

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th April 2016, 7.05pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr R. Harris, Mr L. Ivall, Mr R. Jordan, Mr P. Langridge Chairman, Mr J. Lewis, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr G. Emery, Mr A. Gibb, Mr J. Hobbs, Mr J. Lean, Mr A. Leggatt, Mr A. Macdonald and Mr C. Temple.

Also Present: CBC Cllr Doreen Gurney, 5 member of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillors Mr G. Emery, Mr A. Gibb, Mr J. Hobbs, Mr J. Lean, Mr A. Leggatt, Mr A. Macdonald and Mr C. Temple. Apologies for anticipated late arrival had been received from Cllr Mr R. Jordan.

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

The minutes of the previous meetings held on 1st March 2016, which had been previously circulated, were approved and signed as a true and accurate record.

4 Matters Arising

1st March 2016 for items not on the 5.4.16 agenda.

10 Correspondence 8. BATPC – Training. Noted various members have indicated they would like training and they have been registered.

10 Correspondence 12. Town & Parish Council Conference - Tuesday 5 April 2016, 6.00pm - 9.00pm at Priory House, Chicksands. Noted Cllr Leggatt and Cllr Lean are attending the conference.

11 Finance vii. Mill Lane Gate unlocked on the trial basis noted.

11 Finance ix. Carrot Wash. Noted work delayed by BRCC until a meeting in the middle of April and after numerous telephone calls, established monies are available via Section 106 for water voles and approval needed from Bedfordshire Rural Communities Charity (BRCC).

11 Finance x. Cycleway. Noted awaiting invoice from CBC for the work carried out.

15 Burial request. Cllr Langridge confirmed that he knows the family and confirmed that the letter is true, noted single fees were charged and the internment took place week beginning 14th March 2016.

16 Headstone request. (i) Legal section at Central Bedfordshire had advised that they will only assist if they make a charge. Legal advisor had advised that the town council should write to the applicant to make them aware of what is and isn't allowed. After much discussion. It was **resolved** to send a letter to the stonemasons to advise that the headstone is larger than the size permitted, various items are not appropriate and depict illegal activities. (iii) Noted no such position anymore of Gypsy and Traveller Liaison Officer, spoke to Gypsy and Traveller Engagement Officer (new position since November 2015), officer advised that the town council seeks independent legal advice, officer agreed that certain aspects of the memorial are inappropriate and are likely to offend.

5 Town Council Committees

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

Planning Committee – 1.3.16 and 15.3.16

Complaints Committee – 15.3.16

Town Council deferred acceptance and adoption of the following minutes as only one member from each committee was present:

Playing Fields, Allotments and Burials Committee – 15.3.16

Neighbourhood Plan Committee – 15.3.16

6 To Receive any Questions from the Public

Question number 1

A member of the public asked would Potton Town Council support Dunton Parish Council in opposing the planning application for a Gypsy and Traveller site to be placed in Biggleswade.

The resident advised that Biggleswade Town Council hasn't opposed the planning application.

The Chairman asked the resident would Dunton Parish Council support Potton Town Council if Potton had a Gypsy and Traveller planning application.

The resident advised I am sure Dunton Parish Council would support Potton Town Council in opposing a Gypsy and Traveller planning application.

Cllr Zerny advised he would provide the planning application number.

It was **resolved** to send a letter of support to Dunton Parish Council and Central Bedfordshire Council in opposing the current planning application for a Gypsy and Traveller site to be placed in Biggleswade.

Question number 2

A member of the public asked why the town council has taken the decision to stop locking the gate at the entrance to Mill Lane car park and which councillor had proposed the decision.

The member of the public advised that on Sunday quad bikes were in Mill Lane Recreation Ground frightening children and parents.

Much discussion took place on why the decision had been taken to no longer lock the gate.

It was **resolved** (i) that the trial to leave the gate open at Mill Lane ends. (ii) to take the money from reserves to pay for the unlocking and locking of the gate.

The Town Clerk asked the town council to confirm the procedure for locking and unlocking the gate.

The Chairman advised the Town Clerk that he would discuss the procedure for locking and unlocking the gate after the meeting.

Cllr Jordan arrived.

7 Community Orchard

The Chairman invited Sally Wileman to speak about the Community Orchard.

