

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 19th May 2015, 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: Councillor Mr G. Emery.

Also Present: CBC Cllr Doreen Gurney and the Town Clerk.

1 Election of Chairman

Cllr Langridge, current Chairman invited nominations for the position of Chairman of Potton Town Council.

It was **resolved** that Mr P. Langridge be re-appointed as Chairman of the Town Council.

The Chairman signed a Declaration of Acceptance of Office at the meeting.

2 Apologies for absence

Apologies for absence had been received from Councillor Mr G. Emery.

3 Election of Vice-Chairman

The Chairman invited nominations for the position of Vice-Chairman of Potton Town Council.

It was **resolved** that Mr A. Macdonald be re-appointed as Vice-Chairman of the Town Council.

4 Declaration of Acceptance of Office

Town Council noted that all members of the Town Council present had made their declarations of acceptance of office in the presence of the Town Clerk before the Annual Town Meeting.

Members discussed about the election result.

It was **resolved** a letter of thanks is sent to Mr P. Rogers.

The Chairman welcomed the new members and invited them to introduce themselves. Cllr Hobbs and Lean introduced themselves to the other members.

5 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.

Councillors were each given a register of interests to be completed within 28 days of the election.

6 Minutes

The minutes of the previous meeting held on 7th April 2015, which had been previously circulated, were approved and signed as a true and accurate record.

7 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committees;

Finance Committees – 21.4.15 and 5.5.15

Planning Committees – 7.4.15, 21.4.15 and 5.5.15

Playing Fields, Allotments and Burials Committee – 21.4.15

Social Media Group – 28.4.15

Buildings and Facilities Committee – 5.5.15

8 Review of delegation arrangements to committees, sub-committees, staff and other local authorities

It was noted that the schemes of delegation for the committees, sub-committees and staff will be taken to the committees, sub-committees for recommendation to Town Council.

9 Review of the terms of reference for committees

It was noted that the terms of reference for the committees will be taken to the committees for recommendation to Town Council.

10 Appointment of members to existing committees

It was **resolved** that all Councillors be elected to serve on the Committees and Groups as indicated, together with appointed members of the public.

Buildings and Facilities Committee

Mr D. Ellison, Mr R. Harris, Mr P. Langridge, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald, Mr C. Temple, Mr R. Whitfield and Mr A Zerny.

Playing Fields, Allotments and Burials Committee

Mr A. Gibb, Mr J. Hobbs, Mr R. Jordan, Mr P. Langridge, Mr J. Lean, Mr A. Macdonald and Mr R. Whitfield.

Social Media Sub Committee

Mr D. Ellison, Mr P. Langridge, Mr J. Lewis, Mr A. Macdonald and Mr C. Temple.

Employment Panel

Mr P. Langridge, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald and Town Clerk.

Town Plan

Chairman Mr J. Hobbs

Youth Club representative Mr P. Rogers if willing to continue. It was **resolved** that Cllr Langridge contacts Mr P. Rogers.

CycleWay representative Mr A. Gibb

Tree Warden

Mr A. Fenton if willing to continue. It was **resolved** that the Town Clerk contacts Mr A. Fenton.

Potton Consolidated Charity Community Agent Steering Group

Mr J. Lewis

11 Appointment of any new committees

It was **resolved** that no new committees are required.

12 Review and adoption of appropriate standing orders and financial regulations

It was **resolved** that the Standing Orders and the Financial Regulations are both adopted subject to the changes as necessary to amend Finance Committee to Town Council.

13 Review of inventory of land and assets including buildings and office equipment

The Council noted the Council Deeds which had been placed on the table at the meeting.

The Town Council **resolved** to approve the asset register.

14 Confirmation of arrangements for insurance cover in respect of all insured risks

It was **resolved** that the Town Council continue with the second year of the three year agreement (with an option to extend for a further two years to a total of five years) with Zurich Town and Parish Insurance and with additional items added and index linking the cost for this year is £4,044.85.

