

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 17th November 2015, 7pm at the Community Centre.

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

**Absent:** Councillors Mr G. Emery, Mr R. Harris and Mr J. Hobbs.

**Also Present:** Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr G. Emery and Mr R. Harris. Also CBC Cllr Gurney.

**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 3<sup>rd</sup> November 2015, which had been previously circulated, were approved and signed as a true and accurate record.

**4 Matters Arising**

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|----------|---|
| 15.9.15  | 5 Matters Arising i. 1.9.15 15 Mill Lane Pavilion Car Park, it was noted that the gate and bollard have been installed by Balaam Brothers.  |
| 20.10.15 | 11 Correspondence 1. Bedfordshire Day Celebrations. It was noted that Cllr Jordan has purchased a Bedfordshire flag for £4.75. Mr Butlin has been contacted about flying the flag on 28 <sup>th</sup> November 2015.<br><br>21 Grade II listed building (Conservation area). It was noted that correspondence had arrived from the Conservation Officer at Central Bedfordshire Council to advise that enforcement in the Market Square would be carried out. |
| 03.11.15 | 17 Road Names. It was noted that no further road names had come forward at this stage.  |

**5 To receive crime statistics from Bedfordshire Police**

Members noted the Crime statistics from Bedfordshire Police for October 2015.

Members discussed about the keying of cars in Potton.

Cllr Gibb offered to contact Bedfordshire Police about the keying of cars in Potton.

It was **resolved** that Cllr Gibb contact Bedfordshire Police about the keying of cars in Potton.

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

No questions from the public.

## **7 Planning Applications**

### **Application No: CB/15/04024/VOC 18A Deepdale Potton Sandy SG19 2NH.**

Removal of condition 1 to planning permission CB/83/00052/FULL (mobile home): Retention of mobile home.

It was **resolved** no comment.

### **Application No: CB/15/04148/FULL Land rear of 111 Everton Road Potton SG19 2PD.**

Change of use from agricultural barn to residential dwelling.

It was **resolved** to object to the application as over development of the site.

## **8 Late Planning Applications**

No late planning applications to consider.

## **9 Planning Decisions**

The following decision notes from Central Bedfordshire Council were noted.

### **Application No: CB/15/03468/NMA Former site of the Gables, Mill Lane, Potton.**

Non Material Amendment to planning permission CB/14/03520/FULL (14 Dwellings) internal modifications to layout of plot 9 with additional fenestration to the rear and side of the dwelling.

**GRANTED**

### **Application No: CB/15/03092/LDCP 24A Willow Road Potton SG19 2PH**

Lawful Development Certificate Proposed: Internal remodelling of existing detached dwelling house including conversion of garage to internal store. Alterations to east, south and west elevations with insertion of new windows and doors to match existing. Insertion of new roof window over existing single storey rear extension.

**GRANTED**

### **Application No: CB/15/02799/FULL Land adjacent to 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 to the front.

**GRANTED**

### **Application No: CB/15/02588/FULL 11 Brookfields Potton SG19 2TL.**

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

**GRANTED**

### **Application No: CB/15/02705/FULL Deepdale Aquatic and Pet Centre, Potton Sandy SG19 2NH.**

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

**GRANTED**

## **10 Correspondence**

1. Central Bedfordshire Council – Deputy Lieutenant – Thank You noted.
2. Charles Belcher – Ivel Sprinter noted.
3. Central Bedfordshire Council – Tax Base – invitation to attend a presentation at Chicksands was noted.
4. St Mary’s Church – Mole Catcher. Members discussed the correspondence. The Chairman advised that he had agreed with Reverend Smith for the town council to pay for one mole catching. It was **resolved** (i) that the town council is not prepared to do anything more about moles in St Mary’s Churchyard. (ii) that the town council agree to pay the second mole catchers bill. (iii) that the Chairman and Town Clerk write to the Churchwardens of St Mary’s Church to advise about the above.
5. Nick Sale – waiving of the non-residency cemetery fees surcharge. Members discussed the correspondence. It was **resolved** that the town council won't waive the non-residency cemetery fees surcharge.

## **11 Highways**

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

1. Highways Customer Service report was noted.  
A number of errors were queried and questions asked. Cllr Zerny advised he had been in discussions with Highways about the streetlight outside 69 King Street.
2. The Chairman advised that a meeting had taken place with regard to Traffic on King Street on the 4<sup>th</sup> November 2015.
3. Cllr Zerny advised that a number of roads in Potton are due to repainted in the Spring of 2016 and that the town council could ask if Highways would mark the town council car park in Brook End.

## **12 Christmas Lights**

Members noted that the Clerks Assistant is arranging for Mr Stonebridge to put wheelie bin bags in the wheelie bins for the Christmas Lights Switch-on event and is awaiting a response from Central Bedfordshire Council with regard to a date of collection of the bin bags.

Cllr Leggatt asked for a volunteer to assist with selling the Mulled Wine at the Christmas Lights Switch-on event.

Cllr Gibb volunteered to assist with selling the Mulled Wine at the Christmas Lights Switch-on event.

It was **resolved** that Cllr Gibb assist with selling the Mulled Wine at the Christmas Lights Switch-on event.

Cllr Leggatt advised that volunteers are required from 4pm on Friday 27<sup>th</sup> November 2015 to assist with the Christmas Lights Switch-on event.

## **13 Finance**

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

A list of payments up to and including the 17th November 2015 was handed to members for consideration.

It was **resolved** that the list of payments up to the 17th November 2015 be approved.

