



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ
Tel: 07531 930788
Email: Clerk@Wootton-PC.gov.uk
Website: Wootton-pc.gov.uk

[www.facebook.com/](http://www.facebook.com/WoottonParishCouncilBedfordshire)

WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 10th June 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 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
FC26/144	Apologies for absence. Cllrs Wallace, Wheeler and Whittington. 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.
FC26/145	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/146	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.
FC26/147	Report from outside organisations – for information only.	BBCLr Wheeler's report was circulated ahead of this meeting. No further comments received.	Clerk to keep on file.	N/A.

Full Council Minutes 10th June 2026

Chairman.....

Page | 1

Date 8th July 2026

	To receive a report from Borough Councillor Wheeler, to include all outstanding issues. (Appendix One). To receive crime figures for May 2026. (Appendix One a).	No further comments received.	Clerk to keep on file.	N/A.
FC26/148	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.
FC26/149	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 Annual Council and Full Council meetings held on 8th 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 29th April 2026. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 29th April 2026. Members of Full Council are asked to receive the minutes of the (advisory) Roads and Pavements Safety Steering Group meeting held on 11th May 2026.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Bygraves. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC26/150	Matters arising from the minutes – for information only.	No further comment received.	Clerk to keep on file.	N/A.

Full Council Minutes 10th June 2026

Chairman.....

Page | 2

Date 8th July 2026

	- 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. The Clerk raised this with Mayor Wootton in February 2026 and BBCllr/Cllr Wheeler continues to chase also.			
FC26/151	To receive the Chairman’s report and to resolve a suitable course of action.	Cllr Lloyd reported both he and the Clerk would be returning all storage items to the Changing Rooms on Friday 12th June 2026, and all offers of help loading/unloading would be appreciated. Help to set up and clear away at the Fun Fest (Saturday 27th June 2026) was requested and Cllrs Bygraves, O’Dell and Randell agreed to help with both (9am and 5pm).	All to note/take forward.	N/A.
FC26/152	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	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended).

Full Council Minutes 10th June 2026

Chairman.....

Page | 3

Date 8th July 2026

	to manage those projects and to resolve a suitable course of action. (Appendix Three).	Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		Localism Act 2011, Ch 1, s1-8.
FC26/153	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: • Fun Fest. • Generator. Resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/154	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.	The Clerk was able to circulate a number of bank reconciliations for Unity Trust Bank Ltd (current and deposit) and CCLA ahead of this meeting, following the closure of the year-end accounts for 2025/26. Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Randell. Proposed: Cllr Bygraves. Seconded: Cllr Ward. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/155	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.
FC26/156	To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2026-27, to consider any budget heading virements and to resolve a suitable course of action.	The Clerk was able to circulate both reports ahead of this meeting, following the closure of the year-end accounts for 2025/26. (It was noted the agenda detailed reports for 2025/26 which was incorrect – reports circulated ahead of this meeting were from the new financial year 2026/27).	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.

		Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC26/157	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.	The draft year-end accounts (31 st March 2026) were received without further comment. The Clerk detailed Terry Ellingham's quotation for the kitchen/toilet refurbishment which would be taken forward once the Memorial Hall Management Committee, Sweet Peas and Wootton WI had opportunity to view the proposal. Cllr Bygraves recommended an increase in rent to reflect the remedial works carried out to date (and further proposals). Cllrs Lloyd and Randell (as Trustees of the Memorial Hall Committee) agree to take this forward. Resolved to note the above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Cllrs Lloyd and Randell and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/158	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. A meeting with Mayor Wootton remained unscheduled. <u>Charitable Trust</u> The audited year-end accounts (31 st December 2025) were received without further comment.	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		Cllr Hensher asked the Clerk for progress on the main entrance doors (automated opening mechanism was not functioning). The Clerk had initially approached the original contractor (without response) and apologised as it had not then been followed up with an alternative contractor. It was suggested the Changing Room contractors be approached as an alternative. The Clerk was asked what maintenance works were planned for the Harris Way sports pitches – a request for that information had already been made to Bedford Borough Council and would be followed up. Cllr Hensher confirmed Wootton Blue Cross would not be allowed to use the pitches during the summer months to allow them to be rested. Cllr Hensher raised concerns over the amount of dog mess found on the pitches which was hazardous to players – requesting signage. The Clerk confirmed signage would need to be sited on Greenbelt Management Ltd-owned land, as the Parish Council owned only the pitches. After discussion Cllr Hensher agreed to provide the Clerk with sample signage as seen elsewhere in the village, so the Clerk could request relevant installation permissions from Greenbelt Management Ltd. Cllr Lloyd stated the thermostat cover in the gents’ toilets was broken – the Clerk was instructed to inform the Community Centre’s booking clerk.		
--	--	--	--	--

