WOOTTON PARISH COUNCIL

LOCAL COUNCIL AWARD SCHEME GOLD

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

www.facebook.com/
WoottonParishCouncilBedfordshire

Minutes of the **Full Council** meeting held on Wednesday 12th August 2026 at 7.30pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There was one member of the public present who wished to discuss and observe discussions relating to agenda item FC26/231. The Chairman moved agenda item FC26/231 be determined after agenda item FC26/211 and all present were in agreement. Graham Watts, Bedford Borough Council's Service Director for Governance (Monitoring Officer) was in attendance to deliver a short introductory presentation in relation to his role, under agenda item FC26/212. The Chairman moved this agenda item be determined after agenda item FC26/231 and all present were in agreement. 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, Noakes, O'Dell, Randell, Wallace, Ward, Wheeler and Whittington. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).	
Absent (no apologies received)	None.	

Agenda no	Agenda item title	Resolution	Action	Power
FC26/209	**Apologies for absence.** Cllr Hensher.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC26/210	**Disclosure of local and/or disclosable pecuniary interests.** BBCllr/Cllr Wheeler disclosed a local interest in agenda item FC26/231 at the start of determination, as Trustee of St. John's Hospital Trust – regular supporters of Ridgeway	Noted for the minutes.	Clerk to keep on file.	Localism Act 2011, Ch 7, s31.

	School.			
FC26/211	**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.
FC26/212	**To receive a short introductory presentation from Bedford Borough Council's Monitoring Officer and to resolve a suitable course of action.**	Graham Watts, Bedford Borough Council's Service Director for Governance (Monitoring Officer) introduced himself and detailed his role as Monitoring Officer – which was firstly to ensure Bedford Borough Council acted lawfully and within the remit of its constitution and Code of Conduct. Secondly, Graham dealt with any complaints received against Bedford Borough Councillors, The Mayor and Town/Parish Councillors. <u>Stage One of any complaint received</u> began with an independent person consultation to establish whether the complaint was within jurisdiction and the Code of Conduct engaged. <u>Stage Two</u> required further assessment on the seriousness of the complaint and associated evidence. It was also necessary to ensure the complaint was not of a malicious nature or protected Freedom of Speech. <u>Stage Three</u> saw the instigation of a formal investigation with interviews, after which a report determined whether the complaint had substance. If yes, a breach/no breach of the Code of Conduct would be determined by a sub-committee of the Standards Committee. Any sanctions would be in the form of recommendations to Town/Parish Councils who would then determine how best to proceed. It was crucial Councillors understood the Code of Conduct and how their actions could invoke the same. Graham added his jurisdiction did not cover	Clerk to keep on file.	N/A.

		decisions made by Town/Parish Councils, who were their own legal entities. After further discussion, Graham was thanked for attending and left the meeting at 7.54pm.		
FC26/213	**Report from outside organisations – for information only.** To receive a report from Borough Councillor Wheeler, to include all outstanding issues. (Appendix One). To receive crime figures for July 2026. (Appendix One a).	BBCllr Wheeler's report was circulated ahead of this meeting. BBCllr Wheeler added he had yet to meet with Revd Canon Adewale to discuss this year's Remembrance Sunday parade and preparations for the Bob Lunniss Christmas lunch. No further comments received.	Clerk to keep on file. Clerk to keep on file.	N/A. N/A.
FC26/214	**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.
FC26/215	**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 8th July 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 24th June 2026. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 24th June 2026.	Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).

FC26/216	**Matters arising from the minutes – for information only.** • FC22/174 – Bedford Borough Council's Local Plan 2040 Draft Plan. The Borough Council's Full Council resolved to withdraw the Local Plan from examination on 8th October 2025. Fuller information can be found here: Local Plan 2040 Examination | Bedford Borough Council. • FC25/235 – Community Use Agreement for the synthetic pitch at Wootton Upper School. Signing remains outstanding whilst a Discharge of Conditions Application and noise abatement order recently served against the school by Bedford Borough Council are determined/challenged.	No further comments received.	Clerk to keep on file.	N/A.
FC26/217	**To receive the Chairman's report and to resolve a suitable course of action.**	Cllr Lloyd had no report to deliver.	N/A.	N/A.
FC26/218	**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).	All amendments/updates were noted in red within the appendix. Resolved to receive, review and adopt the project action plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Randell. Resolved by all present.	Clerk to keep on file/take forward.	The Community Infrastructure Levy Regulations 2010 (and as since amended). Localism Act 2011, Ch 1, s1-8.
FC26/219	**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 receive, review and adopt the following risk assessments: • 3 Tier Flower Planters. • Marquee and Gazebo. Cllr Watts requested time to further review the Car Parks risk assessment, which would be brought back to a future meeting of Full Council. Further resolved to receive, review and adopt the risk assessment plan without further comment.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

		Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.		
FC26/220	**To receive and approve the attached bank reconciliation(s) – to include statements from all banks and deposit providers (to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.**	Resolved to receive and approve all bank reconciliation(s) without further comment – signed by Cllrs Noakes and Ward. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/221	**To receive a schedule of receipts and payments as previously approved by the Finance and General Purposes Committee – for information only.**	No further comments received. Visit the following link: https://wootton-pc.gov.uk/parish-council/finances/?eeFolder=Finance/ReceiptsPayments&eeFront=1	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/222	**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.**	Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/223	**To receive a report from various councillors and the Memorial Hall Committee with regard to the Memorial Hall and to resolve a suitable course of action.**	Cllr Randell confirmed kitchen refurbishment works were ongoing. Removal of the old kitchen had identified rot in some of the kitchen floorboards – this was being remedied. Cllr Randell asked whether preference was for standard or child-proof radiators and members determined child-proof, given Sweet Peas were the primary user. Resolved to note the above. Proposed: Cllr Randell. Seconded: Cllr Lloyd. Resolved by all present.	Cllrs Lloyd and Randell and the Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/224	**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.**	Car Park Issues (School Side) The Clerk emailed Mayor Wootton for an update on 21st July 2026 and was informed Chiltern Learning Trust now had new	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		Estates/Area Managers who would look to investigate these issues in September 2026. <u>Charitable Trust</u> The Clerk confirmed an initial site visit to assess the non-functioning automated opening system (Community Centre main entrance doors) had been made and a further update was awaited from the potential contractors. The thermostat cover in the gents' toilets had been repaired. Cllr Hensher was awaiting dates/times to meet with a representative from Greenbelt Management Ltd, to determine the location for additional signage in the area of the sports pitches – subject to ongoing dog mess. Cllr Bygraves added Food Fest preparations were in hand – including the request for adequate fire safety measures by all stall holders during ongoing drought conditions. <u>Lease</u> Hillary Cooper Law recently confirmed the lease was now ready for registration with HM Land Registry. Members agreed full costings would be born by the Parish Council. Resolved to note and approve all findings above. Proposed: Cllr Randell. Seconded: Cllr Ward. Resolved by all present.		

FC26/225	**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.** (Appendix Five).	It was noted a number of issues had been addressed since the last meeting of Full Council. All outstanding issues were due to be raised at a meeting between Bedford Borough Council's Chief Executive, BBCllr Gribble, the Clerk and Cllrs Bygraves, Lloyd, O'Dell and Wheeler on 13th August 2026.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/226	**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 agreed at the last meeting of Full Council on 8th July 2026 (FC26/198) to follow up on his previous correspondence with Paul Pace (Service Director – Public Realm, Highways & Waste Management) to reiterate the Parish Council's wish to secure this funding to replace worn MUGA (Multi Use Games Area) fencing at Church Road. The Clerk had received confirmation from Jonathan Warner, Team Leader Development Management, Bedford Borough Council that the Parish Council's request to secure this funding as detailed above would be placed on file.	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC26/227	**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.**	No further update received.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC26/228	**To receive audited year-end accounts (28th February 2026) and annual report for Wootton Village Hall – for information only.**	No further comments received.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/229	**To receive an update from Wootton's Encyclis Liaison Panel representative and to resolve a suitable course of action.**	The Encyclis Champion for Wootton confirmed ahead of this meeting that a timely update would not be available. The Clerk therefore confirmed this agenda item would be carried forward.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

