



THE WOOTTON ANNUAL REPORT 2019



Clerk's Report



This is Wootton Parish Council's second annual report and once again, as Clerk and Responsible Financial Officer for the parish council I am pleased to write my second annual report. We currently have four parish councillor vacancies – if you would like to know more about these voluntary positions, then do please get in touch. Our recreation ground caretaker and village litter picker remain the same – and I would like to thank Charlotte and Lorna for their continued efforts in keeping the village tidy. I would also like to thank Alison for the sterling work she does in keeping the allotments at Hall End in good order.

This report again provides a window on who does what within the parish council and what council responsibilities are. Separate sections cover both ongoing/future projects as well as financial information. That financial information shows how our finances are managed, including the precept (budget) we receive as part of the council tax. It also shows the income generated from services we provide including allotments, sports facilities hire and the cemetery at Lorraine Road. We have again included information on how full council runs and our committees/steering group and we have also included an update on our emerging Neighbourhood Plan.

This report is for everyone in Wootton to read – we are aware not everyone is on the internet or uses social media, so we hope this addresses (if only in a small way) that fact. Our noticeboards display all agendas and for those with internet access, we do have a website and Facebook page. (See below)

I am in the village every Monday and Wednesday between 10am and noon (but do please check as this can be subject to change) and your Borough Councillor John Wheeler runs a monthly surgery (Lorraine Road library) on the first Saturday of each month between 11am and noon, if you would like to see someone in person.

The Parish Council (staff and volunteers)

Wootton Parish Council was founded in 1894 and as the first tier of local government, is the closest to the people it represents. The council consists of 15 voluntary councillors who serve for a period of up to four years before standing for re-election.

The parish council employs one full time and three part-time members of staff.

Sue Playford	(Full time) - Clerk to the Council & Responsible Financial Officer
Charlotte Mihailiuc	(Part time) - Recreation Ground caretaker
Alison Reed-Thomsett	(Part time) - Allotments Officer
Lorna Cochrane	(Part time) - Litter picker

Contacting the Parish Council

Please use one of the methods below to contact the parish council. You can also contact the councillors directly (see page 3) or attend one of our meetings. Don't worry, you don't have to stay for the whole meeting if you don't wish to. Members of public can usually speak at the beginning of the meeting.

Wootton Parish Council
c/o 3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Telephone: 07531 930788

Email: woottonparishclerk@gmail.com

Website: <http://woottonpc.bedsparishes.gov.uk/>

Facebook: <https://www.facebook.com/WoottonParishCouncilBedfordshire>

Parish Councillors



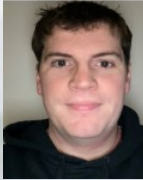
Cllr: - Gareth Lloyd (Chairman)
Address: - 5 Barnes Road
Tel: - 07414 551820
E-mail: - Gareth.t.lloyd@googlemail.com



Cllr: - Gerald Bygraves (Vice Chairman)
Address: - 11 Monoux Road
Tel: - 07792 342601
E-mail: - Gerald@gbaccountingsolution.co.uk



Cllr: - Bob Hensher
Address: - 5 Bellamy Road
Tel: - 767774
E-mail: - Robert.Hensher@ntlworld.com



Cllr: - Justin Lennox
Address: - 7 Pateman Lane
Tel: - 07939 300002
E-mail: - justinlennox82@gmail.com



Cllr: - Hazel Martin
Address: - 32 Potters Cross
Tel: - 767622
E-mail: - azleee@btinternet.com



Cllr: - Jeff Noakes
Address: - 23 Jenkyn Road
Tel: - 07806 470411
E-mail: - twojays1@outlook.com



Cllr: - Stuart O'Dell
Address: - 45 Mephram Road
Tel: - 767133
E-mail: - stucar@tiscali.co.uk



Cllr: - Paul Quirk (Chair Planning)
Address: - 65 Hall End
Tel: - 768832
E-mail: - PaulDQuirk@yahoo.co.uk



