



WOOTTON PARISH COUNCIL



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WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 13th May 2026 at 7.53pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to be considered for co-option at the following Full Council 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 and Ward. 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
FC26/119	Apologies for absence. Cllrs Wallace and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC26/120	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/121	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.
FC26/122	To receive a résumé from a resident wishing to be co-opted as a member of Wootton Parish Council.	The résumé was circulated ahead of the meeting. Resolved by paper ballot to co-opt David Whittington as a member of Wootton	Clerk to take forward.	Local Elections (Parishes and Communities) (England and Wales) Rules

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		Parish Council. A Declaration of Acceptance of Office Form was duly signed and witnessed by the Clerk to the Council (as Proper Officer) and Cllr Whittington was welcomed. A Register of Interests Form and Welcome Pack would be provided separately.		2006 SI2006/3305 r 5(5).
FC26/123	Report from outside organisations – for information only. To receive a report from Borough Councillor Wheeler, to include all outstanding issues. (Appendix One). To receive crime figures for April 2026. (Appendix One a).	BBCllr Wheeler's report was circulated ahead of this meeting. No further comments received. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC26/124	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. (Due to a work commitment, Cllr Lloyd left the meeting after this agenda item at 8pm and Cllr Bygraves as Vice-Chairman took the chair).	Clerk to keep on file.	N/A.
FC26/125	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>https://wootton-pc.gov.uk/parish-council/minutes/.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meetings held on 8 th April 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 25 th March 2026.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. 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 25 th March 2026.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Hensher. Resolved by all present.		
FC26/126	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.
FC26/127	To receive the Chairman’s report and to resolve a suitable course of action.	Due to a work commitment, Cllr Lloyd left the meeting at 8pm. No report was received or made.	N/A.	N/A.
FC26/128	To receive, review and adopt the (Full Council) Project Action Plan for 2026-27, to determine which projects will be taken forward during 2026-27, to appoint councillors to manage those projects and to resolve a suitable course of action.	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 Hensher.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.