		<u>Lease</u> Both the Charitable Trust and the Clerk had returned copies of the signed lease to Hillary Cooper Law. Resolved to note and approve all findings above. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.		
FC26/159	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> BBCllr Gribble (Portfolio Holder for Environment) had not responded to multiple requests for an update on this issue, including chasers sent in February, April and May 2026. An invitation for BBCllr Gribble to attend a future meeting of the Roads and Pavements Safety Steering Group had also gone unacknowledged (the intention was to include this issue at that meeting if necessary). <u>Bus Shelters (to include Real Time Passenger Information Units) x2</u> The bus shelters have been in situ for some time now. BBCllr Gribble (Portfolio Holder for Environment) had not responded to multiple requests for an update on this issue, including chasers sent in February, April and May 2026. An invitation for BBCllr Gribble to attend a future meeting of the Roads and Pavements Safety Steering Group had also gone unacknowledged (the intention was to include this issue at that meeting if necessary).	Clerk/BBCllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.

		Cllr O'Dell referenced a question raised by him at a recent online Parish and Town Council Networking Meeting (hosted by Bedford Borough Council), which stated: <i>“Wootton Parish Council has a significant number of highways related issues for which it is seeking assistance or action from the Borough Council. Over the past 2 months, these have been communicated by the Wootton PC Clerk in writing to the relevant Portfolio Holder, Cllr Gribble, in a list (see attached) on numerous occasions (e.g. 10th April 26th May and 29th May). However, Cllr Gribble has never responded - or even acknowledged receipt of the communications. What is the protocol for a Portfolio Holder to respond to communications? Will Mayor Wootton please take appropriate action to ensure that the responses required are forthcoming without further delay?”</i> Mayor Wootton had responded to say he was investigating but made no further response. After detailed discussion it was agreed to include a rolling Full Council agenda item to review progress made in relation to the list of issues emailed to BBCllr Gribble, as noted above and including issues covered by the Roads and Pavements Safety Steering Group. It was further agreed to escalate the lack of response with BBCllr Wheeler (as newly appointed Portfolio Holder for Customer Experience (including Leisure, Recreation and Culture). If nothing was forthcoming after a two-month window, then a formal complaint would be lodged with Bedford Borough Council. Proposed: Cllr O'Dell.		
--	--	--	--	--

