

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 20th October 2015, 7pm at the Community Centre.

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

**Absent:** Councillors Mr J. Hobbs, Mr A. Macdonald and Mr A. Zerny.

**Also Present:** Police Sgt Gary Kidd, PCSO Ann Jeeves and one member of the public and the Town Clerk.

### **1 Apologies for absence**

Apologies for absence had been received from Councillors Mr J. Hobbs, Mr A. Macdonald and Mr A. Zerny.

### **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 6<sup>th</sup> October 2015, which had been previously circulated, were approved and signed as a true and accurate record.

### **4 To receive crime statistics from Bedfordshire Police**

Members had a copy of crime statistics from Bedfordshire Police for September 2015.

The Chairman welcomed Sgt Gary Kidd and PCSO Ann Jeeves.

Sgt Kidd advised members that 24hr Police Cover will be available from Biggleswade. Community Police is based at Dunstable. Recruitment of additional Police Officers is ongoing.

PCSO's will reduce from 100 to about 40 exact number to be confirmed. Currently 7 cover this area, previously 11 and is likely to be 3 from March 2016.

The enquiry office at Biggleswade is due to close, because of low footfall.

The Chairman asked if members had any questions.

Members asked Sgt Kidd various questions and these included the following:

- Members weren't aware that the enquiry office at Biggleswade was open.
- Concern with regard to impact of Biggleswade Enquiry Office closing.
- A number of recent incidents in Potton.
- Nobody from the Police attending incidents in Potton and asking people to check building to see if burglar(s) are still present.

Sgt Kidd duly answered all the questions and these included the following:

- Loss of budget and the need to find savings.
- Police attending is dependent on circumstances and availability.

- The cover for Potton is as follows starts with (1) PCSO for Potton, Ann Jeeves, (2) Blue Lights team and (3) Community Team.
- Until recruitment has finished no additional Police Officers.

The Chairman thanked Sgt Gary Kidd and PCSO Ann Jeeves for attending.

Sgt Gary Kidd and PCSO Ann Jeeves left the room.

## **5 Matters Arising**

- 6.10.15 13 Finance iv Verify Bank Reconciliations against statement 1<sup>st</sup> August – 31<sup>st</sup> August 2015. It was noted that Cllr Ivall visited the council offices on Friday 9<sup>th</sup> October and verified the August 2015 bank reconciliation, the Chairman thanked Cllr Ivall.

## **6 Town Council Committees**

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:  
Playing Fields, Allotments and Burials Committee – 6.10.15

A member of the public left the meeting.

The Town Council amended one recommendation and then adopted the following minutes and all recommendations contained from the Town Council Committees:  
Employment Committee – 13.10.15

A member of the public re-entered the room.

## **7 Councillors Surgery**

The Councillors Surgery took place on Saturday 10th October 2015.

Cllrs Leggatt and Temple were in attendance at the surgery.

Cllr Leggatt and Temple had provided the following written report.

1. A lady from Wrestlingworth likes to do her shopping in Potton and support local traders. She observed that over the years it has become increasingly difficult to park in the square and in the car park which is often full. People tend to park on the bend in Brook End opposite the surgery which makes it hazardous when driving in from Bury Hill. She questioned whether Brook End ought to be one way. She was advised that this was one of many related issues of this nature in Potton and was under continual review by the Council.
2. A resident asked when the low branch in HSPF was going to be removed.

The Chairman advised that Global Tree Solutions would cut down the oak tree branch and move the branch and he had contacted the Tree Warden about Deepdale Trees storing the branch once removed from the tree and was awaiting a response.

Members noted the reports from Cllrs Leggatt and Temple.

## **8 To Receive any Questions from the Public**

Chairman asked if the member of the public had any questions.

No questions from the public.

## 9 Planning Applications

**Application No: CB/15/03073/FULL      40 Horslow Street Potton  
SG19 2NX.**

First floor rear extension.  
It was **resolved** no objection.

**Application No: CB/15/03767/FULL      Westbury, Deepdale,  
Potton SG19 2NH.**

Erection of a detached dwelling and detached garage on land that currently forms part of the existing curtilage of Westbury.

A member of the public spoke to the town council about the application.

