

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th January 2016, 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 P. Langridge Chairman, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald, Mr C. Temple and Mr A. Zerny.

Absent: Councillors Mr J. Lean and Mr R. Whitfield.

Also Present: Carolyn Blake, a member of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr J. Lean and Mr R. Whitfield. Apologies for anticipated late arrival had been received from Cllr Mr R. Jordan.

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 December 2015, which had been previously circulated, were approved and signed as a true and accurate record with the following amendments.

4 Matters Arising

None.

5 To receive crime statistics from Bedfordshire Police

Cllr Mr R. Jordan arrived.

Members noted the Crime Statistics from Bedfordshire Police.

6 Market Town Regeneration

The Chairman welcomed Carolyn Blake.

Carolyn Blake, working on an application for Market Town regeneration funding, across the three towns of Biggleswade, Sandy and Pottton, introduced herself and outlined the proposed project.

A member asked whether the mosaics were for the floor or wall. Carolyn Blake advised the mosaics are for walls and should be a relevant scene to the area.

A member asked about the cost for a mosaic. Carolyn Blake advised the mosaics would cost approximately £5,000.00 for a 1 square metre of mosaic not including installation.

A member advised about a Mosaic walk in Standlake, Oxfordshire.

A member advised about the plastic bag scheme funding from Tesco.

A member of the public suggested contacting Pottton Timber for funding.

A member suggested Carolyn Blake speak to Potton History Society.

Members were in support of the project.

The Chairman thanked Carolyn Blake for the presentation.

7 Highways

Cllr Mr A. Zerny arrived.

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

1. Highways Customer Service report noted. The Chairman advised that various items have been removed from the report and he had spent a great deal of time contacting Highways Department.

A member advised that a car had to move quickly out of the way of another vehicle in King Street and subsequently damaged two of the driver's car doors in the process.

A member of the public spoke.

The Chairman advised the member of the public to be quiet, this is not the correct time to raise a question and that he would have his opportunity to speak in the next item on the agenda.

Members were reminded that Phase 2 of the 20mph scheme will be discussed at the next town council meeting.

8 To Receive any Questions from the Public

The Chairman invited the member of the public to ask a question.

The member of public advised that he had spoken with Cllr Jordan and Cllr Zerny about the parking issues and traffic in Chapel Street, Horslow Street, Bull Street and King Street.

The member of the public advised that Cllrs Jordan and Zerny had advised him to attend a town council meeting, to gain the support of the town council for improvements in parking and traffic flow in the roads mentioned above.

The member of the public advised that parking and traffic flow in the above mentioned roads is getting far worse and that is why he has spoken to Cllrs Jordan and Zerny.

The member of the public advised following the widening of the entrance in Chigwell House that the number of cars that can park in Bull Street has been reduced.

The member of the public suggested that cars park on the opposite side of the road of Bull Street, to increase the number of parking spaces on this road. The member of the public also advised that parking on other side of this road, would mean that a lorry wouldn't hit the property in Lion Mews, Bull Street near the Market Square.

The Town Clerk reminded the Chairman that standing orders only allow a resident to speak for a maximum of three minutes.

The member of the public suggested making some of the above roads one way to assist traffic flow.

A council member advised that parking on the other side of the road in Bull Street may result in a lorry possibly hitting properties on the other side of the road.

The member of the public and council members started to debate on the question raised.

A council member advised the member of the public that King Street is a B road and any one way system would take traffic off the B road.

A council member advised the member of the public that other than the B road, the rest of Potton had a weight restriction.

The Chairman advised the member of public to provide various proposals for improvements to improve parking and traffic flow for the town council to consider supporting.

The Chairman thanked the member of the public.

A member of the public left the room.

9 Planning Applications

Application No: CB/15/04788/FULL 3 Torrington Close, Potton, SG19 2SD

Single storey front and rear extensions with minor internal alterations.

It was **resolved** no comment.

10 Late Planning Applications

None.

11 Correspondence

1. Commonwealth War Graves Commission – Correspondence was noted.
2. Potton Show – Request to use the Market Square – Correspondence was noted. Cllr Ellison and Leggatt confirmed that the May 2016 Cllrs Surgery would take place on Saturday 14th May 2016 same day as Potton Show plant sale.
3. BATPC – 3 pieces of correspondence were noted. Members discussed in detail the National Association Policy Consultation document with regard to council tax support. It was **resolved** to respond to the consultation to advise that because Central Bedfordshire Council wouldn't pass on the Council Tax Support grant, the town council was unable to provide the following; Skatepark, Play Equipment Mill Lane play area, Memorial Garden, Youth Club, CCTV and Hall for All (Community Hall).
4. Soil Association – Royal Society for the Protection of Birds Forest Stewardship Council® (FSC®) assessment of forest management - 3 pieces of correspondence were noted.
5. BATPC – Buckingham Palace Garden Party - correspondence noted. Following discussion it was **resolved** that Cllr John Lewis be nominated.
6. Bruno Peek LVO OBE OPR, Pageantmaster - The Queen's 90th Birthday Beacons – correspondence was noted. Following discussion it was

resolved that Potton Town Council has a beacon to celebrate the Queen's 90th Birthday.

7. Post Office – Modernising your Post Office – correspondence noted. Following discussion it was **resolved** to write to the Post Master, Mr Singleton.
8. Sally Williams - Retail Revival – correspondence noted. Following discussion it was **resolved** that Cllrs Gibb and Jordan meet with Sally Williams from Retail Revival.
9. BATPC – Bedfordshire Bugle noted.

