



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 8th April 2026 at 7.25pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Randell, Ward 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)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC26/096	Apologies for absence. Cllrs Lincoln, 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.
FC26/097	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/098	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.
FC26/099	To receive a short introductory presentation from Bedford Borough Council's Monitoring Officer and to resolve a suitable course of action.	Due to a scheduling conflict (meetings), the Monitoring Officer was unable to attend the meeting, confirming his intent to attend July's	N/A.	N/A.

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		Full Council meeting.		
FC26/100	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 noted negotiations remained on course for the upper school to secure the area of land adjacent to the Little Wootton development, for its own use. BBCLlr Wheeler confirmed he was investigating changes to the bottle bank collection schedule (Recreation Ground, Church Road) as the Parish Council was unaware until recently, scheduled emptying had been withdrawn in favour of an "as and when" approach. The Clerk agreed to request the caretaker ensure any full bottle banks were reported both to Bedford Borough Council and herself at the earliest opportunity – the new arrangements would be scrutinised.	Clerk to keep on file.	N/A.
	To receive crime figures for March 2026. (Appendix One a).	No further comments received.	Clerk to keep on file.	N/A.
FC26/101	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.
FC26/102	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 11 th March 2026.	Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Randell. 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 with the exception of payment authorisation) Finance and General Purposes Committee meeting held on 25th February 2026. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 25th February 2026.	Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present.		
FC26/103	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.
FC26/104	To receive the Chairman's report and to resolve a suitable course of action.	Cllrs Hensher and O'Dell agreed to help if available, with the transfer of items currently stored off-site back into the Changing Rooms.	Cllr Lloyd and the Clerk to take forward.	N/A.

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		The Clerk agreed to provide a list of dates for April and May 2026.		
FC26/105	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 Three).	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 Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC26/106	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 Four).	Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/107	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 Noakes and Ward. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/108	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only. (Appendix Five).	No further comments received.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/109	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2025-26, to consider any budget heading virements and to resolve a suitable course of action.	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.
FC26/110	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.	Works to remodel the gent's toilet as a disabled facility were ongoing. The next stage would involve refurbishment of the kitchen area.	Cllrs Lloyd, Randell and Ward and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/111	To receive a report from various councillors and the Community Centre Charitable Trust with regard to the	<u>Car Park Heads of Terms (now Joint Use Agreement)</u>	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

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	Community Centre and to resolve a suitable course of action.	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, nor from Mayor Wootton, who agreed to take this forward when next meeting with them. Given Mayor Wootton's intention to attend June's Full Council meeting it was agreed to raise this issue with him then. <u>Charitable Trust/Other</u> Repairs to the double fire escape doors in the main hall were now complete. Cllr Bygraves confirmed he had received a draft set of year-end accounts and would provide a final copy when reviewed. <u>Lease</u> The lease, approved by Full Council on 11th February 2026 had been sent by Hillary Cooper Law to the Charitable Trust for engrossment. Members of the Charitable Trust confirmed it was still with them for review, and they were being chased by Hillary Cooper Law for its return. Resolved to note and approve all findings above. Proposed: Cllr Hensher. Seconded: Cllr Randell. Resolved by all present.		
FC26/112	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	<u>Electric Vehicle Charging Points</u> No further update had been received from BBCllr Gribble (Portfolio Holder for Environment) following a request for a further	Clerk/BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

	funding for the Berry Wood Development and to resolve a suitable course of action.	update made at February's Full Council meeting. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The bus shelters had now been in situ for some time. No further update had been received from BBCllr Gribble (Portfolio Holder for Environment) following a request to ascertain timescales in relation to the installation of RTPi units, made at February's Full Council meeting. The installation of a post and defibrillator adjacent to the shelter (and electrical supply) was ongoing (the electrician was awaiting metalwork) and the defibrillator would be maintained by the Community First Responders once installed. Resolved to note the above. Proposed: Cllr Hensher. Seconded: Cllr Noakes. Resolved by all present.		
FC26/113	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.
FC26/114	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 Cllr Lincoln, the Clerk confirmed her understanding the Fun Fest Risk Assessment was still set to be externally reviewed. In relation to the Community Centre and Memorial Hall, Cllr Randell confirmed the Memorial Hall's headcount capacity was 80 –	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		putting it out of scope of the legislation. The Community Centre's was believed to be less than 200 – the Clerk was asked to check with the bookings clerk for formal confirmation.		
FC26/115	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.	It was noted the date should have been Saturday 27 th June 2026. Cllr Lloyd requested this agenda item be carried forward to June's Full Council meeting.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/116	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a quotation from Bedford Borough Council in relation to planting and maintenance for all village planters, entrance signs and The Pound (Bedford Road) be accepted and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/117	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a request to re-site a memorial bench on Lorraine Road Green not be taken forward and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/118	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 Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 7.58pm.

