



WOOTTON PARISH COUNCIL



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Minutes of the **Full Council** meeting held on Wednesday 11th March 2026 at 7.15pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to observe the meeting. 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, Noakes, O'Dell, Randell, Swain, Wallace, Ward and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.			
Absent (no apologies received)	Cllr Stainthorpe.			
Agenda no	Agenda item title	Resolution	Action	Power
FC26/062	Apologies for absence. Cllr Lincoln. 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.
FC26/063	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/064	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.
FC26/065	Report from outside organisations – for information only.	BBCllr Wheeler's report was circulated ahead of this meeting.	Clerk to keep on file.	N/A.

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	To receive a report from Borough Councillor Wheeler, to include all outstanding issues. (Appendix One). To receive crime figures for February 2026. (Appendix One a).	BBCllr Wheeler added Bedford Borough Council's Planning Enforcement Team and Flooding Officer had visited the development site on Keeley Lane to put a stop to further development until installation of the balancing pond. It was noted adjacent properties may have a broken drain beneath driveways, exacerbating ongoing flooding issues. BBCllr Wheeler further added transfer of land to the upper school adjacent to the Little Wootton development had been refused, due to submission of paperwork by the wrong Bedford Borough Council department. No further comments received.	Clerk to keep on file.	N/A.
FC26/066	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.
FC26/067	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 11th February 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 28th January 2026.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

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	Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 28th January 2026. Members of Full Council are asked to receive the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 12th November 2025.	Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.		
FC26/068	Matters arising from the minutes – for information only. - FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. The Borough Council’s Full Council resolved to withdraw the Local Plan from 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, and the Clerk raised this with Mayor Wootton during a meeting on 20th February 2026.	No further comment received.	Clerk to keep on file.	N/A.
FC26/069	To receive the Chairman’s report (including works to kit out the Changing Rooms) and to resolve a suitable course of action.	Cllr O’Dell agreed to organise the collection of shelving boxes for the Changing Rooms from the Clerk’s home.	Cllr O’Dell to take forward.	N/A.

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FC26/070	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 Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/071	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).	After discussion in relation to agenda item LA26/021 it was resolved to take no action and also resolved to receive, review and adopt the report without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/072	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.
FC26/073	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).	It was noted a response/update from BBCllr Gribble was still awaited. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/074	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 Randell. Seconded: Cllr Wheeler. 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.
FC26/075	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: • Litter Picking and Caretaker. • Lone and Isolated Working. • Memorial Hall Play Area.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		• Recreation Ground Play Area. • Skate Park. Resolved to received, review and adopt the risk assessment plan without further comment. Proposed: Cllr Noakes. Seconded: Cllr Bygraves. Resolved by all pre sent.		
FC26/076	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.	In the absence of the relevant paperwork, it was agreed to carry that paperwork forward to the next meeting of Full Council.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/077	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.
FC26/078	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2025-26, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/079	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.	Resolved to appoint Terry Ellingham to remodel the Memorial Hall toilet area (ensuring it meets disabled access requirements). Proposed: Cllr Ward. Seconded: Cllr Randell. Resolved by all present.	Cllrs Lloyd, Randell and Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/080	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 had received no further response from Chiltern Learning Trust in relation to the school car park lighting (still not operational) and damaged fencing and recently escalated this during a meeting with Mayor Wootton, who	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		agreed to raise the same when he next met with them. <u>Charitable Trust/Other</u> The Clerk was recently provided with Fire Detection & Alarm System maintenance and Portable Fire Equipment Inspection & Servicing certification. It was agreed the existing double fire exit doors in the main hall would be fixed rather than replaced. <u>Lease</u> The final lease was currently with the Charitable Trust for engrossment. Resolved to note and approve all findings above. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.		
FC26/081	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. BBCllr Gribble (Portfolio Holder for Environment) had been asked to provide an update after Full Council on 11th February 2026 – no further update had been received. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The electrician was awaiting delivery of iron works to aid with installation of the defibrillator	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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		for Burgoyne Avenue (adjacent to the bus shelter closest to Cranfield Road). BBCllr Gribble (Portfolio Holder for Environment) had been asked to provide an update after Full Council on 11th February 2026 on the installation of the RTPi units – no further update had been received. Resolved to note the above. Proposed: BBCllr/Cllr Wheeler. Seconded: Cllr Noakes. Resolved by all present.		
FC26/082	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.	BBCllr/Cllr Wheeler confirmed at Full Council on 11 th February 2026 an official request had been made to secure the funding on behalf of the Parish Council.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC26/083	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.	In the absence of both Cllr Lincoln and the Clerk it was agreed to carry this agenda item forward to the next meeting of Full Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/084	To receive the latest draft notes from the Covanta (now Encyclis) Liaison Panel and to resolve a suitable course of action.	The resident representative for Wootton was thanked for their attendance at the Liaison Panel meetings (and resultant works). IT was noted they were awaiting a response in relation to what negative emissions were (as referenced during the last liaison panel meeting). Upon her return to work, the Clerk was asked to liaise with the resident in relation to the official government scheme. Resolved to note the above. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC26/085	To receive Data Protection training from Cllr Lloyd and Breakthrough Communications and to resolve a suitable course of action.	Resolved to receive and note the Data Protection Training without further comment. Proposed: Cllr Noakes. Seconded: Cllr Swain. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/086	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 in relation to website accessibility, resultant works to ensure compliance (including the adoption of reviewed/amended policies) and to resolve a suitable course of action.	Resolved to appoint ReciteMe to aid with website assertion 10 requirements. Proposed: Cllr Swain. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/087	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 in relation to IT requirements, resultant works to ensure compliance (including the adoption of reviewed/amended policies) and to resolve a suitable course of action.	Resolved to receive, review and adopt the following policies: • Data Breach Notification. • Data Protection. • Information Technology (IT). • Information Available Under the Model Publication Scheme. • Retention and Disposal of Documents. • Subject Access Request. Further resolved Cllr Lloyd would continue investigative works in relation to a cloud-based solution for IT storage. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Cllr Lloyd and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/088	To determine next steps in relation to the review of Wootton's Neighbourhood Development Plan, to include: • Acceptance of a proposal from Hyas Associates Ltd to programme and commence a baseline review of the Neighbourhood Development Plan (including engagement strategy/potential governance review).	Resolved to accept the baseline review quotation from Hyas Associates Ltd. Further resolved the dormant Neighbourhood Development Plan Steering Group be reconvened with effect from April 2026, with advertising as necessary via Facebook. Proposed: Cllr O'Dell.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Re-convening meetings of the Neighbourhood Development Plan Steering Group, including recruitment of non-councillor members in line).	Seconded: Cllr Swain. Resolved by all present.		
FC26/089	To consider a response to Bedford Borough Council in relation to the effectiveness of average speed cameras in Wootton and to resolve a suitable course of action.	After discussion it was resolved Wootton Parish Council would respond to Bedford Borough Council stating the average speed cameras in Wootton were extremely effective in reducing speeding and should continue to operate moving forward. Proposed: Cllr Noakes. Seconded: Cllr Swain. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/090	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a first draft licence agreement between the Parish Council and users of the remodelled Changing Rooms (storage and kitchen areas) be approved without further amendment and to resolve a suitable course of action.	Resolved all bullet points be added to the first draft licence agreements. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/091	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a first draft lease agreement between the Parish Council and Memorial Hall Trustees be approved without further amendment and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Swain. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/092	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a first draft agreement for hire, required between the Memorial Hall Trustees and users of the Memorial Hall be approved without further amendment and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/093	To receive a recommendation from the (advisory) Leisure and Amenities Committee to receive and accept a Site Inspection Report from Dura-Sport Leisure Care Ltd without further comment and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