FC26/230	**To receive and approve an Accident/Incident Policy, Accident Report Form and Accident Log Book and to resolve a suitable course of action.**	Resolved to receive and approve the Accident/Incident Policy, Accident Report Form and Accident Log Book without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.	Localism Act 2011, Ch 1, s1-8.
FC26/231	**To consider a grant request (£1,000) from The Heart of Marston (CIO created to promote and protect the physical and mental health of children and young people under 17 living in Marston Moreteyne and surrounding villages) to aid with the installation of air conditioning units to all classrooms at Ridgeway School, Kempston (leading practitioners in the area for the delivery of special education for children and young people between the ages of 3 and 19) and to resolve a suitable course of action.**	The member of the public present introduced herself and explained the rationale behind the grant request. After discussion it was resolved to approve the grant request (£1,000) from the Heart of Marston in full. Proposed: Cllr O'Dell. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/232	**To receive a recommendation from the (advisory with the exception of the authorisation of payments) Finance and General Purposes Committee that recommended amendments to the Investments Policy be accepted without further amendment and to resolve a suitable course of action.**	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Ward. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/233	**To receive a recommendation from the (advisory) Leisure and Amenities Committee that a Site Inspection Report from Dura-Sport (Leisure Care) Ltd in relation to the surface of the MUGA (Multi Use Games Area) at Church Road be received and accepted without further comment and to resolve a suitable course of action.**	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/234	**To receive a recommendation from the (advisory) Leisure and Amenities Committee that a maintenance quotation from Assegai Security Ltd for the maintenance of the CCTV system at the Memorial Hall, Bedford Road be treated as an extension to an existing contract (covering sites at the Community Centre and Recreation**	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr Randell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

	Ground, Bedford Road) and accepted without further comment and to resolve a suitable course of action.			

Meeting closed at 8.23pm.

Appendix One

FC26/213

Monthly Report August 2026

On 6th July I attended the licensing service for Canon Joseph Adewale at St. Mary's Church which was led by the Bishop of Bedford and the Rt. Revd Richard Atkinson. The event was well attended by clergy, residents as well as the family and friends of Joseph. It was an honour to be asked to say a few words of welcome on behalf of the parish and Wootton Parish Council. I look forward to working with Joseph along with the other churches in the village to support village residents, organisations and schools.

Bedford's River Festival was very well attended this year. I was there on both days and met a number of Wootton residents who were enjoying the facilities on offer. I also met with the senior team from Universal and will provide a verbal update at this meeting in relation to their plans.

I'm pleased to confirm my application to use some of my ward funding allocation to help finance the installation of a dropped kerb and area of hardstanding to enable better access to the War Memorial on Church Road has been approved. As you will know this is a joint venture with the Parish Council and I am hopeful the works will be completed before this year's Remembrance Sunday parade and service.

The new 53 bus route seems to be working well and used most notably in the mornings through Wootton. I haven't noticed the same with the W2 service, although I understand it is very busy in the Bedford area.

As some of you will already know, I am, along with the Clerk and Cllrs Bygraves, Lloyd and O'Dell due to meet with Laura Church, Chief Executive of Bedford Borough Council and BBCllr Gribble on the 13th of this month. A number of highways issues have already been addressed ahead of this meeting and I am hoping all other issues will be covered during this meeting.

I am bitterly disappointed over the appeal outcome in relation to a planning application for up to 90 dwellings at Hall End. I, alongside the Clerk and a number of Parish Councillors will be travelling to Westminster this month to raise this with Blake Stephenson MP.

Bedford Borough Council Update

City Heart/Mayes Yard Update

- The Council's purchase of the former Debenhams building gave it greater control over a key town-centre site and helped unlock the wider regeneration of Mayes Yard.
- Cityheart, an experienced regeneration company, has been selected as the Council's preferred development partner. It will work with the Council, local businesses and the community to shape a long-term plan for the area.
- The aim is to create a new cultural and commercial heart for Bedford, potentially including shops, restaurants, leisure and community facilities, new homes, improved public spaces and better walking routes through the town centre. The wider plans may also include new library facilities and improvements around the Corn Exchange.
- The proposals are still at an early stage. Detailed designs will be developed further and will need to demonstrate that they are financially viable, deliverable and beneficial to residents.