Monthly Report April 2026

As requested by a resident I am looking into the possibility of putting a dropped kerb to give wheelchair access to the War Memorial on Church Road. I have met with a representative from Bedford Borough Council's Highways Department, and the best location is the side adjacent to Church Row, near the memorial bench. A paved area will also help with better access. Once costings are known, I will then look to secure funding for the project.

I have also received complaints about the recent installation of telecommunication poles, installed in the same vicinity. I have requested the Borough Council's Planning Enforcement team investigate this, as the Borough Council did object to the installation in what is a conservation area. I will update further as I hear more.

I also met last week with the Borough Council's Transport Officer, responsible for bus stops and shelters within the village. Despite having previously been informed the Real Time Passenger Information Units had been ordered for Burgoyne Avenue, I am now told this has not been the case. I have been informed the Borough Council has changed suppliers with effect from 1st April 2026. An order is due to be placed (but not until the end of the year in all likelihood).

Developers at Keeley Lane have been visited by Bedford Borough Council's Planning Enforcement team and representatives from the Borough Council's Flooding team. This is in response to resident complaints about flooding to their properties following development works. A balancing pond is due to be installed within the development imminently and works are scheduled to investigate pipe blockages under driveways in the immediate area.

Cllr O'Dell and I recently attended a presentation in relation to the proposed 400 new dwellings at Gibraltar Corner. We viewed proposed plans for footpaths and cycleways to Wootton and it is likely Wootton will benefit from future Community Infrastructure Levy/s106 projects.

I was informed there will be a virtual briefing soon with updates and I am told the developers are happy to speak to Wootton Parish Council should the need arise. Mayor Wootton has mentioned his wish to attend June's Full Council meeting to discuss plans for the doctor's surgery in Wootton. The Clerk has requested fuller details nearer the time, to ensure the agenda can be prepared accordingly.

Borough Monthly Report

In a major step forward for residents across Bedford Borough, the Council has secured significant additional NHS funding for new, modern GP surgeries in Great Barford and Wixams.

- For Wixams, up to £6.9 million has been approved, while Great Barford is set to receive £750,000. The funding assigned in the capital programme for Wixams has been reassigned to Bromham.
- This is a significant step forward, bringing both schemes closer to delivery while easing pressure on other local funding sources.
- The business cases will now be updated to reflect the new funding, creating real momentum behind these important GP projects, which will be vital to these growing communities.

Unsafe bridge demolished to make way for a new bridge

- Work to remove the unsafe Queens Footbridge is now underway, marking an important step towards providing a safe replacement crossing for residents.
- The bridge was urgently closed in August 2025 after inspections found significant structural defects, meaning it could no longer remain in use on public safety grounds.
- Only £17,000 was spent on inspections, maintenance, repairs and assessments between 2010/11 and 2023, contributing to the bridge deteriorating to this unsafe point.

Appendix One

- Demolition started on 16th March 2026 and is expected to take around eight weeks, with signed diversion routes and advance notice in place to help minimise disruption

Anti-social behaviour officers update

- The Council has secured a £65,000 grant from Bedfordshire Police to fund additional anti-social behaviour officers in 2026/27.
- These officers will be out on foot in the town centre, helping to deter anti-social behaviour, support targeted action with partners, and provide reassurance to residents, businesses and visitors.
- These roles are fully covered by the grant, so this extra support comes at no additional cost to the Council's budget.
- This builds on the £96,000 in the Council's budget to fund two additional Anti-Social Behaviour (ASB) Officers who can go anywhere in the Borough where the need for patrols and early intervention is greatest.
- Greatest need is based on Police and Council data showing where problems are happening most frequently, so please keep reporting issues to the police and community safety team.