**ii. Income - Bad Debts.**

The R.F.O. needs to report as per 9.4 in Potton Town Council's Financial Regulations that the town council has one medium term (over 3 months) bad debt. Potton Colts FC owe £54.00 from the hire of Mill Lane Pavilion in June 2015, in addition they owe for hire of the facilities of Mill Lane for September 2015 and October 2015. The Clerks Assistant has repeatedly contacted Potton Colts FC to expedite payment of the debt(s). It was **resolved** that Potton Colts FC must pay debts.

**iii. Russ Glen – Exterior Decoration of the Community Centre quotation.**

Members discussed the quotation.

It was **resolved** to accept the quotation from Russ Glen to decorate the exterior of the Community Centre at a cost of £1,895.00 and the monies are taken from Contingency if the work is carried out in this financial year.

**iv. To consider financial requirements (annual expenditure, capital and revenue projects) for 2016-17, ahead of finalising the precept demand in December 2015 / January 2016 and to resolve a suitable course of action.**

Members noted that the Committees of Potton Town Council as per the Financial Regulations of the council have had the opportunity to put forward budget requirements.

The Chairman outlined about the budget and the Town Clerk advised that members need to consider the budget with regard to what the council would like to deliver in the cllrs term of office.

It was **resolved** to consider the budget and precept at the town council meeting on the 15<sup>th</sup> December 2015.

A member requested that Section 106 monies available to Potton, be available at the town council meeting on the 15<sup>th</sup> December 2015.

**14 Hall 4 All**

The Hall for All report was noted.

**15 Neighbourhood Plan**

Due to the absence of Cllr Hobbs, Cllr Lean gave an update on the Neighbourhood Plan.

Members noted the report from Cllr Hobbs.

The Chairman advised to leave the Neighbourhood Plan on the town council agenda.

Cllr Gibb advised that an application is being made through the carrier bag tax to improve the Cycleway in Old Bedford Road.

### **16 Mill Lane Car Park**

Members noted the gates at Mill Lane have now been installed and were locked on Friday 7<sup>th</sup> November.

Members discussed the Chairman of Potton Town Council and the Town Clerk suggestions for unlocking and locking of Mill Lane Car Park gate.

Members discussed at length about the unlocking and locking process for Mill Lane Car Park gate.

It was **resolved** (i) that opening and closing of the gate on a permanent basis is considered under the precept. (ii) that on a temporary basis until the 31<sup>st</sup> March 2016 that the gate on Monday to Friday is opened between 9am and 6pm Greenwich Mean Time and 9am and 8pm British Summer Time with additional cost of the caretaker locking the gate taken from the salaries budget. (iii) that the office staff unlock and open the gate on the way into work in the morning. (iv) that the Caretaker closes and locks the gate in the evening. (v) that the gate is only open at weekends and bank holidays for hirers of the Pavilion.

### **17 Newsletter**

Members noted that the Winter Newsletter is currently been delivered to all households in Potton with a completion date of Sunday 22<sup>nd</sup> November 2015 to meet the Chairman's deadline of before the Christmas Lights switch-on Friday 27<sup>th</sup> November 2015.

The Chairman advised that work has already started on the Spring 2016 Newsletter with various people and organisations contacted for articles / information and various articles from the town council will be written.

The Chairman also advised that the deadline for articles is Monday 11<sup>th</sup> January 2016 at 9.30am and it is planned that the next newsletter will be available for delivery by Thursday 11<sup>th</sup> February and be delivered by Sunday 21<sup>st</sup> February 2016.

Members then discussed about delivery of future editions of the newsletter.

It was **resolved** to confirm that 13 – 18 year olds continue to deliver the newsletter within two weekends.

### **18 Potton Consolidated Charity - Youth Club**

Members discussed correspondence with regard to the Youth Club and drawing of the remaining monies from Potton Consolidated Charity for the initial grant which was for three years and finished at the end of September 2015.

Cllr Leggatt as a town council nominated trustee of Potton Consolidated Charity advised he would speak to the Chairman of the Charity.

### **19 Councillors Surgery**

The Councillors Surgery took place on Saturday 7<sup>th</sup> November 2015.

CLLrs Ellison and Harris were in attendance at the surgery.

Cllr Ellison had provided the following written report.

- 1) Our first visitor just came in to see what was happening and what everything was about. Once informed, they were pleased to say that they were a happy resident and had no complaints or comments to make.
- 2) Our 2<sup>nd</sup> visitor was in fact coming to use the services of the library but wanted to comment that the HS playing field car park was often badly parked with cars parking across the marked bays, primarily because the bays are no longer clearly marked. Also a problem with cars parking in the last position by the bottle bank effectively sealing access to the park for prams and wheelchairs.
- 3) Our 3<sup>rd</sup> visitor again came to primarily use the library facilities but took the opportunity to ask if we could help with regard to a blue disable parking bay in Sheffield Close. He advised that parking is extremely heavy around the Close and that his disabled wife sometimes had real problems if they were unable to park close to home. Advised him that he needed to take this to CBC but that the town council could work to support any application and that he should copy us in on any application that he makes.
- 4) Our 4<sup>th</sup> visitor, a resident of Braybrooks Drive came to complain about the parking at HS playing fields, especially around the bottle bank and the pedestrian access gateway, again the poor markings were cited as contributory factor. The same resident also complained about the levels of dog fouling around the town, something they were aware always goes up in the darker winter evenings but that they considered seemed even worse this year. Advised them of the CBC responsibility but also of the limited resource known to be available to tackle this problem.
- 5) Our 5<sup>th</sup> and final visitor popped in to let us know the clock in the tower was either slow or stopped. A member advised that if the electric is turned the clock only starts again at the correct time.

Members noted the reports from Cllr Ellison.

## **20 \*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.

## **21 Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 1<sup>st</sup> December 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.