

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 1st March 2016, 7.05pm at the Community Centre.

Present: Councillors Mr G. Emery, Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Mr R. Jordan, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple and Mr R. Whitfield.

Absent: Councillors Mr D. Ellison, Mr P. Langridge, Mr J. Lean and Mr A. Zerny.

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

1 Apologies for absence

Apologies for absence had been received from Councillors Mr D. Ellison, Mr P. Langridge, Mr J. Lean 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 2nd February 2016 and 23rd February 2016, 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 – 2.2.16

Planning Committee – 16.2.16

6 To Receive any Questions from the Public

No questions from the public.

7 To receive crime statistics from Bedfordshire Police

Members noted the Crime statistics from Bedfordshire Police for January 2016.

8 Highways

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

1. Highways Customer Service report was noted.
2. BATPC - A1 East of England Stakeholder Reference Group was noted.

A member of the public arrived.

CBC Cllr Doreen Gurney arrived.

2. Cllr Whitfield – Road Names. Cllr Whitfield went through the names included in the correspondence.

Cllr Whitfield advised he would provide more names.

4. Central Bedfordshire Council - Road Naming. Members discussed the correspondence.
It was **resolved** that the town council is not in agreement with the name Rubython and the town council will only consider putting forward a road name when the development is approved by the planning department of Central Bedfordshire Council.

5. Phase 2 of the 20mph Scheme.
The Chairman read out the minutes of the meeting at which Cllrs Langridge and Zerny met with Nick Shaw, Principal Highways Officer, Central Bedfordshire Council on Thursday 25th February 2016.

Members discussed the minutes and were not happy about the work proposed, querying why (1) roundabouts were needed in Willow Road. (2) no speed reduction measures in Bury Hill. (3) no chicane in Gamlingay Road.

It was **resolved** to defer the item until the next meeting, for clarification from Cllr Zerny and Langridge.

6. Rural Match Funding.
Members had indicated at the town council meeting on the 23rd February 2016 they would be willing to pay half for a Zebra Crossing to be installed on Bury Hill, Potton.

Members were advised the application needs to focus on telling us what the issues are not what you think should be or want implemented.

Members were also advised if a scheme proves deliverable, it will taken forward to the detailed design stage in order to obtain accurate costs of the work involved and at that point the town council will be able to make an informed decision as to if the scheme is affordable and whether or not they wish to proceed.

Members discussed about whether to make an application to Rural Match Funding and the upfront cost of £2,500 which will be applied to all applications for initial feasibility work.

It was **resolved** not to proceed with an application to Rural Match Funding.

9 Planning Applications outside the remit of the Planning Committee

Application No: CB/16/00436/RM Land on the East Side of Biggleswade Road Potton.

Reserved matters following outline application CB/13/00921/OUT. For phase 1b and 2 for 120 flats and houses.

The Chairman allowed a member of the public to speak.

The majority of members got up from the table and looked at the plans which were displayed on the noticeboards. The member of the public joined the members.

After much looking at the plans and discussion.

It was **resolved** to object to the application for the following reasons:

- Application isn't sympathetic with surrounding neighbours.
- The elevation of the land is higher than surrounding neighbours.
- Lack of diversity of housing.
- Lack of even distribution of housing type.
- Need to look at ground levels of plots 93-98.
- Loss of light to surrounding neighbours because of height of proposed properties adjacent to surrounding properties, reduce height of properties nearest to neighbours.
- No access to Sheepwalk Close and The Hollow because the land is not owned by Kier, town councillors have been advised that the entrance off Biggleswade Road to The Hollow is going to be closed.

A member of the public left the room.