Addressing misleading information on Debenhams

- There is no agreed £1 sale. The £1 is only the minimum amount allowed under the agreement for each phase. Before any land is transferred, its actual value will be calculated using the real costs and expected income from that part of the development. Any positive land value is paid to the Council, and the Council also receives a share of profits above the developer's agreed return.

- It is extremely disappointing that a number of Borough Councillors have either not understood the agreement or have chosen to mislead residents with false information, leading the need for this clarification.

Bedford Library Update

- The Council is considering relocating Bedford Central Library to a new, modern facility elsewhere in Bedford town centre, with the Howard Centre identified as a possible location.
- The current library remains well used, but the building is increasingly expensive to run and is not well suited to modern needs. Access to the main library is by stairs, escalator or lift, while the layout limits space for families, community activities, studying and digital services.
- A ground-floor library could provide easier access, improved facilities and a more welcoming and flexible space. Up to £4.5 million of government regeneration funding could be used for the project, meaning the relocation would not require additional Council capital funding.
- No final decision has been made; the Council is only exploring proposals in principle.

Greyfriars Update

- The Council has adopted a new planning and design framework for the redevelopment of Greyfriars in Bedford town centre.
- The proposals would replace the remaining tower blocks, re-provide the existing rented homes and create around 100–200 additional private homes, alongside improved public spaces, play areas and better walking and cycling links.
- The document sets standards for the layout, building heights, design, sustainability, community safety and connections to the wider town centre. It will guide future planning applications but does not itself grant planning permission.

New EV Charging points

- The Council Bedford Borough Council is working with Connected Kerb to install more public electric vehicle charging points across the Borough with the first phase set to provide 260 charging sockets. The Council is proposing to provide more than 900 additional charging sockets in total.
- Locations will focus particularly on areas where residents do not have access to off-street parking. Connected Kerb will install, maintain and manage the charging network on the Council's behalf.
- Residents living near proposed charging locations will be contacted by the Council before installation work begins.

Local Plan 2050

- The previous Local Plan 2040, submitted prior to the 2023 election, was sent back by the Planning Inspector who identified fundamental soundness concerns. Later, due to the arrival of Universal the Council had to withdraw the Local Plan and begin preparing a new, evidence-led plan intended to provide a clear and deliverable framework for Bedford Borough's future growth.
- The Council has launched a Call for Sites and Development Opportunities to help prepare the new Local Plan 2050. Landowners, developers, businesses, parish councils, community groups and residents can suggest land for housing, employment, leisure, community facilities, retail, renewable energy or regeneration.
- Submitting a site does not mean it will be included in the plan. Each proposal will be assessed against issues such as access, infrastructure, flood risk, contamination and deliverability. Submissions close at midnight on 30 October 2026 and must be made at www.bedford.gov.uk/callforsites.
- A wider consultation will begin in September 2026, giving residents and organisations the opportunity to comment on how sites will be assessed and on the priorities for the new Local Plan.

Bedford River Festival

- This year's Bedford River Festival brought thousands of residents and visitors together for a weekend of entertainment, community activities and events on the river.
- A huge amount of work took place behind the scenes and thanks must go to the Council officers, volunteers, emergency services, community organisations and partner agencies who helped organise the event, promote it, keep the site clean and safe, support visitors and staff the many stands and activities.

- It was also excellent to see partners from health services, GLL and the voluntary and community sector taking part as part of the wider Team Bedford approach.
- Finally, the Council is grateful to the event's sponsors, particularly Gallagher Developments and Universal Destinations & Experiences, whose support helped make the festival possible.

Bedford Multiple Sclerosis Therapy Centre

- The Council has approved the sale of the Bedford Multiple Sclerosis Therapy Centre on Barkers Lane to the charity that currently operates it.
- This will give the Centre long-term security, allowing it to invest in and expand its services for people and families affected by multiple sclerosis. The sale will also provide the Council with a capital receipt and remove future property management costs and responsibilities.

