

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

**Present:** Councillors Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, 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 and Mr R. Whitfield.

**Absent:** Councillors Mr D. Ellison, Mr G. Emery and Mr A. Zerny.

**Also Present:** Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr D. Ellison, Mr G. Emery 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 1<sup>st</sup> December 2015, which had been previously circulated, were approved and signed as a true and accurate record with the following amendments.

Page 2 minute 9 Planning Applications Application No: CB/15/04161/VOC Beech Court Potton Sandy SG19 2PN

To amend from "*It was **resolved** subject to the approval of the Tree and Landscape Officer.*" to "*It was **resolved** to approve subject to the approval of the Tree and Landscape Officer.*"

Page 2 minute 7 Highways 5. Road Names

To amend from "*..... after Fred Sims and ....*" to "*..... after Fred Simms and .....*".

**4 Matters Arising**

- 1.12.15 12 Councillors Surgery, Cllrs Jordan and Gibb confirmed the March 2016 surgery would take place on Saturday 19<sup>th</sup> March 2016 same day as the Seasonal Market and Cllrs Temple and Whitfield confirmed the June 2016 surgery would take place on Saturday 18<sup>th</sup> June 2016 same day as the Seasonal Market.

**5 Planning Applications**

**Application No: CB/15/04277/OUT Jay Farm, Myers Road, Potton, SG19 2RG.**

Outline application for the demolition of existing buildings and the erection of up to 60 dwellings and associated infrastructure with all matters reserved except access.

The Chairman proceeded to read out minute 11 Correspondence 2. Proposed residential development at Jay Farm, Myers Rd, Potton from the Town Council meeting on the 20<sup>th</sup> October 2015.

Cllr Whitfield left the room.

The Chairman continued to read out minute 11 Correspondence 2. Proposed residential development at Jay Farm, Myers Rd, Potton from the Town Council meeting on the 20<sup>th</sup> October 2015.

It was **resolved** to respond as per the resolution on the 20<sup>th</sup> October 2015: That the Local Development Framework deemed this site to be 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.

Cllr Whitfield re-entered the room before the next item.

## **6 Late Planning Applications**

### **Application No: CB/TRE/15/00492 4 Old Bedford Road, Potton, SG19 2QL.**

Works to tree protected by a Preservation Order. Remove group of Cypress trees to side of property. The trees are within Tree Preservation Order Ref: MB/TPO/73/00002 and are within Group G1.

*It was **resolved** to support the application subject to the approval of the Tree and Landscape Officer*

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

No questions from the public.

## **8 Finance**

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

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

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

### **ii. Grass cutting Contract**

Members noted that four grass cutting contractors have provided a quotation.

Members discussed in detail the four quotations.

It was **resolved** to award Potton Town Council's grass cutting contract to Reynolds Landscaping Services for three years (2016, 2017 and 2018).

**iii. To consider financial requirements (annual expenditure, capital and revenue projects) for 2016-17.**

Members proceeded to go through the first draft of the budget for Potton Town Council for the year 2016/17, the budget notes and the Town Clerk's report.

Members discussed various proposals with regard to the budget.

The Town Clerk advised that Council employees have been offered a two-year pay increase from 1 April 2016 by the Government. The majority of employees - those on salaries starting at £17,714 per annum - would receive an uplift of one per cent on 1 April 2016 and a further one per cent on 1 April 2017, with those on lower salaries receiving higher increases of nearly seven percent to take account of the new National Living Wage. The Town Clerk advised that the Salaries draft budget is increased by £500.

Cllr Hobbs asked for £10,000 to be included in a new code Neighbourhood Plan.

Members suggested £10,000 be put in a new code Office Movement.

Members discussed about the condition of the soffit and fascia board of the Telephone Exchange. Members had differing opinions on whether replacement soffit and fascia should be in wood or upvc. Members suggested that the Old Exchange Building draft budget is increased to £500.

Members suggested £3,000 be put in a new code Cemetery Extension.

Members altered the grass cutting budgets following the awarding of the grass cutting contract, also adding new grass cutting codes and grounds maintenance codes as appropriate and temporary contractors was decreased to £0. The Town Clerk advised that grass cutting codes are also used for weed control of obstacles in grass cutting areas such as fence lines, Cllr Gibb advised that weed control isn't necessary as the weeds would encourage wildlife.

Members suggested £5,000 be put in a new code Skatepark.

Members suggested that Streetlighting Repairs and Maintenance be increased by £3,200 to cover replacement of a streetlight in Brook End and Royston Street. It was also suggested that the town council street lights in Sandy Rd (x3) and Sutton Road (x2) are switched off.

The following were added to the draft budget or amended in the draft budget:

- CC 100 Code 4000 Salaries was increased from £56,192 to £56,692.
- CC 110 new Code 4137 Neighbourhood Plan £10,000.

- CC 120 new Code 4225 Office Movement £10,000.
- CC 130 Code 4280 Old Exchange Building was increased from £53 to £500.
- CC 160 new Code 4260 Cemetery Extension £3,000.
- CC 160 new Code 4420 Grass Cutting £3,400.
- CC 160 Code 4500 Temporary Contractors was decreased from £7,153 to £0.
- CC 160 new Code 4602 Grounds Maintenance £2,000.
- CC 165 4420 Grass Cutting was decreased from £3,040 to £1,895.
- CC 165 new Code 4602 Grounds Maintenance £5,000.
- CC 170 Code 4220 Repairs and Maintenance was increased from £105 to £515.
- CC 170 Code 4420 Grass Cutting was decreased from £910 to £500.
- CC 190 Code 4420 Grass Cutting was decreased from £2,722 to £2,500.
- CC 190 Code 4600 Gardening/Shrubs was increased from £735 to £957.
- CC 200 new Code 4607 Skatepark £5,000.
- CC 210 Code 4220 Repairs & Maintenance was increased from £310 to £3,510.
- CC 220 Code 4420 Grass Cutting was decreased from £6,375 to £2,500.

*(A copy of the draft budget document following the Town Council meeting on the 15<sup>th</sup> December 2015 is attached to these minutes.)*

As the meeting was past 9.00pm it was **resolved** to suspend standing orders to allow the meeting to continue.

Various items included in the Town Clerks report weren't discussed, for example the unlocking and locking procedure for the gate at Mill Lane.

## **9 \*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.

## **10 Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 5<sup>th</sup> January 2016.

The meeting closed at 9.20pm.

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.