Cllr: - Keith Randell
Address: - 48 Lorraine Road
Tel: - 07872 647234
E-mail: - keith.randell@ntlworld.com



Cllr: - Bob Wallace
Address: - 5 Church Road
Tel: - 768011
E-mail: - bobwwpc@gmail.com



Cllr: - John Wheeler
Address: - 45 Fields Road
Tel: - 07913 409433
E-mail: - John.Wheeler@Bedford.gov.uk



Cllr: - TBC
Address: -
Tel: -
E-mail: -



Cllr: - TBC
Address: -
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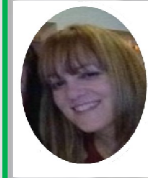
Cllr: - TBC
Address: -
Tel: -
E-mail: -

Bedford Borough Councillor



Cllr: - John Wheeler
Address: - 45 Fields Road
Tel: - 07913 409433
E-mail: - John.Wheeler@Bedford.gov.uk

Clerk to Wootton Parish Council



Clerk: - Sue Playford
Address: - 3 Longden Close, Haynes, MK45 3PJ
Tel: - 07531 930788
E-mail: - WoottonParishClerk@gmail.com

Chairman's Report



You have invested time and money in living here and we hope to show you how the parish council is working to enrich the lives of everyone who lives, works or is educated in the village. We hope to show how all of us can seek to influence how the village could be improved in the future. I hope my report contains information you will find useful.

Community Group

This is a group of residents who aim to hold events to improve the community spirit and bring together the community of Wootton. To date, this group has organised a poppy making workshop and displayed information about the village during WW1. An open air film night was also held.

Fun Fest

The Fun Fest was another great success, with more people attending than in past years. This event is organized by a few volunteers and I would like to thank them for the hours they put in. If any resident wants to help or has suggestions for improvements, please get in touch. We will once again be lifting the Dog Exclusion Order for that day only. Please keep your dogs on a lead at all times and ensure all mess is properly picked up, bagged and disposed of.

Centenary marking the end of WW1

I would like to thank Sheila Warman and her colleagues for putting on such a wonderful display at the Memorial Hall - the poppies on the entrance of the hall still looks great. Further thanks to the developers who provided the sandbags for the display on Fields Road roundabout. I would also like to thank John Wheeler and Verity Slaughter-Penney for helping me create the display, Wootton Upper School for the mock guns and Wootton Lower School and residents for the poppies and wreaths that were added. This was a great community project to honour all those that have served in our armed forces.

Clubs in Wootton

We aim to list all clubs and organisations in the village on our website. Please take a look and if you believe someone or something is missing (or you spot an error), please let the clerk know so it can be amended. There are many different activities – hopefully something for everyone.

Grants Awarded 2018/2019

Autism Bedfordshire	£300	Awarded to enable them to continue offering children's services where needed;
Wootton Good Neighbour Scheme	£168	Awarded to enable the purchase of promotional materials to raise their profile and attract both those wishing to use their services and volunteers.

Grants Awarded 2019 to date

Wootton WI	£131	Purchase of centenary wall plaque for the Memorial Hall;
Wootton Car Fest	£154	Purchase of promotional materials and banners;
Wootton Rangers Youth FC	£300	Purchase of kit and training equipment.

Projects Completed in 2018/19

The parish council have completed the following projects in 2018/19:

- Repair of the footpath leading from Church Road to St. Mary's church, north entrance;
- Additional planters;
- New play area in the jubilee garden at the recreation ground (Church Road);
- Increased Christmas street lighting;
- Bus Shelter Seating;
- Real Time Bus Information;
- Taking ownership of the Community Centre.

Projects Completed in 2019 to date

The parish council have completed the following projects since April 2019:

- Installation of Keeley End Pond Lectern;
- Resurface MUGA (Multi Use Games Area) at the recreation ground (Church Road);
- Bus Stop Improvements;
- Zebra crossing outside Bedford Road Lower School;
- Island crossing on Bedford road near Potters Cross;
- 2019 Fun Fest & Film night.