15 Review of the council's and/or staff subscriptions to other bodies

It was **resolved** to approve the council's and staff subscriptions to other bodies.

16 Review of the council's complaints procedure

It was **resolved** to approve the Council's current Complaints policy.

17 Requests for information

It was **resolved** (i) to approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. (ii) to re-write the burial regulations.

18 Review of the council's policy for dealing with the press/media

It was **resolved** to confirm approval of the council's current policy (Media Communications Protocol which was adopted in July 2014) for dealing with the press/media.

19 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

Members discussed about time and place of ordinary meetings of the full council.

It was **resolved** that the meeting take place at 7pm in the Community Centre, Brook End, Potton on the dates listed below.

Annual Town Council 1	Tuesday	19/05/2015	Town Council 2	Tuesday	02/06/2015
Town Council 3	Tuesday	16/06/2015	Town Council 4	Tuesday	07/07/2015
Town Council 5	Tuesday	21/07/2015	Town Council 6	Tuesday	01/09/2015
Town Council 7	Tuesday	15/09/2015	Town Council 8	Tuesday	06/10/2015
Town Council 9	Tuesday	20/10/2015	Town Council 10	Tuesday	03/11/2015
Town Council 11	Tuesday	17/11/2015	Town Council 12	Tuesday	01/12/2015
Town Council 13	Tuesday	15/12/2015	Town Council 14	Tuesday	05/01/2016
Town Council 15	Tuesday	19/01/2016	Town Council 16	Tuesday	02/02/2016
Town Council 17	Tuesday	16/02/2016	Town Council 18	Tuesday	01/03/2016
Town Council 19	Tuesday	15/03/2016	Town Council 20	Tuesday	05/04/2016
Town Council 21	Tuesday	19/04/2016	Town Council 22	Tuesday	03/05/2016
Annual Town Council 1	Tuesday	17/05/2016			

20 To receive crime statistics from Bedfordshire Police Copy of the crime statistics from PCSO Duffy attached.

Potton Crime Figures 15/04/15 to 05/05/15 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.

The Chairman asked CBC Cllr's Gurney and Zerny about the refund to council tax payers following the No vote to the Police referendum.

CBC Cllr's Gurney and Zerny advised that Central Bedfordshire will be rebilling council tax payers and the cost of the rebilling would be passed to Bedfordshire Police.

21 Matters Arising from the Meeting 7.4.15

5. 4. 16 (i) Members noted that the Ivel Sprinter (Bedford bus service) has started with the first on the 20th April with two Potton residents and the second took place on the 18th May.

5. 20 Members noted that the licence for The Clockhouse, still hasn't arrived from Central Bedfordshire Council, though a key has now been provided.

It was **resolved** to write to CBC Cllr Brian Spurr to establish when arrangements would be ready.

13. Youth Club: Members noted that the application to Potton Consolidated Charity for £14,000 for one year, this is to cover the cost of the Youth worker and rent and includes no monies for equipment has been submitted. The Clerk advised that the PCC have advised that the application has been approved, but the £14,000 would be made up partly from the remaining monies which hadn't been drawn from the existing three year grant. The Clerk advised that the majority of the remaining monies which hadn't been drawn from the existing three year grant would be needed to pay the final bills. Cllr Leggatt advised that PCC would release all monies as necessary from the current grant as needed by the Town Council, to pay the final bills and that the PCC would still give a £14,000 grant.

22 Councillors Surgery

The Councillors Surgery took place on Saturday 25th April 2015.

Cllrs Emery and Whitfield were in attendance at the surgery.

Cllr Whitfield proceeded to give a verbal report.

1. The exit from the Market Square into Sun Street should have a give way sign for order of traffic priority.

Members discussed.

It was **resolved** to write to CBC Highways with regard to Market Square into Sun Street having a give way sign for order of traffic priority.

