

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 7th February 2017, 7.00pm at the Community Centre.

Present: Councillors Mr D. Ellison Chairman, Mr G. Emery, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Mr R. Jordan, Mr P. Langridge, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr C. Temple and Mr R. Whitfield.

Absent: Councillors Mr A. Gibb, Mr A. Macdonald and Mr A. Zerny.

Also Present: CBC Cllr Gurney, Gill Taylor Operations Director Groundwork East, Angela Dallariss Senior Youth Worker (Biggleswade, Sandy, Arlesey and Potton) Groundwork, fifteen members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr A. Gibb and Mr A. Macdonald.

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 Youth Club

The Chairman welcomed Angela Dallariss and Gill Taylor.

A discussion about the number of youths attending the youth club, timing of the youth club and the difficulty of arranging an assembly at Potton Federation.

The quarterly report was noted.

It was **resolved (i)** that the town council writes to the Chair of Governors at Potton Federation about the difficulty of arranging an assembly at Potton Federation. **(ii)** that the town council sends Groundwork the contact details for the Villager.

The Chairman thanked Angela Dallariss and Gill Taylor for attending.

Angela Dallariss and Gill Taylor left the room before the next item.

4 Public Participation Session

The Chairman advised that standing orders would be suspended for item 8.3 Mill Lane.

The Chairman asked for any other questions.

Question 1 – The volume of traffic on King Street needs to be looked at, traffic prevents the ability to use the front door and lorries have hit cars along this road. Could restrictions be put in place, speed reduced and a one-way system.

Chairman spoke about the traffic on King Street.

CBC Cllr Gurney advised she would support any suggestions from the town council.

Chairman asked the resident had he logged the incidents with the Police.

The resident advised he had logged the incidents with the Police.

Chairman mentioned about logging incidents with the town council.

A member advised that a weight restriction is in place on the side roads.

Chairman spoke about Highway proposals for Potton.

The resident spoke about where would lorries be diverted.

It was **resolved** that the town council have a file of all incidents with highway problems on King Street.

The Chairman advised that the town council is waiting to receive details about phase 2 of the 20mph scheme.

5 Minutes of previous meeting(s)

The minutes of the previous meeting held on 3rd January 2017 and the Extra-ordinary meeting on the 17th January 2017, all of which had been previously circulated were approved and signed as a true and accurate record.

6 Town Council Committees

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

Planning Committees – 17.1.17

Neighbourhood Plan – 24.1.17

Social Media – 31.1.17

7 Reports from Central Bedfordshire Councillors

Cllr Gurney advised she had nothing to report.

The Chairman asked if Cllr Zerny had submitted a report.

Town Clerk advised no report had been submitted by Cllr Zerny.

8 Development in Potton

8.1 Property Count

The Chairman summarised the Town Clerks report

- As of the 31st March 2015 Potton's Property Count was 2,250 dwellings.
- During the period 1st April 2015 to 31st March 2016 the number of dwellings increased by 27.
- By the 31st March 2016 planning permission has been approved for 241 additional properties. (Land to the South of 'The Paddocks' =

90, Land at Biggleswade Road 120 and Land at Biggleswade Road Phase 1 = 31)

- Between the 1st April 2016 and 31st January 2017 planning permission has been approved for a further 152 additional properties. (Land to the South of Sandy Road = 90 and Land opposite the Playing Field, Mill Lane = 62)
- Further applications which have not yet been decided have been submitted for 271 more properties. (64 Biggleswade Road = 85 and Land surrounding 100 Sandy Road = 186)

A member of the public commented you have missed out the 90 properties at Jays Farm.

The Chairman advised the member of the public to be quiet and then advised that all the applications at Jays Farm have been refused.

The Chairman also advised that the Government has just published a White Paper "Fixing our broken housing market".

8.3 Mill Lane Planning Application CB/16/04460/OUT

Standing orders were suspended to allow members of the public to speak.

The Chairman outlined about Bridleway 6.

A member of the public advised that Broadland Developments have an easement and that insurance can be taken out.

The Chairman advised that Chairman of Potton Town Council had put a proposal forward and this was follows;
For a solicitor to carry out an initial assessment at a cost of £500 to see whether it was worth proceeding to Judicial Review with the Mill Lane planning application.

Chairman advised Cllrs to look at Sandy Road planning application in advance of the meeting on the 21st February 2017.

Members of the public mentioned about section 106 contributions, additional housing and quality of life.

The planning application on Bury Hill was discussed and the offer from the haulage yard to move out of Willow Road was also discussed.

Availability of school places was then discussed.

It was **resolved** that a solicitor to carries out an initial assessment at a cost of £500 to see whether it was worth proceeding to Judicial Review with the Mill Lane planning application.