FC26/094	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).
FC26/095	To receive and review completed tender application(s) in relation to the Grass Cutting (Amenities and Highway) Contract and appoint a contractor for the period 1st April 2026 – 31st March 2029.	Resolved to appoint A R Worboys Ltd as the Grass Cutting (Amenities and Highway) contractor for the period 1 st April 2026 – 31 st March 2029. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.03pm.

Monthly Report January

Firstly, I can confirm the budget for 2026/27 was passed by Bedford Borough Council at last month's Full Council meeting. As a result of discussions at that meeting, rural average speed cameras installed by the Borough Council, will continue to be maintained and calibrated by the Borough Council during that financial year. Please be aware the Borough Council intend to review that arrangement again towards the end of that same financial year. As you know, Wootton Parish Council owns all average speed cameras within the village, with the exception of those on Fields Road. It's possible the Borough Council will look to relocate any average speed cameras in areas where speeding is not an issue, to more deserving areas.

I am pleased to say the funding for speed watch will continue as is – this is not a Borough Council expense; it is a Bedfordshire Police expense.

On Saturday 28th February, I spent the morning in Wootton with Blake Stephenson MP and the Mayor, Tom Wootton talking to residents and looking at issues in the Berryfields estate and along Keeley Lane. I am pleased to say Blake is taking up the issue of parking on grass verges with Persimmon Homes. I do know signage and bollards have been ordered and both Persimmon Homes and Bedford Borough Council are working to ensure the adoption process is completed at the earliest opportunity.

We discussed flooding issues along Keeley Lane with a resident who is directly affected and saw first-hand the ongoing problem. At the time of writing this report, the Mayor is due to meet with representatives from Bedford Borough Council including the Head of Planning and Building Control, representatives from the Borough Council's Planning Enforcement team and drainage/flooding officers on 9th March to hopefully resolve this issue. I will also be in attendance and will update you verbally at Full Council.

The Mayor is keen to make these visits a regular occurrence in order to meet with residents and Parish Councillors to listen to concerns.

