

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 6th December 2016, 7.05pm 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, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillor Mr J. Lean.

Also Present: CBC Cllr Gurney, Carolyn Blake (Story in Stone), George Howe (Chairman of Potton History Society), Matt York (Senior Project Manager RSPB), six members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillor Mr J. Lean.

Cllr Ellison had sent his apologies for anticipated lateness.

The Chairman spoke about Ruth Burmo who had recently died. The Chairman advised that Mrs Burmo had been a Cllr of Potton Town Council for twenty-two years having initially filled a casual vacancy on the 2nd March 1993, she used to be a teacher at Potton Lower School and then Head teacher of Potton Lower School and a town council representative of Potton Consolidated Charity.

The Chairman then advised a minute's silence would be held for Mrs Burmo so that everyone can remember Mrs Burmo in their individual way.

Everyone present observed the minute's silence.

The Chairman thanked everyone present for observing the minute's silence.

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 Mosaics Project - Story in Stone

Carolyn Blake updated the meeting on the Mosaics project which was to be completed by March 2018.

Cllr Zerny arrived.

Carolyn advised that the project is conceived as a collaboration between the chosen mosaic artist Oliver Budd and communities of the three market towns, with visual and written information gathered from the three towns: word of mouth, personal memories, schools and History Societies.

Cllr Whitfield arrived.

Carolyn then advised as the project manager she will liaise at all stages of the project with all groups and will use the local workshops to train the community volunteers in the techniques of mosaic making in the three towns. The aim is to leave a legacy of times past for many future generations to come, through working together as three communities. The local community will include Potton Federation school, library, local businesses, industries and Churches Together.

Cllr Ellison arrived.

Carolyn handed over to George Howe.

George Howe advised the town council that Potton History Society had chosen all the topics to be displayed on the Mosaics in Potton and these included Shannon, Great Fire of Potton, Shambles, Champion Car and Tanyard.

Much discussion took place about the topics chosen and giving the residents of Potton the opportunity to comment on the designs.

It was **resolved** in principle to approve the draft designs.

The Chairman thanked Carolyn Blake and George Howe for updating the town council. Carolyn Blake and George Howe left the room.

4 RSPB

Matt York – Senior Project Manager of RSPB – briefed the meeting on the proposed works to the deteriorating wall along the B1042. Mr York tabled a document, new landscaping for the RSPB Lodge Nature Reserve Boundary required for safety reasons. The RSPB would be submitting a pre-application to remove approximately 150 metres of wall which is bowing, salt damaged and freeze and thaw damage, removal of existing trees to enable them to sweep back the slopes and then re-plant with heather and trees. A post fence would replace the wall and the spoil would be used elsewhere on the reserve through the construction of Heathland Invertebrate Banks with tree planting to screen the banks from the listed building.

A Member raised the question of replacing the wall with bricks but the RSPB's engineers had stated that they could only use engineering bricks which would look out of place aesthetically and other walls within the reserve are more valuable to conservation. Members were advised that the work would take place in the autumn of 2017 or spring 2017. Members were also advised that the cycleway could have been linked with the wall project though this would require far more soil to be removed.

The Chairman thanked Mr York for the presentation. Mr York left the room.

5 Public Participation Session

Cllr Jordan advised that businesses within the Market Square had raised that footfall in the town is lower than two years ago and concern has been raised because this is likely to get worse because of the loss of the bakery and the Hardware store in the next twelve months.

6 Minutes of previous meeting(s)

The minutes of the previous meeting held on 1st November 2016 and the Extra-ordinary meeting on the 15th November 2016, all of 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:
Planning Committees – 1.11.16 and 15.11.16
Neighbourhood Plan Sub-Committee – 22.11.16

8 Reports from Central Bedfordshire Councillors

Cllr Gurney advised she had nothing to report.
Cllr Zerny advised he had nothing to report.

9 Development in Potton

9.1 Planning Application(s) outside the remit of the Planning Committee

Application No: CB/16/04737/VOC

Land North of Potton Football Ground on the East Side of, Biggleswade Road Potton.

Variation of Condition to Planning permission **CB/16/00436/RM** (120 dwellings) changes to condition 3 (plan numbers) proposes the following changes: 1:500 Planning Layout 1529-06J to be replaced by 1529-06L 1:200 Planning Layout 1529-07E to be replaced by 1529-07G 1:200 Planning Layout 1529-08F to be replaced by 1529-08H 2 Bed House 1529-2BH-A/01 to be replaced by 1529-2BHF-01A 2 Bed House 1529-2BH-A/02 to be deleted 3 Bed House 1529-3BH-A/01 to be replaced by 1529-3BHD-01 3Bed house Plot 114 specific new drawing 1529-3BHD-02 3 Bed House (corner turner) 1529-3BHC-01A to be replaced by 1529-3BHC-01B.

