

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 16th June 2015, 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 J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald and Mr C. Temple.

Absent: Councillors Mr R. Whitfield and Mr A. Zerny.

Also Present: CBC Cllr Doreen Gurney, Ms S Wileman and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr R. Whitfield 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 – 2nd June 2015

The minutes of the previous meeting held on 2nd June 2015, which had been previously circulated, were approved and signed as a true and accurate record.

4 To receive crime statistics from Bedfordshire Police

Potton Crime Figures 05/05/15 to 05/06/15 which had been emailed by PCSO Matt Duffy to the Town Council, had been distributed before the meeting.

It was **resolved** to note the Police report.

5 Community Orchard – Presentation

The Chairman welcomed Ms Wileman who with Cllr Emery was going to give the town council a presentation on the community orchard.

Ms Wileman and Cllr Emery proceeded to give a presentation.

Cllr Emery started by informing the council that in 2007 land for development in Potton was needed to be identified and of the twenty four sites put forward, two sites were chosen and these are the land east of Biggleswade Road for one hundred and fifty houses and land behind The Paddocks for ninety houses.

Members were shown a plan of Potton of Potton with both sites marked on the plan.

The land behind The Paddocks is to include an allotment site.

The land east of Biggleswade Road site is to include light industrial units a community hall and open space.

The 1.7 hectares of open space land has a £39,000 commuted sum to maintain the grass area near the Brook for ten years.

Ms Wileman advised the commuted sum and the handing over of the land has to be completed by the occupancy of the fiftieth house. To release the land and the commuted sum a Management Plan has to be in place for the open space.

Following a consultation a Community Orchard was identified as people wanted an area for wildlife and picnic's.

The timescale is that the occupancy of the fiftieth house is approximately two years from now. Various questions need to be answered in the two years and these include who are the users of the orchard and what trees to grow.

Hopefully discussion will start in the next twelve months, with involvement of the council.

Various questions were asked by the Town Council about the East of Biggleswade Road site and these were answered by Ms Wileman and Cllr Emery these included.

Q. Where is the location of the SUDS planned on the site?

A. Developer would like SUDS in the 1.7 hectare open space.

SUDS (Sustainable Urban Drainage System)

Q. Would the open space (Community Orchard) be permanently open to the public?

A. To be decided as part of the management plan.

Q. Would the orchard be commercial managed and cropped?

A. To be decided as part of the management plan.

Q. What about theft of fruit / scrumping?

A. Scrumping would be encouraged.

Q. What species would be chosen, Ellison's Orange and James Grieve were mentioned?

A. Still be decided on what species to plant?

Q. Would Apples, Pears and Plum trees be planted?

A. Still be decided on what trees to plant?

Q. How many trees would be planted?

A. Depends on rootstock and species chosen, the trees could be large commercial trees or smaller trees so that children could pick the fruit.

Q. Would the site have Bee hives?

A. Hopefully they will be included as good for children.

The Chairman thanked Ms Wileman and Cllr Emery for the presentation.

Q. Would Potton Consolidated Charity consider managing the orchard for income?

(Cllr Leggatt, town Cllr and a town council nominated Potton Consolidated Charity trustee answered the question)

A. Potton Consolidated Charity is not allowed to make an income.

6 Matters Arising

i. 19.5.15

29 Potton Consolidated Charity. It was noted that Mrs A. Adnitt, Chair of Governors of Potton Lower School, has agreed to fill the vacancy as a trustee for Potton Consolidated Charity and provided contact details as requested. It was also noted that the Clerk of Potton Consolidated Charity (PCC) has been provided with Mrs A.

Adnitt contact details and the PCC Clerk has acknowledged the correspondence received.

31 Councillors Surgeries. It was noted that the July surgery is planned for the 18th July 2015 and Cllrs Lean and Lewis will be in attendance.

33 Mill Lane Playing Fields – Dog ban. It was noted that the PCC Clerk has acknowledged the correspondence received from the Town Clerk and has advised it will be discussed at the next PCC meeting.

ii. 2.6.15

6 Matters Arising from the Meeting 19.5.15, 2. 5 Declaration of Interest. It was noted that Cllr Ellison has returned and signed his register of interests to the office.

13 Emergency Plan. The Chairman advised he had signed the Emergency Plan before the meeting.

7 Reports from Cllr Representatives

To receive written reports from:

1. Central Bedfordshire Councillors.
Report from Cllr Zerny was noted.
2. Potton Town Councillors on external bodies.
None.

8 To Receive any Questions from the Public

There were no questions from electors.

9 Late Planning Applications

No late planning applications to consider.

10 Correspondence

1. Potton Lower School, Make a Difference Day invitation. Members discussed and Cllr Leggatt offered to attend if he was available and Cllr Macdonald also offered to attend the event on Friday 26th June 2015. It was **resolved** that Cllr Leggatt if available and Cllr Macdonald attend the Make a Difference Day event on Friday 26th June 2015 at Potton Lower School.
2. Burgoyne School, Cllr Macdonald advised that Cllr Langridge and he would be attending a meeting with the School Council on the 2nd July 2015.
3. Full House Theatre was noted.
4. Mr Hutchinson, Market Square parking. The Chairman read out correspondence from Mr Hutchinson. The Town Clerk handed out correspondence received from Parking Enforcement at Central Bedfordshire Council.

Cllr Gurney arrived.