It was **resolved** to support the application although, the Council also made comment on an introduction of a 40mph speed limit from Deepdale to Potton as they previously had on the 21<sup>st</sup> April 2015.

A member of the public left the meeting.

Cllr Langridge declared an interest in the next application.

Cllr Leggatt took over as chair for the next item.

**Application No: CB/15/038801/FULL      2 & 4 Downside Gardens  
Potton SG19 2RE.**

Sub-divide one dwelling into two dwellings.  
It was **resolved** to support the application.

Cllr Langridge took no part in the debate or the vote.

Cllr Langridge took over as Chairman again.

Cllr Gibb declared an interest in the next application.

**Application No: CB/TCA/15/00407      12A Bull Street Potton  
SG19 2NR**

Works to a tree within a Conservation Area: Prune one Chestnut tree & remove the branch overhanging the house.

It was **resolved** no objection subject to the approval of the tree and landscape officer and that they carry out the work as stated.

Cllr Gibb took no part in the debate or the vote.

## 10 Late Planning Applications

No late planning applications to consider.

## 11 Correspondence

1. Bedfordshire Day Celebrations. Members discussed about flying a flag to celebrate Bedfordshire Day.

Cllr Jordan advised he could purchase a Bedfordshire flag for less than £10. It was **resolved** that Cllr Jordan purchase a Bedfordshire flag up to the cost of £10 and would then be refunded by the town council.

Cllr Whitfield declared an interest in the next item.

2. Proposed residential development at Jay Farm, Myers Rd, Potton. The Town Clerk reminded all members that they must leave the room if they have a disclosable pecuniary interest.

The Town Clerk advised members that they are advised in every town council Clerks report, that they must leave the room if they declare a disclosable pecuniary interest.

A member asked where it states that a member must leave the room if they declare a disclosable pecuniary interest.

The Town Clerk advised under Declaration of Interest which is item number 2.

Members decided that Cllr Whitfield can remain in the room.

Cllr Emery discussed about the Local Development Framework and that this site was previously discussed as being unsuitable for the following reasons:

- The site is too large and the proposed number of houses too high – development would unbalance the shape of the town and dominate the entrance.
- Development of the site would extend the boundaries of the town too much.
- The site stands on higher ground and would be visible at a distance.
- Recent development in Potton is not selling.
- The site is too close to the Gypsy encampment.
- Potton lacks sufficient infrastructure to support the development.

Members commented that the site was too far out of town and unsuitable for children and elderly.

It was **resolved** to respond as per the comments above.

Cllr Whitfield took no part in the debate or the vote.

3. Magpas Newsletter and Raffle tickets was on the table and noted.
4. Bedfordshire Association of Town and Parish Councils – Training programme noted.

The Chairman asked if any member wished to attend.

The Chairman asked members to contact the Town Clerk if they wished to attend any of the training sessions.

5. Central Bedfordshire Council – Town and Parish Council Conference Wednesday 11<sup>th</sup> November 2015, 6.00pm – 9.00pm at Priory House, Chicksands noted.
6. Central Bedfordshire Council – Proposed Real Time Information Screen in Potton noted.

The Town Clerk read out two emails from Cllr Zerny with regard to the Real Time Information Screen.

The members commented that they would be happy about a Real Time Information Screen being installed in Potton Market Square bus stop.

Additional Correspondence from Cllr Langridge.

7. The new gate at Mill Lane Pavilion hasn't been installed by Balaam Brothers by the date agreed of 19/10/15.

The Town Clerk advised he had attempted twice to contact Balaam Brothers with no success.

Members discussed and were disappointed that the work hadn't been completed.

The Town Clerk advised during the last few months Balaam Brothers had completed various fencing repairs free of charge and this included fixing the gate in Henry Smith Playing Fields which had been removed by a joyrider(s).

## **12 Highways**

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

1. Highways Customer Service hadn't been provided by Central Bedfordshire Highways.
2. 28 Chapman Close correspondence was noted.

## **13 Finance**

### **i. To approve the list of payments.**

A list of payments up to and including the 20th October 2015 was handed to members for consideration.

It was **resolved** that the list of payments up to the 20th October 2015 be approved.

### **ii. Investments**

Members discussed about signatories for the Barclays and Nationwide accounts.