Proposed Projects for 2020/2021

The parish council have put forward a number of possible projects to complete in this financial year. Other projects may be added to this list. All projects are formally agreed at a parish council meeting before the work starts:

- Additional Defibrillators;
- Additional Lecterns;
- Additional Public Seating;
- Additional Real Time Bus Information;
- Average Speed Cameras—These were ordered in Q1 2019, and hopefully be installed in Q1 2020;
- Enhanced Village Entrance Signs;
- Enhanced Website;
- Free Outdoor film night Summer 2020;
- Fun Fest 11 July 2020;
- Neighbourhood Plan;
- Upgrade play area flooring at the Memorial Hall Park (Bedford Road).

Financial Report

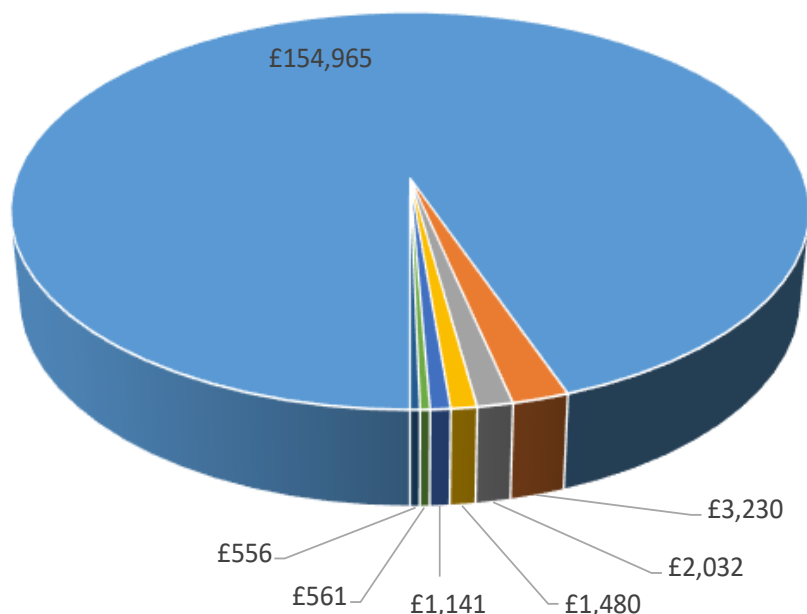
In accordance with the requirements of the Accounts and Audit Regulations the parish council employs the services of an independent internal auditor. The external auditors are appointed by the Audit Commission. The annual audit for figures relating to the financial year end 31st March 2019 will normally be completed by September 2019.

Detailed financial information, including audited accounts are available to view via our website, under the heading "Parish Documents" then "Finance".

Audited Accounts (2017/18)

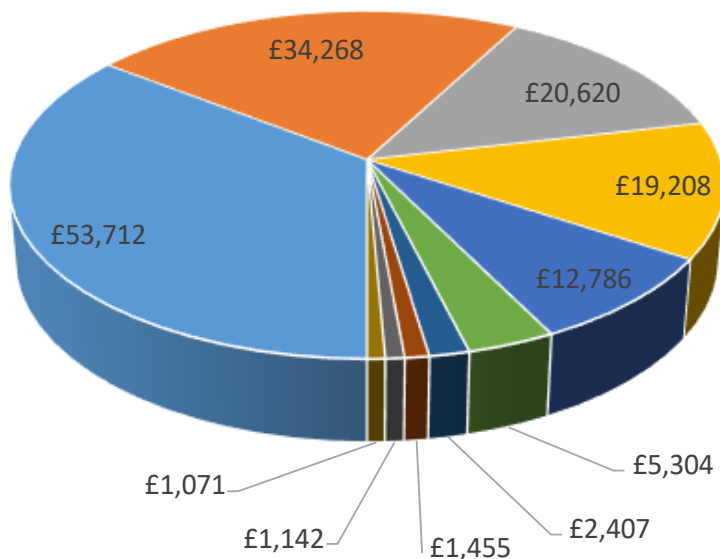
2017-18 Income

- Precept
- Cemetery
- Grass cutting
- MUGA
- Allotments
- Interest
- Recycling Credits