		Seconded: Cllr Bygraves. Resolved by all present.		
FC26/160	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. Cllr O'Dell recommended contacting Bedford Borough Council again when occupations commenced. The Clerk confirmed she had requested BBCllr/Cllr Wheeler (as newly appointed Portfolio Holder for Customer Experience (including Leisure, Recreation and Culture) establish if action could be taken now to secure this s106 funding.	All to observe/Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
FC26/161	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 had received confirmation from the Community Centre that it had amended its booking terms to ensure it was out of scope. Cllr Randell had previously confirmed the Memorial Hall was out of scope. It remained best practice however, to follow guidance detailed within the standard tier , even for those buildings who were out of scope. The Clerk confirmed the Fun Fest event was also out of scope as it was a non-ticketed event but confirmed a number of standard tier measures had nonetheless been implemented, including the appointment of a security firm/marshals to assist on the day.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/162	To receive draft year-end accounts (28th February 2026) for Wootton Village Hall – for information only.	The draft year-end accounts (28 th February 2026) were received without further comment.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/163	To review the insurance renewal provision from Hiscox Insurance Company Ltd and to resolve a suitable course of action.	Resolved to accept the insurance renewal provision without further comment. Proposed: Cllr Bygraves.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Seconded: Cllr Lloyd. Resolved by all present.		
FC26/164	To receive Data Protection training from Cllr Lloyd and Breakthrough Communications and to resolve a suitable course of action.	Cllr Lloyd reminded all present that no Wootton Parish Council emails were to be shared to personal email accounts. Resolved to receive and note the Data Protection Training 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.
FC26/165	To receive, review and adopt the final and completed Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2025/26 and to resolve a suitable course of action.	Resolved to receive, review and adopt the final Risk Management and Internal Control Statement (including Risk Register and Strategy Document) for 2025/26 without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/166	To receive, review and approve the Internal Audit report for year end 2025/26 and to resolve a suitable course of action.	Cllr O'Dell thanked the Clerk for her work in completing the year end accounts to a high standard. Resolved to receive and approve the Internal Audit report for year end 2025/26 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.
FC26/167	To review the effectiveness of the Internal Audit for year end 2025/26 and to resolve a suitable course of action.	Resolved to accept the review of the effectiveness of the Internal Audit for year end 2025/26 without further comment. Proposed: Cllr Randell. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/168	To receive, review and approve the Annual Governance Statement 2025/26 (Section 1 – Annual Return for the year ended 31st March 2026 – Local Councils, Internal	Resolved to receive and approve the Annual Governance Statement 2025/26 (Section 1 – Annual Return for the year ended 31 st March	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Drainage Boards and other Smaller Authorities) and to resolve a suitable course of action.	2026 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.		
FC26/169	To receive, review and approve the Accounting Statements 2025/26 (Section 2 – Annual Return for the year ended 31st March 2026 – Local Councils, Internal Drainage Boards and other Smaller Authorities), (hard copy signed by the Clerk to the Council/Responsible Financial Officer ahead of this meeting) and to resolve a suitable course of action.	Resolved to receive and approve the Annual Governance Statement 2025/26 (Section 2 – Annual Return for the year ended 31 st March 2026 – Local Councils, Internal Drainage Boards and other Smaller Authorities) without further comment. Proposed: Cllr Randell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/170	To receive and approve the reviewed Service Level Agreement between Wootton Parish Council and D2D Distribution Ltd (covering the distribution of Wootton’s Newsletter) and to resolve a suitable course of action.	Cllr Ward recommended the following addition: • Inclusion of a delivery timeline to ensure all copies be delivered within one week (or less) after receipt from XL Press. Resolved to accept the recommendation above and to receive and approve the reviewed Service Level Agreement without further amendment. Proposed: Cllr O’Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/171	To receive and approve the reviewed Service Level Agreement between Wootton Parish Council and XL Press (covering the graphic design and printing of Wootton’s Newsletter) and to resolve a suitable course of action.	Cllr Ward recommended the following additions: • Inclusion of a delivery timeline to D2D Distribution Ltd – no more than two weeks after print sign off. • Clarification that costings therein were quarterly and VAT was not applicable. Resolved to accept the recommendations above and to receive and approve the	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		reviewed Service Level Agreement without further amendment. Proposed: Cllr Ward. Seconded: Cllr Bygraves. Resolved by all present.		
FC26/172	To receive a recommendation from the (advisory) Leisure and Amenities Committee that an exhumation fee of £250 for both coffin and ashes interments at Lorraine Road Cemetery be introduced to cover all administrative/attendance costings and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Ward. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/173	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Multi-Use Games Area (MUGA) Site Inspection Report for the facility at Church Road be received and accepted and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/174	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Wootton Parish Council contribute 50% of Bedford Borough Council's costings (totalling £2,021.15) to provide a dropped kerb and area of hardstanding to the War Memorial and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/175	To receive a recommendation from the (advisory) Roads and Pavements Safety Steering Group that Wootton Parish Council request the extension of existing yellow lining on the north side of Potters Cross near the junction with Bedford Road (costings to be borne by Wootton Parish Council) and to resolve a suitable course of action.	Resolved to receive and accept the recommendation without amendment. Given a further request for yellow lining had not featured on this meeting's agenda, nor on an agenda for the Roads and Pavements Safety Steering Group (Mephram Road – junction with Bedford Road), it was further resolved to bring that request back to July's Full Council meeting, for openness and transparency. The Clerk agreed to hold the Potters Cross recommendation, pending the outcome of the Mephram Road request, before forwarding as necessary to Bedford Borough Council.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr Ward. Seconded: Cllr Bygraves. Resolved by all present.		
--	--	--	--	--

Meeting closed at 8.15pm.