It was **resolved** no comment.

Application No: CB/TCA/16/00443

St Mary's Church, Hatley Road, Potton Sandy SG19 2RP.

Works to trees within a Conservation Area: Mainly pruning works to trees as shown on the Report and plan supplied.

It was **resolved** to support subject to the approval of the Arboricultural Officer.

Application No: CB/16/05016/OUT

Land between 119 and Eagle Farm, Everton Road Potton SG19 2PD.

Outline Application: Residential development comprising 7 No. individual plots for self-build/custom-build dwellings (all matters reserved except for access).

It was **resolved** that the Town Council supports Central Bedfordshire Councils objection when the land was last considered for development.

Application No: CB/16/04460/OUT

Land opposite the Playing Field, Mill Lane Potton.

Outline Application: residential development of up to 62 dwellings including all ancillary works with all matters reserved to accept access.

It was **resolved** that the Town Council maintain previous objections.

9.2 To receive a report from a representative of Potton Residents for Sustainable Growth - Sandy Road Planning Application

Members noted that the decision date for the Sandy Road planning application was 8th November 2016 and a judicial review needs to be submitted within six weeks to oppose the approval.

Mr Givertz representative of Potton Residents for Sustainable Growth advised that he had spoken to the law firm Stephenson Harwood, Public Access Barrister (PAB). The PAB feels that the application could be taken to Judicial Review (JR), because of the lack of Local Plan in Central Bedfordshire Council (CBC). Though the PAB advised that the JR is likely to fail, it wouldn't stop the development and would cost in the region of £30,000. The PAB felt that the conditions set by CBC in the planning approval are very strict and advised that the town council and the resident group should check that the developer complies with the conditions.

Mr Givertz advised that a Neighbourhood Plan (NP) can't be put in place until CBC adopts a Local Plan (LP).

Mr Givertz then advised that the draft NP would object to the development, though without a LP the NP for Potton cannot be adopted.

The Chairman thanked Mr Givertz.

Members wondered whether developments are coming to Potton and the surrounding area only. Members were advised by the Ward Cllrs that CBC is getting close to the five-year supply of housing it is required to have and new homes are coming to all areas of Central Bedfordshire.

A discussion about the Section 106 agreement for the Sandy Road Planning Application took place.

It was **resolved** that the Ward Cllrs look at what Section 106 monies can be used for.

9.3 Appeal against Central Bedfordshire Council Planning decision

Town and Country Planning Act 1990

Appeal by Whitfield Associates - CB/16/02459/FULL

Appeal Reference APP/P0240/W/16/3162998

Site at 3 Chapel Court, Potton, Sandy, SG19 2BX

Copy of correspondence was noted.

10 Party on Potton – Potton Playhouse

Members noted that Mr Fenton (Treasurer of Party on Potton) had requested that the town council consider refunding Potton Playhouse £338 for hire of the Community Centre for rehearsals for "Wizard of Potton" which was performed at the Party on Potton "Big Weekend".

It was **resolved** to add an additional £338 to Section 137 budget code for the 2017/18 draft budget and award Party on Potton £338 during the 2017/18 financial year for the cost of the Potton Playhouse rehearsals for "Wizard of Potton" which was performed at the Party on Potton "Big Weekend".

11 1st Potton Scout Group – Panther Pack

Members noted the Town Council has been contacted by Chris Hazel on behalf of the 1st Potton Scout Group – Panther Pack about having free use of Mill Lane Pavilion on Friday 27th January 2017 from 7-9pm.

It was **resolved** to approve that the Panther Pack of 1st Potton Scout Group has free use of Mill Lane Pavilion on Friday 27th January 2017 from 7-9pm, subject to the cub pack joining the next litter pick which is being organised by Carol Leggatt.

12 Councillors Surgery (Agenda item 10)

Councillors Surgery took place on the 12th October 2016. Cllrs Ivall and Whitfield were in attendance.

The report from Cllr Whitfield was noted.

13 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 6th December 2016 be approved.

ii. Verify Bank Reconciliations against statement 1st October – 31st October 2016.

It was **resolved** that the bank reconciliation for 1st October – 31st October 2016 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of October 2016.

An income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of October 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 31th October 2016.

A member requested that the agenda be altered and that item 18 Biggleswade Road – Landscape Management Plan is considered as the next item, because a member of the public was present for this item.

The Chairman advised that item 13 will be finished in full and then agenda item 18 will be the next item.

- iv. To consider financial requirements (annual expenditure, capital and revenue projects) for 2017-18.** Correspondence which had arrived from Central Bedfordshire Council about the Precept was noted.