Flood Risk Management Update

- Flood resilience has continued to improve across Bedford Borough, with only one property affected by internal flooding during Storm Claudia, and with fewer road and bridge closures this past year.
- The Council has improved flood warning signs, made road closure updates quicker and clearer, and strengthened how teams work together during bad weather so communities can get information faster.
- Local community Flood Groups have increased to 11 groups across the Borough. They are supported by the Council with training, equipment and an extra £10,000 of grant funding for additional flood kits.
- The Council has also continued to check planning applications carefully to help make sure new development manages water properly and does not increase flood risk.

New Domestic Abuse Strategy

- The Council has introduced a new Domestic Abuse Strategy 2026–2031 that sets out a clear five-year plan to strengthen the local response to domestic abuse.
- It aims to prevent abuse earlier, ensure victims and survivors can access the right help more quickly, improve partnership working across services, hold perpetrators to account, and support long-term recovery.
- The strategy is informed by local need, with survivor feedback at its heart, and places particular emphasis on recognising children and young people as victims in their own right.
- Overall, it provides a stronger and more joined-up framework to improve safety, support and outcomes for residents across the Borough.

Support for residents facing higher heating oil costs

- There will be an additional £121,109 boost to the Council's Crisis and Resilience Fund to help households struggling with rising heating oil costs.
- This extra funding is especially good news for rural communities, where many households rely on heating oil and can be hit hard by sudden price rises.
- The Council has identified 549 Bedford Borough residents who rely on oil for heating and hot water, and targeted letters will be issued to help make sure support reaches those most in need. Eligible households will receive a fixed payment of around £220.

Weekly food waste collections to begin on 30 March

- Bedford Borough Council is finishing delivery of more than 85,000 kitchen caddies and outdoor food waste bins ahead of the launch of weekly food waste collections on Monday 30th March.
- Every household is expected to receive the bins they need by Friday 27th March. Most flats will be given a kitchen caddy and will use a shared communal food waste bin or collection point.
- The new collection service will let residents recycle food waste, including cooked food, meat, fish, dairy, bones and leftovers. This waste will then be turned into renewable energy and fertiliser.
- More information is available at bedford.gov.uk/foodwaste.

East Park Energy

- Local councillors have continued to raise local concerns during consultation hearings on the proposed East Park Energy Solar Farm (17th March 2026).
- Key issues include the impact of construction traffic on rural roads, day-to-day disruption for residents, and the combined effect of this scheme alongside other major projects such as Black Cat and East West Rail.
- Concerns have also been raised about the scale of the development and the amount of agricultural land affected.
- At the consultation hearing, councillors stressed the importance of ensuring local views are fully heard and that infrastructure impacts are properly addressed.

Household Support Fund changes

- Support for families during the school holidays is changing, as the previous Government-funded (Household Support Grant) food voucher scheme has now ended. Despite this, the Council still provides robust support for eligible children and families in Bedford Borough.
- Children who qualify can access the Council's Easter Holiday Activities and Food programme, which provides free holiday activities and a free hot meal at every session.
- Families facing genuine hardship can also apply to the Council for support through Local Welfare Provision and Crisis Grants, which can help with essentials such as food, heating and items for children.

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.
- 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

Highways Update

- During March, a range of work continued across Bedford Borough highways with the team carrying out a significant amount of maintenance work during March.
- Highways officers attended 514 streets for carriageway pothole repairs and 7 streets for footway pothole repairs, with a further 236 streets attended for other maintenance works. The team also completed 1,203 highway safety inspections, cleansed 57 gullies, and carried out 49 street lighting works.
- Engineering works during the month included 8,526 square metres of carriageway resurfacing and patching, 182 square metres of footway resurfacing, 54 gully replacements, 60 metres of drainage pipe replacement, and 215 metres of kerb, channel and sett replacement.
- These are the kinds of routine but important works that help keep roads and pavements in a safe and usable condition.
- Alongside day-to-day maintenance, work also continued on longer-standing highways and development matters, including adoption-related work linked to sites such as Wixams, Stewartby, Freemans Common Brickhill and Land North of Bromham Road.

