



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/](https://www.facebook.com/WoottonParishCouncilBedfordshire)

WoottonParishCouncilBedfordshire

You are invited to attend a Full Council meeting on Wednesday 8th July 2026 at 7pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ for the purpose of transacting the following business:

Agenda no	Agenda item title	Power
Open Forum	<i>(Members of the public are welcome to present any matter relevant to the wellbeing of Wootton Parish and each parishioner will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please contact the clerk no later than the morning of the meeting if you wish to do so). Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST speak to the chairman prior to the meeting as the parish council has an Audio-Visual Recording, Filming and Photographing of Meetings/Committee Meetings Policy, which must be adhered to.</i>	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).
FC26/181	Apologies for absence.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC26/182	Disclosure of local and/or disclosable pecuniary interests.	Localism Act 2011, Ch 7, s31.
FC26/183	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, Ch 7, s33.
FC26/184	Report from outside organisations – for information only. - To receive a report from Borough Councillor Wheeler, to include all outstanding issues. Borough Councillor Abood does not make any submission. (Appendix One). - To receive crime figures for June 2026. (Appendix One a).	N/A.
FC26/185	List of correspondence received (copies of correspondence can be requested from the clerk) – for information only. (Appendix Two).	N/A.
FC26/186	Minutes of the previous meeting. Minutes are published on the Wootton Parish Council website: https://wootton-pc.gov.uk/parish-council/minutes/ . Members of Full Council are asked to receive and adopt the minutes of the Full Council meetings held on 10 th June 2026 and 17 th June 2026.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

	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 27th May 2026. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 27th May 2026. Members of Full Council are asked to receive the minutes of the (advisory) Neighbourhood Plan Safety Steering Group meeting held on 3rd June 2026.	
FC26/187	Matters arising from the minutes – for information only. Please inform the Clerk to the Council by Tuesday 7th July 2026 if you wish to update any item below – for information only. • FC22/174 – Bedford Borough Council’s Local Plan 2040 Draft Plan. • FC25/235 – Community Use Agreement for the synthetic pitch at Wootton Upper School.	N/A.
FC26/188	Chairman’s report – for information only.	N/A.
FC26/189	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. (Appendix Three).	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC26/190	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).	Localism Act 2011, Ch 1, s1-8.
FC26/191	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.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2026/27.
FC26/192	To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only. (Appendix Five).	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2026/27.
FC26/193	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.	Smaller Authorities Proper Practices Panel Practitioners’ Guide 2026/27.
FC26/194	To receive a report from various councillors and the Memorial Hall Committee with regard to the Memorial Hall to include the latest remedial works to the kitchen/toilet area and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC26/195	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.	Localism Act 2011, Ch 1, s1-8.
FC26/196	To monitor Bedford Borough Council’s delivery of Electric Vehicle Charging Points at sites along Burgoyne Avenue 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.	Town & Country Planning Act 1990 & subsequent.

FC26/197	To monitor Bedford Borough Council's delivery of outstanding Highways issues (including those overseen by the Roads and Pavements Safety Steering Group) and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC26/198	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.	Town & Country Planning Act 1990 & subsequent.
FC26/199	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.	Localism Act 2011, Ch 1, s1-8.
FC26/200	To consider a response to Bedford Borough Council's Community Safety Partnership consultation (seeking views on a range of anti-social behaviour and crime related questions about local areas and Bedford Town Centre) and to resolve a suitable course of action.	Stakeholder Consultation.
FC26/201	To receive a report from Cllr O'Dell requesting the addition of yellow lining on Mephram Road (junction with Bedford Road) and to resolve a suitable course of action	Localism Act 2011, Ch 1, s1-8.
FC26/202	To consider whether Full Council should determine the transfer, management and landscaping of land parcel W10b (as referenced within policy W10 of Wootton's Neighbourhood Development Plan) and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC26/205	To receive a recommendation from the (advisory) Leisure and Amenities Committee that the following courses of action be taken in relation to RoSPA inspection reports covering all Parish Council-owned play equipment/play areas including MUGAs (Multi Use Games Areas), skate park and Keeley End Pond and to resolve a suitable course of action: <u>Keeley End Pond</u> - No requirement for a second flotation aid outside the enclosed area. <u>MUGA and adjacent items, Recreation Ground, Church Road</u> - No requirement to remedy damaged edges. - No requirement to remedy pitted concrete surface in goal area. - Seek to install uniform signage to incorporate existing text and suggested text (within the RoSPA report). - No requirement to remedy damaged bricks in adjacent kick wall. - Obtain quotations to potentially remove the kick wall. <u>MUGA, Harris Way</u> - Source an electrician to inspect adjacent electrical box. - Seek to install uniform signage to incorporate existing text and suggested text (within the RoSPA report). <u>Skate Park and adjacent items, Recreation Ground, Church Road</u> - No requirement to remedy narrow bicycle access point. - No requirement to remedy worn ground area beneath the half-round teen shelter. - Contact Gravity Skateparks Ltd to seek quotations to remedy cracking issues on the skate park and to request suggestions on how to remedy worn ground areas in the vicinity. <u>Multi-Swings, Recreation Ground, Church Road</u> - Request a like-for-like replacement in relation to the missing swing (Miracle Design and Play Ltd).	Localism Act 2011, Ch 1, s1-8.