10 Correspondence

1. Central Bedfordshire Council – Notice of European Referendum. Correspondence noted.
2. Central Bedfordshire Council – Call for Sites. Correspondence noted.
3. Central Bedfordshire Council Planning enforcement case has been confirmed at Rear Of, 2 Wrestlingworth Road, Potton, Sandy, SG19 2DP noted.
4. Sgt Kidd – Police Reports. Correspondence noted.
5. HM Queen Elizabeth II Medal. Correspondence noted.
Members recalled that Potton Consolidated Charity had given a mug to the school children of Potton to celebrate the HM Queen Elizabeth II Diamond Jubilee.
It was **resolved** to contact Potton Consolidated Charity, to ask them to consider whether to give the school children of Potton an item to celebrate HM Queen Elizabeth II 90th Birthday.
6. Complaint
Members discussed about how to proceed with a complaint with regard to the charges.

Members noted that the town council on the 17th November 2016 Minute 10 Correspondence 5. – waiving of the non-residency cemetery fees surcharge, it was resolved that the town council won't waive the non-residency cemetery fees surcharge.

Members then discussed.

It was **resolved** to set up a Complaints Committee to consider the complaint.

The Chairman asked for volunteers to be on the Complaints Committee.

A member suggested Cllr Langridge be on the committee.

Cllrs Gibb, Lewis and Macdonald volunteered.

It was **resolved** members of the Complaints committee are as follows
Cllrs Gibb, Langridge, Lewis and Macdonald.

7. BATPC – Bedfordshire Bugle. Correspondence noted.
8. BATPC – Training. Correspondence noted.
9. Central Bedfordshire Council – Bedfordshire Food and Drink Awards - nominations needed! Correspondence noted.
10. Cllrs Surgery – Cllrs Lean and Whitfield were in attendance at the surgery that took place on the 20th February 2016. Correspondence received from Cllr Whitfield is attached.

A member asked as the Four Seasons Market and Cllrs Surgery are taking place on the 19th March 2016, when would the scaffolding outside the library be removed. The Town Clerk advised that scaffolding was delayed in being removed to allow the town council to check the Christmas lights and he had been informed that the scaffolding would be removed before the 19th March 2016. The Town Clerk was asked to confirm that the scaffolding would be removed before the 19th March 2016.

11. Police and Crime Commissioner Community Safety Fund correspondence noted.
It was **resolved** to send the Police and Crime Commissioner Community Safety Fund information to Terry Woods.
12. Town & Parish Council Conference - Tuesday 5 April 2016, 6.00pm - 9.00pm at Priory House, Chicksands.
Members were advised that Cllr Lean is planning to attend the conference.

11 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 1st March 2016 be approved.

ii. To review the budget.

Members discussed an amended 2015-16 budget.

The town council noted it had received additional income, which has resulted in some areas additional expenditure.

The Town Clerk went through and highlighted where the 2015-16 budget had been amended.

It was **resolved** to approve the amended 2015-16 budget.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of January 2016.

An income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of January 2016 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 31st January 2016.

iv. Verify Bank Reconciliations against statement 1st January – 31st January 2016.

Members discussed about verifying the bank reconciliation.

Cllr Emery had verified the bank reconciliation 1st January – 31st January 2016.

It was **resolved** that Cllr Emery had verified the January 2016 bank reconciliation.

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 190 Mill Lane Field
Code 4420 Grass Cutting £281 at end of December 2015.
Overspend due to late quotation.

Cost Centre 200 Henry Smith Field
Code 4525 Tree Work £215 at end of December 2015. Overspend due to two trees being removed and removal of a branch.

vi. Virements

Members discussed about virements.

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

Cost Centre 190 Mill Lane Field
Code 4420 Grass Cutting £281 at end of December 2015.
Suggested virement £281 from Cost Centre 220 Town Verges Code 4420 Grass Cutting.

Cost Centre 200 Henry Smith Field
Code 4525 Tree Work £215 at end of December 2015. Suggested virements £120 from Cost Centre 180 Car Park Code 4525 Tree Work and £95 from Cost Centre 200 Henry Smith Field Code 4600 Gardening/Shrubs.

vii. Mill Lane Gate

Members noted the caretaker is willing to undertake unlocking and locking of the gate.