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	(Appendix Three).	Seconded: Cllr Noakes. Resolved by all present.		
FC26/129	To receive, review and adopt all Risk Assessments for 2026-27, including all updates and to resolve a suitable course of action on any issues or recommendations arising. (Appendix Four).	Resolved to approve the following updated risk assessments: • MUGA – Church Road. • War Memorial. Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Ward. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/130	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 Randell. Proposed: Cllr O’Dell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2026/27.
FC26/131	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 2026/27.
FC26/132	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.	To follow when the year-end accounts for 2025/26 had been closed.	N/A.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2026/27.
FC26/133	To receive a report from various councillors and the Memorial Hall Committee with regard to the Memorial Hall and to resolve a suitable course of action.	Cllr Randell confirmed remedial works had been finished to create a new disabled toilet and the aim was to complete the kitchen refurbishment works during the summer 2026 school holidays. Given the short timescales and after detailed discussion it was resolved Cllrs Lloyd and Randell (as Trustees of the Memorial Hall Committee) be given delegated authority alongside the Clerk (who already had a Scheme of Delegation in place) to ensure immediate	Cllrs Lloyd and Randell and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		replacement of the boiler (recently condemned) and refurbishment of the kitchen. The Clerk confirmed those works would be an extension of the existing contract awarded to Terry Ellingham Building Contractors. Proposed: Cllr O'Dell. Seconded: Cllr Ward. Resolved by all present.		
FC26/134	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. This would be raised with Mayor Wootton, who was meeting with the Parish Council (possibly now) in June 2026. The Clerk had suggested to BBCllr Wheeler a separate meeting be held so as not to detract from the transaction of Full Council business. It was agreed a list of questions for Mayor Wootton would be provided ahead of that meeting. <u>Charitable Trust</u> A copy of the audited year-end accounts (31st December 2025) had been received and would be brought to June's Full Council meeting for information only. Cllr Bygraves confirmed Bookings Terms and Conditions had been amended to ensure a maximum simultaneous building capacity of 150, taking the Community Centre below the remit of Martyn's Law (Standard Tier).	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Lease</u> Cllr Bygraves confirmed the signed lease had been returned to Hillary Cooper Law. Resolved to note and approve all findings above. Proposed: Cllr Randell. Seconded: Cllr Hensher. Resolved by all present.		
FC26/135	To monitor Bedford Borough Council's delivery of Electric Vehicle Charging Points at sites within the village and two Bus Shelters along Burgoyne Avenue (to include Real Time Passenger Information Units) as part of s106 funding for the Berry Wood Development and to resolve a suitable course of action.	<u>Electric Vehicle Charging Points</u> No further update had been received from BBCllr Gribble (Portfolio Holder for Environment) following a request for a further update, made at February's Full Council meeting. The Clerk emailed BBCllr Gribble on 10th April 2026 to request an update but had received no response. At an earlier meeting of the Roads and Pavements Safety Steering Group the Clerk was instructed to invite BBCllr Gribble to attend a future meeting of that safety steering group. This EVCP issue will be included within that request also. <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The bus shelters had been in situ for some time, however 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 Clerk emailed BBCllr Gribble on 10th April 2026 to request an update but had received no response.	Clerk/BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		At an earlier meeting of the Roads and Pavements Safety Steering Group the Clerk was instructed to invite BBCLlr Gribble to attend a future meeting of that safety steering group. This EVCP issue will be included within that request also. The installation of a defibrillator adjacent to the Burgoyne Avenue shelter closest to Cranfield Road was now complete. Resolved to note the above. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.		
FC26/136	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 11th February 2026 an official request had been made to secure the funding on behalf of the Parish Council. Cllr O'Dell recommended contacting Bedford Borough Council again when occupations commenced.	All to observe/Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC26/137	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.	The Clerk was currently establishing whether the Fun Fest Risk Assessment could be examined by an external source. The Clerk had received confirmation from Cllr Randell the Memorial Hall was out of scope. Earlier in this meeting, Cllr Bygraves confirmed the Community Centre's Bookings Terms and Conditions had been amended to ensure a maximum simultaneous building capacity of 150, taking the Community Centre out of scope also. It remained best practice however, to follow guidance detailed within the standard tier,	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		even for those buildings who were out of scope.		
FC26/138	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the Clerk to the Council write to all homeowners with a gate accessing the Recreation Ground, Church Road, detailing access is not permitted and requesting any works/untidy areas within the Recreation Ground area be cleared as necessary and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/139	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the latest draft lease agreement between the Parish Council and Memorial Hall Trustees be approved without further additions/amendments 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.
FC26/140	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the latest draft agreement for hire between the Memorial Hall Trustees and users of the Memorial Hall be approved without further additions/amendments 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.
FC26/141	To receive a recommendation from the (advisory) Neighbourhood Development Plan Steering Group that feedback be provided to Hyas Associates Ltd in relation to a baseline review of the Neighbourhood Development Plan 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.	Town & Country Planning Act 1990 & subsequent. Localism Act 2011, Sch 10, s116.
FC26/142	To receive a recommendation from the (advisory) Neighbourhood Development Plan Steering Group that a publicity poster promoting the baseline review of the Neighbourhood Development Plan be amended ahead of a publicity campaign (to reflect the process is a review of the existing plan) and to resolve a suitable course of action.	Resolved to accept the recommendation without further comment. (The poster would feature in the Wootton Newsletter, noticeboards and Facebook). Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent. Localism Act 2011, Sch 10, s116.
FC26/143	To receive a recommendation from the (advisory) Neighbourhood Development Plan Steering Group that	Resolved to accept the recommendation without further comment.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.

	the next scheduled meeting of that steering group be scheduled for the 3rd June 2026 (at which future meetings will be determined) and to resolve a suitable course of action.	Proposed: Cllr O’Dell. Seconded: Cllr Randell. Resolved by all present.		Localism Act 2011, Sch 10, s116.
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Meeting closed at 8.26pm.

