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 14th October 2026 at 7.35pm at Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Open Forum	There were two representatives from Wootton Blue Cross who wished to discuss and observe discussions relating to agenda item FC26/272. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Hensher, Noakes, O'Dell, Wallace and Whittington.			
Absent (no apologies received)	None.			
Agenda no	**Agenda item title**	**Resolution**	**Action**	**Power**
FC26/269	**Apologies for absence.** Cllrs Randell, Ward and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural. Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer) was not in attendance.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
FC26/270	**Disclosure of local and/or disclosable pecuniary interests.** None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
FC26/271	**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.

FC26/272	**To enter into discussions with Wootton Blue Cross in relation to the maintenance of sports pitches at both Church Road Recreation Ground and Harris Way and to resolve a suitable course of action.**	Two representatives from Wootton Blue Cross were in attendance and raised concerns over both the sports pitches at the Recreation Ground, Church Road and Harris Way as well as the synthetic pitch housed within the grounds of Wootton Academy, Hall End Road. They were informed the synthetic pitch was managed by the Academy and that they would be given priority booking but on the understanding all bookings were made in advance. It was confirmed there had never been formal discussions in relation to a discounted hire rate – not least as the Parish Council had no jurisdiction over the same. After further discussion it was agreed Cllr Bygraves would meet again with the representatives to discuss sports pitches requirements at both locations, after which suggestions would be take to the Leisure and Amenities Committee for further discussion.	Cllr Bygraves to take forward.	N/A.
FC26/273	**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 September 2026. (Appendix One a).	BBCllr Wheeler's report was circulated ahead of this meeting. No further comments received. The Clerk (upon her return) was instructed to request a police presence at a future Full Council meeting to better explain the nature of crimes currently being committed/reported – many of which (worryingly) appeared to be of a sexual nature.	Clerk to keep on file. Clerk to take forward.	N/A. N/A.
FC26/274	**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	Clerk to keep on file.	N/A.

		this meeting.		
FC26/275	**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 9th September 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 26th August 2026. Members of Full Council are asked to receive the minutes of the (advisory) Leisure and Amenities Committee meeting held on 26th August 2026. Members of Full Council are asked to receive the minutes of the (advisory) Neighbourhood Development Plan Steering Group meeting held on 3rd June 2026.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr O'Dell. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Hensher. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Hensher. Seconded: Cllr Wallace. Resolved by all present. Minutes were received and adopted. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC26/276	**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	No further comments received.	Clerk to keep on file.	N/A.

	Conditions Application and noise abatement order recently served against the school by Bedford Borough Council are determined/challenged.			
FC26/277	**To receive the Chairman's report and to resolve a suitable course of action.**	No report provided.	N/A.	N/A.
FC26/278	**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 Noakes. 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.
FC26/279	**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: • PA System. • Remembrance Sunday Parade. The Car Park Risk Assessment made a number of recommendations for remedial works at all car park sites, however as these were mot studied in detail ahead of this meeting the Clerk was instructed (upon her return) to bring this back to a future meeting of Full Council. Further resolved to receive, review and adopt the risk assessment plan without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/280	**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 Whittington. Proposed: Cllr Bygraves. Seconded: Cllr O'Dell. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.

FC26/281	**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.
FC26/282	**To receive and approve the Income & Expenditure and Earmarked Reserves reports for all cost centres for 2026-27, to consider any budget heading virements and to resolve a suitable course of action.**	The Clerk was instructed (upon her return) to detail the Memorial Hall expenditure. Resolved to receive and approve both reports without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Whittington. Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27.
FC26/283	**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.**	No further update received.	N/A.	Localism Act 2011, Ch 1, s1-8.
FC26/284	**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) and Damaged School Fencing The Clerk had received no further response from Chiltern Learning Trust in relation to the non-operational school car park lighting and damaged fencing and had escalated the same with Bedford Borough Council. Charitable Trust Further remedial works to the non-functioning automated opening system (Community Centre main entrance doors) were now complete. Cllr Hensher was still waiting to hear further following his meeting with a representative from Greenbelt Management Ltd in relation to the placement of signage on their land adjacent to the sports pitches, Harris Way.	Clerk to keep on file/take forward.	Localism Act 2011, Ch 1, s1-8.