Members discussed the correspondence received. It was suggested that the Market Square is made into one zone and that the time allowed to park is increased to two hours.

It was **resolved** (i) that the Chairman sends a letter of response to Mr Hutchinson. (ii) to write to Central Bedfordshire Council to request that the time allowed to park in the Market Square is increased to two hours and the whole Market Square is made into one zone (one traffic regulation order).

5. Potton Speed Watch, Volunteer Week. It was noted that Potton Speed Watch had been presented an award by Bedfordshire Police Volunteering Unit.

11 Finance

i. To approve the list of payments.

A list of payments up to and including the 30th June 2015 was handed to members for consideration.

Members proceeded to go through the list of payments and asked questions which the Town Clerk answered.

It was **resolved** that the list of payments from the 1st June 2015 – 30th June 2015 be approved.

ii. Verify Bank Reconciliations against statement 1st April - 30th April 2015.

It was **resolved** to ask Cllr Temple to scrutinize bank reconciliations and statements for the month of April and sign these if approved at the end of the meeting.

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

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 April 2015.

iv. To receive a report from the internal audit for the year 2014/15.

The council went through the internal auditor's report for the year 2014/15.

It was **resolved** to approve the final internal audit report including implanting all recommendations for the financial year 2014/15.

v. To approve the accounts for the year 2014/15.

It was **resolved** to approve the accounts for the financial year 2014/15.

vi. To approve the annual return comprising the statement of accounts and the governance statement.

It was **resolved** to approve the Annual Return for the financial year 2014 – 15 comprising the internal audit section, accounting statement, statement of governance and to ask the Chairman and Town Clerk to sign the return and submit it to the External Auditor with any necessary additional papers.

vii. Bank Reconciliation

Cllr Temple confirmed that he had reviewed the reconciliations against the bank statements during the meeting and signed them as being correct.

12 Highways

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

1. Highways Customer Service report 4/5/15 to 31/5/15 was noted.
2. Ridgeway - Parking

Members discussed about the installation of bollards and planters to prevent parking on the Central Bedfordshire Council highway verge at the entrance to Ridgeway opposite the BP garage on the furthest side from the Royal Oak.

It was **resolved** to ask ward Cllr Zerny to speak to Central Bedfordshire Council parking enforcement about illegal parking on the verge near the junction of Ridgeway and Biggleswade Road.

13 Councillors inspection

Notes of the inspection taken by the Chairman with additions by the Town Clerk were handed out at the meeting.

The Chairman proceeded to go through the notes taken at the

The Chairman requested to discuss the Cemetery and Churchyard together.

Cemetery and Churchyard

Carrying out a wildlife survey of the churchyard was discussed. Cllr Gibb offered his wife with the school to carry out the wildlife survey.

It was **resolved** that Cllr Gibb's wife carries out a wildlife survey of the churchyard.

Members discussed about having management plans for the Cemetery and Churchyard. The Chairman asked for a volunteer to create management plans for the Cemetery and Churchyard. The Chairman volunteered to create management plans for the Cemetery and Churchyard

It was **resolved** that Cllr Langridge (Chairman) create management plans for the Cemetery and Churchyard and brings the plans to the next meeting.

Cllr Gibb offered to visit the Cemetery and Churchyard with Cllr Langridge if a mutually convenient time can be found.

Mill Lane

Car park was discussed at length with regard to CCTV and locking.

The Clerk informed the council that the Police have advised locking the car park.

It was **resolved** to write to the Police about the car park.

Allotments

Noted.

Henry Smith Playing Fields

Clearing out of the litter from the Brook near the bottle bank.

It was suggested that the Environmental group of the town plan could clear the litter out of the Brook.

It was **resolved** to write to Internal Drainage Board to ask for permission to clear the litter from the Brook near the bottle bank.

Number of spaces in the car park and the cost of rates to council tax payer was discussed.

Cllr Temple advised he is producing a plan to be available at the next town council meeting, with regard to increasing the number of spaces in the car park.

Foxes emptying the bin by Spencer Close was discussed.

It was **resolved** to look at the bins in Henry Smith Playing Fields with regard to whether foxes empty them.

14 Section 106

Members discussed the Section 106 (S106) Play, Outdoor Sport & Open Space Contributions available to Potton.

Members noted that the Town Council was successful in applying to Central Bedfordshire Council to spend £5,350 of S106 monies towards the cost of the new swings at Mill Lane Playing Fields.

The Town Clerk advised that he had been informed yesterday that the Town Council had been successful in applying to Central Bedfordshire Council (CBC) to spend £1460.03 of S106 Community/Village Halls monies towards the cost of new windows in the Community Centre.

It was suggested that an additional piece of outdoor gym could be installed. The skatepark was also discussed.

It was **resolved** (i) that if sufficient Section 106 Play, Outdoor Sport & Open Space Contributions are available that two applications are made to spend monies and these are as follows for 24m³ of hardwood bark chips at a cost of £1841.50 under the two multi-units of play equipment at Henry Smith Playing Fields and fencing also in Henry Smith Playing Fields at a cost of £2,114. (ii) to write to Central Bedfordshire Council to ask when the Section 106 monies for the site on Mill Lane (Site of Former The Gables, Mill Lane CB/14/03520) would be available.

15 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 7th July 2015.

The meeting closed at 8.25pm.

Signed.....ChairmanDate

Mission Statement

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