Monthly Report May 2026

I have spent a bit of time on the proposed new bus routes in and out of Wootton, at the moment concentrating on the 53a school bus, to ensure students can get to and from school especially in exam time. The Upper School and Stagecoach are working towards a solution for now and September, ahead of the new school year intake, however passenger numbers to/from Kempston are low. At the moment the C1 is running a service to/from Bedford seven days a week. The new service will run six days a week, with one bus every half hour from 05.20 hrs to 21.05 hrs from the bus loop at Harris Way. I have mentioned to the bus companies that a lot of the issues can be resolved by changing the bus times so they do not run in convoy!

I am still waiting to hear from the Borough Council in relation to the placement of Real Time Passenger Information Units on the bus shelters along Burgoyne Avenue. As you know, their placement has been dragging on now for some time, however that placement is now being brought into question as the new bus routes will no longer travel along Burgoyne Avenue.

I have asked the Borough Council's Highways Department if I can earmark some of my limited ward funding (I am only receiving £2.3k this financial year) to aid with the placement of a dropped kerb and pathway adjacent to the War Memorial on Church Road. This will only be achievable if the Borough Council fund the rest.

I am pleased that at long last, the Borough Council will be carrying out resurfacing works at two sections of the pavement along Thorpe Way. I am still chasing for all other areas!

Finally, I will be meeting with the police outside Sainsbury's, Folkes Road on Wednesday 20th May 2026 at 3pm as part of their police surgery – please join us if you are able to do so.

Borough Council Issues

Planning Update: New Government Direction on Major Housing Applications

- An important change to the planning system is coming into effect from 11th May 2026 under the Town and Country Planning (Consultation) (England) Direction 2026 that affects planning applications for 150 or more homes.
- Under the Government's new direction, where a local planning authority is minded to refuse an application of this size, it must first refer the application to the Secretary of State before a decision can be issued.
- In short, this means:
 - Applications for 150+ homes would require Government sign-off before refusal, giving Whitehall greater ability to overturn refusals.
 - Councils cannot issue a refusal until at least 21 days after notifying Government, introducing delays and an additional layer of national oversight.
- This will restrict councillors' ability to scrutinise planning applications and create a system where decisions are increasingly controlled nationally.
- While the Council will continue to assess applications against planning policy and local considerations, this change means that some decisions, particularly refusals, will now be subject to further review beyond the local authority.

East West Rail (EWR) Update

- EWR has launched its final route-wide public consultation, running from 14th April to 9th June 2026. This is an important opportunity for communities to review the latest plans and provide feedback before final proposals are submitted to Government in 2027.
- They are holding a series of public events, webinars and an online consultation portal where residents can view plans and provide feedback. A local event will take place in Bedford on 23 May at King's House, Amptill Road.
- What is being proposed:
 - A rebuilt Bedford station, including new platforms, improved access, a western entrance, and a public plaza.
 - A new station at Bedford St Johns, relocated closer to Bedford Hospital.
 - Changes to infrastructure to reduce disruption, including potential avoidance of major bridge works.
 - A relocated multi-storey car park to the west of Bedford station (Ford End Road)
 - Upgrades to the Marston Vale Line, including fewer, larger stations and improved services.
 - A new station at Tempsford, planned earlier than previously expected.
 - Up to four trains per hour, with a potential fifth service at peak times.
 - Longer trains to meet future demand.
 - Use of hybrid electric/battery trains to support environmental goals.
- While EWR is presenting updated designs and revised construction plans, the core issues remain unchanged, and the local Conservative Group remains collectively opposed to the northern route in its current form due to a lack of a credible business case and the scale of disruption over many years.
- Further information can be found here: <https://eastwestrail.co.uk/news/latest-stories/east-west-rail-announces-details-of-final-consultation>.

Highways Funding and Performance Update

- Bedford Borough Council has formally contacted the Department for Transport to request a correction to its current highways maintenance rating.
- The unverified data in the Department's Local Highway Maintenance self-assessment did not fully reflect the Council's level of investment. Updated and verified figures were provided promptly in early January 2026.
- The corrected data shows that a total of £9.528 million has been invested in highway maintenance. Based on the Department for Transport's own methodology, this level of investment would be expected to result in a significantly higher score than is currently recorded.
- The Council is therefore seeking an update to ensure the published rating accurately reflects the level of investment being made locally to avoid the spread of misinformation.