It was **resolved** (i) to add £338 to next year's Section 137 budget code. (ii) to take the Responsible Financial Officer advice as the outcome of the DCLG Technical Consultation isn't yet known to postpone setting the budget and precept demand and make the decision at the town council meeting on the 3rd January 2017.

A discussion about delivering a leaflet to every household with why Potton Town Council has increased its part of the council tax and advising what Biggleswade, Gamlingay and Sandy charge. It was suggested that the leaflet is available to collect at the town council meeting and delivered by Sunday 19th February.

It was **resolved** (i) to approve the production of an A5 black and white flyer at a cost of £135 from Right Click Creative. (ii) that the town cllrs deliver the leaflet within two weekends of the leaflet being available, as per the list on the next page.

Route 1 Macdonald		Route 2 Harris		Route 3 Whitfield		Route 4 Ellison	
Newtown	88	Sandy Rd	61	Bellevue Close	16	Barnwell Rise	3
Festival Rd	54	Nursery C.	27	Mayston Close	6	Bury Hill	38
Old Bedford Rd	8	Langley G.	27	Sutton Mill Rd	40	Sheepwalk Close	33
		Ibbett Lane	43	Paddocks Chase	10	Stewart Croft	14
		Boxall Close	2	The Paddocks	76	Sutton Rd	14
						Wrestlingworth Rd	7
						Yew Tree Close	18
Total	150	Total	160	Total	148	Total	127
Route 5 Zerny		Route 6 Lewis		Route 7 Ivall		Route 8 Emery	
Baker Ave	22	Bull Street	19	Everton Rd	131	Biggleswade Rd	52
Station Crt	4	Burdetts Close	8	Woodland Close	5	Blackbird Street	22
Station Rd	33	Catherine's Close	12	Larkins Close	13	Oak Crescent	44
Sycamore Close	13	Cave's Crt	8			The Ridgeway	36
Willow Crt	4	Chapel Street	25				
Willow Rd	70	Chapel Yard	1				
		Chapman Close	44				
		Orchard Close	5				
Total	146	Total	122	Total	149	Total	154
Route 9 Leggatt		Route 10 Jordan		Route 11 Hobbs		Route 12 Temple	
Carters Lane	15	Brook End	24	Downside Gardens	45	Braybrooks	37
Meeting Lane	5	Brookfields	13	Hawthorn Close	9	Diamond Crt	5
Sheffield Close	58	King Street	74	Myers Rd	33	Horne Lane	17
Spencer Close	68	Market Square	38	Wingfield Drive	64	Royston Crt	20
						Royston St	29
						Sun Street	41
Total	146	Total	149	Total	151	Total	149
Route 13 Lean		Route 14 Langridge		Route 15 Gibb		Postal	
Aldgate Close	30	Astwood Close	24	Beech Crt	6	Deepdale	13
Church Causeway	4	Byards Green	44	Horslow Street	80	Everton Rd, The Heath	1
Gamlingay Rd	19	Gardens Field	21	Mill Lane	34	The Baulk	6
Hatley Rd	14	Jacobs Close	30	West End Lane	12	Common Road	14
Judith Gardens	43	Jennings Close	13	Munkman Close	8		
Manor Gdns	5	Torrington Close	8				
Manor Way	16						
The Manor	11						
Total	142	Total	140	Total	140	Total	34

v. Interest and Accounts

Members noted the Town Council currently has two accounts and these are both with Lloyds Bank.

Members then noted when the town council last looked at investments Cllr Ivall advised Prudential Regulation Authority (PRA) of the Bank of England announced a change in policy to extend the protection afforded under the Scheme to "Small Local Authorities" (SMAs). These Authorities are defined as Local Authorities with "an annual budget of up to 500,000 Euros". The scheme changes are that SMAs are protected in the same way as other protected investors i.e. for deposits/investments up to £75,000 (£85,000 from January 2017) with any UK bank, building society and credit union as well as with overseas firms PRA deposit-taking permission and UK branches of European Economic Area (EEA) credit institutions.

It was **resolved** (i) that Cllr Ivall reviews previous investment information he provided. (ii) that the town council consider information about the reviewed investment information at the next town council meeting.

vi. 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 170 Allotments
Code 4320 Rent £185 at the end of October 2016. Overspend due to the Parochial Church Council of St Marys Church increasing the rental charge.

vii. Virements

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

Cost Centre 170 Allotments
Code 4320 Rent £185 at the end of October 2016. Virement £185 from Cost Centre 165 Churchyard Code 4602 Grounds Maintenance.

14 Biggleswade Road – Landscape Management Plan (Agenda item 18)

Members noted the draft amended Landscape Management Plan for the public open space of Biggleswade Road which has been revised by Sally Wileman in consultation with Cllrs Ellison, Gibb and Whitfield (The three town Cllrs on the community orchard group) and the Town Clerk.