	<u>MultiPlay Unit, Memorial Hall Play Area, Bedford Road</u> Remove the stepping posts (suffering from excessive wear on shackles/bushes/associated connections) and replace with rope elements as advised by Miracle Design and Play Ltd.	
FC26/206	To receive a recommendation from the (advisory) Leisure and Amenities Committee that no further structures be added to Parish Council-owned land (given a barrier is already in situ), following a request to add a guard rail in the vicinity of the pavement exit to the side of the Village Hall, Church Road and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC26/207	To receive a recommendation from the (advisory) Leisure and Amenities Committee that all shrubs/hedgerows in the vicinity of the Village Hall remain in situ, but that they be more vigorously cut in future in order to ensure all footpaths remain clear, and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.
FC26/208	To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Bi-Annual service contract be entered into with AutoGate Services Ltd (installers of the automated bollards system at the Recreation Ground Car Park, Church Road) and to resolve a suitable course of action.	Localism Act 2011, Ch 1, s1-8.

Sue Edgar Playford

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Sue Edgar Playford BA (Hons) PSLCC AICCM,

Clerk to the Council and Responsible Financial Officer,

1st July 2026.

Monthly Report July 2026

Dangerous last words but it was fairly quite in June, although I have continued to chase the Borough Council's Highways Department for a start date for various outstanding works around the village. This includes the addition of a dropped kerb and area of hardstanding adjacent to the War Memorial on Church Road. I intend to match fund the costings (with Wootton Parish Council) from my ward funding.

The new year's 7,8 and 9 spent a few days last week at the upper school getting used to the area and having some introductory lessons. I popped in during that time and recognised a fair few Wootton children from the lower school! The new school building is a little behind schedule, however developers remain confident it will be completed in time for the start of September's term. There are concerns over safety during drop-off and pick-up times, especially in relation to the new intake, so in order to mitigate this, the school entrance will be closed to cars during those times – only permitting bus access. This means vehicles dropping children during those times will need to park elsewhere, so I intend to meet with the Borough Council's Highways Department to see what remedies can be taken to alleviate congestion and improve safety in the surrounding areas.

The Portfolio Holder for Health and I met with representatives from Wootton Surgery last week – I will provide a verbal update at next week's Full Council meeting.

Two weeks ago, Cllr O'Dell and I attended Gladman Developments Ltd's planning appeal at Borough Hall. This was in relation to their bid to build up to 90 dwellings on land north of Hall End Road. The Planning Inspectorate should determine the outcome by the end of July/into early August. Wootton's Neighbourhood Plan came under intense scrutiny – we shall see what happens next. Thank you to Cllr O'Dell and a 'Little Wootton' resident who both did a sterling job speaking out against the appeal.

On the 22nd June I was honoured to represent Wootton and Kempston Rural at the raising of the flag in Bedford, to start Armed Forces Week

The Fun Fest was again a great success on 27th June – thank you to all involved especially Cllr Lloyd, Mark Atkins and Donna Lincoln.

Don't forget the River Festival on the 18th and 19th July. I will be there for both days and hope to see some of you!