2017-18 Expenditure

- Staffing
- Estate Management
- Cemetery Management
- Projects
- Office
- Wootton News
- Fun fest
- Christmas
- Highways
- Donations

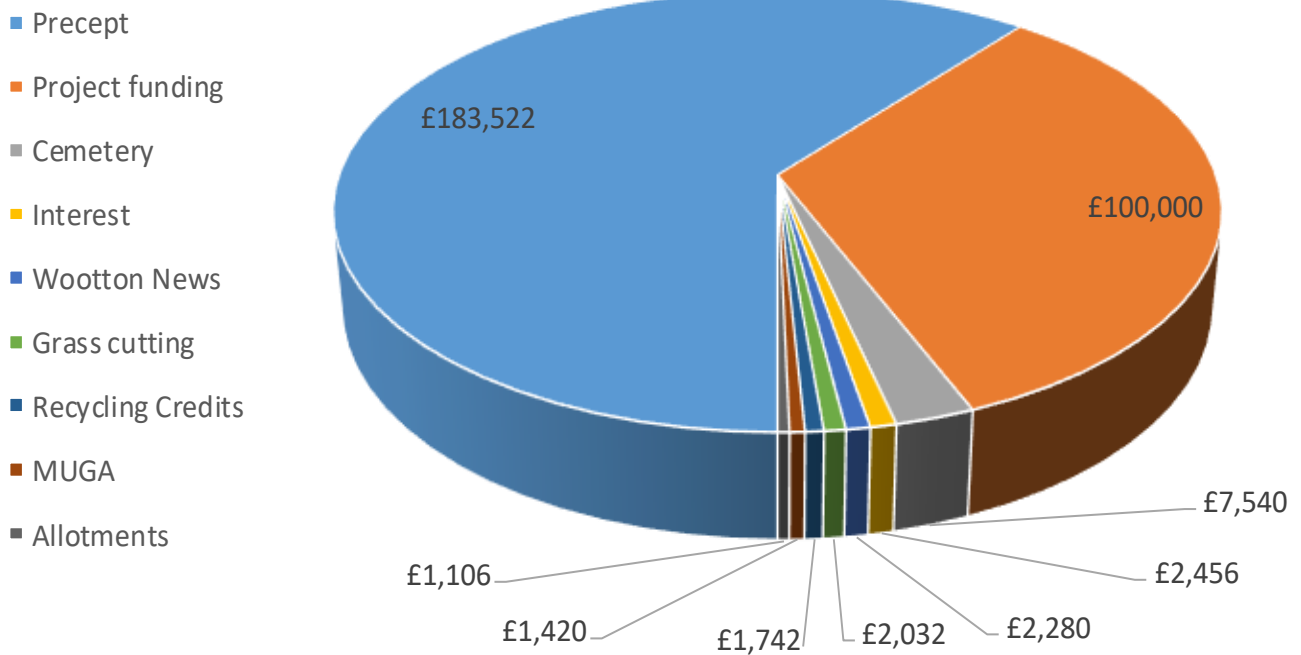


Last years (2018/19)

