourhood Development Plan)

Appendix Two

8.1.26	Emails (several)	Non residents	Fun Fest 2026
8.1.26	Emails (several)	Various	Quotations - Community Centre door issues
9.1.26	Email	Caretaker and litter picker	Weekly play equipment inspections
9.1.26	Emails (several)	Resident	Update re defibrillator installation - Burgoyne Avenue
9.1.26	Emails (several)	Non residents	Fun Fest 2026
13.1.26	Email	Resident and Forest of Marston Vale	Request for tree planting - Lorraine Road Cemetery
13.1.26	Emails (several)	A R Worboys Ltd and non resident	Request for hedgerow works - paddock
13.1.26	Email	GS8	Information relating to planning application
14.1.26	Emails (several)	Non residents	Fun Fest 2026
15.1.26	Emails (several)	Non residents	Potential contractors - grass cutting contract 2026-29
15.1.26	Emails (several)	DF Lynch Ltd, Coloini + Lane Architecture Ltd	Changing Rooms/Toilet Block refurbishment/demolition project
15.1.26	Email	Hillary Cooper Law	Information relating to completed Joint Use Agreement (Community Centre Car Park)
16.1.26	Email	Bedford Borough Council	Submission of precept request
16.1.26	Email	Playdale Ltd	Follow up on replacement of wooden agility trail - Memorial Hall play area, Bedford Road
16.1.26	Emails (several)	Non residents	Potential contractors - grass cutting contract 2026-29
16.1.26	Email	Caretaker and litter picker	Weekly play equipment inspections
16.1.26	Emails (several)	Non residents	Fun Fest 2026
16.1.26	Emails (several)	Residents	Plot selection and reservations - Lorraine Road Cemetery

Appendix Two

	and meeting		
16.1.26	Email	Bedford Borough Council	Information relating to draft s106 agreement - land parcel known as Policy W3 (Wootton's Neighbourhood Development Plan)
20.1.26	Email	Non resident	Confirmation of removal of fencing - Lorraine Road Cemetery
20.1.26	Emails (several)	Non residents	Fun Fest 2026
20.1.26	Email	Pam Anthony Accounting Services	Payroll information
20.1.26	Email	Marrons	Information relating to proposals for a speculative outline planning application - Keeley Lane
20.1.26	Email	Bedford Borough Council	Information relating to draft s106 agreement - land parcel known as Policy W3 (Wootton's Neighbourhood Development Plan)
20.1.26	Email	Residents	Plot selection and reservations - Lorraine Road Cemetery
20.1.26	Email	ProMed	Fun Fest 2026
20.1.26	Email	Non residents	Information relating to Community Centre non-functioning doors/fire doors
20.1.26	Email	Hillary Cooper Law	Information relating to draft lease agreement (Community Centre Charitable Trust)
21.1.26	Emails (several)	Non residents	Potential contractors - grass cutting contract 2026-29
21.1.26	Email	Resident	Information relating to becoming a Parish Councillor
21.1.26	Email	Non resident	Fun Fest 2026
21.1.26	Email	Non resident	Follow up on request for hedgerow works - paddock
21.1.26	Email	Bedford Borough Council	Request for assistance - damaged litter bin - Recreation Ground, Church Road
22.1.26	Emails (several)	Hillary Cooper Law	Information relating to draft lease agreement (Community Centre Charitable Trust)
22.1.26	Email	Non resident	Fun Fest 2026
22.1.26	Emails (several)	Residents	Complaints regarding yellow lining parking/verge parking - Berryfields Estate
22.1.26	Email	Handyman	Request to remove metal bins - Recreation Ground, Church Road
22.1.26	Email	Bedford Borough Council	Follow up on information relating to no verges parking signage - Fields Road
22.1.26	Email	Forest of Marston Vale	Request for information to be placed on WPCs Facebook page

Appendix Two

22.1.26	Emails (several)	Residents and Bedford Borough Council	Complaints regarding yellow lining parking/verge parking - Berryfields Estate
23.1.26	Email	Resident	Article for inclusion in March's Wootton newsletter
23.1.26	Emails (several)	Non residents	Fun Fest 2026
23.1.26	Email	Caretaker and litter picker	Weekly play equipment inspections
23.1.26	Email	Bedford Borough Council	Follow up on replacement Dog Control Order signage - Recreation Ground, Church Road
23.1.26	Email	Lindum Peterborough	Changing Rooms/Toilet Block refurbishment/demolition project
23.1.26	Email	Wrighton & Barker	Information relating to memorials/fees
27.1.26	Email	Unity Trust Bank Ltd	Changes to fees and charges
27.1.26	Emails (several)	Residents	Information relating to proposals for a speculative outline planning application - Keeley Lane
27.1.26	Email	Miracle Design & Play Ltd	Remedial RoSPA works to play equipment - Jubilee Garden, Church Road
27.1.26	Emails (several)	Resident	Information relating to Rights of Way
27.1.26	Email	Resident	Plot reservations - Lorraine Road Cemetery
27.1.26	Email	Hillary Cooper Law	Confirmation of engrossment in relation to the Joint Use Agreement (Community Centre Car Park) and update relating to the Lease Agreement (Community Centre Charitable Trust)
28.1.26	Emails (several)	Forest of Marston Vale and resident	Tree planting - Lorraine Road Cemetery
28.1.26	Emails (several)	Residents and non residents	March 2026 newsletter
28.1.26	Email	Resident	Installation of defibrillator - Burgoyne Avenue
30.1.26	Email	Caretaker and litter picker	Weekly play equipment inspections
30.1.26	Email	Resident	Information relating to councillor vacancies
30.1.26	Emails (several)	D2D Distribution Ltd and XL Press	March 2026 newsletter

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

28th January 2026

Resolutions

FG29/009 – 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 Lloyd.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

30th January 2026

(Advisory) Leisure and Amenities Committee Report

28th January 2026

Resolutions

LA26/009 – 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.