Borough Monthly Report

Children Services Improving

- Ofsted carried out a focused visit to Bedford Borough Council's children's services on 28 and 29 April 2026.
- The finding in the letter shows encouraging progress since the last full inspection. Inspectors found that, for children in Bedford, decisions about long-term homes are now mostly well-considered, with a strong focus on helping children live safely and securely with families wherever possible.
- Ofsted highlighted several positive areas, including:
 - More children living in or close to Bedford.
 - A significant reduction in the number of children placed in unregistered homes.
 - Most children in long-term foster care living in stable, well-matched homes.
 - Positive adoption work, with thoughtful planning and strong family finding.

- The new Reconnect project, which is helping some children move from residential care into family-based care.
- There are still areas where further work is needed, but this report shows very positive progress in a complex and demanding service area. Children's services continue to face significant pressures nationally and locally, so it is encouraging to see Ofsted recognise the improvements being made in Bedford.

Housing and Temporary Accommodation Team Recognition

- Bedford Borough Council's Housing, Homelessness and Temporary Accommodation teams have been shortlisted at the MJ Achievement Awards 2026 for Best Council Services Team.
- This is very welcome recognition for officers who work hard every day to support some of the most vulnerable residents in the Borough, often in very challenging circumstances.
- The teams help residents facing homelessness, support households in temporary accommodation, and work to find more sustainable and cost-effective solutions for local families.
- Their work has also been recognised through the independent CIPFA review, which highlighted progress through the Council's Housing Action Plan, Homelessness and Rough Sleeping Strategy, and Temporary Accommodation Property Acquisition Strategy.
- These efforts are helping to improve outcomes for residents, avoid unnecessary costs, and reduce reliance on more expensive forms of temporary accommodation.

Town Centre Silver Street 24/7 Gambling Licence

- Bedford Borough Council's Gambling Licensing Sub-Committee has granted a new premises licence for Future Leisure Ltd, trading as Royal Casino Slots, at 19 Silver Street, Bedford.
- This was voted by 3 councillors, you can see who sat on the committee here: [Thursday, 28th May, 2026 11.00 am, \(Gambling Act 2005\) Licensing Sub-Committee](#)
- For ease of reference:
 - Councillor Jonathan Abbott, Committee Member
 - Councillor Sue Abood, Committee Member
 - Councillor Christine McHugh, Committee
- The Sub-Committee itself accepted that the concerns raised were "real and credible" and described the area as a "challenging area within the Town Centre."
- Bedfordshire Police also objected to the application saying the location was already affected by anti-social behaviour and vulnerable individuals and warned that a 24/7 gambling venue could increase crime, disorder and pressure on police resources.
- Children's Services and Public Health also objected and raised concerns focused on the risk to children, young people and vulnerable adults, particularly given the area's deprivation, nearby support services, high footfall and existing gambling density.
- Despite these objections, the Sub-Committee granted the licence with conditions, including CCTV, Think 25 age checks, a maglock door system overnight, two staff on duty at all times, SIA door staff between 11pm and 7am, and restrictions on gaming machines being visible from the front windows.

Food and Waste recycling success

- From 1st December 2025, residents have been able to recycle glass through their existing orange-lidded recycling bin.
- Early results are very encouraging, with more glass now being recycled through kerbside collections and less glass being taken to mini recycling sites. Between December 2025 and March 2026, an additional 779 tonnes of recycling was collected through orange-lidded bins.

- The Council has also launched the new weekly food waste collection service, which started on 30th March 2026 for households across the Borough, including flats.
- The service has got off to a strong start:
 - In April alone, 442 tonnes of food waste was collected for recycling, slightly ahead of the expected monthly level.
 - The positive momentum has continued, with residents recycling more than 460 tonnes of food waste in May alone. This means that, in the first two months of the service, households across Bedford Borough have already diverted well over 900 tonnes of food waste away from black bins and into recycling.
- This food waste is taken to an anaerobic digestion plant, where it is turned into energy and fertiliser for local farms.