Highways maintenance data

- Bedford Borough Council has continued to drive forward an ambitious highways programme aimed at reversing the previous decade of underinvestment.
- During the month, the Council delivered 31,394m² of carriageway resurfacing and patching, alongside 1,047m² of footway resurfacing – this is a significant amount of practical work to improve road and pavement conditions for residents and motorists.
- The Council also carried out a range of supporting works, including 65 manhole or service valve covers replaced, 87 gullies replaced, 228 gullies cleansed, and 43 gullies cleared or jetted as part of resurfacing projects.
- In addition, two new pedestrian crossings were delivered, helping to improve safety and accessibility for people walking around the borough.
- The Highways teams also remained active in responding to day-to-day maintenance issues. In April, they attended 130 streets for carriageway pothole repairs, 2 footways for footway pothole repairs, and 266 streets for other maintenance repairs. Alongside this, 518 individual highway safety inspections were carried out to help identify and address issues across the network.

Appendix One

- Overall, the April was a busy month of delivery across Bedford Borough's highways and engineering services, with teams carrying out both planned improvement works and responsive maintenance to help keep the Borough safe.

Oasis Site (David Lloyd) – Public Consultation Update

- Positive progress is being made on plans for a new David Lloyd leisure facility at the former Oasis site in Bedford.
- The proposals would help keep the site in leisure use and support the delivery of modern health, fitness and racquets facilities for residents.
- A public consultation is now open, giving residents the chance to view the plans and share their feedback.
- Online consultation:
 - Open until Friday 15 May 2026
 - <https://consultwithyou.co.uk/davidlloyd/bedford>
- Public drop-in exhibitions:
 - King's House, 245 Ampthill Road, Bedford, MK42 9AZ
 - Friday 8 May, 3pm–7pm
 - Saturday 9 May, 10am–1pm

Bedford Athletics Stadium

- This month the Council has celebrated the official opening of the new track at Bedford Athletics Stadium - an exciting milestone for sport, health and community life across the borough.
- The new track is already being put to good use by young athletes however, this investment represents more than an improvement for local clubs, schools, residents and future sporting stars.
- It is also about encouraging participation, supporting wellbeing, and giving people the facilities they need to train, compete and achieve their ambitions.

Bedford Park Bandstand

- After being out of use for more than 10 years, Bedford Park's historic bandstand has now been beautifully restored.
- This is a welcome investment in one of Bedford's most treasured public assets, and residents can once again enjoy the bandstand for music and community events for years to come.

Housing Update

- Bedford Borough Council has secured £5.9 million of Government funding to help provide more council-owned temporary accommodation over the next four years.
- This funding will support the purchase and development of homes for residents and families who need housing assistance.
- Demand for temporary accommodation remains high, with 912 households currently in temporary accommodation across the borough. By increasing the number of council-owned homes available, the Council can reduce reliance on more expensive nightly-paid accommodation and provide more stable, suitable housing.
- Overall, this is a positive step that will help improve temporary accommodation for residents while also reducing longer-term pressure on housing budgets.

Town Centre Update

- Part of the former Beales unit, which has been vacant, is set to come back into use as it becomes the home of a new dance and performing arts facility, helping to bring fresh energy and activity into the town centre.

Appendix One

- This will make better use of an empty unit, improve the look and feel of the area, and support wider use of nearby spaces such as the Corn Exchange during quieter times.

Community Safety and Anti-Social Behaviour Update

- Bedford Borough Council has secured £65,000 of external funding to support additional work tackling anti-social behaviour during 2026/27.
- This funding will provide extra uniformed ASB officers to patrol areas where there is the greatest need, helping to increase visibility and provide reassurance for residents, businesses and visitors.
- The officers will work alongside Bedfordshire Police and existing Council teams to help address persistent issues, offer advice and signposting, identify environmental concerns, and support vulnerable people who may need help from other services.
- The Town Centre Task Force has also now been formally launched following a successful trial, delivered in partnership with Bedfordshire Police. This will provide a stronger visible presence in the town centre and support efforts to make public spaces safer and more welcoming.