Monthly Report June 2026

Many of you will have heard I have recently been appointed by Mayor Wootton as Portfolio Holder for Customer Experience (including Leisure, Recreation and Culture). I am looking forward to my new role and have already taken steps to meet with officers and undertake site visits in order to be 'hands on' with this new role. Unfortunately, it does necessitate stepping down from a number of Borough Council committees, however I will remain on a number of both local and borough-wide charities.

The new bus routes 53 (Grant Palmer and W2 are now operational through the village alongside the C1, which gives Wootton four buses per hour – fuller information can be found elsewhere in this report. I have already made good use of a number of the new services and as a result, have requested the Real Time Passenger Information Unit at Folkes Road be repaired. Currently, it's showing confusing information. I am also continuing to push for the installation of the two new Real Time Passenger Information Units for Burgoyne Avenue.

It's disappointing to report that despite mine and Sue Edgar Playford's best efforts – no further progress is being made in relation to the outstanding highways issues within the village. I hope to have more robust updates for next month.

I hope to see you all at the Fun Fest later this month (Saturday 27th June at the Recreation Ground, Church Road). This is followed by Bedford's Armed Forces Day Parade in the town on Sunday 28th June (start time 10am) – a worthy cause and well worth attending.

Borough Monthly Report**Local Plan**

- Work has now begun on preparing the new Bedford Borough Local Plan 2050, which will help guide how the borough grows and develops over the coming decades. It will help shape the delivery of new homes, jobs, services, transport links and infrastructure, while also supporting environmental improvements, protecting local character and planning for the needs of communities across the borough.
- The previous Local Plan was withdrawn after the Planning Inspector identified fundamental issues with its soundness, particularly around infrastructure, housing delivery and the evidence base supporting the plan.
- A timetable setting out the key stages of the plan-making process has now been published and can be viewed online at: <https://www.bedford.gov.uk/planning-and-building-control/planning-policy-and-place-making/new-bedford-borough-local-plan-2050>.
- The first public consultation on the new plan is expected to take place from September to October 2026.
- A call for sites will also run from the summer to October 2026. This will allow landowners, developers and other interested parties to put forward potential sites for consideration as part of the evidence-gathering process.

Queens Bridge Update

- Demolition of the old Queens Bridge has now been completed, and work is progressing on plans for a replacement bridge linking Bedford and Kempston.
- Bedford Borough Council's Engineering Services team is currently finalising design proposals for the new bridge. These are expected to be submitted for approval over the summer, with installation works currently aimed to begin in spring 2027.
- The previous bridge was built in 1984 and for many years, investment in the bridge was very limited and largely focused on inspections rather than significant structural maintenance or proactive repair work. This lack of sustained investment is likely to have contributed to the deterioration of the bridge over time.

Appendix One

- Following detailed inspections after 2023, significant decay and rot were found in the timber arches, which meant replacement was required on safety grounds.
- As part of the demolition work, some of the salvaged wood will be reused locally, including for future arts projects, new public benches, and marker posts for footpaths and bridleways. The ironwork and sculpture at the Ford End Road entrance, which had been removed and stored during the works, has now been reinstated.
- The replacement bridge will be built in the same location, helping to restore this important link between Bedford and Kempston once complete.

Black Cat Roundabout Update

- There will be overnight road closures as part of the ongoing Black Cat roundabout improvement works.
- From Monday 18th May to Wednesday 10th June, overnight closures will take place between 9pm and 5am on the following routes:
 - A1 northbound between Tempsford and Wyboston - Drivers will be diverted via Tempsford Interchange, St Neots Road and the A428, before rejoining the A1 at Wyboston Interchange.
 - A421 eastbound between Renhold and the Black Cat roundabout - Drivers will be diverted via Cardington Interchange, the A603 towards Sandy, and the A1 northbound from Sandy roundabout.
- Diversion routes will be clearly signposted during the works. Residents and commuters who use these routes are encouraged to allow extra time for their journeys and plan ahead where possible.