Fostering for Bedford Borough Council

- Bedford Borough Council is looking for more local families to foster, helping some of our most vulnerable children grow up in a safe, supportive home environment.
- If you are considering taking on this important role, you can find out more information at https://www.bedford.gov.uk/social-care-and-health/fostering/who-can-foster or contact us fostering@bedford.gov.uk

BBCllr John Wheeler
August 2026

Appendix One A

FC26/213a July 2026						
Offence Reference	**Police UK Category**	**Crime Category**	**Crime Sub Category**	**Offence**	**Recorded Date**	**Address**
40/38148/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	05/07/2026	Gillspenny Way
40/39371/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	10/07/2026	Bedford Road
40/38892/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	CRUELTY	08/07/2026	
40/39575/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	11/07/2026	
40/40186/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	13/07/2026	Tithe Barn Road
40/37697/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	03/07/2026	
40/40174/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	THREATS TO KILL	13/07/2026	Roundel
40/41782/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	ARSON	ARSON NOT ENDANGERING LIFE	19/07/2026	Orchart Gardens
40/42233/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	21/07/2026	Gillspenny Way
40/43390/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	27/07/2026	Bedford Road
40/42824/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	24/07/2026	Manor Road
40/42142/26	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	21/07/2026	
40/41625/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	19/07/2026	
40/41704/26	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	19/07/2026	Simms Close
40/41820/26	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	20/07/2026	Hoo Lane
40/42493/26	Possession of Weapons	POSSESSION OF WEAPONS	POSSESSION OF WEAPONS	POSSESS OF ARTICLE WITH BLADE OR POINT	23/07/2026	Harris Way
40/41881/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	20/07/2026	Cause End Road

Appendix One A

40/43266/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	26/07/2026	Folkes Road
40/43404/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	27/07/2026	Folkes Road
40/41175/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	STALKING	17/07/2026	

Appendix Two

FC26/214

List of correspondence received (copies of correspondence can be requested from the Clerk)

Significant issues are emailed at the time of receipt.

FC26/214 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)**
1.7.26	Emails (several)	Miracle Design & Play Ltd	Update on RoSPA findings and request for remedial works
1.7.26	Email	Resident	Query relating to historic interment - Lorraine Road Cemetery
1.7.26	Email	Assegai Security Ltd	Request for CCTV remedials
1.7.26	Email	Resident	Request for information on trading from car park - Church Road
2.7.26	Email	DLS Law	Follow up on amendments to Changing Rooms lease agreement
2.7.26	Email	Hyas Associates Ltd	Findings from Fun Fest 2026 consultation - Neighbourhood Development Plan review
2.7.26	Email	Gravity Parks Ltd	Request for RoSPA remedials - skate park, Church Road
2.7.26	Email	Resident	Request for help with publicity - East of England Air Ambulance CPR training event
2.7.26	Email	A R Worboys Ltd	Update on weed spraying - grassed area at Memorial Hall Play Area including Car Park, Bedford Road
3.7.26	Email	Ace Fire & Security Ltd	Follow up on remedial works to misfunctioning CCTV system - Memorial Hall
3.7.26	Email	Caretaker	Weekly play equipment inspections

Appendix Two

3.7.26	Email	Cinch Self Storage Ltd	Request for refund following removal of storage items
3.7.26	Email	QAS Team	Follow up on proposed site visit in relation to automated doors (not working) - Community Centre
3.7.26	Email	Coloini + Lane Architecture Ltd	Outstanding snagging issues - Changing Rooms, Church Road
7.7.26	Email	Non resident	Request for remedial works to WPC-owned land (directed to Northampton)
7.7.26	Email	XL Press Ltd	Chaser for Service Level Agreement - Wootton newsletter
7.7.26	Email	Coloini + Lane Architecture Ltd	Outstanding snagging issues - Changing Rooms, Church Road
7.7.26	Email	DLS Law	Follow up on amendments to Changing Rooms lease agreement
8.7.26	Email	Non resident	Grant funding request
9.7.26	Email	Assegai Security Ltd	Request for further CCTV remedials
9.7.26	Email	Bedford Borough Council	Request for additional yellow lining - Mepham Road and Potters Cross
10.7.26	Email	Village Hall Committee and Cemeteries Caretaker	Update in relation to vegetation works
10.7.26	Email	AutoGate Services Ltd	Service contract request, automated bollards system - Church Road
10.7.26	Email	Caretaker	Weekly play equipment inspections
14.7.26	Email	Memorial Hall Committee and Sweet Peas	CCTV access
14.7.26	Email	BBCllr Gribble	Information relating to outstanding Roads & Pavements/Full Council issues