Support for Unpaid Carers

- Bedford Borough Council is working with two new partners, Mobilise and Blue Sky Carers Support, to improve support for unpaid carers across the borough.
- Mobilise offers free digital support, including practical online resources, wellbeing information, benefits guidance, online group sessions, and one-to-one support calls with a carers coach.
- Blue Sky Carers Support provides face-to-face advice and guidance for adult carers, including support for those who may not be confident using digital services. It will also continue the Bedford Hospital Carers' Hub, offering help in a safe and confidential setting when loved ones are admitted to hospital.
- Carers will also be able to access the Blue Sky Social Care Card, which can help them identify themselves as a carer and access practical benefits from participating businesses.

Mockingbird Fostering Programme

- Bedford Borough Council has launched a new webpage highlighting its Mockingbird programme, which supports fostering families across the borough.
- Mockingbird brings foster carers together in small support networks, known as "constellations". Each group is supported by a specially trained hub home carer, who provides guidance, practical help and peer support.
- This creates an extended family-style network, helping foster carers feel more connected and giving children and young people greater stability, consistency and a stronger sense of belonging.
- Bedford Borough now has three Mockingbird constellations, supporting dozens of families.
- Anyone interested can visit: <https://www.bedford.gov.uk/mockingbird>

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

BBCllr John Wheeler
May 2026

Appendix One A

FC26/123a April 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/19856/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	11/04/2026	Robinson Close
40/18385/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	04/04/2026	Roseberry Avenue
40/19223/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	08/04/2026	Whitmore Close
40/19429/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/04/2026	Moore Close
40/20321/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	14/04/2026	Moore Close
40/20297/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY ON A CONSTABLE	14/04/2026	Moore Close
40/20008/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	12/04/2026	
40/19778/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	11/04/2026	Neale Way
40/20318/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	14/04/2026	Sherwood Close
40/18971/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	07/04/2026	
40/18615/26	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	05/04/2026	St. Marys Road
40/18031/26		NON-CRIME	INVESTIGATION	INVESTIGATION	02/04/2026	
40/19548/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	10/04/2026	A421
40/18807/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	06/04/2026	Orchart Gardens
40/18925/26	Burglary	BURGLARY	RESIDENTIAL BURGLARY-HOME	RESIDENTIAL BURGLARY-HOME	07/04/2026	Fuller Way

Appendix One A

40/19888/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	11/04/2026	Cause End Road
40/20253/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	13/04/2026	Cause End Road
40/18901/26	Vehicle Crime	VEHICLE OFFENCES	THEFT OR UNAUTH TAKING OF A MOTOR VEH	THEFT OR UNAUTH TAKING OF A MOTOR VEH	07/04/2026	Potters Cross
40/20728/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	16/04/2026	Butland Way
40/22084/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	22/04/2026	Lovell Grange
40/22226/26	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	23/04/2026	
40/21788/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	21/04/2026	
40/23596/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	29/04/2026	A421
40/20992/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	17/04/2026	Folkes Road
40/21073/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	17/04/2026	Folkes Road
40/21224/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	18/04/2026	Folkes Road
40/23226/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	28/04/2026	Folkes Road
40/23498/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	29/04/2026	Cause End Road
40/21340/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	18/04/2026	
40/21495/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	19/04/2026	
40/22827/26	Public Order	PUBLIC ORDER OFFENCES	OTHER OFFENCES PUBLIC ORDER	STATE OR PUBLIC ORDER	26/04/2026	Roundel
40/20811/26	Other Theft	THEFT	OTHER THEFT	THEFT IN A DWELLING OTHER AUTO MACH	16/04/2026	Butland Way

