

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 6th October 2015, 7pm at the Community Centre.

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

Absent: Councillors Mr P. Langridge.

Also Present: Twelve members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillor Mr A. Leggatt and Mr P. Langridge. Cllr Mr A. Zerny 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 15th September 2015, which had been previously circulated, were approved and signed as a true and accurate record.

4 Matters Arising

1.9.15

17 Oak Tree Branch resolved (ii) to contact Mr Day about how to proceed with the Deadwood feature. The response from Mr Day 28/9/15 was noted *"Certainly need to discuss how to proceed. I have been considering to locate it somewhere near the entrance to HS playing field maybe as part of a revamped bed in the car park."*

15.9.15

4 To receive crime statistics from Bedfordshire Police – it was noted that a letter has been sent to Olly Martins, Bedfordshire Police and Crime Commissioner about the rather low crime clear up statistics which has been logged by the Police and Crime Commissioner office, under ref: 2015/000500 and forwarded to the Commissioner for his attention. The Town Clerk advised that an acknowledgement had been received. 15 Neighbourhood Plan. It was noted that Cllr Zerny has been advised by Central Bedfordshire Council that 16 parishes are currently developing Neighbourhood Plans: Caddington and Slip End, Toddington, Barton le clay, Wrestlingworth and Cockayne Hatley, Stondon, Clophill, Marston Moretaine, Hockliffe, Kensworth, Fairfield, Henlow, Arlesey, Studham, Northill and Totternhoe. Cllr Zerny was also advised there is no (CBC) funding for this (*Neighbourhood Plan*), but Planning have a contract with BRCC (*Bedfordshire Rural Communities Charity*) to provide support. It was also noted that Cllrs Hobbs, Lean and Whitfield have been informed.

16 Newsletter – It was noted that articles from the following have arrived, Chairman’s Message, Cemetery and Churchyard from the Chairman, Ivel Sprinter and Hall For All.

16 Newsletter – It was noted the January 2016 Councillors Surgery which Cllrs Langridge and Macdonald will be attendance at will take place on January 9th 2016. The Town Clerk advised that Cllr Lean had spoken to him just before the start to advise that the February Surgery will take place on the 20th February 2016 date to be confirmed and agreed with Potton Library.

18 Grass cutting – It was noted that ten contractors have been contacted to identify if they would be interested in quoting. At this stage four contractors have advised they want to quote for the work and they have been advised that the town council will contact them again following the town council meeting on the 6th October 2015 when the maintenance schedule for Cemetery and Churchyard is approved.

5 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committees:

Buildings and Facilities Committee – 15.9.15

Social Media Communication – 29.9.15

6 Potton Youth Club

Cllrs Emery and Langridge met with representatives of Groundwork on Wednesday 30th September 2015.

Notes of the meeting were given to members. The Chairman went through the notes, asked Cllr Emery various questions and Cllr Emery answered all the questions asked.

7 Councillors Surgery

The Councillors Surgery took place on Saturday 19th September 2015.

Cllrs Jordan and Gibb were in attendance at the surgery.

Cllr Gibb had provided a written report.

Issues raised

Gully clearance outside Eagle Farm.

Meeting Lane, drain clearance down the twitchel

Sally Army Hall parking outside: extension of the line to allow for funeral parking? What aspects can they use to increase access?

Henry Smith parking in the hatched area near the bottles. Need to do the whole remarking. (Let's just choose a day and get on with it)

Brook clearance, (advised Environment group were in charge!)

During the markets can we shut the car park alongside the library between the library and the barbers to bring the stalls up from the community centre or

install a Wheel bounce strip on the car park spaces which point at the library to prevent overhanging the pavement?

Manor Way, pavements are in a bad way but we're not resurfaced when Aldgate was done.

The Chairman asked Cllrs Gibb and Jordan various questions and they duly answered them.

Members noted the report from Cllr Gibb.

8 To Receive any Questions from the Public

Chairman asked if members of the public had any questions.

No questions from the public.

9 Planning Applications

Application No: CB/15/03423/FULL 7 Aldgate Close Potton SG19 2RU

Single storey side extension and front extensions.

It was **resolved** no objection.

10 Late Planning Applications

No late planning applications to consider.

11 Planning Decisions

The following decision notes from Central Bedfordshire Council were noted.

CB/15/02443/FULL 1 Manor Way Potton SG19 2BT

Proposed single storey side extension to form orangery.

GRANTED

CB/15/02588/FULL 11 Brookfields Potton SG19 2TL

Remove existing breakfast room & replace with a sun room, new side extension for garage.

GRANTED

CB/15/02705/FULL Deepdale Aquatic and Pet Centre, Deepdale, Potton SG19 2NH

Demolition of existing buildings and erection of new Veterinary and Aquatic Centre with associated Infrastructure. Retrospective application to regularise the scheme.