2. Blocked drains various locations.

Members noted the verbal report from Cllr Whitfield.

23 Reports from Cllr Representatives

To receive written reports from:

1. Central Bedfordshire Councillors.
None.

The Chairman offered his congratulations to Cllr Gurney and Zerny for being re-elected to serve as Central Bedfordshire Councillors for Potton.

The Chairman asked Cllr Gurney and Zerny if they wanted to give a verbal report.

Cllr Gurney advised that Central Bedfordshire Council has been awarded 40 million pounds for a new scheme for the four largest towns in Central Bedfordshire.

2. Potton Town Councillors on external bodies.
None.

24 To Receive any Questions from the Public

There were no questions from electors.

Cllr Ellison declared a personal interest in the planning application for 1 Barnwell Rise, Potton.

25 Planning Applications

Application No: CB/15/01263RM

Land on the East of Biggleswade Road Potton

Reserved Matters: following outline application CB/13/00921/OUT – First phase Reserved Matters application for an access roundabout and cycle way footpath together with consent for 31 flats and houses including access provision and car parking.

Cllr Zerny outlined the application.

Members discussed at length the application.

It was **resolved** to support the application upon condition that comments itemised below are approved.

1. Retention of the existing hedgerow, for the protection of the hedgerow and wildlife which includes bats.
2. Extension of the pavement / cycleway to the Hyde.
3. Movement of the pavement / cycleway inside the existing hedgerow and movement of the property boundaries away from the road to give appropriate room.
4. Moving of the crossing to go across Blackbird Street adjacent to Chapel Street to encourage children walking to Burgoyne School to go up Chapel Street as the existing suggested crossing points will result in children being encouraged to go up Station Road and Willow Road where a footway in parts is not in place along parts of the route.

Cllr Gurney gave her apologies and left the meeting.

Cllr Zerny gave his apologies and left the meeting.

Application No: CB/TRE/15/00155

1 Barnwell Rise Potton SG19 2RS

Works to tree protected by a Preservation Order: Prune on Turkey Oak tree in hedgerow bank between rear garden. The tree is protected by Order Ref: MB/85/0006 and is within group G1.

It was **resolved** to have no objection to the application subject to the Arboricultural Officer recommendations.

Application No: CB/15/01514/FULL

1 Church Causeway Potton SG19 2RL

Conversion of existing swimming pool outbuilding into annex.

It was **resolved** to have no objection to the application as long as the annex remains within the curtilage of 1 Church Causeway.

26 Late Planning Applications

No late planning applications to consider.

27 Planning Items for Information

No items for information.

28 Correspondence

1. Your Shout – Public Consultation event, noted.
2. The Fire Fighters Charity, was discussed and it was **resolved** that £100 from Section 137 is awarded.
3. Bedfordshire Bugle, noted.

The following correspondence was tabled at the meeting

4. Cllr Langridge, Bedfordshire Association of Town and Parish Councils new courses noted.
5. Cllr Langridge, CBC Cllr Gurney who is Chairman of the Ivel Valley Forum has advised that Potton Town Council would receive an invite to join the forum.
6. Cllr Jordan, Potton Cricket Club require additional funds because of the VAT liability for the building of the new pavilion. Contact Steve Highland if funding streams are known, Cllr Leggatt advised that Potton Consolidated Charity have contributed a significant amount to the new pavilion.
7. Cllr Langridge, Steve Highland has advised that the memorial garden could be completed for fifty percent of the cost quoted.
8. Cllr Macdonald, Burgoyne School and Potton Lower School consultation for a formal federation and whether the town council supports. Town Clerk advised that the consultation was on the next town council agenda as a response was required by the 19th June 2015. It was **resolved** to support the formal federation of Burgoyne School and Potton Lower School.

29 Potton Consolidated Charity

The Town Council discussed about the vacancy for a trustee for Potton Consolidated Charities following the resignation of Mrs Burmo.