Bus Service Update

- Bedford Borough Council has been working closely with local bus operators to help address recent changes to bus services, including the withdrawal of the Stagecoach 53 service.
- Following this engagement, Grant Palmer has agreed to register a new commercial bus route linking Wootton, Kempston Saxon Centre and Bedford.
- The new service is expected to start on 1st June 2026, subject to final approvals, and will mainly run hourly. The route will be different from the previous Stagecoach 53, as it will travel more directly through Kempston into Bedford. This should help provide a quicker journey time.
- While the new route will not replace every part of the previous service, it is a welcome and practical step to help reduce the impact of recent bus service changes.

Free Tennis Sessions at Bedford Park

- A summer programme of free tennis sessions is taking place at the refurbished courts in Bedford Park.
- Sessions are open to all ages and abilities, with equipment provided. Upcoming opportunities include:
 - Saturday 23 May, 12pm–1pm – Free Parks Tennis session.
 - Saturday 6 June, 2pm–3pm – junior taster session as part of Big Tennis Weekend.
 - Saturday 6 June, 3pm–4pm – free adult open day session.
- The programme is being delivered by Bedford Borough Council and the National Tennis Association, helping residents get active, learn new skills and enjoy one of Bedford's best-loved green spaces.
- Places can be booked through the LTA website, with further coaching information available at: <https://nationaltennis.org.uk/locations/bedford-parks-tennis/>

Town Centre Regeneration Update

- A key milestone has been reached for the future of Mayes Yard and the former Debenhams building in Bedford town centre as Bedford Borough Council has chosen Cityheart as its preferred development partner.
- The next stage will involve working up more detailed plans and finalising the formal agreement.
- The aim is to bring this important town centre site back into better use, supporting new activity, jobs, homes, businesses and leisure opportunities.

Big Green Week at The Higgins Bedford

- There will be a range of free events at The Higgins Bedford on Saturday 13th June as part of Great Big Green Week.

Appendix One

- Activities include wood carving, forest bathing, mindful doodling, a smartphone nature walk, children's crafts and sensory play, seed planting, community stalls and a nature table from Bedfordshire Natural History Society.
- Further Green Week events are taking place across the borough, including at John Bunyan Museum, Bedfordshire Libraries and Panacea Museum.
- More information is available at:
 - www.thehigginsbedford.org.uk
 - www.greatbiggreenweek.com

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

Appendix One A

FC26/147a May 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/24749/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON ENDANGERING LIFE	05/05/2026	Duncombe Drive
40/24752/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON ENDANGERING LIFE	05/05/2026	Duncombe Drive
40/25032/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON NOT ENDANGERING LIFE	06/05/2026	Duncombe Drive
40/25845/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	09/05/2026	Roseberry Avenue
40/25787/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/05/2026	Rawlins Gardens
40/25852/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	09/05/2026	Roseberry Avenue
40/25623/26	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	OBSCENE PUBLICATIONS ETC	08/05/2026	
40/27165/26	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	15/05/2026	Hall End
40/25637/26	Shoplifting	THEFT		SHOPLIFTING	08/05/2026	Folkes Road
40/29097/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON NOT ENDANGERING LIFE	24/05/2026	Tithe Barn Road
40/29346/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	25/05/2026	Sherwood Close
40/28953/26	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	24/05/2026	
40/30375/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	30/05/2026	
40/29271/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	25/05/2026	Lovell Grange
40/29613/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	27/05/2026	Church Road
40/29617/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	27/05/2026	
40/30120/26		NON-CRIME	INVESTIGATION	INVESTIGATION	29/05/2026	
40/29391/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	26/05/2026	Turland Close

Appendix One A

40/28244/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/05/2026	Cranfield Road
40/29863/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	28/05/2026	Gilbert Walk
40/29874/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	28/05/2026	Gilbert Walk
40/29885/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	28/05/2026	Gilbert Walk
40/28461/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	21/05/2026	
40/28684/26	Bicycle Theft	THEFT	BICYCLE THEFT	THEFT OR UNAUTH TAKING OF PEDAL CYCLE	22/05/2026	Folkes Road

FC26/148**List of correspondence received (copies of correspondence can be requested from the Clerk)**

Significant issues are emailed at the time of receipt.