GRANTED

12 Highways

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

- 1.** Chapel Street Parking Restrictions was discussed and then noted.
- 2.** Highways Customer Service report was noted.

13 Finance

i. Remembrance Sunday

Members discussed about a donation to the Royal British Legion for poppy wreaths to lay on Remembrance Sunday.

It was **resolved** a donation of £100 to the Royal British Legion under Section 137 for the poppy wreaths to lay on Remembrance Sunday.

ii. To approve the list of payments.

A list of payments up to and including the 1st October 2015 was handed to members for consideration.

It was **resolved** that the list of payments up to the 1st October 2015 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of August 2015.

An income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of August 2015 had been supplied to members.

Cllr Zerny arrived.

Members proceeded to go through the detailed statement of income and expenditure against budget.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st August 2015.

iv. Verify Bank Reconciliations against statement 1st August – 31st August 2015.

Members discussed about verifying the bank reconciliation.

Cllr Ivall offered to visit the office to verify the bank reconciliation.

It was **resolved** that Cllr Ivall verify the bank reconciliation.

14 External Auditor – Audit for the year end 31 March 2015

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

The Town Council then worked through the issues arising from the audit.

It was **resolved** (i) to approve and accept the Annual Return which was presented to the town council for year ended 31st March 2015, following its return by the External Auditor now that they had given an audit opinion. (ii) that the Town Council note that minor error with regard to comparative figures for the year end 31st March 2015 were restated as the council have changed their basis of accounting and the external auditor has reviewed the adjustments made and they are satisfied they are correct. (iii) that the Internal Auditor's recommendations are implemented as had previously been resolved on the 16th

June 2015 minute "11 Finance iv To receive a report from the internal audit for the year 2014/15 it was resolved to approve the final internal audit report including implanting all recommendations for the financial year 2014/15."

15 Correspondence

1. Central Bedfordshire Council – Community Right to Bid – George and Dragon Public House. Cllr Ivall explained to members about the Community Right to Bid for the George and Dragon Public House.

It was **resolved** to approve of the Community Right to Bid application for the George and Dragon Public House.

2. Bedfordshire and River Ivel Internal Drainage Board – Watercourse Maintenance noted.
3. Potton History Society – Premises was noted.
4. Bedfordshire Association of Town and Parish Councils – Annual Report and Accounts was noted.

16 Speedwatch

The report from Cllr Ellison was noted.

Members discussed about permanent signage to advise that speedwatch takes place. Cllr Zerny was asked if he would contact CBC Highways about speedwatch signage. Members didn't want to see additional any additional posts and that signs to be installed on existing posts.

It was **resolved** that (i) Cllr Zerny contact CBC Highways about speedwatch signage. (ii) Cllr Ellison provide Cllr Zerny with the relevant information about speedwatch.

17 Cemetery and Churchyard

Cllrs Gibb advised that Cllr Langridge had a proposed detailed maintenance plan for the St Mary's Churchyard, which split the area into three zones.

Cllr Gibb then advised that they are planning to consult with various stakeholders about the churchyard and to include an article about the churchyard in the next newsletter.

Cllr Gibb advised that his and Cllr Langridge's proposal is to retain and improve the churchyard, reducing costs and increase wildlife and wildflowers.

Cllrs Gibb finally advised that a meeting was arrange for representatives of the St Mary's Church and the Town Council to meet on the 13th October 2015.

18 Hall Hire

Members discussed at length about free use of town council buildings. It was suggested that removal of two existing free users and these were e. Other CBC meetings Clock House and Community Centre and f. Citizens Advice Bureau uses the Community Centre on a Tuesday if they have any appointments.

It was **resolved** to refer the free use of town council buildings to the Buildings and Facilities Committee.

19 Potton Consolidated Charity

A member of the public left the meeting.

Members queried whether the town council was allowed non-councillor trustees, as the Clerk of Potton Consolidated Charity email advised "*.....the Council needs to nominate the four councillors to serve as Trustees*".

Cllr Leggatt advised he has a copy of the constitution for Potton Consolidated Charity and the above is incorrect and it should be "*.....the Council needs to nominate the four people to serve as Trustees*".

Members noted that the four outgoing town council trustees for the Charity are all willing to be nominated. The Chairman asked if anyone would like to be nominated.

It was **resolved** that the four town council nominated trustees of the charity are as follows:

- Cllr Alan Leggatt
- Cllr Angus Macdonald
- Jean Way
- Anna Adnitt

Cllr Gurney and the public left the meeting before the next item.

20 *Staffing

It was **resolved** that under the Public Bodies (admission to Meetings) Act 1960 (as extended) members of the public and press were excluded from the meeting for the remaining items of business as discussion of these items would involve the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).

21 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 20th October 2015.

The meeting closed at 7.55pm.

Signed.....ChairmanDate

Mission Statement

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