		<u>Lease</u> The Clerk and Cllr Lloyd had recently met with Hillary Cooper Law as a number of further issues had been identified in relation to the lease. Now resolved, the lease needed to be signed again before lodging with the Land Registry. Resolved to note and approve all findings above. Proposed: Cllr Bygraves. Seconded: Cllr Hensher. Resolved by all present.		
FC26/285	**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).	The Clerk followed up again ahead of this meeting on all outstanding issues with Laura Church, Chief Executive Officer, Bedford Borough Council, but had received no further response. The Clerk was instructed (upon her return) to forward the schedule to Mayor Wootton, along with dates highlighting when the issues were first raised and subsequently chased.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/286	**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 had received no further response from Paul Pace, Service Director – Public Realm, Highways & Waste Management in relation to the Parish Council's wish to secure this funding to replace worn MUGA (Multi Use Games Area) fencing at Church Road).	BBCllr/Cllr Wheeler to take forward.	Town & Country Planning Act 1990 & subsequent.
FC26/287	**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.

FC26/288	**To receive a report from the Clerk in relation to gritting costs for winter 2026-27 and to resolve a suitable course of action.**	Resolved to accept the revised costings without further comment. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC26/289	**To receive and approve Forvis Mazars LLP's external audit findings for the financial year ended 31st March 2026 and to resolve a suitable course of action.**	Resolved to receive and approve the external audit findings without further comment. Proposed: Cllr O'Dell Seconded: Cllr Hensher Resolved by all present.	Clerk to keep on file.	Smaller Authorities Proper Practices Panel Practitioners' Guide 2026/27. Localism Act 2011, Ch 1, s1-8.
FC26/290	**To prepare and agree the budget (financial requirements including annual expenditure, capital and revenue projects) for 2027-28, ahead of agreeing/finalising the precept demand in January 2027 and to resolve a suitable course of action.**	Resolved to continue all discussions at November's meeting of Full Council. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Local Government Finance Act 1992, s41. Financial Regulations.
FC26/291	**To receive a recommendation from the (Advisory) Leisure and Amenities Committee that the following actions be taken in relation to the addition/creation of bedding/planting areas at the entrance to Lorraine Road Cemetery and War Memorial, Church Road and to resolve a suitable course of action:** • **Ascertain whether Bedford Borough Council can plant 150 tulip bulbs at the War Memorial.** • **Obtain quotations for the addition of a number of two or three-tier planters at the entrance of Lorraine Road Cemetery and ensure a suitable precept provision is determined.** • **Leave the determination of formal bedding/planting/planters at the War Memorial until the tulip bulbs are spent.**	Resolved to receive and accept the recommendation without amendment. Proposed: Cllr O'Dell. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

Meeting closed at 8.23pm.

Appendix One

FC26/273

Monthly Report October 2026

I am pleased to report that after many years of chasing by myself and the Clerk, the Borough Council's Highways Department are set to infill the open ditch/pinch point on the Fields Road pavement opposite Summerfield Drive. The works are scheduled for October's Half Term week – 26th-30th. The ditch will be cleared, piped, in-filled and tarmacked and an area of grass verge will be added to mirror what is elsewhere along the pavement. This could and I only say could! – open up the opportunity for a pedestrian crossing in this area!

I recently attended a Bus Forum Group meeting at Borough Hall and am pleased to report that the Real Time Passenger Information Units are now on order for Burgoyne Avenue. I did mention that a number of other village units were not reporting the correct information and these will be checked. I also asked for the new C1 route to be investigated as it's currently coming up and stopping on Fields Road, where there is no bus stop. If a requirement is proven, Bedford Borough Council will finance a bus stop installation. I also asked if the bus companies could look again at the new timings of the 53, 2W, C1, C2 and C3 as they often arrive at the same time!

The Clerk is continuing to chase for updates on all outstanding highways issues – I'm afraid the responses are still very slow. I will be inviting the Portfolio Holder to attend a meeting of the Parish Council to provide fuller information.