It was **resolved** that the signatories for the Barclays and Nationwide accounts are Cllrs Emery, Gibb, Langridge, Macdonald and Whitfield.

### **iii. Material Variances**

Members discussed the material variances.

It was **resolved** to note the following explanations of material variances in excess of £100 of the budget as per Financial Regulation 4.8.

Cost Centre 110 Administration

Code 4150 Audit £135 at end of September 2015. Overspend due to the Town Council now having an alternative internal auditor than originally budgeted. (Advance warning as the town council has approved the internal and external recommendation a further internal visit has been arranged for 9<sup>th</sup> November 2015 and the bill will be approximately £350.)

Cost Centre 230 Public Conveniences

Code 4220 Repairs & Maintenance overspend £330.  
Replacement locking system to ladies toilet door and replacement hand wash for disabled toilet.

### **iv. Virements**

Members discussed about virements.

It was **resolved** to approve the following virements.

Cost Centre 110 Administration

Code 4150 Audit overspend £135 at end of September 2015.  
Suggested virement £485 from Cost Centre 110 Code 4800  
Contingency.

Cost Centre 230 Public Conveniences

Code 4220 Repairs & Maintenance overspend £330.  
Suggested virement £330 from Cost Centre 110 Code 4800  
Contingency.

## **14 Christmas Lights**

Members noted that Cllr Leggatt and the Chairman have requested an item on Christmas Lights.

Members noted that since the February 2015 town council meeting the following has been carried out:

- Various lights have been refurbished.
- A socket has been replaced on a streetlighting column in Sun Street.
- Lights have been purchased for the Deepdale Trees Christmas Tree (String Light Outdoor ST LED Ice White Green Cable - 200m 2,000 bulbs).
- Date of the switch-on has been set for Friday 27<sup>th</sup> November 2015.

Members noted that Cllr Leggatt had advised that the dates for installation will be the 1st, 15th and 22nd November starting at 10.00am.

Cllr Leggatt advised that he was organising PAT testing of the Christmas Lights and that he and Cllr Langridge would be checking all the lights during week commencing 26<sup>th</sup> October 2015.

Members discussed about Kevin Watters who Cllr Leggatt advised has been a key member of the Christmas Lights team for the past fourteen years.

It was **resolved** that the Town Clerk writes Kevin Watters a letter of appreciation for his assistance with Potton Christmas Lights for the last fourteen years.

Members noted that Cllr Leggatt and his wife Carol have been organising the lights for the last quarter of a century or so, ever since Potton Playhouse asked the Twinning Association to take on the task at the turn of the nineties.

Members noted that Cllr Leggatt would like to hand over the baton, he had advised the following, we rely on virtually the same band of volunteers each year and none of us is getting any younger. The switch-on event has become a major feature in the Potton calendar over that time and the quality of the display has been steadily improved over the years to the point it commands many favourable comments from surrounding towns and villages. To some extent we have become victims of our own success.

Members noted that Cllr Leggatt had asked the Town Council to consider how to move forward in the future with Potton Christmas Lights:

- Do we still rely on volunteers?
- Is anybody prepared to take the job on?

- Should we consider an outside contractor to erect and dismantle the lights etc.?
- Does anyone have any other suggestions?

We need to start thinking about it now in case it has any impact on the precept.

Members discussed about the cost for an outside company to put up and take down Potton Christmas Lights.

Cllr Leggatt mentioned again he wanted to give the rest of the town council plenty of notice that he and Carol will not be organising Potton Christmas Lights next year and the town council needs to consider how they proceed.

### **15 Cemetery Chapel Organ**

Members discussed about an annual tuning and maintenance contract for the American Organ which is located in the Cemetery Chapel. The fee per visit is £35.00.

It was **resolved** (i) that the Town Council enter into an annual tuning and maintenance contract with Norman Hall & Sons for the American Organ in the Cemetery Chapel. (ii) that the Town Clerk completes the annual tuning and maintenance contract for the American Organ in the Cemetery Chapel and sends to Norman Hall & Sons.

### **16 Media Communications Protocol**

Members discussed Potton Town Council's Media Communications Protocol. Members queried whether the legislation in the Media Communications Protocol is still current.