Carolyn Blake left the room.

13 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 5th January 2016 be approved.

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

An income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of November 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 30th November 2015.

iii. Verify Bank Reconciliations against statement 1st November – 30th November 2015.

Members discussed about verifying the bank reconciliation.

Cllr Lewis had visited the office on Tuesday 22nd December 2015 and verified the bank reconciliation 1st November – 30th November 2015.

It was **resolved** that Cllr Lewis had verified the November 2015 bank reconciliation.

iv. Internal Audit

Members went through the Internal Audit report for 1st April 2015 – 30th September 2015.

It was **resolved** to approve the interim internal audit report 1st April 2015 – 30th September 2015.

v. 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 4100 Section 137 £250 at end of November 2015.

Overspend due to the Town Council making more donations from Section 137.

Cost Centre 200 Henry Smith Field

Code 4420 Grass Cutting £228 at end of November 2015.

Overspend by end of December 2015 will be £610.

Overspend partly due to bill for HSPF includes car park and late quotation.

vi. Virements

Members discussed about virements.

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

Cost Centre 110 Administration

Code 4100 Section 137 £250 at end of October 2015.

Virement £250 from Cost Centre 150 Clock House/Market Square Code 4400 Clock House Maintenance.

Cost Centre 200 Henry Smith Field

Code 4420 Grass Cutting £610 at end of December 2015.

Virements £450 from Cost Centre 180 Car Park Code 4420 Grass Cutting and £160 from Cost Centre 150 Clock House/Market Square Code 4410 Clock Maintenance.

vii. Authorisation of extreme risk spend

Members noted the removal of cherry tree from St Mary's Churchyard at a cost of £440.00.

It was noted that the Town Clerk authorised as per Financial Regulation 4.5 a spend without budget provision due to extreme risk and as per Financial Regulation 4.5 the Town Clerk reported such action to the chairman. As per Financial Regulation 4.5 the Town Clerk is reported to town council as soon as practicable (at the first meeting of town council).

Members noted that Global Tree Solutions advised on Tuesday 15th December 2015. *** These works are urgent as the tree is unsafe and likely to fail at any time ***

Members noted that the Diocese of St Albans and Central Bedfordshire Council gave the Town Council approval for the tree to be removed on the 17th and 16th December 2015. The tree was removed on Friday 18th December 2015.

It was **resolved** to approve the removal of the tree and that the cost for the removal of the tree is taken from the remaining monies for grass cutting in the Churchyard.

It was noted that the Diocese require a replacement tree to be planted and a native species is preferred by the Diocese and a faculty application to be completed.

The Town Clerk advised that the Church would like an evergreen native tree to encourage nesting owls, which would help with controlling pests in the churchyard, without shedding leaves in the autumn and our preferred location would be to the rear of the churchyard (along the Hatley Road side of the churchyard, toward Cockayne Hatley), but not right against the wall.

Members discussed about a replacement tree and a Holly was suggested.

Cllr Emery advised that he had a Holly available in his garden.

It was **resolved** that a Holly from Cllr Emery's garden be planted in St Mary's Churchyard.

Members discussed about Cllrs Gibb and Langridge meeting with the church on Saturday 16th January.

Members discussed about an independent tree survey been carried out by Mr Bob Morwood of the trees in the churchyard and the other locations that Potton Town Council is responsible for.

Members discussed about the town council's tree warden.

Members noted that Bob Morwood was until January 2011 the Tree and Landscape Officer at Central Bedfordshire Council and prior to this Mid Beds District Council.

Members also noted that the survey could include a traffic light type survey of red (urgent tree work), amber (tree work required but not urgent) and green (no tree work required).

Members noted that the Town Clerk is meeting with Mr Morwood later this week.

It was **resolved** that quotations are obtained from Mr Morwood to carry out a tree survey of the town council trees.

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

Members were provided in the Clerks report on the 15.12.15 various items for consideration and the Town Clerk had requested that members refer back to this report.

Members proceeded to go through the draft budget for Potton Town Council for the financial year 2016/17 following the town council meeting on the 15.12.15.

Members raised other items which were not included in the budget which were in the Clerks report for example the unlocking and locking procedure for the gate at Mill Lane.

Member discussed about using the town councils General Reserve, so that the council could carry various additional projects which

require extra expenditure without having to increase income (including Precept) to the same amount.

It was **resolved** that **i)** Potton Town Council's council tax for a band D is increased by £5.94 a year which is an increase of 6.6% to £95.99 (The additional monies are mainly for the Neighbourhood Plan, which the town council has been advised is required). **ii)** the General Reserve is used to fund the difference between expenditure and income in the budget for the financial year 2016/17.

14 Christmas Lights

It was noted that the Christmas Lights will be taken down on Sunday 10th January 2016 and all assistance would be greatly appreciated.

Cllr Leggatt advised that £80.00 had been donated to the Christmas Lights from the George and Dragon public house.

15 Neighbourhood Plan

Four pieces of correspondence from Central Bedfordshire Council with regard to Potton Neighbourhood Plan were noted.

Cllr Hobbs advised the need to consider who could be on the steering group.

The Chairman thanked Cllr Hobbs and the rest of the Neighbourhood Plan members.

16 Hall for All

The report from Cllr Emery for Hall for All was noted.

The Chairman thanked Cllr Emery for the report.

17 *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.

18 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 19th January 2016.

The meeting closed at 8.54pm.

Signed.....ChairmanDate

Mission Statement

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