Discussions centred on a report prepared and circulated by Cllr Lloyd and shared to screen for this meeting.

After detailed discussions it was resolved Cllr Lloyd’s report be amended to reflect tonight’s discussions, prior to its recommendations being made to Full Council and contents thereafter being shared with The Crown Estate (Appendix One).

It was understood The Crown Estate would liaise with solicitors in order to establish what covenants could be attached to the land (W10a), to aid with the legal transfer into Parish Council ownership. Members did not however, rule out leasing the land (long term lease not exceeding 150 years), with an option to acquiring ownership in the near future.

The member of the public appreciated Parish Council efforts to date, noting there was pressure on land in general due to the upcoming Universal project. It was hoped the land could be secured at the earliest opportunity.

Resolved to accept the above and to make the same recommendations to Full Council.

Proposed: Cllr Lincoln.

Seconded: Cllr Hensher.

Resolved by all present.

LA26/010 – To receive an update from Cllr Bygraves in relation to a potential volunteer scheme to remedy maintenance issues between plots not accessible with a lawn mower at Lorraine Road cemetery and to make recommendation to Full Council as necessary.

No further update received.

LA26/011 – 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.

DLS Law continued to draft lease agreements for all changing room users.

LA26/012 – To consider any update received in relation to village planters and entrance sign planting and to make recommendation to Full Council as necessary.

The Clerk confirmed she had omitted to include The Pound as an area requiring maintenance and this would now be included in the quotations, which were due imminently.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

30th January 2026

(Advisory) Neighbourhood Plan Steering Group Report

Refer to agenda item FC26/061.

(Executive) Planning Committee Report

14th January 2026

Planning Applications – for resolution

25/02512/FUL – 8 Tysoe Close. Garage conversion.

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

- Plans submitted contained insufficient information to make an informed decision (including the purpose of the garage conversion).
- This lack of information meant members were unable to determine whether there could be an adverse impact to parking facilities in the immediate area.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

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

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

This council previously raised **AN OBJECTION**.

Resolutions

P26/011 – To consider a response to Bedford Borough Council in relation to its proposals for 2026's Seasonal Vegetation Clearance and to resolve a suitable course of action.

Resolved to request no amendments to Bedford Borough Council's proposals.

Proposed: Cllr Noakes.

Seconded: Cllr Randell.

Resolved by all present.

28th January 2026

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

25/02237/FUL – The Chequers Inn, 47 Hall End Road. Demolition of The Chequers Inn and its associated outbuildings.

This council previously raised **NO OBJECTION**.

25/02238/LBC – The Chequers Inn, 47 Hall End Road. Demolition of The Chequers Inn and its associated outbuildings.

This council previously raised **NO OBJECTION**.

Resolutions

P26/022 – To consider a response to Marrons (Development Consultancy), acting on behalf of Rainier Developments in relation to a speculative, proposed outline planning application for up to 27 dwellings on land south of Keeley Lane (opposite the Legstraps PH) and to resolve a suitable course of action.

Appendix Six

Cllr O'Dell stated members would speak first, to ensure members of the public had opportunity to understand the Parish Council's views on the current public consultation, after which they would be able to add their own thoughts and/or concerns.

At this stage, a public consultation was live, no planning application had been lodged with Bedford Borough Council, and it was understood no pre-application talks had been held between Marrons/Rainier Developments and Bedford Borough Council either.

Cllr Lloyd detailed how the speculative application made use of ridge and furrow land and did not accord with Wootton's Neighbourhood Development Plan (Appendix One).

It was noted the Neighbourhood Development Plan had successfully opposed a number of speculative planning applications since adoption – details of which were published on the Parish Council's [website](#) (Appendix One).

Both members of the public agreed with comments made, adding their wishes that Wootton's Neighbourhood Development Plan be used as a tool when determining a course of action.

After further discussion, it was resolved members would be minded to resist any development that did not accord with Wootton's Neighbourhood Development Plan.

Proposed: Cllr O'Dell.

Seconded: Cllr Lincoln.

Resolved by all present.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

30th January 2026

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2025-26

No project action plan as this safety steering group had not met since 12th November 2025.

² Project Action Plan.

FC26/042**Project Action Plan for Ongoing Projects**

Please refer to earlier Project Action Plans (published within Completed Full Council Minutes) for PAP information relating to 2025 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 February 2026</u> The Clerk was still awaiting quotations for the pathway extension (to provide hard standing to the entire Changing Rooms perimeter) and to replace the generic barrels (locks) to all metal shutters. The Clerk was also still awaiting initial draft lease agreements for all users.	Working Group
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>11th February 2026</u> Refer to agenda item FC26/048.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	<u>11th February 2026</u> The Clerk had received no further update in relation to the lecterns installation at St. Mary's Church, save for confirmation the new incumbent of St. Mary's, Canon Joseph Adewale would be in post in July 2026.	Cllr Lloyd
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	Cllr Lloyd

Appendix Eight

							liaising with Crown Estate representatives regarding the proposed extension.	
Medium	Memorial Hall – ownership/ management clarification	2025	£2,000	£0	£0	£2,000	<u>11th February 2026</u> Refer to agenda item FC26/047.	Clerk
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>11th February 2026</u> Refer to agenda item FC26/063.	Cllr Hensher
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 26 th January 2026		11.2.26 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 11th February 2026

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.

FC26/045

Schedule of Receipts and Payments

Please visit the following link:

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