FC26/124**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC26/124 Schedule of correspondence (not circulated at time of receipt)			
Date received	Type	From	Brief details (please speak to the Clerk if you would like to see copies)
1.4.26	Emails (several)	AutoGate Services Ltd	Issue with automated bollards system - Recreation Ground car park
1.4.26	Emails (several)	Bedford Borough Council	Information relating to notice of a casual vacancy
1.4.26	Email	Resident	Information relating to an upcoming interment - Lorraine Road Cemetery
1.4.26	Email	Pam Anthony Payroll Services	Local Government Pension Scheme information
1.4.26	Email	DLS Law	Licence agreements - Changing Rooms
2.4.26	Emails (several)	Non residents	Fun Fest 2026
2.4.26	Emails (several) and phone	Resident	Information relating to Planning Application and attendance at a meeting of WPC's Planning Committee
2.4.26	Email	Resident	Information relating to a request to re-site a bench - Lorraine Road Green (not taken forward)
2.4.26	Email	Lindum	Snagging issues - Changing Rooms
2.4.26	Email	Community Centre Caretaker	Information relating to new key safe
2.4.26	Emails (several)	Non residents	Fun Fest 2026

Appendix Two

2.4.26	Email	Paul Riches Skips Ltd	Request to empty bottle banks
2.4.26	Email	Bedford Borough Council - Commercial Services	Request for refuse bins and litter pick - Fun Fest 2026
2.4.26	Email	Bedford Borough Council	Request for maintenance cover in the event Wootton's handyman is not available (not taken forward)
7.4.26	Email	Hyas Associates Ltd	Information relating to Bedford Borough Council's Executive Meeting - 8th April 2026
7.4.26	Emails (several)	Resident	Information relating to the Crown Estate land parcel referenced as W10a within Wootton's Neighbourhood Development Plan
7.4.26	Emails (several)	Non residents	Fun Fest 2026
7.4.26	Email	Handyman	Request for additional remedial works
7.4.26	Email	Resident	Information relating to potential co-option
7.4.26	Emails (several)	Resident and A R Worboys Ltd	Complaint regarding missed grass cutting - Potters Cross
7.4.26	Emails (several)	Resident	Information relating to use of the Recreation Ground and Business Rates query
7.4.26	Email	Cranfield Parish Council	Information relating to PCSO contact details
7.4.26	Email	Non resident (Paddock User)	Request for renewed insurances
7.4.26	Emails (several) and phone	Resident	Information relating to Planning Application and attendance at a meeting of WPC's Planning Committee
7.4.26	Emails (several)	Absolute Installations Ltd and Community Centre Caretaker	Repairs to double fire escape doors - Community Centre main hall
7.4.26	Email	Wrighton & Barker	Request for renewed insurances

Appendix Two

8.4.26	Email	Resident	Information relating to potential co-option
8.4.26	Email	Resident	Information relating to upcoming Neighbourhood Development Plan Steering Group meeting
8.4.26	Emails (several)	Triodos Bank Ltd	Information relating to review of councillor details
8.4.26	Emails (several)	Resident	Complaint regarding detrius left by Bedford Borough Council's road sweeper - Mepham Road and associated roads (forwarded to BBCllr Wheeler)
8.4.26	Emails (several)	Memorial Hall Management Committee	Information relating to completion of draft leases - Memorial Hall
9.4.26	Magazine	Campaign to Protect Rural England	Countryside Voices: Centenary Issue Spring 2026
9.4.26	Email	Resident	Request for update on defibrillator installation - Burgoyne Avenue
9.4.26	Email	Non resident	Information relating to plot reservation - Lorraine Road Cemetery
9.4.26	Email	Community Centre Bookings Clerk	Request for information on maximum room numbers - Martyn's Law
9.4.26	Email	Resident	Fun Fest 2026
9.4.26	Email	Hillary Cooper Law	Information relating to lease agreement - Parish Council and Community Centre Charitable Trust
9.4.26	Emails (several)	Non residents	Fun Fest 2026
9.4.26	Email	Resident	Information relating to an upcoming interment - Lorraine Road Cemetery
10.4.26	Email	BBCllr Gribble	Request for an update in relation to a number of highways outstanding issues
10.4.26	Email	DLS Law	Licence agreements - Memorial Hall

