

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 6th September 2016, 7.10pm 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, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald Chairman, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillor Mr G. Emery.

Also Present: CBC Cllr Gurney, Reverend Gill Smith, Andrew Hope Treasurer of St Mary's Church, forty six members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr G. Emery and Mr A. Leggatt.

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.

CBC Cllr Gurney arrived.

3 St Mary's Church - Finance

The Chairman welcomed Reverend Gill Smith and Andrew Hope Treasurer of St Mary's Church.

Reverend Smith spoke about funding of the Church of England (CoE) and continued that the CoE has over 16,000 churches and 42 cathedrals. The CoE receives no government funding. The CoE generates 1 Billion pounds (£1,000,000,000) of income a year and this includes endowment income.

Andrew Hope advised that St Mary's church is asset rich but cash poor. St Mary's church has £4,750,000 in assets which includes the church. The £65,000 budget for St Mary's church is supposed to break even. Two thirds of the income is from parishioners and one third from gift aid, donations and fees (weddings and funerals). Approximately two thirds of the expenditure (£41,000) is given to the Diocese towards the 1 Billion pound income and the remaining £24,000 is for running costs. In the last financial year the budget was £600 in deficit. St Mary's church has reserves for restricted funds and these include £250,000 for the chancel.

A member asked what the 1 Billion pounds is used for and Reverend Smith advised that the money is used for the payment of Clergy, payment of Bishops, payment of Clergy pensions and training of 500 new clergy every year and the upkeep of historic buildings.

The Chairman thanked Reverend Gill Smith and Andrew Hope.

The Chairman advised he would be altering the order of the agenda and that the next items would be 15 Central Bedfordshire Council – Local Plan, 16 Central Bedfordshire Council – Call for Sites, 17 Central Bedfordshire Council – Community Plan and 7 To Receive any Questions from the Public.

4 Central Bedfordshire Council – Local Plan (Agenda item 15)

Reverend Gill Smith and Andrew Hope left the room.

Correspondence from Cllr Hobbs was distributed to members before the meeting started was noted.

Cllr Hobbs explained that Central Bedfordshire Council (CBC) are working on a new Local Plan for Central Bedfordshire.

Cllr Hobbs advised;

That CBC has advised there is pressure from Milton Keynes (MK), London, Luton, Bedford, Cambridgeshire (Rapid growth areas), which means that there is a need for housing. The Local Plan gives the opportunity to steer growth i.e. decide where growth will happen.

Housing need factors are: Household growth (Living longer, migration and wealth), average household size – was 3.3 in 1951, now 2.4 and housing need for 4 generations, no longer for 3 generations.

CB strengths: Transport links, East-West railway (proposed) and East coast mainline.

NPPF presumption in favour of sustainable development: Councils must have 5 years-worth of housing land.

The new CBC Local Plan 2015-35 will reflect national and local population growth: Population was 264,000 in 2015, predicted to be 310,000 in 2035 (+17%), Birth-rate increase, 30% increase in 75+ age group and 48% increase in 85+ age group.

There is a duty to cooperate with surrounding local authorities (9 in total, including MK, Luton, Bedford, Stevenage) 2015-2035 CBC needs 28000 – 32,000 new dwellings. There is already permission for around 25,000 new dwellings, unmet needs of surrounding authorities, possibly up to 23,000 extra dwellings up to 2035. There is a duty to cooperate with surrounding local authorities / shared housing market areas.

Draft Plan to be published Jan – Mar 2017, to include a broad range of locations for new homes and jobs, proposals informed by new transport infrastructure and environmental enhancement

A Sustainability Assessment Scoping Report to be produced.

Local Plan policies cover: Local character, Growth and infrastructure (including green infrastructure and schooling), Transport, Jobs and businesses, Environment and Houses.

Community Planning - Production of a Community Plan. Workshops to be arranged to enable Town Councils and the community to input information on their area to help shape the Local plan. This will be used to: As local evidence for the Local Plan, identify where money needs to be spent – what and where in the Parish.

