

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 3rd November 2015, 7pm at the Community Centre.

**Present:** Councillors Mr D. Ellison, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Mr P. Langridge Chairman, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald, Mr R. Whitfield and Mr A. Zerny.

**Absent:** Councillors Mr G. Emery, Mr A. Gibb, Mr R. Jordan and Mr C. Temple.

**Also Present:** Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr G. Emery, Mr A. Gibb, Mr R. Jordan and Mr C. Temple.

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

**4 Matters Arising**

None.

**5 Town Council Committees**

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:  
Buildings and Facilities Committee – 20.10.15

Members then discussed.

It was **resolved** (i) to go along with the recommendation and approve that the council office moves upstairs in the Community Centre. (ii) that Cllr Ellison and the Town Clerk gain costings to move the office to upstairs in the Community Centre.

**6 Potton Youth Club**

The report from Cllr Emery was noted.

**7 Groundwork – Potton Youth Club - July – September 2015**

The report from Groundwork was noted.

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

No questions from the public.

**9 Planning Applications**

Cllr Lean left the room before the planning application was discussed.

**Application No: CB/15/03753/FULL 22 Chapel Street Potton SG19  
2PT**

Garage alterations with pitched roof.  
It was **resolved** no objection.

Cllr Lean re-entered the room before the next planning application to be discussed.

**Application No: CB/15/04003/FULL 8 The Manor, Potton SG19  
2RN**

Single storey rear extension & raised terrace.  
It was **resolved** no objection.

**10 Late Planning Applications**

No late planning applications to consider.

**11 Correspondence**

1. Bedfordshire Rural Communities Charity - Yearbook 2015 was noted.
2. Ivel Sprinter – Timetable Boards was noted. Members discussed and then **resolved** to donate £300 to Ivel Sprinter for four additional timetable boards from Section 137.
3. Central Bedfordshire Council – Market Town Fund was noted.
4. Central Bedfordshire Council – Salt Bag Scheme was noted. It was **resolved** to ask Potton Fire Station if they are willing to take any additional salt bags.
5. Cllr Lean - Neighbourhood Plan. Cllr Hobbs discussed about a Neighbourhood Plan for Potton. Members then discussed. It was **resolved** that Potton Town Council formally agree to have a Neighbourhood Plan for the whole Parish of Potton.
6. Central Bedfordshire Council – Rural Match Funding (Highways) was noted.

**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.

**13 Finance**

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

A list of payments up to and including the 3rd November 2015 was handed to members for consideration.

It was **resolved** that the list of payments up to the 3rd November 2015 be approved.

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

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

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 30<sup>th</sup> September 2015.

**iii. Verify Bank Reconciliations against statement 1<sup>st</sup> September – 30<sup>th</sup> September 2015.**

Members discussed about verifying the bank reconciliation.

Cllr Ivall advised he had visited the office on Tuesday 3<sup>rd</sup> November 2015 and verified the bank reconciliation 1<sup>st</sup> September – 30<sup>th</sup> September 2015.

It was **resolved** that Cllr Ivall had verified the September 2015 bank reconciliation.

The Chairman asked for a volunteer to verify the October 2015 bank reconciliation when ready.

Cllr Lean volunteered to verify the October 2015 bank reconciliation.

It was **resolved** that Cllr Lean verifies the October 2015 bank reconciliation.

**iv. Remembrance Sunday - Section 137**

Members noted that the Chairman has asked Potton Vineyard Church to provide refreshments after Remembrance Sunday in the Community Centre.

Members discussed about making a donation of £50 from Section 137 to Potton Vineyard Church for refreshments.

It was **resolved** that the Town Council give Potton Vineyard Church £50 from Section 137 towards providing refreshments after Remembrance Sunday in the Community Centre.

**14 Christmas Lights**

The Chairman advised that all the lights were put up in three and a half hours on Sunday 1<sup>st</sup> November 2015. The Chairman then advised that members need to consider setting up a Christmas Lights Committee.

**15 Hall 4 All**

Cllr Emery had requested the item be deferred until 17<sup>th</sup> November 2015 meeting.

**16 Grasscutting**

The Town Clerk advised about correspondence had arrived from Mr Day on the 2<sup>nd</sup> November 2015 and a number of telephone calls from residents on the 3<sup>rd</sup> November 2015.

The Town Clerk read-out the correspondence from Mr Day.

Members discussed the grass cutting contract and the late correspondence from Mr Day.

It was **resolved** (i) that the grass cutting contract is complete and correct. (ii) that the five grasscutting contractors who have indicated they wish to quote for the work are sent the paperwork for them to quote. (iii) that the correspondence from Mr Day is forwarded to the Environment Group of the Town Plan for them to consider.

### **17 Road Names**

Members noted the list of road names provided by Potton History Society.

Members discussed about road names.

It was **resolved** that the item is deferred until the 17<sup>th</sup> November 2015, to allow members time to consider the names provided by Potton History Society and any names that they would like the town council to consider.

The Town Clerk left the room before the next item.

### **18 \*Staffing**

\*Exempt information – Public Bodies (Admission to Meetings) Act 1960 and Section (1) of the Local Government (Access to Information Act) 1985. The Press and Public are given notice that they may be requested to retire during consideration of this item.

### **19 Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 17<sup>th</sup> November 2015.

The meeting closed at 8.40pm.

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.