FC26/148 Schedule of correspondence (not circulated at time of receipt)			
Date received	Type	To/From	Brief details (please speak to the Clerk if you would like to see copies)
1.5.26	Email	Caretaker and litter picker	Weekly play equipment inspections
1.5.26	Email	Community Centre Charitable Trust	Request for Risk Assessment information
1.5.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
1.5.26	Emails (several)	Non residents	Fun Fest 2026
1.5.26	Emails (several)	Payroll provider/Bedfordshire Pension Fund	Issue with pension submission
1.5.26	Email	Andy Muskett Ltd	Request for confirmation street light has been fixed - Potters Cross
5.5.26	Email	Resident	Information relating to Planning Application and attendance at a meeting of WPC's Planning Committee
5.5.26	Emails (several)	Non residents	Fun Fest 2026
5.5.26	Email	Fury Fire Ltd	Information relating to Fire Risk Assessment information
5.5.26	Email	DLS Law	Information relating to user licences - Changing Rooms, Church Road
5.5.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
5.5.26	Email	Cinch Self Storage	Confirmation notice of removal of storage items has been reversed
6.5.26	Email	Non resident	Confirmation no football pitches are available for use within the village
6.5.26	Email	Bedford Borough Council	Request for guidance relating to a new Register of Interest for existing councillor
6.5.26	Email	Non resident/Institute of Cemetery and Crematorium Management	Further update in relation to upcoming exhumation of ashes - Lorraine Road Cemetery
6.5.26	Email	Non resident	Information on advertising in the Wootton newsletter

Appendix Two

6.5.26	Email	Internal Auditor	Confirmation of internal audit date
6.5.26	Email	Dura-Sport (Leisure Care) Ltd	Request for latest MUGA surface maintenance report - Multi Use Games Area, Church Road
6.5.26	Email	Resident	Information relating to reservation of plot - Lorraine Road Cemetery
7.5.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
7.5.26	Email	Resident	Public copies of agendas - meetings on 13th May 2026
7.5.26	Email	Non resident/Institute of Cemetery and Crematorium Management	Further update relating to upcoming exhumation of ashes - Lorraine Road Cemetery
7.5.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
7.5.26	Email	Non residents	Update relating to upcoming interment - Lorraine Road Cemetery
7.5.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
7.5.26	Email	A R Worboys Ltd	Request for additional works - Keeley End Pond
7.5.26	Emails (several)	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project - outstanding snagging issues
8.5.26	Emails (several)	Users of the Changing Rooms	Provision of licence agreements
8.5.26	Email	Bartlett Tree Experts	Request to meet ahead of quotation for latest tree inspection
8.5.26	Emails (several)	Residents and non-residents	Fun Fest 2026
8.5.26	Email	Caretaker and litter picker	Weekly play equipment inspections
8.5.26	Emails (several)	Neville Funeral Services	Query relating to outstanding invoice following recent interment - Lorraine Road Cemetery
8.5.26	Email	Bedford Borough Council	Confirmation of registration of a new Register of Interest for existing councillor
8.5.26	Email	A L & G Abbott Funeral Directors	Confirmation of invoice payment
8.5.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
8.5.26	Email	Non resident	Information relating to upcoming interment - Lorraine Road Cemetery
8.5.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project - outstanding snagging issues