Adult Services Update

- Bedford Borough Council is taking forward a major improvement programme for Adult Services.
- The programme has been developed using evidence from residents, staff and service data, including resident reviews, staff workshops and five years of service information.
- Alongside this, the Council is working with Newton through the THRIVE Adult Services Transformation Programme.
- This programme is designed to improve outcomes for residents, support staff, use better data, strengthen partnerships with care providers and help people remain independent in their own homes and communities.
- Early progress is encouraging - the programme has reported strong engagement from staff and good early results in reablement, which helps people recover skills and confidence after illness or a change in circumstances.
- There is also positive work underway for carers and safeguarding. A new carers support provider and digital support offer have been introduced, carers can now self-refer online, and safeguarding focus days have helped reduce the safeguarding waiting list from 512 people to 441 people between 18th May and 1st June 2026.

Water Safety this summer

- As a reminder, open water can be dangerous, even on hot days. Rivers, lakes and locks can remain very cold and may hide strong currents, sudden drops, weeds, debris or sharp objects.
- Parish councils are encouraged to remind residents, families and young people:
 - Do not jump from bridges, locks or high banks.
 - Cold water shock can cause gasping, panic and difficulty swimming, even for strong swimmers.
 - It is difficult to judge the depth of open water or see hazards beneath the surface.
 - Look after your friends and think twice before entering open water.
- If someone is struggling in the water:
 - Call 999 immediately.
 - Ask for Fire and Rescue if the incident is inland.
 - Do not enter the water yourself.
 - Encourage the person to float on their back.
 - Throw something that floats if it is safe to do so.
- Parish councils can help by sharing these messages on noticeboards, websites and social media, checking local warning signs, and encouraging visitors to respect riverside areas by taking litter home, parking considerately and following safety advice.

River Festival Returns

- Bedford River Festival returns on Saturday 18th and Sunday 19th July 2026, bringing a free, family-friendly weekend of entertainment to Bedford town centre and the riverside.
- This is one of the biggest free festivals in the UK and will be playing host to live music, river displays, arts and culture, the Festival of Motoring, food and drink stalls, sports activities, craft stalls, family workshops and much more.
- The Council is continuing with its family first focus and have implemented a dedicated area in St Mary's Gardens, with activities and workshops across both days for families and young children. The Council's Special Educational Needs and Disabilities team will also be on site to help make the festival welcoming and accessible.
- A huge thank you goes to the Council's events team, volunteers, community groups, performers, traders and sponsors, including headline sponsors Gallagher Developments Ltd and Universal Destinations & Experiences UK.

Universal Destinations & Experiences UK update

- Universal have started on on-site enabling works for the Universal United Kingdom Resort, which will be their first theme park in the UK and Europe.
- The resort is expected to bring major benefits both nationally and locally, including:
 - Nearly £50 billion for the UK economy by 2055.
 - Creation of around 20,000 jobs during construction and 8,000 jobs once open, with many opportunities in construction, hospitality, engineering, creative industries and technology.
- The Council will continue to work closely with Universal ensure Bedford Borough is able to take full advantage of this once-in-a-generation opportunity.

Bedford Summer Sessions

- Bedford Summer Sessions returns to Bedford Park from Thursday 2nd to Sunday 5th July, with performances from Deacon Blue, UB40 featuring Ali Campbell, Tom Grennan and Paul Weller.
- To support visitors, Queen Street Car Park will remain open overnight on all event nights. Parking charges apply from 8am to 6pm, but parking will be free after 6pm.
- All shows run from 5pm to 11pm. Visitors are encouraged to plan ahead and use the official parking available.

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
- John wheeler

Appendix One a

FC26/184a June 2026						
Offence Reference	Police UK Category	Crime Category	Crime Sub Category	Offence	Recorded Date	Address
40/30651/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	01/06/2026	Bedford Road
40/31571/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	05/06/2026	Arthur Black Way
40/32574/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	10/06/2026	Potters Cross
40/32933/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	11/06/2026	Bedford Road
40/32073/26	Other Crime	MISCELLANEOUS CRIMES AGAINST SOCIETY	MISC CRIMES AGAINST SOCIETY	DANGEROUS DRIVING	07/06/2026	Manor Road
40/30971/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	MALICIOUS COMMUNICATIONS	02/06/2026	Fields Road
40/31340/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	04/06/2026	Lorraine Road
40/30646/26	Drugs	DRUG OFFENCES	POSSESSION OF DRUGS	POSSESS OF CONTROL DRUGS (CANNABIS)	01/06/2026	Bedford Road
40/31240/26	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESSION OF OTHER WEAPONS	03/06/2026	Potters Cross
40/31004/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	02/06/2026	Cause End Road
40/33304/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	13/06/2026	Bedford Road
40/33486/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	14/06/2026	Swallow Way
40/31191/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	03/06/2026	
40/32874/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	11/06/2026	Folkes Road
Figures for the second half of June 2026 will follow when received						