Town Plan will be used as a start for the start of the Neighbourhood Plan.

Cllr Zerny advised;

That CBC local plan failed to consult with Luton Borough Council and lost a court case.

If all the housing is built that is being put forward 638 to 655 new houses will be built in Potton, this includes the 100 houses for Sutton Mill Road.

A judicial review could be carried out if able to demonstrate schools and healthcare not able to cope. Trying to encourage Greensands and Local NHS Group to advise on capacity. Greensands advise they have capacity and are taking new patients. Would need to demonstrate if there would be a big environmental damage.

It was **resolved** to hold a public meeting with regard to housing development in Potton, on Monday 12th September 2016 at Mill Lane Pavilion.

5 Central Bedfordshire Council – Call for Sites (Agenda item 16)

Correspondence from Cllr Hobbs was distributed to members before the meeting started was noted.

Cllr Hobbs explained that Central Bedfordshire Council (CBC) had carried out a call for sites, the land had been submitted by agents, landowners and developers as part of the authority's Call for Sites, which ran from February - April 2016 as the first step of the Local Plan process.

All of the proposals will be considered, however, Central Bedfordshire Council has received many more submissions than they require to meet housing need up until 2035 and not all sites will be suitable for development.

Only an estimated 4-6 per cent of the total land that has been submitted will need to be allocated to deliver the new homes that are needed.

6 Central Bedfordshire Council – Community Plan (Agenda item 17)

Correspondence from Cllr Hobbs was distributed to members was noted.

Cllr Hobbs explained that Central Bedfordshire Council will be producing Community Plans, working in partnership with Town and Parish Councils, residents and interest groups to inform the emerging Local Plan.

7 To Receive any Questions from the Public

Cllr Gurney advised that the Local Plan prefers large developments.

A resident suggested a moratorium on all major development programme in Potton.

A resident expressed concern not only for doctors, but also dentists and buses.

A resident asked how care homes would fit into the local plan.

A resident queried about the CBC five year rolling rate.

A resident requested a structured agenda for the meeting on Monday 12th September 2016.

A resident requested information being made available in advance of the meeting on Monday 12th September 2016.

Cllr Langridge and Leggatt advised the chairman they would need to give apologies for the meeting on Monday 12th September 2016.

Members discussed about a letter in the Biggleswade Chronicle from Cllr Whitfield.

It was **resolved** that the letter which was included in the Biggleswade Chronicle from Cllr Whitfield be sent to CBC every time the town council objects to a planning application.

Forty three people left the room.

8 Minutes (Agenda item 4)

The minutes of the previous meeting held on 5th July 2016 and the Extraordinary meetings on the 19th July 2016 and 2nd August 2016, all of which had been previously circulated were approved and signed as a true and accurate record.

9 Town Council Committees (Agenda item 5)

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

Planning Committees – 5.7.16 and 19.7.16

Roads and Transport Committee – 19.7.16

Neighbourhood Plan Sub-Committee – 19.7.16

The town council were unable to consider the minutes of the Responsible Dog Ownership – 10.8.16 as they weren't yet available.

10 Matters Arising from the Meetings on the 5th July 2016, 19th July 2016 and 2nd August 2016 (Agenda item 6)

None.

11 Potton Hall for All (Agenda item 8)

Members discussed about appointing a representative for Potton Hall for All.

It was **resolved** that Cllr Jordan be elected to be to the town council's Potton Hall for All representative for the remainder of the council year.

12 Planning Application(s) outside the remit of the Planning Committee (Agenda item 9)

Application No: CB/16/03038/FULL 17a King Street Potton SG19 2QT.

Single storey side extension to link to the garage and convert the existing garage to living accommodation.

It was **resolved** to not support the application due to the loss of a parking space.

Application No: CB/16/01223/OUT 37 Biggleswade Road Potton SG19 2LU.

Demolition of existing shop and fuel canopy, proposed new service station and 9 residential Flats to the rear.