Planning decision changes from 31 October 2026

- From 31 October 2026, new national rules will limit when elected councillors can decide planning applications. Council planning officers will be required to make certain decisions instead.
- The main changes are:
    - Most smaller applications will have to be decided by officers. These include house extensions, smaller commercial developments and proposals for one to nine homes on sites smaller than half a hectare, with some exceptions.
    - Larger developments will not automatically be considered by councillors. They will only go to committee if both the senior planning officer and the planning committee chair agree. The application must also meet the rules for referral, generally by raising a significant planning issue or a significant issue for the local community, economy or environment. Without both agreeing, officers will decide it.
    - Ward councillors will no longer be able to insist that an application goes to committee under existing local call-in arrangements. A certain number of objections will no longer automatically trigger a committee hearing either.
- These changes will reduce opportunities for elected councillors to scrutinise proposals in public.
- Our Councillors know that even a small development can have a substantial impact on a village and will continue to raise residents' concerns and press for applications to come before the committee wherever the rules allow.

Leisure Update

- The Council has been working with leisure operator GLL, which runs the Councils leisure suite under the 'Better' brand, to make significant improvements across the 5 leisure sites.
- These improvements have led to residents are making greater use leisure facilities, with growing membership and improvements to the services.
    - Membership rose by 13% between August 2025 and July 2026, reaching almost 6,900, with growth at every centre.
    - Improvement works includes upgrades to changing rooms, showers, lighting and exercise studios, alongside the resurfaced athletics track and new equipment at Bedford International Athletic Stadium.

  - Around 360 people are using the Healthwise exercise referral programme, with new swimming and exercise sessions supporting people recovering from a stroke.
- Further work includes improvements to poolside ventilation at Robinson Pools and the irrigation system at Mowsbury Golf Course.
- This is exciting news given the dire state of our leisure facilities were left in at the end of the Fusion contract.

Future Leisure Contract

- Building on improvements already made, the Council is exploring future contract arrangements that would attract further investment, give the operator greater responsibility for running costs and repairs, and reduce the financial burden on local taxpayers.
- An initial exercise seeking feedback from leisure operators has now been completed. Officers are reviewing the responses to help develop proposals for the future contract. No new arrangements have yet been agreed.
- The aim is to provide high-quality leisure facilities that remain financially sustainable and serve residents for years to come.

Progress on Children's Services

- Bedford Borough Council's Children's Services Improvement Plan sets out how it is strengthening care and support for vulnerable children and families.
- The latest report shows encouraging progress:
  - Over 90% of assessments of children's needs were completed on time in August, up from 40% in January.
  - Average caseloads in the assessment teams have fallen from over 40 to 13, giving social workers more time to focus on each child and family.
  - Recruitment to all senior positions has been completed, with permanent staff due to be in post by November.
  - Ofsted's April visit identified strengths in adoption, long-term fostering and work to help children return safely to their families. Work is also progressing to develop additional local children's homes.
- There is more to do and the Council remains focused on turning this progress into lasting improvements for children and families.

Unpaid Carers Support

- Bedford Borough Council is working with its partners to make it easier for carers to get practical advice, look after their own wellbeing and feel less alone.
- Following feedback from carers, two new support services launched in April 2026, offering greater choice in how and when people access help:
  - Blue Sky provides information, advice, groups and activities, helping carers meet others and find the support they need.
    - Since launching in April 2026, Blue Sky has:
      - Supported more than 2,800 carers, including identifying 118 new carers.
      - Awarded over £20,600 through 68 grants, providing practical financial help.
      - Supported 253 carers through its Bedford Hospital hub, alongside community hubs, groups and activities.
  - Mobilise offers free digital support, including benefits information, practical guidance and opportunities to connect with other carers. By late August, over 6,300 carers had accessed the service, with 77% having never accessed support before.

