

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 15th September 2015, 7pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr G. Emery, Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, Mr R. Jordan, Mr P. Langridge Chairman, Mr J. Lean, Mr J. Lewis, Mr A. Macdonald, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr A. Leggatt and Mr L. Ivall.

Also Present: Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillor Mr A. Leggatt. Cllrs Mr D. Ellison and Mr L. Ivall had submitted apologies for their anticipated lateness.

2 Declaration of Interest

Councillors were reminded that they should declare an interest in any matter of personal or prejudicial interest to be discussed at this meeting. Information about this requirement had been on the table.

3 Minutes

The minutes of the previous meetings held on 1st September 2015, which had been previously circulated, were approved and signed as a true and accurate record.

4 To receive crime statistics from Bedfordshire Police

Report from PCSO Matt Duffy 4th July 2015 – 2nd September 2015 was noted.

Members discussed about the crime clear up statistics being rather low.

Cllr Ellison arrived.

It was **resolved** to write to Olly Martins, Bedfordshire Police and Crime Commissioner about the rather low crime clear up statistics.

The Town Clerk advised that Sgt Kidd is planning on attending the town council meeting on the 20th October to present the September crime figures.

The Town Clerk advised that PCSO Duffy is no longer a PCSO and that PCSO Jeeves is now the local PCSO.

5 Matters Arising

i. 1.9.15

15 Mill Lane Pavilion Car Park, it was noted that the gate and bollard are on order and will be installed by Balaam Brothers as they advised could complete the work the soonest (within six weeks from date of order), the work was ordered on Monday 7th September for completion no later than Monday 19th October. A drawing of the gates was supplied to the town council on the 9th September and forwarded to members on the 9th September.

Members discussed about how to pay for the gate and bollard at a cost of £1,482.00 + v.a.t..

It was **resolved** to use Cost Centre 110 Administration Cost Code 4800 Contingency to pay for the gate and bollard at a cost of £1,482.00 + v.a.t..

6 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committees; Playing Fields, Allotments and Burials Committee – 1.9.15

Cllr Gibb advised members about the padlock and chain having gone missing from the allotment gate since the last meeting. Members then discussed about a chain replacement being welded to the gate.

Cllr Zerny arrived.

7 Written Reports from Cllr Representatives

To receive written reports from:

1. Central Bedfordshire Councillors.
None.
2. Potton Town Councillors on external bodies.
None.

8 To Receive any Questions from the Public

No questions from the public.

9 Planning Applications

Application No: CB/15/02967/FULL York House Meat Products Ltd, Shannon Place, Potton Sandy Beds SG19 2YH

Extensions to factory building to accommodate chiller units.

It was **resolved** as a local major employer to support the application, though construction work needs to be carried out in a reasonable time between 7am – 6pm Monday – Friday for local residents and to ensure noise suppression.

Application No: CB/15/02799/FULL 14 - 16 Bull Street Potton Sandy SG19 2NR

Proposed two new cottages one 2 bed and one 1 bed dwelling with gardens to the rear and parking in front.

Cllr Gibb declared a prejudicial interest.

As Cllr Gibb had declared a Disclosable Pecuniary Interest (DPI) he left the room as under Potton Town Council's Standing Orders a Cllr must leave the room for the duration of all discussion on such items.

Cllr Jordan declared a personal interest.

It was **resolved** (i) to support the application, though the council doesn't accept the need to the widening of the gateway as this will reduce the amount of on-street parking. (ii) that an alternative tree to a Laburnum is chosen, because it is toxic and a Rowan for example may be more suitable. (iii) the town council's

decision is based on the drawings that the town council have been provided with, if there are additional buildings within the site this could change the decision.

10 Late Planning Applications

No late planning applications to consider.

Cllr Gibb re-entered the room.

11 Correspondence

1. St Mary's Potton – Ongoing Issues concerning the Closed Churchyard noted.

The Chairman advised that he has been trying to arrange a meeting with the rector of St Mary's, Churchwarden of St Mary's, Cllr Gibb and the Chairman. The Chairman continued to advise that Cllr Gibb and Chairman will report back to the next town council meeting.

12 Highways

The blue book for reporting Highway problems will be on the table at the meeting.

1. Highways Customer Service report 3/8/15 to 30/8/15 noted.
2. Proposed 50mph and 30mph Speed Limits - B1042 Sandy to Potton noted.

13 Finance

i. To approve the list of payments.