BBCI/r Wheeler April 2026

Appendix One A

FC26/100a March 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/12478/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	06/03/2026	Bedford Road
40/13782/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	12/03/2026	Clews Grove
40/14180/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE S HARM	14/03/2026	St. Marys Road
40/13841/26	Burglary	BURGLARY	RESIDENTIAL BURGLARY-HOME	ATTEMPTED RESIDENTIAL BURGLARY-HOME	12/03/2026	Butland Way
40/13674/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	CRUELTY	12/03/2026	
40/12015/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	03/03/2026	
40/13106/26	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	09/03/2026	Johnson Avenue
40/13669/26	Burglary	BURGLARY	RESIDENTIAL BURGLARY-HOME	RESIDENTIAL BURGLARY-HOME	12/03/2026	Canons Close
40/12699/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	07/03/2026	
40/15895/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	23/03/2026	Duncombe Drive
40/14877/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INTENT TO CAUSE S HARM	17/03/2026	St. Marys Road
40/15243/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	19/03/2026	Folkes Road
40/15546/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	21/03/2026	Fields Road

Appendix One A

40/15893/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	23/03/2026	Duncombe Drive
40/15762/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	22/03/2026	
40/15776/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	22/03/2026	Duncombe Drive
40/16031/26	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	23/03/2026	Burgoyne Avenue
40/16045/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	23/03/2026	Duncombe Drive
40/16684/26	Robbery	ROBBERY	ROBBERY OF PERSONAL PROPERTY	ROBBERY OF PERSONAL PROPERTY	26/03/2026	Stevenson Walk
40/14675/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	17/03/2026	Folkes Road
40/15438/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	20/03/2026	Folkes Road
40/15423/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	20/03/2026	

FC26/101**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC26/101 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)
3.3.26	Letter	Triodos Bank Ltd	New look for Triodos Bank
3.3.26	Email	Sweet Peas and Memorial Hall Committee	Issue with car park space and usage during the replacement of play equipment - Memorial Hall
3.3.26	Emails (several)	Non residents	Fun Fest 2026
3.3.26	Email	Bedford Borough Council	Assistance with litter picking issue
4.3.26	Email	Dura Sport (Leisure Care) Ltd	Confirmation of upcoming maintenance visit - Multi Use Games Area, Church Road
4.3.26	Email	Sweet Peas and Memorial Hall Committee	Issue with windows - Memorial Hall
4.3.26	Phone call	Resident	Complaint regarding the poor surface of the pavement between Farrell/Bedford Road
4.3.26	Email	Resident	Potential new councillor co-option
5.3.26	Emails (several)	Non residents	Fun Fest 2026
5.3.26	Emails (several)	Community First Responder	Concerns over a resident not being able to open the defibrillator unit when needed - Changing Rooms, Church Road (investigated and confirmed as user error)
5.3.26	Email	Chronicle RIP	Update in relation to data checks - Lorraine Road Cemetery software

Appendix Two

5.3.26	Email	North Beds Ramblers	Request for Facebook publicity
6.3.26	Emails (several)	Non residents	Fun Fest 2026
6.3.26	Email	Resident	Submission for June's wootton newsletter
6.3.26	Email	Resident	Query and advice sought in relation to a sunken plot - Lorraine Road Cemetery
6.3.26	Email	Sweet Peas	Request for confirmation window repairs can be treated as non-urgent and left until half-term in May 2026
10.3.26	Emails (several)	Non residents	Grass cutting contractor references
10.3.26	Emails (several)	Non residents	Fun Fest 2026
10.3.26	Emails (several)	Residents	Concerns over a resident not being able to open the defibrillator unit when needed - Changing Rooms, Church Road (investigated and confirmed as user error)
10.3.26	Email	Nevilles Memorial Services	Installation of memorial - Lorraine Road Cemetery
10.3.26	Email	Cranfield Parish Council	Response to a request regarding dog mess issues on their sports pitches
10.3.26	Email	Lindum	Changing Rooms/Toilet Block refurbishment/demolition project
10.3.26	Email	Non resident	Insurance - paddock user
12.3.26	Email	Bedford Borough Council	Information relating to planters
12.3.26	Emails (several)	Resident and D2D Distribution Ltd	Non receipt of March's Wootton newsletter
12.3.26	Email	Non resident	MUGA hire - Church Road