Appendix Two

FC26/185 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)
2.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
2.6.26	Email	Raunds Town Council	Request for reference - potential contractor
2.6.26	Emails (several)	Caretaker and Bedford Borough Council	Issue with non-emptying of refuse bin - Village Hall, Church Road
2.6.26	Email	Resident	Request for permission to hold a jumble trail - directed to Remus Management Ltd
2.6.26	Email	Resident	Information relating to upcoming Neighbourhood Development Plan Steering Group review meeting
2.6.26	Email	Gallagher Insurance	Renewal of insurance policy 2026
2.6.26	Email	A R Worboys Ltd	Request to spray footpaths - Recreation Ground, Church Road
2.6.26	Email	Bedford Borough Council	Request for information relating to Harris Way sports pitches
2.6.26	Email	Assegai Security Ltd	Request to change invoicing details
2.6.26	Email	Neville Funeral Services	Information ahead of upcoming interment - Lorraine Road Cemetery
2.6.26	Emails (several)	Residents and non-residents	Wootton newsletter June 2026
2.6.26	Emails (several)	Cemeteries contractor	Request to cut back overgrown shrubs - Village Hall, Church Road
3.6.26	Email	Fury Fire Ltd	Fire Risk Assessment queries
3.6.26	Emails (several)	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Outstanding snagging issues - Changing Rooms, Church Road
4.6.26	Email	Phoenix Football	Clarification over use of the synthetic pitch - Wootton Upper School
4.6.26	Email	Resident	Request for information on advertising in the Wootton newsletter
4.6.26	Email	Resident	Expression of interest in joining the Neighbourhood Development Plan Steering Group
4.6.26	Email	Bedford Borough Council	Submission of amended Councillor Register of Interests form
4.6.26	Email	Bedford Borough Council (Parish and Town Council Network Meeting)	Request for data/information relating to village average speed cameras
4.6.26	Email	Sweet Peas Pre-School	Confirmation remedial window works have been completed to a satisfactory standard
4.6.26	Email	Bedford Borough Council - Civil Registration Department	Notice of burial - Lorraine Road Cemetery
4.6.26	Email	Resident	Plot reservation information - Lorraine Road Cemetery
4.6.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
5.6.26	Email	Hyas Associates Ltd	Request for presentation slides to append to draft minutes - Neighbourhood Development Plan Steering Group
5.6.26	Email	Resident	Feedback following recent Neighbourhood Development Plan Steering Group meeting

5.6.26	Email	BBCIlr Wheeler	Request that a fallen tree from the Bedford Road Primary School site (into the Recreation Ground) be dealt with
5.6.26	Email	Caretaker and litter picker	Weekly play equipment inspections
5.6.26	Email	Resident	Request for information on the potential resurfacing of Mephram and Ridge Roads
5.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
5.6.26	Email	Bedfordshire Rural Communities Charity (BRCC)	Request for assistance in relation to potential Neighbourhood Development Plan survey(s)
5.6.26	Emails (several)	Play Equipment Contractors and handyman	RoSPA findings - request for remedial works
5.6.26	Email	FA Bartlett Tree Experts	Request for quotations for both annual tree works and negative tree survey
5.6.26	Email	Caretaker and litter picker	Appraisal information
9.6.26	Email	Handyman	RoSPA findings - request for remedial works
9.6.26	Email	Wrighton & Barker	Memorial installation confirmation
9.6.26	Email	Bartlett Tree Experts	Tree Management Strategy information
9.6.26	Email	Caloo Ltd	RoSPA findings - request for remedial works
9.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
9.6.26	Emails (several)	Cemeteries contractor and Village Hall Committee	Issues with shrubs - front of Village Hall
9.6.26	Email	Community Centre	Request for attendance to replace gas meter battery (Clerk requested Caretaker deal)
9.6.26	Email	Resident	Feedback following recent Neighbourhood Development Plan Steering Group meeting
9.6.26	Email	Paddock user	Request to cut grass
9.6.26	Emails (several)	Neville Funeral Services	Information relating to upcoming interment - Lorraine Road Cemetery
9.6.26	Email	Cameron McKenna Nabarro Olswang LLP	Information relating to signed copy of s106 agreement
9.6.26	Email	Cinch Self Storage	Notice of removal of stored items and account closure
9.6.26	Emails (several)	Fun Fest members	Fun Fest 2026
10.6.26	s106 agreement (post)	Cameron McKenna Nabarro Olswang LLP	Signed copy of s106 agreement
10.6.26	Magazine	Institute of Cemetery and Crematorium Management	The Journal Summer 2026
10.6.26	Email	FA Bartlett Tree Experts	Update on annual tree works and negative tree survey
10.6.26	Email	A R Worboys Ltd	Information relating to invoicing
10.6.26	Email	Ace Fire & Security Ltd	Request for insurance information
10.6.26	Email	Cameron McKenna Nabarro Olswang LLP	Confirmation of receipt of signed copy of s106 agreement
10.6.26	Email	Bedford Borough Council	Information relating to upcoming planting - village planters
10.6.26	Email	Pam Anthony Accounting Services	Information relating to June's pension contributions

