

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd February 2016, 7pm at the Community Centre.

Present: Councillors Mr D. Ellison, 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, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr G. Emery.

Also Present: CBC Cllr Doreen Gurney, Carolyn Blake, 1 member of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr G. Emery and Mr P. Langridge.

The Chairman advised the town cllrs, a member of the public and the rest of people present, that he wants to alter the order of the agenda and following agenda item 4, the town council would consider agenda item 13 Market Town Regeneration, then agenda 7 Highways and then will revert back to the agenda.

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 19th January 2016, which had been previously circulated, were approved and signed as a true and accurate record with the following amendment.

Page 3 minute 6 Potton 20mph scheme Phase2

To amend from "*..... no Speedwatch members live in Sandy Road or Station Road.*" to "*..... no Speedwatch members live in Station Road.*".

CBC Cllr Gurney arrived.

4 Matters Arising

The Town Clerk advised the Chairman, that he had a number of Matters Arising from the last meeting, for items not on the agenda.

The Chairman allowed the Town Clerk to advise of the Matters Arising.

19.1.16 Minute 15 Christmas Lights – The Clerks Assistant has chased CBC about the failed connector on a lamp post between Camerons and The Coach House.

Minute 18 Youth Club – Lisa Steeples from Groundwork has advised following six months of chasing, that she is going to give an assembly at Burgoyne Middle School during week commencing 8/2/16.

Minute 21 Newsletter – following the town council's decision to have only one town council meeting a month on the first Tuesday of the

month, it has been suggested that the Newsletter now goes out at the end of May to allow for the new Chairman's message to be included. Members are advised if they are elected Chairman of Potton Town Council, please can they have a Chairman's message for the Newsletter ready by the Town Council meeting on the 3rd May 2016.

5 Market Town Regeneration (Agenda item 13)

The Chairman welcomed Carolyn Blake.

Carolyn Blake handed out a Business Plan with regard to Story in Stone, a joint application by Potton, Biggleswade and Sandy for Market Town Regeneration funding. Samples of mosaics were also passed round for members to look at.

Cllr Jordan arrived.

Carolyn Blake advised that she had met with Potton History Society and they are going to suggest scenes for Mosaics and locations to install Mosaics.

Carolyn Blake then advised that she had met with Central Bedfordshire Council's Conservation Officer and he approved of the project.

A member asked if a number of mosaics were made of a significantly smaller size and the area added together of all the mosaics equalled 1m square would the cost be the same as one mosaic of 1m square.

Carolyn Blake advised that the cost would be higher if a number of mosaics of smaller sizes were made.

Carolyn Blake then advised that no funding was required from Potton Town Council for the Story in Stone – Mosaics.

The Chairman advised Carolyn Blake that the Town Council formally approves of Story in Stone, with mosaics to be installed in Potton and for a joint funding application to be made to Market Town Regeneration from Potton, Biggleswade and Sandy.

The Chairman thanked Carolyn Blake.

Carolyn Blake left the room.

Cllr Gibb advised that a meeting was taking place on the 9th February 2016 with Sally Williams and local businesses have been invited to attend.

6 Highways (Agenda item 7)

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

1. Highways Customer Service report was noted.
2. Consider proposals from a member of the public for improvements to improve parking and traffic flow in Chapel Street, Horslow Street, Bull Street and King Street.

The Chairman welcomed the member of the public.

The member of the public handed out a written report to members of the Town Council.

The member of the public preceded to go through the written report, which gave various options for parking improvements in Horslow Street, Bull Street, Chapel Street and King Street.

The Chairman thanked the member of the public for the report and advised that the report will be referred to the next meeting of town council.

A member of the public left the room.

Members then discussed about setting up a Committee to consider the member of public's report.

It was **resolved** to have a Roads and Transport Committee.

The Chairman asked for volunteers to be elected to the Roads and Transport Committee.

Councillors Mr A. Gibb, Mr R. Jordan, Mr J. Lean, Mr J. Lewis, Mr C. Temple and Mr R. Whitfield volunteered to be elected to the Roads and Transport Committee.

It was **resolved** that Councillors Mr A. Gibb, Mr R. Jordan, Mr J. Lean, Mr J. Lewis, Mr C. Temple and Mr R. Whitfield be elected to serve on the Roads and Transport Committee.

3. Potton 20mph scheme Phase2, formulate a response. Members noted Cllr Langridge's formulated response.

Members discussed about a response.

It was **resolved** that Cllr Ellison provides a response, for the Town Clerk to send to Central Bedfordshire Council with regard to Phase 2 of the Potton 20mph scheme.

Cllr Zerny and CBC Cllr Gurney left the room.

7 Town Council Committees (Agenda item 5)

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:
Responsible Dog Ownership Committee – 26.1.16

8 To Receive any Questions from the Public (Agenda item 6)

The Town Clerk advised that a letter had been received on the 2nd February 2016 from a member of the public with regard to Burial Charges.

The Chairman instructed the Town Clerk to read out the letter.

The Town Clerk read out the letter.

It was **resolved** that the letter be included as an agenda item for the next Town Council meeting.