Appendix One
Winter Vaccinations

- Bedford Borough Council is working with NHS and community partners with a focus on increasing flu vaccinations and making them easier to access.
- Last winter, vaccination uptake improved among primary and secondary school pupils, with both groups above the national average. This year, the Council's Public Health team will build on that progress by:
    - Promoting vaccinations through schools, Family Hubs and community networks, particularly for young children, pregnant women and residents with health conditions that put them at greater risk.
    - Supporting access for people experiencing homelessness, who are newly eligible for free NHS flu vaccinations.
    - Raising awareness of catch-up vaccinations at participating pharmacies from December for children who miss their school session.
- More information will follow in due course.

SEND Reforms

- Bedford Borough Council's SEND Reform Plan sets out how it will improve support for children and young people with special educational needs and disabilities. Developed with families, schools, and health and care partners, it focuses on identifying needs earlier, bringing specialist help into schools and creating more opportunities for children to receive the right support closer to home.
- Work is now underway to put the plan into action:
    - The Council has secured £1.6 million in government funding to support SEND improvements, including the new 'Experts at Hand' programme. Recruitment is underway for specialists, including therapists and educational psychologists, who will work with schools to identify needs and provide support earlier.
    - Plans are being developed for around £2.8 million of government-funded investment to create additional specialist places within mainstream schools. This remains subject to approval, with individual schools yet to be confirmed.
    - The programme will be introduced in stages, with the aim of reaching all mainstream schools by August 2027.

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

Cllr John Wheeler
October 2026

Appendix One A

FC26/273a September 2026						
Offence Reference	**Police UK Category**	**Crime Category**	**Crime Sub Category**	**Offence**	**Recorded Date**	**Address**
40/52097/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	06/09/2026	Gillspenny Way
40/52239/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	07/09/2026	Cause End Road
40/53454/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	13/09/2026	Pateman Lane
40/51619/26	Other Theft	THEFT	OTHER THEFT	BLACKMAIL	03/09/2026	
40/52335/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	CONTROLLING OR COERCIVE BEHAVIOUR	07/09/2026	
40/50993/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	01/09/2026	Pateman Lane
40/52764/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE - RESIDENTIAL	09/09/2026	Manor Road
40/51207/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	CRIMINAL DAMAGE TO A VEHICLE	02/09/2026	Moore Close
40/51327/26	Vehicle Crime	VEHICLE OFFENCES	INTERFERING WITH A MOTOR VEHICLE	INTERFERING WITH A MOTOR VEHICLE	02/09/2026	Folkes Road
40/53357/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	12/09/2026	Folkes Road
40/52089/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	06/09/2026	
40/53389/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	12/09/2026	Folkes Road
40/55760/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITH INJURY	ASSAULT WITH INJURY	23/09/2026	Cranfield Road
40/54598/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	17/09/2026	Cause End Road

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40/56513/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	26/09/2026	Lorraine Road
40/57160/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY	29/09/2026	Church Road
40/55400/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	VIOLENCE WITHOUT INJURY	ASSAULT WITHOUT INJURY ON A CONSTABLE	21/09/2026	Manor Road
40/55394/26	Burglary	BURGLARY	BURGLARY - BUSINESS AND COMMUNITY	BURGLARY - BUSINESS AND COMMUNITY	21/09/2026	Manor Road
40/54679/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	18/09/2026	
40/56655/26	Violence and Sexual Offences	VIOLENCE AGAINST THE PERSON	STALKING AND HARASSMENT	HARASSMENT	27/09/2026	
40/56006/26	Criminal Damage and Arson	ARSON AND CRIMINAL DAMAGE	CRIMINAL DAMAGE	OTHER CRIMINAL DAMAGE	24/09/2026	Robinson Close
40/55550/26	Other Theft	THEFT	OTHER THEFT	OTHER THEFT	22/09/2026	Woburn Road
40/54290/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	16/09/2026	Folkes Road
40/56048/26	Public Order	PUBLIC ORDER OFFENCES	PUBLIC FEAR, ALARM OR DISTRESS	PUBLIC FEAR ALARM OR DISTRESS	24/09/2026	Church Road
40/54952/26	Violence and Sexual Offences	SEXUAL OFFENCES	SEXUAL OFFENCES	SEXUAL	19/09/2026	
40/56136/26	Shoplifting	THEFT	SHOPLIFTING	SHOPLIFTING	24/09/2026	Folkes Road

Appendix Two

FC26/274

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

Significant issues are emailed at the time of receipt.