Appendix Two

12.5.26	Letter	HMRC	Change of PAYE payment frequency (not applicable as WPC pays monthly already)
12.5.26	Emails (several)	Residents, non-residents, XL Press and D2D Distribution	Wootton newsletter June 2026
12.5.26	Emails	Bedfordshire Pension Fund	Pensions contributions query
12.5.26	Email	Bedford Borough Council Planning Department, Crown Estate and GS8	Information relating to engrossment of s106 agreement (GS8 Planning Application)
12.5.26	Email	Wootton Country Players	Information relating to licence agreement - Changing Rooms
12.5.26	Emails (several)	Residents and non-residents	Fun Fest 2026
12.5.26	Emails (several)	Lindum Group Ltd	Changing Rooms/Toilet Block refurbishment/demolition project - outstanding snagging issues
12.5.26	Email	A R Worboys Ltd	Grass cutting query
12.5.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
12.5.26	Email	AutoGate Services Ltd	Information relating to upcoming repairs to automated bollards system - Recreation Ground Car Park, Church Road
12.5.26	Emails (several)	Resident	Information relating to upcoming interment - Lorraine Road Cemetery and plot reservation
12.5.26	Emails (several)	Banking Providers	Request for information ahead of internal audit - 2025/26
13.5.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026 - invoicing
13.5.26	Emails (several)	Chronicle RIP	Information relating to cemetery mapping software
13.5.26	Emails (several)	CMS Cameron McKenna Nabarro Olswang LLP	Information relating to engrossment of s106 agreement (GS8 Planning Application)
14.5.26	Emails (several)	Resident	Information relating to recent Bedford Borough Council planning decision
14.5.26	Emails (several)	Bedford Borough Council	Information relating to Register of Interests forms
14.5.26	Emails (several)	Memorial Hall Committee	Information relating to boiler issues

Appendix Two

14.5.26	Emails (several)	Residents, non-residents and XL Press	Wootton newsletter June 2026
14.5.26	Emails (several)	Crown Estate	Information relating to naming of GS8 development
14.5.26	Emails (several)	Resident and A R Worboys Ltd	Grass cutting query
14.5.26	Email	Bedford Borough Council Licensing Department	Information relating to licence applications
14.5.26	Email	Andy Muskett Ltd	Confirmation street light has been fixed - Potters Cross
14.5.26	Email	Bedford Borough Council	Request for information relating to village Average Speed Cameras
14.5.26	Emails (several)	Bedford Borough Council Planning Department, Crown Estate, CMS Cameron McKenna Nabarro Olswang LLP and GS8	Information relating to engrossment of s106 agreement (GS8 Planning Application)
14.5.26	Emails (several)	Residents, non-residents and XL Press	Wootton newsletter June 2026
14.5.26	Emails (several)	Hyas Associates Ltd	Information gathering ahead of NDPSG meeting - 3rd June 2026
14.5.26	Emails (several)	Memorial Hall Committee and Sweet Peas	Information relating to upcoming works to repair windows - Memorial Hall
15.5.26	Email	Bedford Borough Council Planning Department	Information relating to engrossment of s106 agreement (GS8 Planning Application)
15.5.26	Email	XL Press	Wootton newsletter June 2026
15.5.26	Email	Caretaker and litter picker	Weekly play equipment inspections
15.5.26	Emails (several)	Terry Ellingham	Information relating to kitchen refurbishment project - Memorial Hall
15.5.26	Emails (several)	Bedfordshire Police	Request for CCTV footage following complaints of anti social behaviour - Recreation Ground, Church Road (provided)
15.5.26	Emails (several)	Neville Funeral Services	Information ahead of upcoming interment - Lorraine Road Cemetery
15.5.26	Email	Neville Funeral Services	Follow up on outstanding invoice
15.5.26	Email	Non resident	Fun Fest 2026