I have requested a temporary bus stop on Fields Road whilst the road works are ongoing, as the bus currently does not stop until Harris Way (Berryfields Estate). It's a long walk back for us elderly folk!

Finally, I am pleased to be appointed to the Universal Studios Overview and Scrutiny Committee, so if you have any concerns or issues you would like taking forward, please let me know.

Bedford Borough Council Issues

Council passes 2026/27 Budget

- Bedford Borough Council has approved the Mayor's 2026/27 budget, delivered against a backdrop of surging costs in adult social care, children's services and temporary accommodation and a £1.1m cut in Government funding.
- That includes additional funding for Children's Services and Adult Services, continues investment in roads and resurfacing, ASB Officers, and confirms the Council will continue to maintain speed cameras in parished areas.
- Council Tax will rise by 4.99% (2.99% core + 2% Adult Social Care precept) to help meet unavoidable cost pressures, alongside ongoing efficiency work.

Exceptional Financial Support (EFS)

- The Government has published its latest list of councils receiving Exceptional Financial Support (EFS) for 2026/27. Bedford Borough Council has been given in-principle support of £58.0 million for 2026/27, with £22.0m (support agreed in-principle for 2025-26).
- EFS is a type of Government support that helps a council manage short-term financial pressures while it delivers longer-term savings and improvement plans.
- It gives the Council permission to effectively “go overdrawn” for a limited period of time, with the Council only paying back what it actually uses. In practice, if £22m is available but only £15m is used, then only £15m would need to be paid back.

New Finance and Improvement Executive Committee

- The Executive has set up a new Finance and Improvement Executive Committee to strengthen financial oversight and accountability, and to support delivery of the Council’s improvement work.
- Meetings will be live-streamed, so residents can follow progress on the Council’s improvement work and will include cross-party representation.

Best Value Inspection

- Bedford Borough Council will be undergoing a Best Value Inspection over the next three months. The Mayor and Executive have said they welcome the inspection and see it as a constructive form of scrutiny to help ensure residents get the best value services possible.
- The Council will cooperate fully with inspectors and treat this as an opportunity to strengthen performance, raise standards and improve reliability of services.

Garden waste collections restarting

- Garden waste collections (green-lidded bins) will restart from Monday 2nd March.
- As a reminder, items that can go in the green bin include grass cuttings, leaves, plants, weeds, flowers, hedge clippings and bark. Please do not put food waste, soil, rubble or large branches.
- More information on bin guidance and collection dates: www.bedford.gov.uk/BinsAndRecycling

Anti-Social Behaviour Officers

- The 2026/27 Budget includes £96,000 to fund two additional Anti-Social Behaviour (ASB) Officers in addition to the two ASB officers funded by Bedfordshire Police.
- Unlike the police-funded officers, who are focused on the town centre, the Council-funded officers can be deployed flexibly - to the town centre, Queens Park, Shortstown, or anywhere the need is greatest for patrols and early intervention.
- This builds on work since December, when ASB activity helped contribute to a reduction in violent and public order offences, making the town centre feel safer for residents, visitors and local businesses.
- The Council will also continue joint work through the Town Centre Task Force, bringing together Council services and Bedfordshire Police to coordinate intelligence-led action and prevention.

Open Space Management (OSM) charge will not be coming back

- As a result of the 2026/27 budget residents in these Kempston West and Great Denham will not be doubled taxed as the open Space Management charge will not be reintroduced in these areas.

International sport is back at Bedford International Athletics Stadium

- Bedford International Athletics Stadium (BIAS) has recently undergone a £700,000 refurbishment to improve the quality of the facility.
- The completed works include replacement of the running track and athletics surfaces, plus the purchase of maintenance and competition equipment, including repairs to the throwing cage.
- Following the improvements, on the 7th February the stadium had successfully hosted international level sporting event, showing that Bedford Borough is more than capable of attracting major competitions.

Universal development - growing local presence

- The Universal development is gathering momentum, with the organisation now taking space on the top floor of the Council building.
- This creates a stronger day-to-day presence in the Borough and should help speed up engagement with local partners and stakeholders.

Potholes and road maintenance (January 2026)

- The Council has delivered around 38,976 m² of carriageway resurfacing/patching and 5,113 m² of footway resurfacing, alongside other repairs and renewals.
- Teams attended 714 streets for carriageway pothole repairs (plus 13 streets for footway potholes) and carried out wider maintenance works on many additional streets.
- Routine gully cleansing continued with around 1,800 gullies cleansed, with extra drainage cleaning also completed as part of resurfacing schemes.

East Park Energy

- Bedford Borough Council is involved as the Host Authority, supporting the national Development Consent Order (DCO) process locally. Officers have advised they are currently preparing a draft Local Impact Report (this is still in preparation and not yet a formal submission).
- A Preliminary Meeting and public hearings are scheduled for 17 - 18 March 2026.