FC26/274 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)**
1.9.26	Emails (several)	Non residents	Fun Fest 2027
1.9.26	Email	Ace Fire & Security Ltd	Termination of CCTV maintenance contract - Memorial Hall site
1.9.26	Email	Neville Funerals	Information relating to upcoming interment - Lorraine Road Cemetery
1.9.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
1.9.26	Emails (several)	Alex Britton, Parliamentary Assistant to Blake Stephenson MP	Information ahead of upcoming meeting at Westminster
1.9.26	Email	Coloini & Lane Architecture Ltd	Chaser re snagging issues - Changing Rooms, Church Road
2.9.26	Email	Bedfordshire Police	Information request relating to monitoring of average speed cameras
2.9.26	Email	Caloo Ltd	RoSPA findings - follow up on request for remedial works
2.9.26	Emails (several)	Non residents	Fun Fest 2027
2.9.26	Email	Wootton Blue Cross Youth FC	Request to move football posts causing a health and safety issue
8.9.26	Emails (several)	Residents of Berryfields and Berry Wood Estates	Update regarding speeding issues, raised at a recent meeting with Blake Stephenson MP
8.9.26	Email	DLS Law	Changing Rooms licence agreement - Wootton Blue Cross Youth FC
8.9.26	Emails (several)	Non residents	Fun Fest 2027
8.9.26	Email	Resident	Request to erect gazebo on land within the Berryfields Estate (directed to Greenbelt Management Ltd)
8.9.26	Email	Wootton Community Centre	Food Fest 2027 update
8.9.26	Email	Resident	Guidance on poster displays within the village
8.9.26	Email	Sweet Peas and Memorial Hall Committee	Query over erection of partition within the Memorial Hall

Appendix Two

8.9.26	Email	Graffit Ltd	Replacement play equipment signage
8.9.26	Email	Resident	Information relating to upcoming interment - Lorraine Road Cemetery
8.9.26	Email	Miracle Design & Play Ltd	Update in relation to RoSPA remedials - play equipment, Church Road
8.9.26	Email	Resident	Query regarding parking issues
8.9.26	Email	Resident	Query regarding determination of planning application
8.9.26	Email	Horton Automatics Ltd and Community Centre Caretaker	Follow up on service request - automated bollards system Recreation Ground Car Park, Church Road
9.9.26	Emails (several)	Non residents	Fun Fest 2027
9.9.26	Email	B.Safe Electrical Services Ltd	Snagging issues - Changing Rooms, Church Road
9.9.26	Email	Intratest Ltd	Request for Non-Destructive Testing for street lighting columns x9 - Christmas Street Lighting 2027
10.9.26	Email	Resident	Query regarding determination of planning application
10.9.26	Email	Bedford Borough Council	Submission of planning application objection
10.9.26	Emails (several)	Resident and Neville Funerals	Information relating to upcoming interment - Lorraine Road Cemetery
10.9.26	Email	Graffit Ltd	Replacement Dog Control Order signage
10.9.26	Email	Bedford Borough Council	Submission of Electric Vehicle Charging Point locations objection and recommendation of alternative sites
10.9.26	Email	Dura-Sport (Leisure Care) Ltd	Renewal of MUGA (Multi Use Games Area) surface maintenance contract - Church Road
10.9.26	Email	Bartlett Tree Experts Ltd	Acceptance of quotation for remedial tree works - various sites
10.9.26	Email	Hollins Strategic Land	Invitation to attend public meeting (not consultation) in relation to planning application 26/00750/MAO - Land West of Wootton Upper School (now Academy)
10.9.26	Emails (several)	Non residents	Fun Fest 2027
11.9.26	Email	Non residents	Update on ongoing exhumation process
11.9.26	Email	Resident	Update on electrical supply box -MUGA, Harris Way
11.9.26	Email	Caretaker and litter picker	Weekly play equipment inspections
29.9.26	Email	Litter picker	Request to clear litter in flooded area - Bedford Road
29.9.26	Email	Resident	Notification of flooded footpath area - Bedford Road