Appendix Two

15.5.26	Email	Gallagher (Hiscox) Insurance	Information relating to insurance renewal
26.5.26	Email	Resident	Information relating to Planning Application and attendance at a meeting of WPC's Planning Committee
26.5.26	Email	Resident	Expression of interest - Neighbourhood Development Plan
26.5.26	Emails (several)	Residents and non-residents	Fun Fest 2026
26.5.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
26.5.26	Emails (several)	Hyas Associates Ltd	Information ahead of upcoming Neighbourhood Development Plan Steering Group meeting
26.5.26	Email	Neville Funeral Services	Information relating to upcoming interment - Lorraine Road Cemetery
26.5.26	Email	Bedford Borough Council	Average Speed Camera information
26.5.26	Emails (several)	CMS Cameron McKenna Nabarro Olswang LLP and GS8	Information relating to engrossment of s106 agreement (GS8 Planning Application)
26.5.26	Email	B.Safe Electrical Services Ltd	Information relating to insurance query - solar panels, Changing Rooms
27.5.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
27.5.26	Emails (several)	Bedford Borough Council	Information relating to Register of Interests forms
27.5.26	Email	DLS Law	Information relating to user licences - Changing Rooms, Church Road
27.5.26	Email	Hillary Cooper Law	Information relating to licence agreement - Wootton Parish Council and Community Centre Charitable Trust
27.5.26	Email	The Crown Estate	Information relating to naming of GS8 development
28.5.26	Email	D2D Distribution Ltd	Service Level Agreement Review
28.5.26	Email	XL Press	Service Level Agreement Review
28.5.26	Email	Coloini + Lane Architecture Ltd	Information relating to outstanding snagging issues
28.5.26	Emails (several)	Neville Funeral Services	Information relating to upcoming interment - Lorraine Road Cemetery
29.5.26	Email	Bedford Borough Council	Information relating to Register of Interests forms
29.5.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
29.5.26	Email	Bedford Borough Council	Request to call in Planning Application 26/00750/MAO - Land West of Wootton Upper School and Arts College

Appendix Two

29.5.26	Emails (several)	Bedford Borough Council	Response to licensing renewals/new applications
29.5.26	Email	Wrighton & Barker	Reference request

FC26/152**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. <u>10th June 2026</u> All snagging issues had been resolved bar the water taps in the storage areas – the Clerk continued to chase for remedials. Wootton Country Players had returned their signed lease agreement and now had access to their	Working Group

Appendix Three

							refurbished facilities. The Clerk, Cllrs Bygraves and Lloyd were due to meeting again with DLS Law to iron out some outstanding issues in relation to Wootton Blue Cross' licence.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>10th June 2026</u> Refer to agenda item FC26/158.	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 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>10th June 2026</u> Refer to agenda items FC26/157.	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. <u>10th June 2026</u> Cllr O'Dell confirmed the steering group had met twice in recent months and that Hyas Associates Ltd were working to review the vision as an initial first step. A decision to	Cllr Hensher

Appendix Three

							delay requesting indicative housing numbers for Wootton (if any) from Bedford Borough Council had been taken in order to account for the ongoing Call for Sites process (as part of Bedford Borough Council's draft Local Plan 2050). The Clerk had approached the Bedfordshire Rural Communities Charity for potential assistance in any Neighbourhood Development Plan survey but had been informed there was no funding available (save for anything relating to an affordable housing theme). This information would be fed back to the next steering group meeting, scheduled for Thursday 3rd September 2026. Four resident members had been recruited to the steering group and it was hoped more would follow (maximum member numbers being 20).	
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			10.6.26 SP

¹ Wootton Parish Council
Full Council Minutes 10th June 2026

Appendix Four

Generator	GL	13.5.26	None			10.6.26 SP
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	26.5.26 – The Charitable Trust has confirmed the fire alarm, emergency lighting, extinguishers, testing and servicing were examined/carried out in January 2026 – with no issues. All are subject to six monthly testing		26.5.26 LR
Community Centre General	Charitable Trust	13.5.26	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 13.5.26) 13.5.26 – Portable Appliance Testing (PAT) testing is due to be undertaken by the Charitable Trust in summer 2026. This does not include items in the Parish Council office.		12.5.26 LR
Community Centre Legionnaire's Testing	Charitable Trust	Ongoing	The Charitable Trust is now solely responsible for carrying out/overseeing all checks. The last		26.5.26 LR

Appendix Four

			Risk Assessment was carried out by Nemco in November 2025		
Community Centre Scaffold Tower	Charitable Trust	13.5.26	28.5.26 – the Charitable Trust has confirmed this was reviewed on 12.5.26		12.5.26 LR

To be reviewed monthly at Full Council.

Schedule of Receipts and Payments

Please visit the following link:

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