Fostering for Bedford Borough Council

- Bedford Borough Council is looking for more local families to foster, helping some of our most vulnerable children grow up in a safe, supportive home environment.
- The Council provides support for carers through Mockingbird, a group that gives foster families a stronger network, including respite, advice and practical support.
- Bedford has now launched its third Mockingbird Constellation, building on the success of the first two, which currently support 19 families who also support one another.
- The programme was developed by The Fostering Network and has been introduced locally with Department for Education funding.
- Foster carers may also be eligible for help such as Council Tax support and subsidised access to leisure facilities, alongside the usual fostering support.
- If you are considering taking on this important role, you can find out more information at <https://www.bedford.gov.uk/social-care-and-health/fostering/who-can-foster> or contact us fostering@bedford.gov.uk

BBCllr Wheeler

March 2026

Appendix One A

FC26/065a February 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/8636/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	14/02/2026	
40/8664/26		NON-CRIME	INVESTIGATION	INVESTIGATION	14/02/2026	
40/8344/26	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	13/02/2026	
40/7119/26	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	07/02/2026	Innovation Way
40/8807/26	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF FIREARMS WITH INTENT	15/02/2026	A421
40/7792/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	10/02/2026	
40/7481/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	09/02/2026	
40/8727/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	15/02/2026	
Figures for the second half of February 2026 had not yet been received						

FC26/066**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)
3.2.26	Emails (several)	CUT Services and Memorial Hall Committee/Sweet Peas	Blocked drain works - front of Memorial Hall, Bedford Road
3.2.26	Emails (several)	GS8/Bedford Borough Council	Information relating to s106 agreement
3.2.26	Emails (several)	Bedford Borough Council	Delivery of replacement Dog Control Order signage - Receration Ground, Church Road
3.2.26	Emails (several)	Miracle Design & Play Ltd	Confirmation of completion of RoSPA remedial works - Jubilee Garden, Church Road
3.2.26	Emails (several)	Residents and non residents	March 2026 newsletter
3.2.26	Email	DLS Law	Follow up on draft lease agreements - Changing Rooms and Memorial Hall
3.2.26	Emails (several)	D2D Distribution Ltd and XL Press Ltd	March 2026 newsletter
4.2.26	Emails (several)	Bedford Borough Council	Notification of new councillor co-option and completion of Register of Interests form
4.2.26	Emails (several)	Residents and non residents	March 2026 newsletter including invoicing
4.2.26	Emails (several)	Community Centre Charitable Trust	Information relating to potential replacement of fire escape doors - Community Centre main hall
5.2.26	Email	Phoenix Dons	Chaser re MUGA hire invoice

Appendix Two

5.2.26	Email	Resident	Information relating to upcoming new councillor co-option
5.2.26	Emails (several)	GS8/Bedford Borough Council	Information relating to s106 agreement
6.2.26	Emails (several)	Residents and non residents	March 2026 newsletter
6.2.26	Email	Redwood Bank Ltd	Notification of decrease in interest rate - 35 Day Notice account
10.2.26	Email	Non residents	Potential contractors - grass cutting contract 2026-29
10.2.26	Email	St. Mary's churchwardens	Request for information relating to installation of lecterns at the churchyard
10.2.26	Email	Lindum	Changing Rooms/Toilet Block refurbishment/demolition project
10.2.26	Email	Hillary Cooper Law	Information relating to lease agreement - Wootton Community Centre
10.2.26	Emails (several)	XL Press Ltd	March 2026 newsletter
11.2.26	Email	Resident	Complaint regarding flooding issues relating to development at Keeley Lane
11.2.26	Email	Resident	Information relating to average speed cameras
12.2.26	Emails (several)	XL Press Ltd	March 2026 newsletter
12.2.26	Emails (several)	Non residents	Fun Fest 2026
13.2.26	Email	DLS Law	Follow up on draft lease agreements - Changing Rooms and Memorial Hall
13.2.26	Email	Hyas Associates Ltd	Follow up on appointment to review the Neighbourhood Development Plan

Appendix Two

13.2.26	Email	Holywell School	Confirmation of grant request
13.2.26	Email	Hillary Cooper Law	Information relating to lease agreement - Wootton Community Centre
13.2.26	Emails (several)	Residents and non residents	Fun Fest 2026
13.2.26	Email	Resident	Information relating to Encyclis - Covanta Liaison Group
13.2.26	Email	Residents and non residents	Information relating to closure of Memorial Hall Play Area, Bedford Road
13.2.26	Email	Caretaker and litter picker	Weekly play equipment inspections
17.2.26	Email	Bedford Borough Council	Invitation to the Monitoring Officer to attend a meeting of Full Council
17.2.26	Email	Non residents	Fun Fest 2026
17.2.26	Email	Bedford Borough Council	Information relating to recent councillor co-option
17.2.26	Email	Non resident	Information relating to new road name request
17.2.26	Email	Pam Anthony Accounting Services	Payroll information
17.2.26	Email	Bedfordshire Association of Town & Parish Councils	Councillor training requests
17.2.26	Email	Bedford Borough Council	Grass cutting grant request
18.2.26	Email	Andy Muskett Ltd	Request for street light repair - Hall End
18.2.26	Email	GS8/Bedford Borough Council	Information relating to s106 agreement