Appendix Two

14.7.26	Emails (several)	QAS Team/Horton Automatics Ltd	Follow up on proposed site visit in relation to automated doors (not working) - Community Centre
14.7.26	Email	Caretaker	Information relating to damaged bin - Recreation Ground
14.7.26	Email	Copyright Agent UK Ltd	Copyright infringement
14.7.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
14.7.26	Email	Hillary Cooper Law	Follow up on completion of lease agreement - Community Centre, Harris Way
15.7.26	Email	Neville Memorials	Information relating to memorial placement
15.7.26	Email	AutoGate Services Ltd	Service contract request, automated bollards system - Church Road
15.7.26	Email	Resident	Information relating to memorial placement
15.7.26	Email	Lindum Group Ltd	Information relating to snagging issues
15.7.26	Email	The Fun Firm	Information relating to Fun Fest 2027
16.7.26	Email	Caloo Ltd	RoSPA findings - follow up on request for remedial works
16.7.26	Email	DLS Law	Follow up on amendments to Changing Rooms lease agreement
17.7.26	Emails (several)	Laura Church, Chief Executive Bedford Borough Council	Follow up on request to meet at Borough Hall
17.7.26	Email	QAS Team/Horton Automatics Ltd	Follow up on proposed site visit in relation to automated doors (not working) - Community Centre
21.7.26	Emails (several)	Horton Automatics Ltd	Follow up on proposed site visit in relation to automated doors (not working) - Community Centre

Appendix Two

21.7.26	Email	Hollins Strategic Land LLP	Request to meet with the Parish Council in relation to planning application 26/00750/MAO - Land West of Wootton Upper School
21.7.26	Email	Blake Stephenson MP	Round table meeting request
21.7.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
22.7.26	Email	Forest of Marston Vale	Request for assistance with tree identification - Lorraine Road Cemetery
22.7.26	Email	Hillary Cooper Law	Follow up on completion of lease agreement - Community Centre, Harris Way
22.7.26	Email	Gravity Parks Ltd	Follow up on request for RoSPA remedials - skate park, Church Road
22.7.26	Email	Miracle Design & Play Ltd	Follow up on request for RoSPA remedials
23.7.26	Emails (several)	Electrician and contractors	Follow up on request for RoSPA remedials
23.7.26	Email	Caretaker and litter picker	Weekly play equipment inspections
23.7.26	Email	Wildlife Trust for Beds, Cambs and Northants	Guidance in relation to land management - Land Parcels W10 a and b
28.7.26	Email	Resident	Feedback in relation to the Neighbourhood Development Plan review process
28.7.26	Email	Wrighton & Barker	Information relating to memorial placement
28.7.26	Emails (several)	Residents and non-residents	Wootton newsletter - September edition
28.7.26	Email	Resident	Concerns over suspicious activity in local area
28.7.26	Email	Resident	Request for information relating to tree maintenance

Appendix Two

28.7.26	Email	Hyas Associates Ltd	Information relating to recent Planning Inspectorate Appeal notification
28.7.26	Email	Horton Automatics Ltd	Follow up on proposed site visit in relation to automated doors (not working) - Community Centre
29.7.26	Emails (several)	Residents and non-residents	Wootton newsletter - September edition
29.7.26	Email	Smaller Authorities' Audit Appointments Ltd	Information relating to automation of the AGAR (Annual Governance and Accountability Return) submission
29.7.26	Email	Bedford Borough Council	Information relating to recent interment - Lorraine Road Cemetery
29.7.26	Email	Wootton Academy	Synthetic Pitch report for 2025/26
29.7.26	Email	Wootton Community Centre	Information relating to sports pitches use - August onwards
30.7.26	Email	DLS Law	Follow up on amendments to Changing Rooms lease agreement
31.7.26	Email	Bedford Borough Council	Query on bin emptying schedule - recreation ground car park commercial refuse bin
31.7.26	Email	Horton Automatics Ltd	Follow up on proposed site visit in relation to automated doors (not working) - Community Centre
31.7.26	Email	Dura-Sport (Leisure Care) Ltd	MUGA (Multi Use Games Area) surface maintenance contract renewal - Church Road
31.7.26	Email	Blake Stephenson MP	Confirmation of meeting numbers - September 2026
31.7.26	Email	Caretaker and litter picker	Weekly play equipment inspections