11.6.26	Email	Bedford Borough Council	Information relating to grass cutting
11.6.26	Email	Hyas Associates Ltd	Information relating to draft questionnaire - Neighbourhood Development Plan Review as part of the Fun Fest
11.6.26	Email	Bedford Borough Council	Information relating to Harris Way Sports Pitches maintenance and usage
11.6.26	Email	Community Centre	Notification of broken thermostat cover - gents toilets
11.6.26	Emails (several)	Terry Ellingham	Information relating to upcoming kitchen refurbishment works - Memorial Hall
11.6.26	Email	Lindum Group Ltd	Information relating to automated door providers
12.6.26	Email	XL Press Ltd	Service Level Agreement - Wootton newsletter
12.6.26	Email	D2D Distribution Ltd	Service Level Agreement - Wootton newsletter
12.6.26	Email	QAS Team Ltd	Request for assistance in relation to automated doors (not working) - Community Centre
12.6.26	Email	Ace Fire & Security Ltd	Request for site visit - potential CCTV Fault - Memorial Hall
12.6.26	Email	Paddock user	Additional information in relation to request to cut grass
12.6.26	Email	Caretaker and litter picker	Weekly play equipment inspections
12.6.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Remaining snagging issues - Changing Rooms
15.6.26	Email	Caretaker and Paul Riches Skips	Issues with overflowing bottle banks - Recreation Ground
16.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
16.6.26	Email	Miracle Design & Play Ltd	RoSPA findings - request for remedial works
16.6.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming exhumation of ashes - Lorraine Road Cemetery
16.6.26	Email	Ace Fire & Security Ltd	Follow up on request for site visit - potential CCTV Fault - Memorial Hall
16.6.26	Email	Neville Funeral Services	Information relating to upcoming interment - Lorraine Road Cemetery
16.6.26	Email	Community First Responder	Update in relation to defibrillator deployment - Burgoyne Avenue
16.6.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Remaining snagging issues - Changing Rooms
17.6.26	Email	Greenbelt Management Ltd	Request for information - installation of signage in the vicinity of the Harris Way Sports Pitches
17.6.26	Email	Memorial Hall management Committee	Draft lease and agreement of hire documents for their review - Memorial Hall
17.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
18.6.26	Email	Paddock user	Follow up on request to cut grass
18.6.26	Emails (several)	DLS Law	Request for meeting to discuss Changing Rooms lease agreement
18.6.26	Email	B Safe Electrical Services Ltd	Request for information - timer switch for external lighting - Changing Rooms
18.6.26	Email	Bedford Borough Council - Civil Registration	Confirmation of interment - Lorraine Road Cemetery
19.6.26	Email	Terry Ellingham	Information relating to upcoming kitchen refurbishment works - Memorial Hall
19.6.26	Email	Caretaker and litter picker	Weekly play equipment inspections
19.6.26	Email	Playdale Playgrounds Ltd	RoSPA findings - request for remedial works