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29.9.26	Email	Keech Hospice	Information relation to advertising in the Wootton newsletter
29.9.26	Email	Wootton Blue Cross Youth FC	Addressing of concerns relation to the management of Harris Way/Recreation Ground pitches
29.9.26	Email	Coloini & Lane Architecture Ltd & Lindum Group	Chaser re snagging issues - Changing Rooms, Church Road
29.9.26	Emails (several)	Non residents	Fun Fest 2027
29.9.26	Email	Caretaker	Notification of graffiti and vandalism - Recreation Ground, Church Road
29.9.26	Email	Bright Spark Electrical	RoSPA remedial works - electrical box adjacent to MUGA (Multi Use Games Area), Harris Way
29.9.26	Email	A L & G Abbott Funeral Directors	Information relating to upcoming interment - Lorraine Road Cemetery
29.9.26	Email	Caloo Ltd	RoSPA findings - follow up on request for remedial works
29.9.26	Email	Intratest Ltd	Non-Destructive Testing findings - street lighting ahead of Christmas 2026
29.9.26	Email	Resident	Poppy Wreath order Remembrance Sunday 2026
29.9.26	Email	Wootton Academy - Mark Lehain	Information ahead of upcoming student volunteering works - Lorraine Road Cemetery
29.9.26	Email	Wootton Community Centre Caretaker	Further issue with main entrance doors
29.9.26	Email	A R Worboys Ltd	Request for hedgerow works - paddock, Hall End
29.9.26	Email	Handyman	Request for remedial works to vandalised entrance - paddock, Hall End and vandalism at the Recreation Ground, Church Road
29.9.26	Email	Bedford Borough Council - Civil Registration	Notification of interment - Lorraine Road Cemetery
29.9.26	Email	Pro Med	Request for medial cover-Remembrance Sunday Parade
30.9.26	Emails (several)	Non residents	Fun Fest 2027
30.9.26	Email	Graffit Ltd	Replacement play equipment signage
30.9.26	Email	Universal Destinations and Experiences	Introductory email - Community Liaision Officer

Appendix Three

FC26/278

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. 9th September 2026 The Clerk confirmed Wootton Blue Cross had returned the signed licence to DLS Law and was awaiting confirmation all was in order before handing over the keys to their new storage unit. The Clerk would again ask if Wootton Blue Cross wished to run the kitchen facility. If not, Cllr Bygraves had a potential alternative contact. Cllr Randell was due to meet with an electrician on 14th September 2026 to remedy the final snags. Coloini & Lane Architecture Ltd had scheduled an End of Defects Inspection for 21st October 2026. 14th October 2026 Final snags were complete, and an End of Defects Inspection remained scheduled for 21st October 2026. Wootton Blue Cross's licence was now complete, and they had indicated their wish to run the kitchen facility (and accompanying toilets).	
High	Community Centre Lease Agreement (to now include the car park Joint Use Agreement)	2026	£0	£0	£5,000	£15,000	14th October 2026 Refer to agenda item FC26/284.	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	Cllr Lloyd

							confirmation the new incumbent of St. Mary's, Canon Joseph Adewale would be in post in July 2026. 9th September 2026 The Clerk and BBCllr/Cllr Wheeler recently met with Canon Adewale and he had agreed to follow up on the lecterns proposals for St. Mary's churchyard. 14th October 2026 Canon Adewale confirmed the lectern proposal was due for consideration/approval imminently and if successful would be submitted to the Diocese of St. Albans for faculty approval.	
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. 9th September 2026 The Clerk confirmed this project was due to be discussed by the Leisure and Amenities Committee on 30th September 2026 as concerns had been raised over the proposed extension – it was likely an underground spring was in situ (or a raised water table) which could impact the land's use as a burial area. 14th October 2026 This item was currently with the Leisure and Amenities Committee for review due to concerns raised over a likely underground spring or raised water table.	Cllr Lloyd
Medium	Memorial Hall – ownership/ management clarification	2026	£45,000	£0	£55,000	£100,000	14th October 2026 Refer to agenda items FC26/283.	Clerk
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.	Cllr Hensher

							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 Steering Group – Thursday 3rd September 2026. 12th August 2026 A further update would be known after the Neighbourhood Development Plan Steering Group meeting scheduled for 3rd September 2026. 9th September 2026 Refer to the minutes of the Neighbourhood Development Plan Steering Group meeting held on 3rd September 2026.	