Appendix Two

10.4.26	Email	Lindum	Information relating to solar panels and electricals - Changing Rooms
10.4.26	Email	Be Safe Electrical Ltd	Information relating to solar panels and electricals - Changing Rooms
10.4.26	Email	Bedford Borough Council	Information relating to planters
10.4.26	Emails (several)	Non residents	Fun Fest 2026
14.4.26	Email	Resident	Information relating to upcoming planning application
14.4.26	Email	Hyas Associates Ltd	Information relating to upcoming Neighbourhood Development Plan Steering Group meeting
14.4.26	Email	Bedford Borough Council	Issue with locking of bin store - request to leave it unlocked on Thursdays for the crew to gain access
14.4.26	Email	Wootton Primary School	Annual May Fayre - Saturday 16th May - could impact parking at the Community Centre
14.4.26	Email	Non resident	Information relating to upcoming interment - Lorraine Road Cemetery
14.4.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
14.4.26	Email	Neville Funeral Service	Information relating to upcoming interment - Lorraine Road Cemetery
14.4.26	Email	Resident	Request to use recreation ground, Church Road to hold pilates classes
15.4.26	Email	Andy Muskett Ltd	Request to fix outted light - Potters Cross
15.4.26	Emails (several)	Non residents	Fun Fest 2026
15.4.26	Email	Non resident	Information relating to plot reservation - Lorraine Road Cemetery

Appendix Two

15.4.26	Emails (several)	Non resident	Request for exhumation of ashes - Lorraine Road Cemetery
16.4.26	Email	AutoGate Services Ltd	Booking to revisit to remedy issue with automated bollards system - Recreation Ground car park
16.4.26	Email and phone call	Caretaker and resident	Report of offensive graffiti - Jubilee Garden Play Area
16.4.26	Email	Cinch Self Storage Bedford	Notice of termination of storage contract
17.4.26	Email	Greenbelt Management Ltd	Land ownership query - Berryfields Estate
17.4.26	Email	A L & G Abbott Funeral Directors	Query regarding request for exhumation of ashes - Lorraine Road Cemetery
17.4.26	Email	Resident	Notification of bee swarm - Lorraine Road Cemetery
17.4.26	Phone call	Resident	Beekeeper dealing with bee swarm - Lorraine Road Cemetery
17.4.26	Email	Wrighton & Barker	Memorial applications x2
17.4.26	Email	DLS Law	Chaser regarding licence agreements - Changing Rooms and Memorial Hall
21.4.26	Email	Neville Funeral Service	Information relating to upcoming interment - Lorraine Road Cemetery
21.4.26	Email	Resident	Information relating to recently determined planning application
21.4.26	Email	Institute of Cemetery and Crematorium Management (Inc)	Information relating to possible request for ashes exhumation - Lorraine Road Cemetery
21.4.26	Emails (several)	Bedford Borough Council	Information relating to notice of a further casual vacancy
22.4.26	Email	Wootton Blue Cross	Update in relation to Changing Rooms refurbishment project

Appendix Two

22.4.26	Email	Neville Funeral Service	Complaint (by the Clerk) in relation to a lack of information sharing which impacted a recent interment - Lorraine Road Cemetery
28.4.26	Email	Hillary Cooper Law	Information relating to lease agreement - Parish Council and Community Centre Charitable Trust
28.4.26	Email	Resident	Information relating to defibrillator installation - Burgoyne Avenue
28.4.26	Email	Non resident	Fun Fest 2026
28.4.26	Emails (several)	Non residents	Wootton newsletter June 2026
28.4.26	Email	Non resident	Information relating to upcoming interment - Lorraine Road Cemetery
28.4.26	Email	Wrighton & Barker	Memorial application
29.4.26	Email	Resident	Complaint regarding two trees in Foster Way - passed to Bedford Borough Council
29.4.26	Email	Resident	Information relating to recently determined planning application
29.4.26	Email	Wootton Blue Cross	Request from Bedford Borough Council to not leave football posts padlocked on the pitches (cannot undertake maintenance)
30.4.26	Email	Resident	Information relating to upcoming interment - Lorraine Road Cemetery
30.4.26	Email	Resident	Request for information on becoming a parish councillor
30.4.26	Email	Bedford Borough Council Licensing Department	Response to licensing renewals/new applications
30.4.26	Email	Bedford Borough Council Planning Department	Submission of objection to planning application - 26/00504/MAO - Land on the South of Keeley Lane