Appendix Two

19.2.26	Email	Lindum	Changing Rooms/Toilet Block refurbishment/demolition project
20.2.26	Email	Greenbelt Management Ltd	Request for information relating to resident concerns - potential land grab issue
20.2.26	Email	Mayor Tom Wootton	Follow up following face to face meeting
24.2.26	Email	Cranfield Parish Council	Response to a request regarding dog mess issues on their sprots pitches
24.2.26	Email	GS8	Information relating to the land transfer - parcel W10a as detailed in Wootton's Neighbourhood Development Plan
24.2.26	Email	Resident	Query regarding plot reservation - Lorraine Road Cemetery
24.2.26	Email	Wootton Blue Cross Youth FC	Query regarding changing rooms usage
24.2.26	Emails (several)	Non residents	Fun Fest 2026
24.2.26	Email	Anglian Water/Wave	Query regarding Direct Debit payment - Changing Rooms
25.2.26	Email	Non residents	Fun Fest 2026
25.2.26	Email	Hillary Cooper Law	Information relating to lease agreement - Wootton Community Centre
25.2.26	Email	Resident/non resident	Query regarding plot reservations - Lorraine Road Cemetery
26.2.26	Email	Resident	Query regarding flooding issues at Keeley Lane - passed to BBCLr Wheeler who was already dealing with the issue
26.2.26	Email	Resident	Query regarding ditch ownership - Fields Road
26.2.26	Email	Resident	Request for help with window issues - Memorial Hall, Bedford Road

Appendix Two

26.2.26	Email	Bedford Borough Council	Query regarding average speed cameras within the village
26.2.26	Email	Andy Muskett Ltd	Confirmation street light repair has been completed - Hall End
26.2.26	Email	Playdale Ltd	Confirmation of works - Memorial Hall Play Area
26.2.26	Email	Lindum	Request for update on outstanding works - Changing Rooms/Toilet Block refurbishment/demolition project
26.2.26	Email	Resident	Request for update on defibrillator installation - Burgoyne Avenue
26.2.26	Email	Resident/non resident	Confirmation of plot reservations - Lorraine Road Cemetery

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

25th February 2026

Resolutions

FG26/018 – 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 O'Dell.

Seconded: Cllr Bygraves.

Resolved by all present.

**Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
27th February 2026**

(Advisory) Leisure and Amenities Committee Report

25th February 2026

Resolutions

LA26/021 – 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.

After detailed discussion and in the absence of Cllr Lloyd, it was agreed to request Cllr Lloyd further break down his report (relating to the transfer of land parcel W10b as referenced in Wootton’s Neighbourhood Development Plan), to better detail and understand how each element could be achieved.

Further clarification was also sought in relation to financing all elements and which professional bodies had been consulted to date. It was noted both The Crown Estate and Forest of Marston Vale had personnel who could assist the parish council with the transfer process.

It was further agreed the Clerk would arrange a Teams Meeting (open to all parish councillors) with representatives of The Crown Estate to ensure the parish council’s outline ideas accorded with theirs. Clarification over ambiguous boundaries in some areas would also be sought.

Cllr Lloyd was thanked in his absence for his works to date.

Resolved to accept the above.

Proposed: Cllr Wallace.

Seconded: Cllr Hensher.

Resolved by all present.

LA26/022 – 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.

LA26/023 – To review a first draft licence agreement between the Parish Council and users of the remodelled Changing Rooms (storage and kitchen areas) and to resolve a suitable course of action.

Resolved to approve the draft licence agreement without further amendment and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

LA26/024 – To review a first draft lease agreement between the Parish Council and Memorial Hall Trustees and to make recommendation to Full Council as necessary.

Resolved to approve the draft lease agreement without further amendment and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

LA26/025 – To review a first draft agreement for hire, required between the Memorial Hall Trustees and users of the Memorial Hall and to make recommendation to Full Council as necessary.

Appendix Four

Resolved to approve the draft agreement for hire without further amendment and to make the same recommendation to Full Council.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves.

Resolved by all present.

LA26/026 – 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.

Proposed: Cllr Hensher.

Seconded: Cllr Bygraves. Resolved by all present.

LA26/027 – 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 was still awaiting an updated quotation.

Sue Edgar Playford BA (Hons) PSLCC AICCM

Clerk to the Council and Responsible Financial Officer

27th February 2026

N/A.

(Executive) Planning Committee Report

11th February 2026

Meeting was cancelled, due to a lack of business to transact.

25th February 2026

Report from Outside Organisations – for information only

- Bedford Borough Council. Proposed surface upgrade works – Wootton Bridleway 23.