Appendix Three

FC26/218

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	2026	£244,151	£0	£0	£250,000	11th February 2026 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. 11th March 2026 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. 8th April 2026 Outstanding snagging works were ongoing. 13th May 2026 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. 10th June 2026 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

							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. 8th July 2026 The Clerk and Cllrs Bygraves and Lloyd recently met with David Pilgrim (DLS Law) to work on a number of licencing issues raised by Wootton Blue Cross – David was currently working to address the same. A number of further snagging issues in addition to the taps were awaiting remedial works. 12th August 2026 The amended licence was sent back to Wootton Blue Cross by DLS Law. The outstanding snagging issues continued to be chased by both the Clerk and Coloini & Lane Architecture Ltd.	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2026	£0	£0	£5,000	£15,000	12th August 2026 Refer to agenda item FC26/224.	Cllr Bygraves
Low	Lecterns	Ongoing	£1,400 per lectern	£0	£0	£1,400 per lectern	11th February 2026 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	£37,000	£100,000	13th December 2023 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	2026	£45,000	£0	£55,000	£100,000	12th August 2026 Refer to agenda items FC26/223.	Clerk

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High	Neighbourhood Development Plan	2026	£0	£0	£15,000	£6,900	8th April 2026 The first meeting of the re-formed Neighbourhood Development Plan Steering Group was scheduled for 15th April 2026. 13th May 2026 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. 10th June 2026 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). 8th July 2026 25 questionnaires were completed at the Fun Fest, held on 27th June 2026. These would be analysed at the next scheduled meeting of the Wootton Neighbourhood Development Plan – Thursday 3rd September 2026. 12th August 2026 A further update would be known after the Neighbourhood Development Plan meeting scheduled for 3rd September 2026.	Cllr Hensher

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Low	Noticeboards	Ongoing	£0	£0	£9,000	£1,500 per noticeboard	8th May 2024 No further update received. 9th April 2025 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. 12th August 2026 It was not yet known when the adoptions process would be completed.	Clerk

To be reviewed monthly at Full Council.

Appendix Four

FC26/219

RISK ASSESSMENTS PLAN 2026-27

WPC[1] 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	Last planted July 26		29.7.26 SEP
Car Parks	SP	13.5.26	None			29.7.26 SEP
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 SEP

[1] Wootton Parish Council

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**				**29.7.26 SEP**
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 SEP
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 Risk Assessment was carried out by		26.5.26 LR

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			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.

Appendix Five

FC26/225

Bedford Borough Council's (BBC's) delivery of outstanding Highways issues (including those overseen by the Roads and Pavements Safety Steering Group)

FC26/225				
Wootton Parish Council Highways Issues - including matters from Full Council/Roads and Pavements Safety Steering Group				
Issue	**Location if appropriate**	**Background**	**Additional Information for BBCllr Gribble**	**Response from BBCllr Gribble/BBC 10.7.26**
Average Speed Cameras	All village locations	WPC has asked why (despite multiple requests) ASC ticketing information has not been provided since August 2025. WPC publishes that information to demonstrate ASC effectiveness. WPC would also like to establish what hardware is in use - 3G or newer	BBCllr Gribble to help establish why this data has not been provided and help identify the hardware in use	Andy Prigmore has addressed the hardware issue however the data issue remains outstanding. This issue will be addressed at an upcoming meeting with BBCllr Gribble and BBC's Chief Executive on 13th August 2026
Visibility issues when exiting the car park	Berry Wood, Cranfield Road	BBC were previously asked to re-site highways signage adjacent to the car park entrance as concerns have been raised oncoming traffic from Wootton cannot be seen clearly	BBCllr Gribble to confirm what steps will be taken to improve visibility	BBC has inspected the site and does not believe the existing signage requires re-siting. An offer to meet with BBC's Traffic Team representative(s) has been made and this will be addressed at the next meeting of the Roads and Pavements Safety Steering Group (August 2026)
Electric Vehicle Charging Points	Burgoyne Avenue	Locations along Burgoyne Avenue were suggested to BBC and Andy P confirmed they would be investigated after the appoint of a suitable contractor in early 2026, following the award of LEVI funding	BBCllr Gribble to confirm whether that appointment has been completed and progress made in relation to the site selection process	BBC contract for EVCP provision has yet to be appointed - appointment is expected to be completed by the end of summer 2026
Real Time Passenger Information Units	Burgoyne Avenue x2 Harris Way x1	BBC were due to install two units on new bus shelters along Burgoyne Avenue in 2025. BBCllr Wheeler wishes to request an upgrade to the unit on Harris Way which is an older-style unit and often mis-functions	BBCllr Gribble to confirm timescales for the Burgoyne Avenue installations and whether the unit at Harris Way can be upgraded	This issue will be addressed at an upcoming meeting with BBCllr Gribble and BBC's Chief Executive on 13th August 2026