Ms A. Adnitt, Chair of Governors of Potton Lower School was nominated as a trustee for Potton Consolidated Charities.

It was **resolved** to approve that Ms A. Adnitt, Chair of Governors of Potton Lower School be contacted to establish whether she would like to fill the vacancy as a trustee for Potton Consolidated Charities.

30 Potton Hall for All

Members noted the report from Cllr Emery, Chairman of Potton Hall for All.

31 Councillor Surgeries

Members discussed about the monthly Councillor Surgery which takes place once a month on a Saturday 10am – 12 noon in the Library.

Members noted that it is usual that when the Seasonal Market takes place that a Councillor Surgery is held. June 20th and September 19th.

It was **resolved** that the surgeries are as follows Cllrs Ellison and Macdonald June 20th, Cllrs Lean and Lewis July date to be confirmed, Cllrs Ivall and Whitfield August date to be confirmed and Cllrs Gibb and Jordan September 19th.

32 Henry Smith Playing Fields - Lighting

Members discussed the written motion from Cllr Zerny with regard to the installation of solar lighting along the footpath from the carpark to Church Causeway.

It was **resolved** that Cllr Zerny provides facts and figures to a future town council meeting with regard to the installation of solar lighting along the footpath in Henry Smith Playing Fields from the carpark to Church Causeway.

33 Mill Lane Playing Fields – Dog ban

Members discussed about a dog ban for Mill Lane Playing Fields.

It was **resolved** to write to Potton Consolidated Charity as landowner of Mill Lane Playing Fields to establish whether they would be in favour of a dog ban of the playing fields.

34 Potton Day

Members discussed the written motion from Cllr Langridge with regard to having an annual Potton Day.

It was **resolved** that further investigation was needed about an annual Potton Day.

35 Potton Lower School and Burgoyne School

Members discussed about the invite to councillors to visit the two schools that the Headteacher Mrs Smart had given at the Annual Town Meeting.

Cllr Macdonald advised that he has written to Mrs Smart about suitable dates to visit the schools and was waiting a response.

Cllr Ellison advised that he had been in contact with the school about speedwatch and was awaiting a response.

Members discussed about a new website which had been setup to show bad parking in Potton.

36 To arrange the date for Councillor's Inspection Tour

Members discussed the Councillor's Inspection Tour.

It was **resolved** to pencil in Tuesday 9th June 2015 starting at 6.30pm from the Cemetery and would include Mill Lane Playing Fields, Allotments, Churchyard and Henry Smith Playing Field for the Councillor's Inspection Tour.

37 St Mary's Churchyard

Members discussed the correspondence from Woodfine Solicitors which advises that the Town Council's responsibility for the Churchyard arose when the old churchyard was closed for burials in 1879/1882.

Members then discussed about maintaining the churchyard and the Council could identify work required at the Inspection Tour on the 9th June 2015.

38 Highways

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

1. Highways Customer Service report 06/4/15 to 03/5/15 was noted.
2. The Coach House correspondence was noted and discussed. It was **resolved** that the town council reserves the right to make representations to Central Bedfordshire highways about, The Coach House having seating on a public highway footpath.

39 Save the Branch

Members discussed about "Save the Branch" this being the low oak tree branch in Henry Smith Playing Fields.

Members then discussed about sculpting the branch once it had been removed from the oak tree.

It was **resolved** (i) that the low oak tree branch should be removed as per the advice from Matt Bell from Global Tree Solutions Ltd to save the tree for the future. (ii) that before the branch is removed from the tree, the town council considers how to sculpt the branch. (iii) that an article is included in the newsletter about saving the tree for the future.

40 List of payments

Members were advised that the internal audit had taken place today and the list of payments would be taken to the next meeting.

41 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 2nd June 2015.

The meeting closed at 8.53pm.

Signed.....ChairmanDate

Mission Statement

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