Sally Wileman went through the planning application and the section 106 agreement, advising included in the agreement is the transfer of open space to a public body (Potton Town Council), Central Bedfordshire Council or a third party management company.

Sally advised that the open space has three main areas and these are as follows:

1. LEAP – Local Equipped Area of Play.
2. Attenuation area for flooding.
3. Reptile area for lizards.

Sally then advised that included in the section 106 agreement, is a commuted sum of £39,000 to cover the maintenance of the adopted open space areas for ten years.

Sally mentioned that a community orchard could be located in the reptile area, though trees would need to be well spaced to allow sunlight to the reptiles.

Members queried what areas Kier Homes would be offering to be taken on.

The Chairman advised that Potton Hall for All are requesting the orchard to be planted so as not to block visibility and to enhance the area for wedding photos for potential hirers.

A member queried as Potton Hall for All are requesting the orchard to be planted so as not to block visibility and to enhance the area, will Potton Hall for All pay towards the maintenance of the area in monetary terms or for example from free storage or use of facilities?.

Members discussed about maintenance costs for the play area, attenuation area, open space and community orchard.

Members discussed about the use of Section 106 monies.

Members mentioned about the grass walkway to the Hollow and the LAP – Local Area Play, which are also proposed within the Kier Homes development.

Members had various questions and these included the following:

- What land is included in the transfer?
- Could the town council take a transfer of part of the open space land only?
- Would Kier Homes increase the amount of commuted sum that is mentioned in the Section 106 agreement for the adoption of the open space?
- Would Kier alter the shape of the attenuation pond and create swales between it and the road to reduce pollution?

It was **resolved** to open lines of communication with Kier Homes, to establish what areas of the open space they will be asking Potton Town Council to adopt.

The Chairman thanked Sally Wileman for the information.

Two members of the public left the room.

A £500 donation towards the Community Orchard from Mrs King was discussed.

Sally Wileman advised it is planned that the monies would be spent in the Autumn 2016.

It was **resolved** to receive the £500 donation towards the Community Orchard and hold the money in the town council's monies and release the monies when called for by Sally Wileman.

8 Highways

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

1. Highways Customer Service report was noted.
2. Motorbike parking bay in the Market Square. Cllr Zerny had provided a written motion to request that the town council consider asking Central Bedfordshire Council to install a motorbike parking bay(s) in the Market Square.

It was **resolved** that a motorbike parking bay(s) in the Market Square are not necessary.

3. Central Bedfordshire Council - Road Naming
Members noted that planning permission for the development off Sutton Mill Road has now been granted.

Members discussed various names for the road.

The Town Clerk advised that Central Bedfordshire Council Building Control will require a description of the historical connection, confirmation that the person being recognised is deceased and also any living relative's permission to use the name.

It was **resolved** that the name Drew is put forward for the road name for the development off Sutton Mill Road.

The Town Clerk asked Cllr Whitfield who had put the name Drew forward, to provide information to assist with the town council's resolution.

4. Phase 2 of the 20mph Scheme.
This item was deferred at the last meeting to gain clarification from Cllr Zerny and Langridge.

The Chairman advised that where he had mentioned roundabouts in his report, they should be roundel signs.

The Chairman asked Cllr Zerny for an update. Cllr Zerny advised that proposals similar to those requested by the town council at the January meeting will be coming forward.

9 Party on Potton

Members noted and discussed the correspondence which had arrived from Party on Potton.

Members had been made aware about correspondence from Hannah Bartram, with regard to the town council ensuring that access for Party on Potton activities will seek to minimise any further damage to the carrot wash.

The Town Clerk had advised Hannah Bartram, the Town Council I am sure will request that Party on Potton keep damage to the carrot wash to a minimum.

It was **resolved** to approve the request to allow Party on Potton to use the second meadow of Henry Smith Playing Fields.

10 Correspondence

1. Land Adjacent Eagle Farm and 119 Everton Road, Potton. Correspondence received from John Felgate. Correspondence noted.
2. Cllrs Surgery – Cllrs Jordan and Lewis were in attendance at the surgery that took place on the 19th March 2016. Correspondence from Cllr Jordan was attached.