Planning (other – including Bedford Borough Council and appeals to the Planning Inspectorate and/or Secretary of State)

[26/00009/REF](#) – Land North of Hall End Road. Outline application with all matters reserved except for means of access for the erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point [\(24/02439/MAO\)](#).

In the absence of any formal notification from Bedford Borough Council in relation to this appeal, Cllr O'Dell stated he had spoken informally to a Bedford Borough Council representative. It was likely the appeal would be a one-day public hearing, with the determination process expected to be in the region of three months. Wootton Parish Council and others would have opportunity during that time to submit comments.

It was also possible the applicant could submit a tandem planning application (possibly with reduced dwelling numbers). It was hoped Hyas Associates Ltd (recently appointed to aid with the review of Wootton's Neighbourhood Development Plan) would be able to advise further in due course.

Sue Edgar Playford BA (Hons) PSLCC AICCM
Clerk to the Council and Responsible Financial Officer
27th February 2026

ROADS AND PAVEMENTS SAFETY STEERING GROUP PAP² 2025-26

WPC³ publishes a BAP⁴ annually in May, drawn from the budget which is formally set in January, and which includes project expenditure for the upcoming year. The R&PSSG⁵ committee will produce its own PAP, to be reviewed and amended as necessary at each committee meeting, after which it will be formally reviewed and approved by Full Council, alongside the BAP.

Please refer to earlier published minutes of this Steering Group 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/parish-council/committees/roads-pavements/>

The Roads & Pavements Safety Steering Group committee's projects for 2025-26 are:

At the start of discussions in relation to this Project Action Plan, it was agreed the Clerk would table all issues under the remit of BBCllr Gribble (Portfolio Holder for Environment) and send them to her for comment/action. BBCllr Gribble would be asked to attend the next meeting of this safety steering group.

Issue	How identified?	Timescale	Budget	Action/Update	Project Manager
Berry Wood Car Park – Cranfield Road – exit.	Cllr Noakes.	2025.	BBC ⁶ .	<u>2025 SUMMARY</u> It was impossible to clearly see oncoming vehicles travelling away from Wootton, due to overgrowth and poorly placed signage. <u>11th February 2026</u> BBCllr/Cllr Wheeler continued to chase for remedial works. Clerk to table for BBCllr Gribble.	Cllr Noakes.
Burgoyne Avenue speed measures.	Residents.	2024.	BBC.	<u>2025 SUMMARY</u>	BBC.

² Project Action Plan.

³ Wootton Parish Council.

⁴ Business Action Plan.

⁵ Roads & Pavements Safety Steering Group.

⁶ Bedford Borough Council.

Appendix Seven

				Concerns had been raised that existing speed cushions did not restrict vehicles to 20MPH – speeding remained an issue. Members resolved this item should remain on the project action plan until the adoption process was complete – at which time this safety steering group would again lobby for additional speed measures and request the presence of Wootton’s Speed Watch group.	
Fields Road pavement pinch point and request for an additional pedestrian crossing.	BBC.	Ongoing.	BBC.	<u>PINCH POINT</u> <u>2025 SUMMARY</u> Talks had resurfaced again in relation to the one area along Fields Road pavement (north) which was not piped or infilled during works to widen the pavement between Bedford Road and the Berryfields roundabout. Those works were to provide a three metre (or such width as could be achieved within the highway) footway/cycleway as detailed within a Planning Obligation by Deed of Agreement (s106 Agreement) dated 16th May 2018, between BBC and Goodman Logistics Bedford (GP) LLP (Acting as General Partner of Goodman Logistics Bedford (UK) LP), Goodman Logistics Bedford Nominee (UK) Ltd and Goodman Real Estate (UK) Ltd. Members were asked to support a proposal this area now be piped and infilled (costings to be borne by BBC) noting that: • The pavement was a designated safe route to school. • The pavement was detailed within the s106 agreement referenced above as a shared footway/cycleway. Removing the pinch point would provide safer access for all.	BBC.

Appendix Seven

				The adjacent bus stop was used by a significant number of bus users following changes to the bus route and removing the pinch point would provide a bigger and safer area for waiting. Members resolved to support the proposal, make the same recommendation to Full Council and inform BBC of the same. Any works by Bedford Borough Council to remedy the pinch point and install a further pedestrian crossing are unlikely to take place before summer 2026. <u>11th February 2026</u> Clerk to table for BBCllr Gribble.	
Pavement/all parking issues – including white and yellow lining – village wide.	Residents.	Ongoing.	Not yet identified.	<u>2025 SUMMARY</u> <u>VEHICULAR USE OF MANOR ROADS PAVEMENT – ACCESSING ONTO BEDFORD ROAD</u> BBCllr/Cllr Wheeler confirmed bpha had spoken to a client who agreed to stop using this non-vehicular access point in future. Members agreed to keep this issue open to ensure the same. <u>11th February 2026</u> <u>PAVEMENT PARKING</u> Central government published its response to an earlier consultation on pavement parking on 8th January 2026. Central government intends to enable local transport authorities/highest tier of local government (in this instance, Bedford Borough Council) to enforce against unnecessary obstruction of pavements. Delivering a permanent devolved solution will require primary legislation and regulatory framework, which requires further investigation. Key aspects include:	Cllr O'Dell.