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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

FC26/245

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	**GW**	**12.8.26**	**Members are asked to refer to the recommendations within the RA**			**14.10.26 GW**
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**	**1.10.26 – PAT Testing is being arranged, but is not mandatory before 2026's Remembrance Sunday Parade**			**14.10.26 SEP**
Recreation Ground Play Area	SP	13.5.26				
Remembrance Sunday Parade	**SP**	**13.5.26**	**6.10.26 – ProMed will be in attendance to provide medical cover in case of need**			**14.10.26 SEP**
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

FC26/285

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

FC26/285			
Wootton Parish Council Highways Issues - including matters from Full Council/Roads and Pavements Safety Steering Group			
Issue	**Location if appropriate**	**Background**	**Latest updates following meeting with BBC on 13.8.26**
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	The hardwear issue has been addressed (cameras are 4G). Recommendation was made on 13.8.26 that WPC contact Bedfordshire Police for guidance on camera monitoring - BBC intend to do the same. Clerk has contacted Bedfordshire Police for further guidance 20.8.26 - no update received. Laura Church (Chief Executive Officer, Bedford Borough Council) confirmed on 28.8.26 she would follow up on this. The Clerk chased again 1.10.26
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	BBC has inspected the site and do not believe the existing signage requires resiting. An offer to meet with BBC's Traffic Team representative(s) has been made and Cllr Noakes would like to attend that site visit (BBCllr Gribble will arrange). Laura Church (Chief Executive Officer, Bedford Borough Council) confirmed on 28.8.26 she would follow up on this. The Clerk chased again 1.10.26

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	Connected Kerb have been appointed to work with BBC to roll out EVCPs. It is not yet known whether Burgoyne Avenue will be a location and fuller details will be provided by BBC in due course. In the meantime, BBC has identified Farrell Road and Jenkyn Road for EVCP's using funding received from Central Government - those locations will be discussed at Full Council on 9.9.26. The locations above were rejected by the parish council and alternatives were suggested on 10.9.26: Lorraine Road (frontage with Lorraine Road Green), Recreation Ground Car Park (Church Road), Community Centre Car Park (Harris Way) and the lay-by in Harris Way
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 chased the outstanding RTPI units with Saragh Fleckney 13.8.26 (power units have been in situ for some months - the boards themselves are outstanding). Laura Church confirmed on 28.8.26 she would follow up on this
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	BBC has confirmed works are being designed currently and should start in October 2026. BBCllr Gribble will investigate the extent of those works. Laura Church (Chief Executive Officer, Bedford Borough Council) confirmed on 28.8.26 she would follow up on this. The Clerk chased again 1.10.26
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 that area	BBCllr Gribble will investigate the exact location of a proposed new pedestrian crossing and whether a budget is available. Any such proposal will need to be assessed, whilst noting this is a safe route to school. Laura Church (Chief Executive Officer, Bedford Borough Council) confirmed on 28.8.26 she would follow up on this. The Clerk chased again 1.10.26

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	BBC has confirmed it will look to complete the tactile paving installation whilst completing nearby works at Thorpe Way later in 2026. BBCllr Gribble will follow up on this. Works at Thorpe Way have been completed, however the tactile paving has not. Laura Church (Chief Executive Officer, Bedford Borough Council) confirmed on 28.8.26 she would follow up on this. The Clerk chased again 1.10.26
Resurfacing works to pavements	Various pavements		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. BBC will investigate the trip hazard along Bedford Road which was raised as a priority on 13.8.26

Resurfacing works to roads	Various roads		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