Standing orders were suspended to allow a member of the public to speak.

It was **resolved** (i) that the town council adopts the outline Landscape Management Plan for the large area of Open Space at Biggleswade Road,

excluding the LEAP (Local Equipped Area of Play). (ii) that Sally Wileman in consultation with Cllrs Ellison, Gibb and Whitfield amend the Landscape Management Plan for the large open space removing all items about the LEAP. (iii) that Cllr Zerny forwards the Landscape Management Plan for the large open space once all items about the LEAP have been removed.

15 High Street Improvement Scheme – Town Centre Data (Agenda item 14)

Members noted as part of Central Bedfordshire Council’s High Street Improvement Scheme, Potton Town Council and any business granted funding will need to submit data to CBC on footfall and customers. This is to help assess the benefit of investment and improve understanding of the town centre.

It was **resolved** (i) if the Base Line Data information is suitable to the Neighbourhood Plan Group, that the gathering of Base Line Data is carried out by People and Places at a cost of £1,300.00. (ii) that £500 is paid for by Central Bedfordshire Council and £800 is paid for by the Neighbourhood Plan budget.

16 Correspondence (Agenda item 15)

16.1 Central Bedfordshire Council – Salt Bag Scheme –

Correspondence was noted.

16.2 Correspondence from Gamlingay Parish Council with regards Cambridgeshire County Council HGV Covenant

Correspondence was noted. It was **resolved** that Cllr Zerny passes the initiative onto Central Bedfordshire Council. Cllr Zerny requested that the Town Clerk sends the details to him and the Town Clerk agreed.

16.3 Bedfordshire Pension Fund 2016 Valuation. Correspondence was noted. It was **resolved** to agree with the 2016 valuations and to role the figure into the draft precept.

16.4 The proposed future of schooling in Gamlingay - initial outcome - updated letter. Correspondence was noted.

17 Youth Club (Agenda item 16)

17.1 Groundwork Quarterly report

The Quarterly report from Groundwork for Potton Youth Club was noted.

17.2 Report from Cllr Emery

The report from Cllr Emery following a visit to Potton Youth Club was noted.

17.3 Resources request

The request from Groundwork for additional resources to attract youths to attend the youth club was noted.

It was **resolved** (i) to approve that Groundwork can purchase the following resources Balls – Football and Basketballs, Pool Cues, tips and chalk, Art Supplies, X box games: Fifa (most recent) Dance game and HDMI cable for Potton Youth Club. (ii) that the Ear Marked Reserve – Youth Budget is used to fund the cost of the resources.

18 Replacement Skate Park (Agenda item 17)

Members noted the town council had applied to Potton Consolidated Charity for £50,000 towards a replacement skate park and the Clerk of the Potton Consolidated Charity had advised that the Trustees have decided to award a grant of £35,000.

The Clerk of the Potton Consolidated Charity had asked when the town council will require receiving the payment.

It was **resolved** that it is anticipated that the town council would like to receive payment in July or August 2017.

Members noted the tender documentation for the replacement skate park produced by the town council's skate park group.

It was **resolved** that the town council proceed with the tender.

19 Revised Headstone Request

Members noted the town council has received a revised headstone request for a Jessie Smith memorial on the 25th November 2016 and the revised headstone is smaller than the original, love hearts on the original have been replaced with stars and additional leaves have been added to the front.

Members noted the town council has discussed about the Jessie Smith memorial at the council meetings on the 1st March 2016, 5th April 2016 and 5th July 2016.

After much discussion about the memorial, litter, times of when people visit the cemetery and the burial regulations.

It was **resolved** to write to Mrs Smith to thank her for reducing the size of the memorial, advise that the town council is still unable for the reasons as mentioned in the letter to J G Cross Monumental Masons dated the 17th May 2016 to approve the design and also advise about opening hours, litter and the burial regulations.

20 Remembrance Sunday

Members noted that Cllr Langridge has advised he received a complaint from the owner of Camerons Newsagents rather than Potton Food Store as mentioned in the Clerks report. For a number of years the Town Council has requested that the establishments in the Market Square close between the hours of 10.15am and 10.45am on Remembrance Sunday.

The owner of Camerons Newsagents had to prevent people from using the store between the above times and the members of the public then used other establishments within the town which weren't requested to close.

It was **resolved** in the future to advise all establishments which are known to open on Sunday between 10.15am and 10.45am that a Remembrance Sunday parade is taking.

21 To Arrange Date of the Next Meeting

The next meeting of the Town Council is scheduled for Tuesday 3rd January 2017.

The meeting closed at 9.50pm.

Signed.....ChairmanDate

Mission Statement

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