Appendix Seven

				- Bedford Borough Council will gain authority to fine motorists who block footways, using civil enforcement officers who can maintain local discretion and flexibility. - Those powers should take effect later in 2026. Fuller details can be seen here. <u>NO PARKING ON VERGES SIGNAGE – FIELDS ROAD PAVEMENT AND POTENTIALLY OTHER AREAS 2025 SUMMARY</u> The Clerk informed BBC that additional signage between Bedford Road and the care home on Fields Road should be considered and all signage should be double-sided, to be clearer. <u>11th February 2026</u> Clerk to table for BBCllr Gribble.	
Pavements and Roads – all resurfacing/remedial works.	Resident.	Ongoing.	BBC.	<u>PAVEMENTS</u> <u>11th February 2026</u> Refer to Appendix Two. <u>ROADS</u> <u>11th February 2026</u> Refer to Appendix Two.	BBC.
Sanders Way – dropped kerbs (to include additional areas also along Lorraine Road). War Memorial – further request for a dropped kerb.	Request from resident.	Ongoing.	BBC.	<u>2025 SUMMARY</u> The Clerk and BBCllr/Cllr Wheeler continued to chase in relation to outstanding tactile paving in areas along Lorraine Road. <u>11th February 2026</u> BBCllr/Cllr Wheeler continued to chase for outstanding tactile paving works along Lorraine Road.	BBC.

Appendix Seven

				The Clerk received a request to add a dropped kerb at the War Memorial, Church Road – to enable access to the memorial. BBC had confirmed it would consider the feasibility of this request in the 2026/27 financial year.	
Speed Indicator Device (SID) on Bedford Road (in the vicinity of the Memorial Hall) and Cranfield Road	Cllr O'Dell.	Ongoing.	BBC.	<u>2025 SUMMARY</u> Cllr O'Dell requested BBC be asked if the Bedford Road device could be re-positioned and upgraded to provide the same level of information provided by the device along Ridge Road. Cllr O'Dell further requested BBC be asked if the Cranfield Road device (now switched off) could be re-purposed within the village. Answers (and costings) would determine whether this safety steering group could lobby for these changes/amendments. Bedford Borough Council confirmed it was seeking quotes for the electrical supplies to be disconnected (all signs were fed from the mains). Those quotations would then be shared with the Parish Council, for its consideration. <u>11th February 2026</u> Clerk to table for BBCllr Gribble – to include confirmation on whether WPC can download information from both units, itself.	Cllr O'Dell.

Pavements – requested by WPC for programming by BBC	
Area	Comments
Bedford Road: • Cause End Road to Elmsdale Road – both sides. • Cock Inn PH to the Post Office – both sides and including the trip hazard at 16-18 Bedford Road. • Keeley Farm Court to the village boundary with Kempston Rural.	<u>SUMMARY 2025</u> • Cock Inn PH to Post Office. The Clerk was awaiting confirmation from Bedford Borough Council regarding scoring/potential remedial works. <u>11th February 2026</u> • Cock Inn PH to Post Office. Clerk to table for BBCllr Gribble
Church Road – outside 3 – surface is broken and there is a large hole outside the entrance gate. Outside 38 – surface is broken.	<u>SUMMARY 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound. It stated – outside 38, a works order had been raised for minor patching. <u>11th February 2026</u> Clerk to table for BBCllr Gribble.
Jenkyn Road – outside 21 – tree roots have come through the surface and outside 11 – tree roots have also come through the surface.	<u>SUMMARY 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 19/21. An order to remedy root heave had been raised. <u>11th February 2026</u> Clerk to table for BBCllr Gribble in relation to proposed root heave works.
Lorraine Road.	<u>SUMMARY 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 41/43. An order to remedy defects had been raised. <u>11th February 2026</u> Clerk to table for BBCllr Gribble in relation to proposed minor patching works outside 41/43.
Manor Road – entire length, both sides.	<u>SUMMARY 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for outside 19. An order to remedy defects had been raised. <u>11th February 2026</u> Clerk to table for BBCllr Gribble in relation to proposed minor patching works.
St. Mary's Road – entire length, both sides.	<u>SUMMARY 2025</u> Bedford Borough Council confirmed this area had been provisionally booked in for resurfacing works in its 2026/27 financial year.
Studley Road – outside 5 and 7 – surface has broken.	<u>SUMMARY 2025</u> Bedford Borough Council confirmed this area was aesthetically poor, but structurally sound save for