It was **resolved** no objection.

13 Bedfordshire Bugle (Agenda item 10)

Members noted the latest edition of the Bedfordshire Bugle from Louise Ashmore at the Bedfordshire Association of Town and Parish Councils.

14 Biggles FM (Agenda item 11)

Members noted the correspondence from Biggles FM.

15 Councillors Surgery (Agenda item 12)

CBC Cllr Gurney left the meeting.

Councillors Surgery took place on the 16th July 2016. Cllrs Langridge and Leggatt were in attendance. Members discussed the items raised at the surgery.

The report from Cllr Langridge was noted.

Councillors Surgery took place on the 6th August 2016. Cllrs Ellison and Whitfield were in attendance. Members discussed the items raised at the surgery and consider having an article in a future Newsletter about hedges.

The report from Cllr Ellison was noted.

16 High Street Improvement Scheme

Members noted the correspondence from Central Bedfordshire Council with regard to the High Street Improvement Scheme.

Cllr Jordan outlined the High Street Improvement Scheme.

It was **resolved** to sign the Memorandum of Understanding for the High Street Improvement Scheme.

17 Finance (Agenda item 14)

i. To approve the list of payments.

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

ii. Verify Bank Reconciliations against statement 1st June – 30th June 2016.

It was **resolved** that the bank reconciliation for 1st June – 30th June 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 June 2016.

An income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of June 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 30th June 2016.

iv. Potton Show

Members noted the Town Council has received a request for financial contribution towards the costs of Potton Show.

Members also noted the Town Council has awarded currently awarded £400 of the £600 Section 137 budget.

It was **resolved** to award £100 from section 137 towards Potton Show.

v. Seasonal Market – Stall

The Town Council noted the request from Jenny Ream for an additional Market Stall for the Seasonal Market.

Members looked through the quotation for an additional market stall for the seasonal market, it was suggested that the bag and next day delivery aren't necessary.

It was **resolved** to order an additional market stall excluding the bag and next day delivery, for the seasonal market from the town plan budget.

vi. Verify Bank Reconciliations against statement 1st July – 31st July 2016.

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

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

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

18 Youth Club Report

The Quarterly report from Groundwork was noted.

Members raised concern about attendance and the youth club not having a volunteer as Potton Consolidated Charity require an increase in attendance to consider future funding of the Youth Club.

It was **resolved** to contact Groundwork to advise them, that they need to recruit a volunteer and attendance needs to increase for Potton Consolidated Charity to consider future funding of the Youth Club.

19 Youth Club

Members noted at the town council meeting on the 5th July 2016 minute 18 Youth Club (Agenda item 19) the Chairman as a trustee of Potton Consolidated Charity advised that the charity had approved to fund the youth club for one more year including trips.

Members considered the draft service level agreement for the Youth Club 2016-17. An amendment to one date was need from 2015 to 2016 in the draft service level agreement.

Members discussed about Groundwork being fit and able to provide the Youth Club.

It was **resolved (i)** to check that Groundwork are fit and able to provide the Youth Club. **(ii)** subject to Groundwork being fit and able to provide the Youth Club, that with the amendment as mentioned above to sign the service level agreement for Groundwork to provide Potton Youth Club for 2016-17.

20 Biggleswade Road Open Space

Members noted if they wished to adopt the Biggleswade Road Public Open Space they will have to take on the LEAP (Local Equipped Area of Play), with a commuted sum of £39,100 at fifty percent occupation of the development and Central Bedfordshire Council has also confirmed that the town council would have to follow the Landscape Management Plan.

Members discussed about the Landscape Management Plan.

It was **resolved** to ask Cllr Zerny to contact the planning case officer

about the Landscape Management Plan.

It was **resolved** to adopt the Biggleswade Road Public Open Space including the LEAP (Local Equipped Area of Play) with a commuted sum of £39,100 at fifty percent occupation of the development.

It was **resolved** to suspend standing orders to allow the meeting to continue past 9pm.