It was **resolved** (i) that Potton Town Council's Media Communications Protocol is approved subject to the legislation in the document being correct and a review date of October 2016.

### **17 Youth Activities**

Members noted they budgeted £1,000 this year for Youth Activities like they have in previous years.

Members also recalled they have approved a payment of £654.00 to Mr Richardson for activities undertaken in July 2015. 109 sessions were subsidised by the town council at a rate of £6.00 per session.

Members noted the report from Mr Richardson.

### **18 Cemetery and Churchyard**

Cllr Langridge had met with representatives of St Mary's Church on the 13<sup>th</sup> October 2015 to discuss and gain approval for Cllrs Gibb and Langridge proposals for grass cutting in the Churchyard.

Cllr Gibb outlined his and Cllr Langridge's proposals for grass cutting in the Churchyard.

Members then discussed the report and plan provided by Cllrs Gibb and Langridge for the grass cutting of St Mary's Churchyard, Potton.

Members asked Cllr Gibb various questions and he duly answered them. Cllr Gibb advised that during the growing season area 1's are cut every other week,

area 2's are cut every four weeks and area 3's are cut as a hay cut once at the end of August or early September.

It was **resolved** to approve the grass cutting plan for the St Mary's Churchyard, Potton.

Members thanked Cllrs Gibb and Langridge.

### **19 Memorial Garden**

Members discussed the quotation from Greensands Landscaping for a Memorial Garden.

Members discussed about donations received for the garden. The Town Clerk advised that Kier Homes had donated £100 towards the garden. Members discussed about the Kier Homes donation.

It was **resolved** (i) that the town council doesn't proceed with a Memorial Garden. (ii) that the Town Clerk writes to Kier Homes to ask if they would allow the £100 donation for the garden to be used towards cleaning the War Memorial.

### **20 CCTV**

Members discussed the correspondence and quotations which had been provided to Cllr Langridge with regard to CCTV.

Members noted the information and thanked Cllr Langridge for the information.

It was **resolved** not to proceed further the CCTV quotations.

### **21 Grade II listed building (Conservation area)**

Members noted the concern raised by Cllr Lewis about the replacement of a window at the rear of 27 Market Square the Royal Fisheries (Fish and Chip shop) and the correspondence from Robin Uff, Principal Conservation Officer for Central Bedfordshire Council.

Members discussed how to proceed.

It was **resolved** that Central Bedfordshire Council apply their judgement on what needs to be enforced with regard to changes to listed buildings in Potton and the appearance of the frontages of buildings impacts on the appearance of the town square.

### **22 Hall for All**

Members discussed Potton Hall for All request that the town council support for them to make an application to Central Bedfordshire Council for £5,000 from the current Section 106 monies available for Community / Village halls for Potton.

It was **resolved** (i) that the town council write a letter of support to Potton Hall for All for them to apply for £5,000 from the current Section 106 monies available for Community / Village halls for Potton held by Central Bedfordshire Council. (ii) that the Town Clerk writes the letter of support.

### **23 Community Centre – Decorating**

Members considered the quotations to decorate the Community Centre as per the Buildings and Facilities resolution on the 15<sup>th</sup> September 2015.

Members noted that the Clerk's Assistant has advised the Chairman and the Town Clerk that Russ Glen could carry out the internal painting at weekends and complete the work by the end of November 2015.

Members discussed about an item which is on the Buildings and Facilities Committee agenda for later the same evening.

It was **resolved** subject to the Buildings and Facilities Committee not recommending any changes to the lower half of the building at their meeting, which is taking place after the town council meeting, to instruct Russ Glen to carry out the internal redecorating of the community centre at a cost of £1,970.00 as per the quotation and specification and the work be completed before the Seasonal Market Craft Fair which will be taking place in the Community Centre on Saturday 5<sup>th</sup> December 2015.

#### **24 Newsletter**

Members discussed the correspondence and quotations for the winter edition of Potton Newsletter. Members noted the majority of articles arrived on the deadline date (12<sup>th</sup> October 2015).

It was **resolved** to instruct The Lion Press to produce a 16 page Newsletter at a cost of £698.

#### **25 Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 3<sup>rd</sup> November 2015.

The meeting closed at 9.00pm.

Signed.....Chairman .....Date

#### Mission Statement

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