	outside 5/7. An order for patching was pending, and it would look to add this to its capital request list for future resurfacing due to undulated areas. <u>11th February 2026</u> Clerk to table for BBCllr Gribble in relation to proposed minor patching works outside 5/7 and whether resurfacing works to remedy undulated areas would be considered and when.
Roads – requested by WPC for programming by BBC	
Area	Comments
Fields Road (several areas).	<u>SUMMARY 2025</u> Cllr Lloyd noted several areas along Fields Road that appeared to be ‘dipping’ and crumbling away underneath. The Clerk requested members send photographic evidence before a report was made to Bedford Borough Council. BBCllr/Cllr Wheeler stated areas had been patched, however BBC investigations were still ongoing as to why the surface was crumbling. <u>11th February 2026</u> Clerk to table for BBCllr Gribble in relation to why the road surface was crumbling and whether additional patching works (or more intensive works) were required.
Hall End Road (adjacent to the upper school).	<u>SUMMARY 2025</u> Temporary repairs had been made in this area. The Clerk was awaiting further confirmation from Bedford Borough Council regarding scoring/potential additional remedial works. <u>11th February 2026</u> Clerk to table for BBCllr Gribble in relation to proposed scoring/additional remedial works.

To be reviewed at each Roads & Pavements Safety Steering Group meeting.

FC26/074**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. <u>11th March 2026</u> The Clerk was awaiting a start date for the outstanding works as noted above. Refer to agenda items FC26/090 in relation to 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 March 2026</u> Refer to agenda item FC26/080.	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 lectern(s) 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	Ongoing	£0	£0	£32,000	£100,000	<u>13th December 2023</u>	Cllr Lloyd

Appendix Eight

	Cemetery extension						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.	
Medium	Memorial Hall – ownership/ management clarification	2025	£2,000	£0	£0	£2,000	<u>11th March 2026</u> Refer to agenda items FC26/079, FC26/091 and FC26/092.	Clerk
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>11th March 2026</u> Refer to agenda item FC26/088.	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

WPC⁷ 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	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	

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	12.11.25 SP
Christmas Tree (including Switch On Event)	SP	14.5.25	None		12.11.25 SP	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	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		27.2.26 SP	11.3.26 SP
Lone & Isolated Working	SP	14.5.25	Staff reviews carried out in January 2025 – no action necessary		27.2.26 SP	11.3.26 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	11.3.26 SP
MUGA – Church Road	SP	14.5.25	27.2.26 – repairs to the fencing remain outstanding, however the handyman has confirmed these should be completed imminently		14.5.25 SP	
MUGA – Harris Way	SP	14.5.25	None		27.2.26 SP	11.3.26 SP
Office PAT testing	SP	14.5.25	None		8.5.24 SP	

Appendix Nine

PA System	SP	22.8.25	None		10.9.25 SP	10.9.25 SP
Recreation Ground Play Area	SP	14.5.25	None		27.2.26 SP	11.3.26 SP
Remembrance Sunday Parade	SP	14.5.25	None		10.9.25 SP	10.9.25 SP
Skate Park	SP	14.5.25	None		27.2.26 SP	11.3.26 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			14.5.25 SP	
War Memorial	JN	14.5.25	2.5.24 – Cllr Noakes has inspected the War Memorial and other than routine, minor cracking in the base can find no issues. The War Memorial is sound and in good condition and does not pose a health and safety issue		12.6.24 JN	
Work Station (Clerk) – to include the parish office within the community centre	GL	14.5.25	27.7.20 – HSE states organisations with fewer than five employees do not need to put risk assessments in writing. Periodic checks will be undertaken and any significant issues recorded		11.6.25 GL	N/A

To be reviewed monthly at Full Council.

Appendix Nine

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire	Charitable Trust	14.5.24	23.4.25 – The Charitable Trust has confirmed the fire alarm, emergency lighting, extinguishers, testing and servicing were examined/carried out on 17 th January 2025 – no issues arose. All are subject to six monthly testing		14.5.25 LR
Community Centre General	Charitable Trust	14.5.24	23.4.25 – Any maintenance issues relating to the exterior footpaths or car park will be reported by the Charitable Trust to Wootton Parish Council to action (none reported as at 23.4.25) 23.4.25 – Portable Appliance Testing (PAT) testing (save for items in the parish office which were last inspected in April 2024) were carried out by the Charitable Trust in May 2023 and are valid for two years. The Clerk has received confirmation from the Charitable Trust that their items will be re-checked in May 2025		14.5.25 LR
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust's caretaker is responsible for weekly, monthly and quarterly inspections. Records are kept in the cleaning cupboard. The Charitable Trust is now also responsible for overseeing the six monthly and annual inspections (carried out by uRisk – from July 2025 onwards)		14.5.25 LR
Community Centre Scaffold 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		14.5.25 LR

Appendix Nine

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To be reviewed monthly at Full Council.

FC26/077

Schedule of Receipts and Payments

Please visit the following link:

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