A member asked when the Roads and Transport Committee would be taking place.

The Town Clerk advised he was awaiting responses from members of the Roads and Transport Committee.

A member asked for the Roads and Transport Committee to take place on the 17th May 2016.

The Town Clerk was requested to email members to advise that the Roads and Transport Committee would take place on the 17th May 2016 after the Buildings and Facilities Committee.

3. Litter Survey. Correspondence was noted.

It was **resolved** to write and thank Rohan.

Members discussed about nominating Rohan for Central Bedfordshire Council's "Young Volunteer of the Year Award".

It was **resolved** to nominate Rohan for Central Bedfordshire Council's Young Volunteer of the Year Award.

4. Central Bedfordshire Council – Environmental Framework. Correspondence noted.
5. Central Bedfordshire Council - Private Sector Housing Assistance Policy. Correspondence noted.
6. RSPB – Lodge Wind Turbine. Correspondence noted.

7. Central Bedfordshire Council - Opportunity to train staff to enforce Dog Control Orders. The Chairman asked if anyone would like to attend the training. Correspondence noted.

11 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 31st March 2016 be approved.

ii. To receive an income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of February 2016.

An income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of February 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 29th February 2016.

iii. Verify Bank Reconciliations against statement 1st February – 29th February 2016.

The Chairman asked for a volunteer to verify the bank reconciliation.

Members discussed about verifying the bank reconciliation.

Cllr Whitfield offered to verify the bank reconciliation 1st February – 29th February 2016 later in the week.

It was **resolved** that Cllr Whitfield verify the February 2016 bank reconciliation.

iv. Material Variances

Members discussed the 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 100 Staff Costs

Code 4010 Employer's National Insurance £153 at the end of March 2016. Overspend due Clerks Assistant carrying out cleaning roll in March - May 2015.

Cost Centre 110 Administration

Code 4120 Newsletter/Annual Report £152 at the end of March 2016. Overspend due to producing and delivering four newsletters, with the last two being sixteen page newsletters.

Cost Centre 140 Pavilion

Code 4230 Refuse Removal £198 at the end of March 2016. Overspend due to higher waste disposal charges.

Cost Centre 140 Pavilion
Code 4250 Health & Safety £597 at the end of March 2016.
Overspend see attached.

Cost Centre 160 Cemetery
Code 4230 Refuse Removal £213 at the end of March 2016.
Overspend due to higher waste disposal charges.

Cost Centre 170 Allotments
Code 4320 Rent £600 at end of March 2016. Overspend due to no
invoice from Parochial Church Council in 2013-14 or 2014-15.

v. Virements

Members discussed about virements.

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

Cost Centre 100 Staff Costs
Code 4010 Employer's National Insurance £153 at the end of March
2016. Suggested virement £153 from Cost Centre 100 Staff Costs
Code 4000 Salaries & Wages.

Cost Centre 110 Administration
Code 4120 Newsletter/Annual Report £152 at the end of March
2016. Suggested virement £152 from Cost Centre 110 Staff Costs
Code 4115 Advertisements.

Cost Centre 140 Pavilion
Code 4230 Refuse Removal £198 at the end of March 2016.
Suggested virement £198 from Cost Centre 140 Pavilion Code 4210
Electricity.

Cost Centre 140 Pavilion
Code 4250 Health & Safety £597 at the end of March 2016.
Suggested virement £597 from Cost Centre 140 Pavilion Code 4210
Electricity.

Cost Centre 160 Cemetery
Code 4230 Refuse Removal £213 at the end of March 2016.
Suggested virement £213 from Cost Centre 160 Cemetery Code
4220 Repairs and Maintenance.

Cost Centre 170 Allotments
Code 4320 Rent £600 at end of March 2016. Suggested virement
£245 from Cost Centre 170 Allotments Code 4420 Grass Cutting
and £355 from Cost Centre 110 Administration Code 4800
Contingency.

vi. Charity Cycle ride

Correspondence from Cllr Emery was noted.

Members had been reminded that at the Buildings and Facilities
Committee on the 2nd February 2016 minute 4 Hall Hire it was
resolved to recommend that (i) that a hirer of the hall takes

precedent over users who have free use of council buildings.
(Resolution was approved at the town council meeting on the 1st March 2016)

Members discussed about whether the monies raised for the charity would benefit Potton residents.