Appendix Two

14.3.26	Magazine	Institute of Cemetery and Crematorium Management (Inc)	The Journal Spring 2026 Vol 94 No 1
14.3.26	Magazine	Society of Local Council Clerks	The Clerk March 2026
17.3.26	Emails (several)	Non residents	Fun Fest 2026
17.3.26	Emails (several)	Sweet Peas	Memorial Hall refurbishment information
17.3.26	Email	Bedford Borough Council	Average Speed Camera information
17.3.26	Emails (several)	Lindum	Changing Rooms/Toilet Block refurbishment/demolition project
18.3.26	Emails	Greenbelt Management Ltd	Land ownership query - Berryfields Estate
18.3.26	Email	Cemeteries caretaker	Maintenance information from Forest of Marston Vale re tree planting/hedgerows
19.3.26	Email	Contractor	Repairs to Fire Escape Doors - Community Centre main hall
19.3.26	Emails (several)	Hyas Associates Ltd	Neighbourhood Development Plan review
20.3.26	Email	Hyas Associates Ltd	Neighbourhood Development Plan review
20.3.26	Email	Lindum	Changing Rooms/Toilet Block refurbishment/demolition project
24.3.26	Emails (several)	Memorial Hall Committee	Information relating to table/chair replacements
24.3.26	Email	A R Worboys Ltd	Request for works - Keeley End Pond
24.3.26	Email	Greenbelt Management Ltd	Land ownership query - Berryfields Estate

Appendix Two

24.3.26	Email	Resident	Request for follow up information relating to the synthetic pitch issues - Wootton Upper School
25.3.26	Email	Resident	Query regarding land management - Keeley Lane
25.3.26	Email	Resident	Information relating to plot location - Lorraine Road Cemetery
25.3.26	Email	Arthur J Gallagher & Co	Information relating to renewal of annual insurance policy
31.3.26	Emails (several)	Resident	Potential issue with MUGA (Multi Use Games Area) - Church Road (loose pole)
31.3.26	Email	Non resident	Information on advertising in the Wootton newsletter
31.3.26	Emails (several)	Non residents	Fun Fest 2026
31.3.26	Email	Resident	Complaint following road sweeping of Mephram Road and assorted side roads (debris left in road)
31.3.26	Email	Resident	Assistance with bramble cutting - land to the rear of Potters Cross
31.3.26	Emails (several)	Non resident	Information relating to paddock hedgerow
31.3.26	Email	Resident	Information relating to plot maintenance - Lorraine Road Cemetery

FC26/105**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. <u>8th April 2026</u> Outstanding snagging works were ongoing.	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>8th April 2026</u> Refer to agenda item FC26/111.	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	Cllr Lloyd

Appendix Three

							confirmation the new incumbent of St. Mary's, Canon Joseph Adewale would be in post in July 2026.	
Low	Lorraine Road Cemetery extension	Ongoing	£0	£0	£32,000	£100,000	<u>13th December 2023</u> The failed saplings have been replaced (a number of self-set oaks were also found in the location). The parish council is working with the Forest of Marston Vale to ensure ongoing maintenance continues and the Clerk is liaising with Crown Estate representatives regarding the proposed extension.	Cllr Lloyd
Medium	Memorial Hall – ownership/ management clarification	2025	£2,000	£0	£0	£2,000	<u>11th March 2026</u> Refer to agenda items FC26/110.	Clerk
High	Neighbourhood Development Plan	Ongoing (in terms of review)	£0	£0	£5000	Review costs only – not yet known	<u>8th April 2026</u> The first meeting of the re-formed Neighbourhood Development Plan Steering Group was scheduled for 15 th April 2026.	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

WPC¹ 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	

¹ Wootton Parish Council
Full Council Minutes 8th April 2026

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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 Four

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.

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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 Four

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To be reviewed monthly at Full Council.

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Schedule of Receipts and Payments

Please visit the following link:

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