21 Appointment of Internal Auditor 2016/17

Members discussed about the appointment of the internal auditor. The Town Council undergoes an internal audit on an annual basis. The council reviewed the appointment of an internal auditor.

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2016/17.

22 Review of the effectiveness of the Internal Audit (Agenda item 23)

Members had been provided with a copy of the town council's review of the effectiveness of the Internal Audit for them to carry out a review of its effectiveness. Members then discussed and reviewed the effectiveness of the Internal Audit.

It was **resolved** to approve the review of the effectiveness of the Internal Audit.

23 Financial Risk Assessment

Members had been provided with a copy of Potton Town Council's Financial Risk Assessment for them to carry out a review. Members then discussed and reviewed Potton Town Council's Financial Risk Assessment.

It was **resolved** to approve Potton Town Council's Financial Risk Assessment.

24 Road Naming

Members noted the correspondence from the Hutchinson family and Central Bedfordshire Council.

Members wondered why Kier Homes don't agree with Hutchinson for a road name.

It was **resolved** that the town council would still like Hutchinson as a road name.

It was then **resolved** that Simms, Kitchener, Tear, Yates and Lewis are the next five road names.

It was **resolved** that Simms be put forward as the second road name.

25 Civic Service

Members noted arrangements are progressing with the Annual Potton Civic Service which will take place on Sunday, 16 October at 3.00pm and Vice Lord-Lieutenant of Bedfordshire, Col Colin Mason OBE, accompanied by his wife Angela, will be representing the Lord-Lieutenant who is HM The Queen's representative in the County.

It was **resolved** that **(i)** a reserved parking space will be made available for the Vice Lord-Lieutenant. **(ii)** Cllr Angus Macdonald will meet and greet the Vice Lord-Lieutenant on arrival. **(iii)** Vice Lord-Lieutenant isn't required to carry out a reading within the Service. **(iv)** Photos will be taken for the Lord Lieutenant's office and the town council newsletter.

26 Remembrance Sunday

Members noted arrangements have started for Remembrance Sunday which will take place on Sunday 13th November 2016 and Deputy Lieutenant Geoffrey Farr MBE and his wife Catherine will be representing the Lord-Lieutenant who is HM The Queen's representative in the County.

It was **resolved** that **(i)** a reserved parking space will be made available for the Deputy Lieutenant. **(ii)** Cllr Angus Macdonald will meet and greet the Deputy Lieutenant on arrival. **(iii)** Deputy Lieutenant isn't required to carry out a reading within the Service. **(iv)** Photos will be taken for the Lord Lieutenant's office and the town council newsletter. **(v)** a donation of £100 to the Royal British Legion under Section 137 for the poppy wreaths to lay on Remembrance Sunday.

27 CBC Corporate Management Team

Members noted the correspondence from Central Bedfordshire Council with regard to senior officers of the town council meeting with the Corporate Management Team of CBC.

It was **resolved** to contact CBC to advise that Cllr Adam Zerny could meet with them on Wednesday 14th September 2016 at 9am.

28 CBC Legal Service Arrangements

Correspondence from Central Bedfordshire Council with regard to CBC Legal Service Arrangements was noted.

29 Everton Road

Members noted Cllr Zerny and a resident has requested the town council discuss about an area of unmaintained land on Everton Road between 22 Everton Road and the single garage in the garage block.

It was **resolved** to defer the item until the next meeting.

Cllr Gibb advised he would contact the Scouts about tidying the unmaintained area.

30 Memorial Request

Members noted the correspondence from a member of the public with regard to Memorial charges.

Cllr Langridge advised that Mrs Betty Angood’s had only recently moved away from Potton to live with family.

It was **resolved** to charge only the single Potton resident fee for the memorial.

Three people left the room.

31 Results of the Benchmarking exercise

Exclusion of the Public and Press

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

32 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 4th October 2016.

The meeting closed at 9.35pm.

Signed.....ChairmanDate

Mission Statement

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