A member advised that the fundraising is for the Primrose Cancer Unit, Bedford.

It was **resolved** to allow free use of the Community Centre on Sunday 12th June for the Charity Cycle ride.

vii. Donation

The Town Council had been asked to hold the money until the trees can be purchased and for further donations, grants or income to be treated in the same way in the period before the long term ownership is settled.

The town council is also asked if they will allow an article in the newsletter. With regard to the article in the newsletter the Chairman advised this would be discussed under item 15.

The Chairman advised the donation had already been approved earlier in the meeting.

12 Councillors Surgeries

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 Ellison and Whitfield volunteered to be in attendance at the August Councillors surgery and the Chairman volunteered to be in attendance at the July Councillors surgery.

It was **resolved** that the surgeries are as follows Cllr Langridge with another Cllr July, Cllrs Ellison and Whitfield August dates to be confirmed.

13 Market Town Regeneration

The Chairman asked Cllr Zerny to give an update to the town council. Cllr Zerny advised news will be available this week and the news will be positive.

The Chairman thanked Cllr Zerny for the update.

14 The Queen's 90th Birthday Beacon

Members noted a beacon is on order as advised at the last town council meeting.

The Chairman has made arrangements with Party on Potton to sell refreshments and for them to provide one 47kg propane cylinder or 2 x 19kg cylinders.

Members noted the Chairman has suggested that the beacon is placed on one of the skate park ramps in Henry Smith Playing Fields.

Members had been recently advised that the official time for lighting the beacon had been changed from 7.30pm to 8.30pm.

The Chairman asked for a volunteer to lead the project.

As nobody volunteered, the Chairman advised he would lead the project though he will be on holiday for a number of days between now and the 21st April.

The Chairman advised that it is planned that the steps for the Christmas lights can be used, to ease access and egress from the skate park ramp.

It was **resolved** that the beacon is lit on one of the skatepark ramps at 8.30pm on Thursday 21st April.

15 Newsletter

Members noted the copy date for the next Newsletter is 4th April 2016 and the Town Clerk has started work on the 1st draft of the Newsletter which was attached.

The Town Clerk had advised members, to remain within £2,400 budget two or more of the editions need to be eight page newsletters.

Members noted to print and deliver a sixteen page newsletter every quarter will cost the town council £3,400 a year.

A member requested a point of order as no such thing as size of font. Should be size of letters and font type.

Members discussed about the size of the newsletter and which articles should be included.

The newsletter will include the following:

- New Chairman's message (Following 3rd May 2016 meeting)
- Town Council Information
- Town Council Meetings
- Outgoing Chairman' Message - Cllr Peter J. Langridge
- Dates for the Diary
- Annual Report 2015/2016 - Mr Peter Langridge, Chairman of the Town Council report
- Allotments
- Town Council Hall Hire
- Clean for the Queen
- Central Bedfordshire Council
- Biggleswade Talking newspaper
- Neighbourhood Plan
- Reports from Councillor Adam Zerny
- Potton Library
- Sally Wileman (Jonathan King)
- Gary Richardson Youth Activities Summer Holiday sessions.

Members were advised reports hadn't arrived from Potton Community Agent or Party on Potton.

It was **resolved** to produce a sixteen page newsletter for this edition and the following edition is eight pages.

16 Neighbourhood Plan

Members noted that Cllr Hobbs had requested in preparation for the Neighbourhood Plan launch at the May day Fete, it would be useful to get the Town Council views on potential development areas for the next 15 years.

Members mentioned that Cllr Emery had a list of potential housing infill areas.

The council wanted the Neighbourhood Plan Committee to ask the public to identify areas for development, rather the council decide the areas for discussion.

A member asked about spending the Neighbourhood Plan budget to purchase a display stand, table and banner. The Chairman advised two avenues to spend the budget approval by town council or via Town Clerk.

Members discussed about the draft questionnaire. Three additional lines were requested for Section 12 of the questionnaire and these are as follows 1 Health, 2 Fitness and 3 Sport.

17 Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 3rd May 2016.

The meeting closed at 9.00pm.

Signed.....ChairmanDate

Mission Statement

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