Appendix Five

Pinch point	Fields Road	BBC was looking to pipe and infill the remaining pinch point. WPC was informed works would not take place before Summer 2026	BBCllr Gribble to confirm whether that timescale remains valid	BBC has confirmed works are being designed currently and should start in October 2026
Potential new pedestrian crossing	Fields Road	Following installation of dropped kerbs at the junction of Fields Road and Summerfield Drive, a request was made to include an additional pedestrian crossing in the area. WPC was informed works would not take place before Summer 2026	BBCllr Gribble to confirm whether that timescale remains valid	BBCllr Gribble is investigating the exact location of the proposed new pedestrian crossing and whether there is a budget for the same
No parking on verges signage	Fields Road	WPC has requested additional signage between Bedford Road and the Care Home on Fields Road and that existing/additional signage be double-sided to ensure greater clarity	BBCllr Gribble to confirm whether additional signage can be added and whether existing/additional signage can be made double-sided	BBC has determined no additional signage is required - current signage is sufficient for enforcement
Installation of tactile paving omitted from original works to install dropped kerbs (in part)	Lorraine Road	Tactile paving was omitted from WPC's request for dropped kerbs along Lorraine Road, despite being a requirement in WPC's report (dating back to 2023). WPC was informed this would be remedied	BBCllr Gribble to confirm timescales for completion of these works	BBC has confirmed it will look to complete the tactile paving installation whilst completing nearby works at Thorpe Way later in 2026
Speed Indicator Devices	Bedford and Cranfield Roads	WPC queried if the Bedford Road device could be positioned elsewhere in Wootton and upgraded to provide the same level of information provided by the unit on Ridge Road. WPC also requested the Cranfield Road unit (now turned off) be re-purposed elsewhere in Wootton. The Clerk was informed costings were being sought	BBCllr Gribble to confirm timescales for costings and whether WPC can download data itself, from both units	BBC has confirmed the unit in Bedford Road (vicinity of Keeley Farm Court) can no longer be supported as it's old technology. An offer to meet with BBC's Traffic Team representative(s) has been made in relation to re-siting the unit currently on Cranfield Road (likely costing - £750). An offer to meet with BBC's Traffic Team representative(s) has been made and this will be addressed at the next meeting of the Roads and Pavements Safety Steering Group (August 2026)

Appendix Five

Resurfacing works to pavements	Various pavements	See Appendix One - those items highlighted yellow	Cllr Gribble to confirm timescales for completion of these works	BBC has confirmed it prioritises works on a "worst first" basis. Click here for the current programme of works: https://www.bedford.gov.uk/parking-roads-and-travel/roads-and-pavements/highway-network-programmes. Pavement areas in 2026/27 include the footways around Thorpe Way. The requests made by WPC will remain with BBC and will be considered for funding in the 2027/28 financial year. BBC has confirmed it will monitor the condition of all requested areas and arrange any works needed to keep pavements safe
Resurfacing works to roads	Various roads	See Appendix One - those items highlighted yellow	Cllr Gribble to confirm timescales for completion of these works	BBC has confirmed it prioritises works on a "worst first" basis. Click here for the current programme of works: https://www.bedford.gov.uk/parking-roads-and-travel/roads-and-pavements/highway-network-programmes. Road areas in 2026/27 include the car park at Manor Road. The requests made by WPC will remain with BBC and will be considered for funding in the 2027/28 financial year. BBC has confirmed it will monitor the condition of all requested areas and arrange any works needed to keep roads safe