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

Application No: CB/TRE/16/00533

Home Farm, Horne Lane, Potton SG19 2LS.

Works to trees protected by a Tree Preservation Order: Prune one Ash tree located to the north of the site as identified on the agents map as T1 and remove one low limb to one Ash tree identified on the agents map as T2. The trees are within Tree Preservation Order Ref: MB/TPO/79/0001, T1 is listed as T6 and T2 is listed as T5 on the separate application for trees in a Conservation Area.

It was **resolved** to support subject to the approval of the arboricultural officer.

9 Correspondence

1. Central Bedfordshire Council - Green Infrastructure Planning Obligations was noted. Additional information from Cllr Hobbs was discussed. It was **resolved** that Cllr Hobbs contacts Cliff Andrews, Bedfordshire Rural Communities Charity about Green Infrastructure Planning Obligations.
2. BRCC - Greensand Country Landscape Partnership was noted. It was **resolved (i)** that Cllr Whitfield speaks to St Mary's Church about the fund. **(ii)** that the Town Clerk contacts Sally Wileman about the fund for Biggleswade Road open space. **(iii)** that Cllr Hobbs speaks to the Wildlife Group of the Neighbourhood Plan about the fund.
3. Letter from Local Government Minister Marcus Jones MP to NALC's out-going Chairman, which was forwarded by BATPC was noted.

10 Councillors Surgery

Councillors Surgery took place on the 14th January 2017. Cllrs Lean and Whitfield were in attendance.

The report from Cllr Whitfield was noted.

A discussion about the lack of road markings and this being a hazard took place.

It was **resolved** to write to Tesco about the lack of road markings and this being a hazard.

A discussion about motorbikes on bridleways and the appropriate authorities will be installing signage.

11 Finance

- i. To approve the list of payments.**
It was **resolved** that the payments up to the 7th February 2017 be approved.
- ii. Verify Bank Reconciliations against statement 1st November – 31st December 2016.**
It was **resolved** that the bank reconciliation for 1st December – 31st December 2016 be approved.

The Chairman asked for a cllr to volunteer to carry out a check of the Bank Reconciliations.

Cllr Ivall volunteered to check the Bank Reconciliations.

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

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

iv. Internal Audit

Members went through the Internal Audit report for 1st April 2016 – 30th September 2016.

It was **resolved** to approve the interim internal audit report 1st April 2016 – 30th September 2016.

A member advised that the report mentions Royston Town Council in one sentence.

It was **resolved** to contact Haines Watts to request that they re-issue the internal audit.

v. Material Variances

Members discussed the material variances.

It was **resolved** to note the following explanation of material variances in excess of £100 of the budget as per Financial Regulation 4.8.

Cost Centre 110 Administration
Code 4120 Newsletter/Annual Report £406 at the end of December 2016. Overspend due to larger newsletters.

vi. Virements

Members discussed about virements.

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

Cost Centre 110 Administration
Code 4120 Newsletter/Annual Report £406 at the end of December 2016. Virements £250 from Cost Centre 110

Administration Code 4115 Advertisements and £291 from Cost Centre 110 Administration Code 4800 Contingency.

vii. Interest and Accounts

Cllr Ivall advised that he had been in contact with various investment companies.

Cllr Ivall advised that the amount protected by the Financial Compensation Scheme has increased from £75,000 to £85,000 on the 31st January 2017.

It was suggested to accept Cllr Ivall's report and implement.

It was then suggested that the account is opened only if withdrawals require three nominated signatories.

It was **resolved** to obtain clarification on the mechanism for withdrawals and to defer the item to the next meeting.

12 Welcome Pack

Members noted Cllr Langridge had provided a written motion with regards to a Welcome Pack.

The Chairman asked Cllr Langridge to outline his motion.

Cllr Langridge proceeded to outline his written motion.

The Town Clerk advised that a welcome pack wasn't included in the 2017-18 budget and asked how the town council will fund the welcome pack.

Cllr Langridge advised monies to pay for a welcome pack could be taken from future additional Potton council tax payers or sponsorship from housing developers.

It was **resolved** that Cllr Ellison brings back costs to the town council at next month's meeting.

13 Frederick (Eric) William Jakes MBE

Members noted Cllr Langridge had provided a written motion with regards to Eric Jake's memorial cup.

The Chairman asked Cllr Langridge to outline his motion.

Cllr Langridge proceeded to outline his written motion.

It was **resolved (i)** that the town council will do something to remember Frederick (Eric) William Jakes MBE. **(ii)** that the town council consider the item at next month's meeting.

14 The Great British Spring Clean

Members noted the correspondence which has arrived from Central Bedfordshire Council about The Great British Spring Clean and that a copy of the correspondence has been forwarded to Mrs Leggatt as she has previously advised that she is organising a Litter Pick in March 2017.