9 Planning Applications (Agenda item 8)

Application No: CB/16/00045/FULL Standalone Farm, Sutton Road, Potton, Sandy, Bedfordshire SG19 2DT.

Regularisation of the use of land for the storage of 74 caravans and proposed Extension to the area for the storage of 25 Caravans. It was **resolved** to note the application.

Application No: CB/16/00095/FULL Land to the rear of 111 Everton Road, Potton, Sandy, Bedfordshire 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.

Application No: CB/15/04880/FULL York House Meat Products Ltd, Shannon Place, Potton, Sandy, Bedfordshire SG19 2YH.

Use of land for car parking involving permeable surfacing and 1.8 metre high fencing with gates.

The Chairman read out a letter from a local resident.

It was **resolved** to support the application as long as they carry out hedge maintenance.

Application No: CB/16/00104/FULL Land rear of 30 Sutton Mill Road, Potton, Bedfordshire.

Erection of 2 No. two bedroom semi-detached dwellings with parking, turning and access, with proposed access to 30B Sutton Mill Road. It was **resolved** to object to the application as over development of the site.

Application No: CB/16/00128/FULL Land to the rear of 9 Chapel Street Potton Sandy Bedfordshire SG19 2PT.

Two dwellings with associated off street car parking following demolition of existing workshops and front boundary fence and gates. It was **resolved** no objection.

10 Late Planning Applications (Agenda item 9)

None.

11 Correspondence (Agenda item 10)

1. Members were advised a copy of Potton Crime statistics from Bedfordshire Police for January 2016 were on the table. Noted.

12 Finance (Agenda item 11)

i. To approve the list of payments.

It was **resolved** that the payments up to the 2nd February 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 December 2015.

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

Members proceeded to go through the detailed statement of income and expenditure against budget. A member asked why Mill Lane Field, Play Equipment Repairs and Maintenance is overspent, the Responsible Financial Officer advised that Potton Consolidated Charity had given the town council £20,000.00 to carry out essential maintenance to the play area.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st December 2015.

iii. Verify Bank Reconciliations against statement 1st December – 31st December 2015.

Members discussed about verifying the bank reconciliation.

Cllr Harris had visited the office on Tuesday 2nd February 2016 and verified the bank reconciliation 1st December – 31st December 2015.

It was **resolved** that Cllr Harris had verified the December 2015 bank reconciliation.

13 Neighbourhood Plan (Agenda item 12)

Cllr Hobbs advised that Central Bedfordshire Council Neighbourhood Plan workshop is taking place on 26th February 2016, that only two people are able to attend and that Cllrs Hobbs and Lean will be attending.

Cllr Hobbs then advised that the Neighbourhood Plan group are scheduled to next meet on the 23rd February 2016.

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

14 The Queen's 90th Birthday Beacon

Members were advised that even with constant chasing and assistance from a CBC Officer, a response was still awaited from Central Bedfordshire Council with regard to locating a Beacon off Bury Hill.

The Chairman advised that he had spoken with Kier Homes with regard to using the Biggleswade Road development site as a place to light a beacon.

The Chairman asked Cllr Gibb if a response was available from the Scouts. Cllr Gibb advised that the Scouts are keen to assist with a Queen's 90th Birthday Beacon.

Members were reminded that the Queen's 90th Birthday Beacon is to be lit on Thursday 21st April at a time to be confirmed.

Members discussed about the Scouts field being the location for the beacon.

It was **resolved** that Cllr Gibb speaks to the scouts about the beacon being lit on the Scouts field.

15 Planning Committee

The Chairman asked for volunteers to be elected to the Planning Committee.

Councillors Mr R. Harris, Mr L. Ivall, Mr J. Lewis, Mr C. Temple and Mr R. Whitfield volunteered to be elected to the Planning Committee.

It was **resolved** that Councillors Mr R. Harris, Mr L. Ivall, Mr J. Lewis, Mr C. Temple and Mr R. Whitfield be elected to serve on the Planning Committee.

16 Carrot Wash

Members discussed the correspondence from Hannah Bartram with regard to maintenance of the Carrot Wash.

It was **resolved** that Mrs Bartram can organise to carry out the work as listed in the correspondence, within the budgeted amount.

17 Committee meeting schedule

Members discussed about the meeting schedule for the third Tuesday of the month except August. It was noted that the Planning Committee will take place at 7pm – 7.15pm.

It was then noted that the Buildings and Facilities Committee is meeting this evening at 9pm and the Playing Fields, Allotments and Burials Committee are scheduled to meet on Tuesday 1st March 2016 (after Town Council meeting).

It was **resolved** that the Committee meetings are as follows.

16 th February 2016 - Time	Committee meeting
7 pm	Planning
7.15 pm	
8.00 pm	Roads and Transport *

*7.15pm if no other Committee meeting arranged.

15 th March 2016 - Time	Committee meeting
7 pm	Planning
7.15 pm	Playing Fields, Allotments and Burials
8.00 pm	Neighbourhood Plan

19 th April 2016 - Time	Committee meeting
7 pm	Planning
7.15 pm	
8.00 pm	

18 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 1st March 2016.

The meeting closed at 8.45pm.

Signed.....ChairmanDate

Mission Statement

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