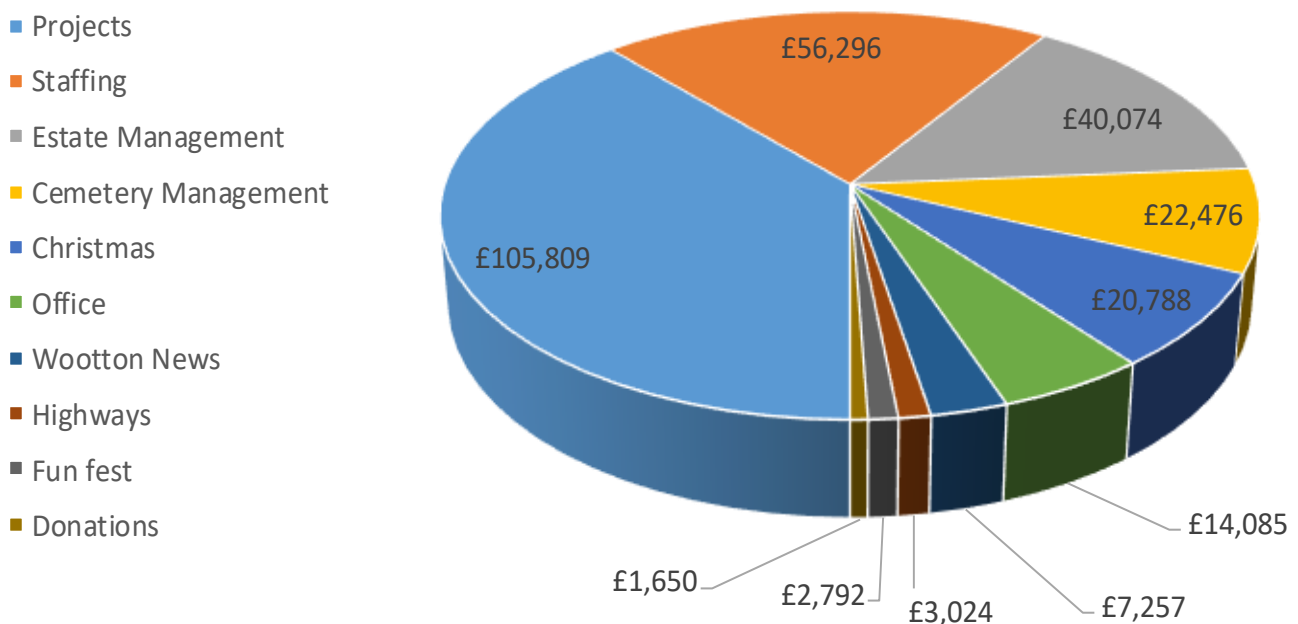
These accounts were audited by Mazars in September 2019.

Detailed financial information, including audited accounts are available to view via our website, under the heading "Parish Documents" then "Finance".

2018-19 Income



2018-19 Expenditure

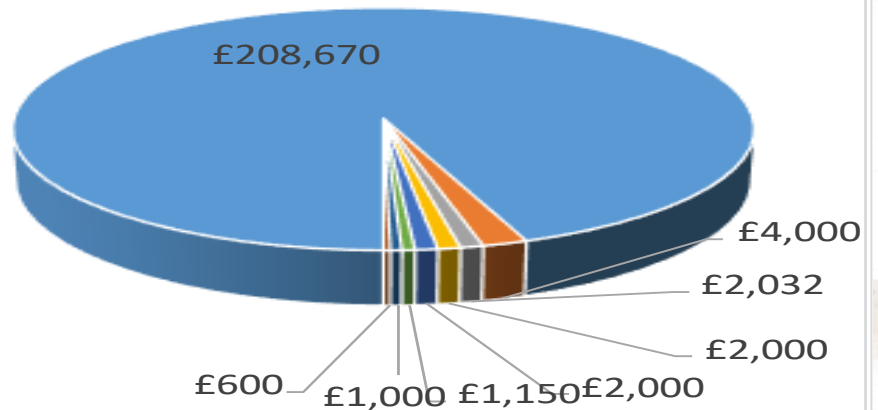


This years (2019/20)

These figures are taken from January's precept* calculation and represent our predicted income and expenditure for the year