Members then noted that Mrs Leggatt has advised Potton's Litter Pick will take place on Saturday 11th March 2017 from 10am – 2pm starting at the Community Centre.

Members had been asked to consider involvement of the town council in this event being organised by Mrs Leggatt.

CBC Cllr Gurney left the meeting.

15 Co-option Policy

Members noted the draft Potton Town Council Procedure for co-option for a new Councillor which had been prepared by the Town Clerk.

It was **resolved** to approve of the Co-option Policy.

16 Parking in the Market Square

Members noted Cllr Lean has provided a written motion with regards to Parking in the Market Square.

The Town Clerk previously wrote to the businesses in the Market Square in June 2015. Correspondence attached.

Members are asked to consider Cllr Lean's written motion.

17 Four Seasons Market

Members noted that Cllr Lean had volunteered to attend a meeting of the Four Seasons volunteers which took place on the 23rd January 2017.

Members also noted the report from Cllr Lean.

Members then noted the correspondence which has arrived from the volunteers of the Four Seasons Market about a wish list.

The Town Clerk advised that not enough monies remained in the Town Plan budget to purchase all the items in the current financial year.

Members discussed the request. Members then discussed about the market stall purchased in September 2016.

It was **resolved (i)** that all the items requested including a new market stall are purchased in the current financial year. **(ii)** that the contingency budget is used to purchase the items above the amount available in the town plan budget. **(iii)** that Party on Potton is offered free of charge the market stall purchased in September 2016. **(iv)** if Party on Potton don't want the stall, Four Seasons Market volunteers arrange to sell the market stall.

18 Cycleway

A meeting about the Cycleway took place at the RSPB during the afternoon on Monday 23rd January 2017. Cllr Gibb attended the meeting.

Members noted and discussed the additional information from Cllr Gibb. Cllr Leggatt advised that Potton Consolidated Charity require a letter from Central Bedfordshire Council to confirm CBC's match funding for the cycleway project, before the charity will release the Potton to Sandy Cycleway funding.

It was **resolved** that the Town Clerk contacts Cllr Gibb about obtaining a letter from Central Bedfordshire Council to confirm the match funding.

It was **resolved** to suspend standing orders to allow the meeting to continue past 9pm, with a finish time of no later than 9.20pm.

19 High-Street Improvement Scheme and Market Town Regeneration Fund

It was **resolved** to defer the item to the town council meeting on the 7th March 2017.

20 Skate Park

Members noted closing date for Tenders for the Skatepark was 31st January 2017 and the four tenders were opened and assessed on the 3rd February 2017.

The Chairman asked Cllr Jordan to give an update.

Cllr Jordan advised that a meeting had taken place with the users at 6.30pm this evening. The users preferred the Wheelscape proposal.

Cllr Jordan then advised that the Wheelscape proposal was within the agreed budget. Cllr Jordan then outlined next steps, Wheelscape will be advised about being successful, three unsuccessful proposals will be notified, consultation with users will continue and further due diligence checks of Wheelscape will be carried out.

Cllr Jordan advised that the Town Clerk had found potential funding from Sport England for the skatepark and the Town Clerk has applied from Sport England for funding towards to the skatepark following instruction from the skatepark group.

Thanks, were given to Cllr Ellison, Cllr Joran and the Clerks Assistant.

It was **resolved** to go ahead with the skatepark.

21 Councillors Surgery dates

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

The Chairman asked for volunteers.

Cllrs Harris and Ivall volunteered for May 2017.
Cllrs Ellison and Lean volunteered for June 2017.
Cllrs Temple and Whitfield volunteered for July 2017.

It was **resolved** that the surgeries are as follows Cllrs Harris and Ivall May 2017, Cllrs Ellison and Lean June 2017 (Seasonal Market Day) and Cllrs Temple and Whitfield July 2017.

22 Revised Headstone Request

Members noted Mrs Smith has provided the town council with pictures of the Japanese Maple Leaves.

Members also noted a revised design hasn't yet arrived.

23 Town Centre Benchmarking

Members noted that Cllr Hobbs had requested this item.

It was noted that the Neighbourhood Plan are requesting that the town council should manage the benchmarking survey as part of the Town Centre Regeneration Project and ongoing improvements to the town and the Neighbourhood Plan will analyse the survey findings and incorporate these into relevant policies formulated.

24 To Arrange Date of the Next Meeting

The next meeting of the Town Council is scheduled for Tuesday 7th March 2017, with an extra-ordinary meeting scheduled for the 21st February 2017.

The meeting closed at 9.15pm.

Signed.....ChairmanDate

Mission Statement

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