A list of payments up to and including the 15th September 2015 was handed to members for consideration.

It was **resolved** that the list of payments up to the 15th September 2015 be approved.

ii. Verify Bank Reconciliations against statement 1st July – 31st July 2015.

Members discussed about carrying out the bank reconciliation.

The Chairman asked Cllr Ellison to carry out the bank reconciliation.

It was **resolved** that every Cllr in turn should carry out the verifying of the bank reconciliation.

14 Hall for All

The Chairman read out parts from the report on Hall for All which Cllr Emery had prepared.

A number of members indicated that they would be attending the quiz night.

The Hall for All report was noted.

The Chairman thanked Cllr Emery for the report.

Cllr Emery was asked about when the section 106 monies would become available from the Biggleswade Road development is it on first sold or first house occupied.

Cllr Emery advised that the section 106 would become available when the first house is occupied.

Cllr Emery was then asked when building would commence.

Cllr Emery advised that building will commence once planning permission is approved and then a further six weeks to allow for the badgers to be moved.

15 Neighbourhood Plan

Members discussed about a neighbourhood plan for Potton.

Members then discussed about the cost of neighbourhood plan and Potton receiving less community infrastructure levy if Potton didn't have a neighbourhood plan.

Members then discussed about which other towns and parishes had a neighbourhood plan. Cllr Zerny advised that no other town or parish in Central Bedfordshire Council has had a local referendum to adopt a neighbourhood plan.

Cllr Zerny was asked if he could find out from Central Bedfordshire Council which other towns and parishes in CBC have started a neighbourhood plan.

It was **resolved** that Cllr Zerny contacts Central Bedfordshire Council to ask for a list of towns and parishes that have started to proceed with a Neighbourhood Plan.

Cllr Lean offered to join the Neighbourhood Plan Committee.

It was **resolved** that Cllr Lean joins the Neighbourhood Plan Committee.

The Chairman asked when the town council would receive a report from Cllr Hobbs, Lean and Whitfield with regard to a Neighbourhood Plan for Potton.

The Chairman then suggested the second town council meeting in November 2015.

It was **resolved** that Cllr's Hobbs, Lean and Whitfield produce a report with regard to a Neighbourhood Plan for Potton for the 17th November 2015 town council meeting.

16 Newsletter

Members noted that the Autumn Newsletter has just been delivered.

Cllrs Emery and Whitfield has advised they didn't receive a hand delivered copy.

It was then noted that work has already started on the next Newsletter and the Chairman has requested that the next Newsletter is delivered before the Christmas Lights switch-on.

It was noted that various people and groups and have been contacted for an article. The Town Clerk confirmed to meet the Chairman's timescale that the copy date is the 12th October 2015.

A member asked why an article for Potton Apple Day was not in the Autumn Newsletter. The Town Clerk advised that the town council had requested a Potton Apple Day article.

Members then discussed about Councillor Surgery dates for January – February 2016 which are published in the newsletter.

Cllrs Macdonald, Langridge, Lean and Whitfield offered to be the Councillors present at the January or February 2016 Councillor Surgeries.

It was **resolved** that (i) Cllrs Langridge and Macdonald attend the January Councillor Surgery. (ii) Cllrs Lean and Whitfield attend the February Councillor Surgery. (iii) Cllrs Langridge, Lean, Macdonald and Whitfield confirm dates with the Town Clerk.

17 Cemetery and Churchyard

The Chairman advised that when the plan for grass cutting maintenance of the churchyard is agreed with the Church he will bring the plan to the next meeting.

It was **resolved** that the Chairman and Cllr Gibb present the agreed grass cutting plan to the town council at the meeting on the 6th October 2015 and this can then be incorporated into the town council’s grass cutting contract.

18 Grass cutting

Members noted that the grass cutting contract with Stewart Bullard and Sons Limited will end at the beginning of November 2015.

It was **resolved** (i) that grass cutting contractors are contacted to see if they are interested in providing a quotation to cut the grass for Potton Town Council. (ii) that quotes for a one, two and three year grass cutting contract are gained by the end of November for the December town council meeting.

19 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 6th October 2015.

20 Bank Reconciliation

Cllr Ellison confirmed that he had reviewed the reconciliations against the bank statements during the meeting and signed them as being correct.

The meeting closed at 8.25pm.

Signed.....ChairmanDate

Mission Statement

The aim of Potton Town Council is to serve the people of this town to the best of its ability.