19.6.26	Email	Handyman	RoSPA findings - update on remedial works
19.6.26	Email	Hyas Associates Ltd	Follow up on draft questions in relation to the Neighbourhood Development Plan review - Fun Fest 2026
19.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
19.6.26	Email	Fury Fire Ltd	Receipt of amended Fire Risk Assessment and templates
23.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
23.6.26	Emails (several)	Ace Fire & Security Ltd	Follow up on request for site visit - potential CCTV Fault - Memorial Hall
23.6.26	Email	Bedford Borough Council - Grounds Maintenance Team	Request for start date - planters planting
23.6.26	Email	Wootton Upper School - M Lehair	Information relating to student help - clearance/maintenance of plots at Churchyards and Lorraine Road Cemetery
23.6.26	Email	Caloo Ltd	Follow up on RoSPA findings and request for remedial works
24.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
24.6.26	Email	A R Worboys Ltd	Request for weed spraying - grassed area at Memorial Hall Play Area including Car Park, Bedford Road
24.6.26	Email	Coloini + Lane Architecture Ltd and Lindum Group Ltd	Remaining snagging issues - Changing Rooms
25.6.26	Email	QAS Team Ltd	Follow up - automated doors (not working) - Community Centre
25.6.26	Email	Bedford Borough Council - Licensing Team	Information relating to renewal street trading consent consultation
25.6.26	Email	Non resident	Information relating to exhumation process
25.6.26	Email	XL Press Ltd	Follow up - Service Level Agreement - Wootton newsletter
25.6.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
25.6.26	Email	Resident	Wootton newsletter advertising query
25.6.26	Email	Miracle Design & Play Ltd	Follow up on RoSPA findings and request for remedial works
25.6.26	Email	Resident	Request for quotation - potential demolition of kick wall, Recreation Ground
25.6.26	Email	Gravity Parks Ltd	RoSPA findings - request for remedial works
26.6.26	Emails (several)	Residents and non-residents	Fun Fest 2026
26.6.26	Email	Idverde	Request for contractor information - Multi Use Games Facility, Harris Way
26.6.26	Email	Bedford Borough Council - Civil Registration Department	Notice of burial - Lorraine Road Cemetery
26.6.26	Email	Caretaker	Weekly play equipment inspections
26.6.26	Emails (several)	Hillary Cooper Law	Follow up on completion of lease agreement - Community Centre, Harris Way
26.6.26	Email	Caloo Ltd	Follow up on RoSPA findings and request for remedial works

FC26/189**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

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							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. <u>8th July 2026</u> The Clerk and Cllrs Bygraves and Lloyd met with David Pilgrim (DLS Law) to work on a number of licencing issues raised by Wootton Blue Cross. David confirmed he would address the same where necessary before providing an updated draft. A number of further snagging issues in relation to the taps have since been identified and are awaiting remedial works.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2024	£0	£0	£2,065.83	£5,000	<u>8th July 2026</u> Refer to agenda item FC26/195.	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>8th July 2026</u> Refer to agenda items FC26/194.	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 15th April 2026.	Cllr Hensher

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							<u>13th May 2026</u> Hyas Associates Ltd were attending the next scheduled meeting of the steering group on 3rd 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 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). <u>8th July 2026</u> 25 questionnaires were completed at the Fun Fest, held on 27th June 2026. These will be analysed at the next scheduled meeting of the Wootton Neighbourhood Development Plan – Thursday 3rd September 2026.	
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	24.6.26 – A small number of snagging issues remain outstanding			
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
FC26/190 Risk Assessments Plan

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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				

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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

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			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.