FC26/128**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. <u>13th May 2026</u> A small number of snagging works remained outstanding but were scheduled to be remedied on 15th May 2026. Lease agreements were currently with 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>13th May 2026</u> Refer to agenda item FC26/134.	Cllr Bygraves

Appendix Three

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 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>13th May 2026</u> Refer to agenda items FC26/133.	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. <u>13th May 2026</u> Hyas Associates Ltd were attending the next scheduled meeting of the steering group on 3 rd June 2026 and members of the public were invited to attend and/or become members of the steering group.	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 2026-27

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 2026-27 (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	13.5.26	All planters are inspected by Bedford Borough Council			
Car Parks	SP	13.5.26				
Cemeteries	SP	13.5.26	Topple testing letters will need to remain on site(s) for at least 13 months, this will be carried forward to 2026/27			
Changing Rooms	SP	13.5.26	1.5.26 – Preliminary checks and snagging issues have been carried out/raised, following completion of the refurbishment project			
Christmas Street Lighting	SP	13.5.26				
Christmas Tree (including Switch On Event)	SP	13.5.26				
Defibrillators	SP	13.5.26	A Wootton Community First Responder undertakes daily and monthly checks – all checks are logged in the system			
Fun Fest	SP	13.5.26	None			

¹ Wootton Parish Council
Full Council Minutes 13th May 2026

Appendix Four

Generator	GL	13.5.26				
Keeley End Pond	GL	13.5.26				
Litter Picking (and caretaker)	SP	13.5.26				
Lone & Isolated Working	SP	13.5.26				
Marquee/Gazebo	SP	13.5.26				
Memorial Hall Play Area	SP	13.5.26				
MUGA – Church Road	SP	14.5.25	1.5.26 - repairs to the fencing have now been completed		13.5.26 SP	13.5.26 SP
MUGA – Harris Way	SP	13.5.26				
Office PAT testing	SP	13.5.26				
PA System	SP	13.5.26				
Recreation Ground Play Area	SP	13.5.26				
Remembrance Sunday Parade	SP	13.5.26				
Skate Park	SP	13.5.26				
Sports Pitches – Church Road	SP	13.5.26				
Sports Pitches – Harris Way	SP	13.5.26				
Street Furniture	SP	13.5.26				
Trees	SP	13.5.26				

Appendix Four

Village Sign	SP	13.5.26				
War Memorial	JN	1.5.26			13.5.26 JN	13.5.26 JN
Work Station (Clerk) – to include the parish office within the community centre	GL	N/A	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		N/A	N/A

To be reviewed monthly at Full Council.

Charitable Trust Risk Assessment	Assigned to	Date assigned	Issues Arising/ Recommendations	Completion due by date/ Other Issues	Signed off date and initials
Community Centre Fire	Charitable Trust	13.5.26	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 1.5.26 – Clerk to the Council has requested an update from the Community Centre		
Community Centre General	Charitable Trust	13.5.26	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) 1.5.26 – Clerk to the Council has requested an update from the Community Centre 23.4.25 – Portable Appliance Testing		

Appendix Four

			(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 1.5.26 – Clerk to the Council has requested an update from the Community Centre		
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) 1.5.26 – Clerk to the Council has requested an update from the Community Centre		
Community Centre Scaffold Tower	Charitable Trust	13.5.26	1.5.26 – Clerk to the Council has requested an update from the Community Centre		

To be reviewed monthly at Full Council.

FC26/131

Schedule of Receipts and Payments

Please visit the following link:

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