Members discussed about the cost to unlock and lock the gate.

It was **resolved** to leave the gate unlocked on a trial basis from when the clocks change later this month to British Summer Time.

viii. Marais Ensemble

Members noted the correspondence received from the Marais Ensemble, with regard to asking for support for Potton Music Festival which takes place in July 2016.

Members discussed about supporting the Marais Ensemble and using Section 137 to make a donation towards Potton Music Festival 2016.

It was **resolved** to make a donation in the financial year 2016-17 of £200 from Section 137 to Marais Ensemble towards the 2016 Potton Music Festival.

ix. Carrot Wash

Members noted the correspondence received from Hannah Bartram with regard to ordering coir rolls for the Carrot Wash.

It was **resolved** that the town council order the coir rolls at a cost of £650 + vat.

A member advised that monies are available via Section 106 for water voles.

x. Cycleway

Members noted £1,200 of the grant for the cycleway held by the Town Council from Potton Consolidated Charity has been agreed to be released for Central Bedfordshire to organise clearance work and the balance remaining of the grant after the £1,200 is paid will be £8,892.88.

Cllr Gibb advised where the clearance work was being undertaken.

xi. Financial Regulations

Members noted that the National Association of Local Councils (NALC) have updated the model financial regulations.

It was **resolved** to make the amendments to the town council financial regulations as per NALC's model financial regulations.

xii. Christmas Lights

The town council noted that a cheque for £1,000 from Potton Consolidated Charity as a donation towards Potton Christmas Lights had arrived and a letter had been sent to the Charity thanking them for the donation.

12 Hall for All

Item withdrawn.

13 Market Town Regeneration

Cllr Gibb gave an update to the town council. Cllr Gibb gave out a letter to members for consideration.

Members discussed the letter and delivery of the letter.

It was **resolved** (i) to approve the letter from Cllr Gibb. (ii) The Town Clerk copies the letter onto the town councils headed paper. (iii) The Town Clerk delivers the letters to Cllr Gibb's home. (iv) Cllr Gibb delivers the letter to relevant businesses in Potton.

A vote of thanks was given to Cllr Gibb.

14 The Queen's 90th Birthday Beacon

Members noted the town council's request to use the land at the top of Bury Hill has been refused by the tenant farmer.

Members noted the beacon is going to be lit on Thursday 21st April 2016 and the time confirmed is 7.30pm as per the correspondence.

Members discussed about a location for the beacon. Various locations were suggested.

It was **resolved** that Cllr Gibb contacts the scouts to confirm if they are willing for the beacon to be lit on the scouts land.

Members noted that following a discussion between the Chairman and the Town Clerk, a gas Beacon has been ordered from Bullfinch, as the last date for ordering a beacon was 29th February 2016.

The RFO had advised that the beacon is purchased using contingency cost code.

It was **resolved** that the cost of the beacon is coded to the contingency cost code.

Members discussed about lighting the beacon, it was suggested that Cllr Langridge lights the beacon.

It was **resolved** that Cllr Langridge lights the beacon.

15 Burial request

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

Members discussed the correspondence received from a member of the public with regard to Burial Charges which was read out at the town council meeting on the 2nd February 2016. Members noted that no further correspondence had arrived.

It was **resolved** to only charge single fees, as long as the town council receives evidence within the fourteen days to confirm what is in the letter is true.

16 Headstone request

A request has been made for a headstone to be installed in the cemetery.

Members looked at the drawings of the proposed headstone.

After much discussion.

It was **resolved** (i) to contact the Legal section at Central Bedfordshire for assistance. (ii) to object to the size of the headstone and appeal to the compassionate nature with the assistance of Gypsy and Traveller Liaison Officer, as certain aspects are inappropriate and are likely to offend. (iii) to contact the Gypsy and Traveller Liaison Officer at Central Bedfordshire for assistance.

17 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 5th April 2016.

The meeting closed at 9.25pm.

Signed.....ChairmanDate

Mission Statement

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