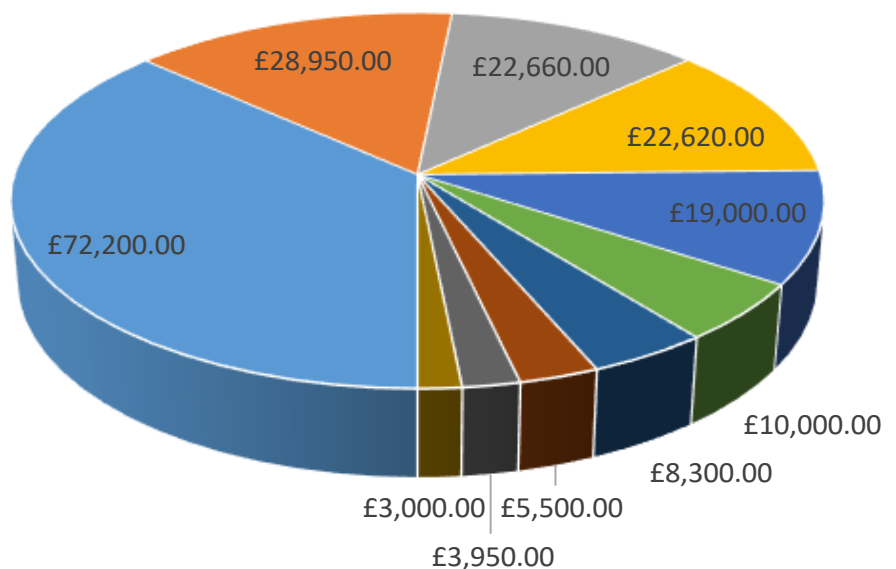
2019-20 Income

- Precept
- Cemetery
- Grass cutting
- Interest
- Wootton News
- Allotments
- Recycling Credits
- MUGA



2019-20 Expenditure

- Staffing
- Estate Management
- Cemetery Management
- Office
- Christmas
- Projects
- Wootton News
- Fun fest & film night
- Highways
- Donations



*The precept is a portion of council tax paid to the parish council by Bedford Borough Council, to run the parish. The precept demand is submitted annually to Bedford Borough Council in January.

What is the parish council responsible for?

The parish council is responsible for the following:

- Grass cutting (those areas for which it has responsibility);
- Cemeteries maintenance (all three sites – St. Mary's churchyard, St. Mary's churchyard extension and Lorraine Road cemetery);
- Maintenance of the play areas at the Memorial Hall and Recreation Ground sites – including weekly, monthly and annual RoSPA inspections;
- Maintenance of Keeley End Pond;
- Annual Fun Fest;
- Payment of recycling credits to the Wootton Church & Poor's Land Charity (collected from the glass recycling unit at the recreation ground);
- Annual Christmas tree by the junction of Bedford Road/Cause End Road;
- Christmas street lights;
- War Memorial maintenance;
- Allotments and paddock maintenance (Hall End);
- Provision of litter bins (although the borough council empty them);

See under Committees and Responsibilities for further information.

How to find out more information

There are several ways that you can find out what the parish council is doing or planning to do. We cater for the online community and those without internet access. This is your community, so take the time to find out what is going on. By talking to us, you can shape how our community will evolve. Below is a list of ways that you can find out more.

- Council meetings;
- Councillor surgery (first Saturday monthly, at the library, Lorraine Road from 11am until noon);
- Facebook page;
- Newsletter (produced quarterly and delivered to all homes);
- Notice boards;
- Website.

How decisions are made



The council's committees make decisions on issues put before them or make recommendations that are discussed at full council meetings – where the recommendations can be approved, rejected or sent back to the committee for a rethink. Decisions made by the council are implemented by the clerk or other council staff and can only be made at a meeting.

The agenda for each meeting is published one week before the meeting on the parish council's website and in the noticeboards around the village. A link is also included on our Facebook page. Only items on the agenda can be discussed – this is a legal requirement. We do not have "Any Other Business" to ensure everyone knows in advance what will be discussed.

No councillor has the authority to organise, arrange or promise anything - but can pass on requests, which then go through the committee/council procedure.