UNITY TRUST BANK LTD CURRENT ACCOUNT						
Date	Statement No	Details	Payments (Gross)	Payments (Net)	Receipts	Purpose of any expenditure over £250
01-Jun-26	173	Balance brought forward				
01-Jun-26	173	Wootton news invoice			£ 30.00	
03-Jun-26	173	Direct Debit (BT GROUP PLC)	£ 185.59			
04-Jun-26	173	Direct Debit (ASSEGAI SECURITY LTD)	£ 42.00			
04-Jun-26	173	Direct Debit (ASSEGAI SECURITY LTD)	£ 80.00			
05-Jun-26	173	B/P to: SBR AYB Ltd - Cinch Self Storage	£ 239.60			
05-Jun-26	173	B/P to: Fabiano Cammarano		£ 370.00		Remedial works to windows - Memorial Hall
05-Jun-26	173	Wootton news invoice			£ 30.00	
09-Jun-26	173	Direct Debit (OCTOPUS ENERGY)	£ 12.20			
09-Jun-26	173	Wootton Community Centre			£ 586.14	
09-Jun-26	173	Wootton Community Centre			£ 688.36	
12-Jun-26	173	Direct Debit (OCTOPUS ENERGY)	£ 500.78			Gas and Electricity May-Jun - Community Centre
12-Jun-26	173	S/O to: A R Worboys Ltd	£ 1,067.22			Grass cutting - various sites within in Wootton
12-Jun-26	173	B/P to: Expenses June 26		£ 4,870.00		Website works/Cemetery software integration
15-Jun-26	173	Direct Debit (ANGLIAN WATER BUSINESS)		£ 60.56		
15-Jun-26	173	Direct Debit (BEDFORD BOROUGH COUNCIL)		£ 62.00		
17-Jun-26	173	Direct Debit (ANGLIAN WATER BUSINESS)		£ 128.17		
17-Jun-26	173	Direct Debit (ANGLIAN WATER BUSINESS)		£ 50.06		
17-Jun-26	173	B/P to: The Fun Firm	£ 4,800.00			Fun Fair - Fun Fest 26
19-Jun-26	173	Direct Debit (EE LIMITED)	£ 62.40			
19-Jun-26	173	B/P to: N E Roper		£ 296.00		Asset cleaning (benches, lecterns and noticeboards)
19-Jun-26	173	B/P to: Home Counties Toilet Hire	£ 414.00			Portable toilet hire - Fun Fest 26
19-Jun-26	173	B/P to: Playsafety Ltd	£ 636.00			RoSPA inspections 2026 - all play areas/equipment and Keeley End Pond
19-Jun-26	173	Neville Funeral Service - interment fee			£ 120.00	
19-Jun-26	173	AL + G Abbott interment fee			£ 360.00	
22-Jun-26	173	Direct Debit (NPOWER)	£ 26.50			
22-Jun-26	173	B/P to: Terry Ellingham Building Contractors		£ 5,525.50		Deposit for replacement kitchen - Memorial Hall
25-Jun-26	173	B/P to: Expenses June 26	£ 916.98			Including van hire damage claim and additional keys - Changing Rooms
25-Jun-26	173	B/P to: J Dennis Gdn&Prop		£ 1,290.00		Cemeteries and Jubilee Gardens maintenance June 26
25-Jun-26	173	B/P to: A R Worboys Ltd	£ 151.20			
25-Jun-26	173	B/P to: Viking Payments	£ 100.14			
25-Jun-26	173	B/P to: Mark Atkins		£ 2,214.00		Music and Sounds - Fun Fest 26
25-Jun-26	173	B/P to: FA Bartlett Tree Experts	£ 592.80			Remedial tree works - Recreation Ground
25-Jun-26	173	B/P to: D2D Distribution Ltd	£ 780.00			Newsletter distribution June 26
25-Jun-26	173	B/P to: XL Press Ltd	£ 2,880.00			Newsletter graphic design and printing June 26
25-Jun-26	173	B/P to: GKP (Amphill) Ltd	£ 1,656.00			Internal audit - year end accounts 2025/26
25-Jun-26	173	B/P to: Ecoheat Plumbing Ltd	£ 3,287.97			Replacement boiler and associated works - Memorial Hall
25-Jun-26	173	B/P to: Bedford Borough Council		£ 63.16		
25-Jun-26	173	B/P to: R Kavaklidere		£ 300.00		Facepainting services - Fun Fest 26
25-Jun-26	173	AL + G Abbott interment fee			£ 80.00	
25-Jun-26	173	AL + G Abbott interment fee			£ 80.00	
26-Jun-26	173	S/O to: A R Worboys Ltd	£ 1,067.22			Grass cutting - various sites within in Wootton
26-Jun-26	173	B/P to: AL & G Abbott		£ 80.00		
29-Jun-26	173	S/O to: Salaries June 26 (redacted)	£ 7,289.63			
29-Jun-26	173	B/P to: Bhavesh Sampat (The Security Squad)		£ 690.00		Balance for Security Services - Fun Fest
n/a	173	Balance carried forward	Information not yet available			n/a