Committees and Responsibilities

All council meetings are open to the public unless there is a legal reason why they should not be. There is provision for the public to speak at the start of each meeting. Details of meetings, including dates, agendas and previous minutes are published on the council's website under the heading "Parish Documents", followed by "Agendas, Draft and Signed Minutes". Agendas can also be found on our noticeboards and they are displayed at least three clear working days before the meeting and on our website. We have meetings on most Wednesdays throughout the year, except in the last three weeks of December. The schedule of meetings can be found on our website under the heading "Parish Council", followed by "Parish Council Meetings".

Committees are either **executive** or **advisory**. An **executive** committee has the power to make decisions. An **advisory** committee does the background work and makes recommendation to full council.

Full Council

Full Council is the main body of the parish council to which all advisory committees report to. All councillors sit on full council which meets on the second Wednesday of each month. This is the main **executive** committee

Planning & Environment Committee

The Planning and Environment Committee is the only **executive** committee meaning it can make decisions. It meets twice a month (second and last Wednesday) to consider and comment on all planning matters, and determines the parish council's view in respect of planning applications. If residents have concerns about a planning matter, they are welcome to attend the meeting at which the relevant application will be considered. It is also recommended they contact the borough councillor. It is worth noting however, that the parish council is only one voice and ultimately, the final decision lies with Bedford Borough Council (as the Local Planning Authority).

This committee also considers and comments on all highways matters including footpaths and footways, oversees the management and maintenance of all burial grounds for which the parish council has a designated responsibility, ensures that agreed standards of provision and maintenance are met in respect of the parish council's street lighting, bus shelters and bins and considers any other matters relating to the local environment.

This committee has parish councillor members only.

Leisure and Amenities Committee (L&A)

The Leisure and Amenities Committee is an **advisory** committee which oversees the development, management and maintenance of the parish council's leisure facilities. This includes the recreation ground, play areas, MUGA (Multi Use Games Area) and skate park, alongside the public open space for which the parish council has a designated responsibility (including grass cutting). It meets on the last Wednesday of the month. The committee is also responsible for the village war memorial.

This committee has parish councillor members only.

At the present time this committee's functions have been handed over to full council, whilst the parish council continues to draft a Neighbourhood Plan.

Finance and General Purposes Committee (F&GP)

The Finance and General Purposes Committee is an **advisory** committee which oversees the management of the parish council's finances and makes recommendation to full council. It meets on the last Wednesday of the month. It has executive powers for the purpose of payment authorisation **ONLY**. It also oversees the parish council's corporate governance arrangements, risk management procedures and insurance arrangements. The committee oversees matters relating to the employment and management of staff and any other matters falling outside of the remit of the council's other committees.

This committee has parish councillor members only.

Fun Fest Committee

The Fun Fest Committee is an **advisory** committee, responsible for organising the annual Fun Fest. It meets two or three times a year. Its aim is to secure acts, stalls and events as appropriate and ensure all Health & Safety aspects are met, including public liability insurance and risk assessments. This group reports to full council which determines its annual budget.

This committee has both resident and parish councillor members. If you think you can help to improve our Fun Fest event we would love to hear from you.

Neighbourhood Plan Steering Group

The Neighbourhood Plan Steering Group is an **advisory** steering group, created to work on the development of a Neighbourhood Plan, setting timescales, engaging with the community and reporting to full council on progress made. It meets on the last Wednesday of the month. Its aim is to produce a vision and plan which, when adopted, will be a legally binding document to help shape the future of Wootton.

This steering group has both resident and parish councillor members.

Roads and Pavements Safety Steering Group

The Roads and Pavements Safety Steering Group is an **advisory** steering group, created to work on issues surrounding roads and footpaths and reporting to full council on progress made. It meets every other month. Its aim is to engage with the community, identify all relevant road and footpath issues before recommending how they might be best taken forward and resolved with Bedford Borough Council, as the Local Highways Authority.

This steering group has both resident and parish councillor members