

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 3rd May 2016, 7.15pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr G. Emery, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Mr R. Jordan, Mr P. Langridge Chairman for item 1, Mr J. Lean, Mr A. Leggatt, Mr A. Macdonald Chairman for item 2 onwards, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr A. Gibb and Mr J. Lewis.

Also Present: 3 members of the public 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 A. Macdonald be 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 Councillors Mr A. Gibb and Mr J. Lewis.

3 Election of Vice-Chairman

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

It was **resolved** that Mr D. Ellison be appointed as Vice-Chairman of the Town Council.

4 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.

5 Minutes

The minutes of the previous meetings held on the 5th April 2016, 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 Committee:

Playing Fields, Allotments and Burials Committee – 15.3.16

Neighbourhood Plan Committee – 15.3.16 and 19.4.16

Planning Committees – 5.4.16 and 19.4.16

Responsible Dog Ownership Committee 12.4.16

7 Agenda item 29 Planning Application(s) outside the remit of the Planning Committee

Application No: CB/16/01159/FULL

Location: Church of St Mary, Hatley Road, Potton

Proposal: Provision of new oak north door and new glazed oak screen in north porch.

It was **resolved** to support the application.

Application No: CB/16/01363/OUT

Location: Land at Bury Hill to the rear of 1 Church Causeway, Potton

Proposal: Outline application: for the erection of up to 27 dwellings, all matters reserved.

Members discussed about the application.

The Chairman permitted a member of the public to speak.

A member of the public spoke about the application.

The Chairman read out Mid Bedfordshire District Council's Planning refusal decision for Application No: 37/2001/0992 from 2001, which is for the same site.

It was **resolved** that the town council objects to the application and wants to point out that none of the issues have changed from when an application for the site was previously considered, Application No: 37/2001/0992 which was refused by Mid-Bedfordshire District Council in 2001.

8 Agenda item 7 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 Agenda item 8 Review of the terms of reference for committees

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.

10 Agenda item 9 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

	Cllr	None Cllr
1	Mr D. Ellison	Potton Hall for All
2	Mr R. Harris	Potton History Society
3	Mr P. Langridge	Potton Playhouse
4	Mr A. Leggatt	Potton Show
5	Mr J. Lewis	
6	Mr R. Whitfield	
7	Mr A. Macdonald	
8	Mr R. Whitfield	
9	Mr A Zerny	

Playing Fields, Allotments and Burials Committee

	Cllr
1	Mr A. Gibb
2	Mr J. Hobbs
3	Mr R. Jordan
4	Mr J. Lean
5	Mr A. Macdonald
6	Mr R. Whitfield

Social Media Sub Committee

	Cllr
1	Mr D. Ellison
2	Mr P. Langridge
3	Mr J. Lewis
4	Mr A. Macdonald
5	Mr C. Temple

Employment Panel

	Cllr	None Cllr
1	Mr P. Langridge	Town Clerk
2	Mr A. Leggatt	
3	Mr J. Lewis	
4	Mr A. Macdonald	

Responsible Dog Ownership

	Cllr	None Cllr
1	Mr L. Ivall	Mags Cox
2	Mr A. Macdonald	Peter Giddings
3		Lisa Howard
4		Roy Bloxham

Benchmarking

	Cllr
1	Mr A. Gibb
2	Mr R. Jordan
3	Mr J. Lean

Planning Committee

	Cllr
1	Mr R. Harris
2	Mr J. Hobbs
3	Mr L. Ivall
4	Mr J. Lewis
5	Mr C. Temple
6	Mr R. Whitfield

Market Town Regeneration

	Cllr
1	Mr A. Gibb
2	Mr R. Jordan

Cemetery and Churchyard Committee no longer required.

Christmas Lights Committee

	Cllr
1	Mr D. Ellison
2	Mr A. Macdonald

Neighbourhood Plan Committee

	Cllr
1	Mr J. Hobbs
2	Mr J. Lean
3	Mr R. Whitfield

Roads and Transport Committee

	Cllr
1	Mr A. Gibb
2	Mr R. Jordan
3	Mr J. Lean
4	Mr J. Lewis
5	Mr C. Temple
6	Mr R. Whitfield

Town Plan

- 1 Chairman - Vacant
- 2 Youth Club representative - Cllr G. Emery
- 3 Cycleway representative - Cllr Mr A. Gibb

Cllr Zerny arrived.

Tree Warden

	None Cllr
1	Mr A. Fenton

Potton Consolidated Charity Community Agent Steering Group

	Cllr
1	Mr J. Lewis

East Beds Community Bus Ltd operating the Ivel Sprinter

	None Cllr
1	Mr C. Belcher

11 Agenda item 10 Appointment of any new committees

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

12 Agenda item 11 Review and adoption of appropriate standing orders and financial regulations

It was **resolved** that the Standing Orders and the Financial Regulations are both adopted.

13 Agenda item 12 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.

Members discussed about the asset register and whether the assets should be depreciating.

The Town Council **resolved** to clarify the values on the asset register and gain guidance about whether the assets should be depreciating.

14 Agenda item 13 Confirmation of arrangements for insurance cover in respect of all insured risks

Members discussed the increase in the insurance following Zurich Town and Parish Insurance decision to alter the insurance index linking.

Members asked various questions which the Town Clerk duly answered.

It was **resolved** that the Town Council continue with the third 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 £4,311.46.

15 Agenda item 14 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 Agenda item 15 Review of the council's complaints procedure

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

17 Agenda item 16 Requests for information

It was **resolved** to approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

18 Agenda item 17 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 Agenda item 18 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of 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	03/05/2016
Town Council 2	Tuesday	07/06/2016
Town Council 3	Tuesday	05/07/2016
Town Council 4	Tuesday	01/09/2016
Town Council 5	Tuesday	04/10/2016
Town Council 6	Tuesday	01/11/2016
Town Council 7	Tuesday	06/12/2016
Town Council 8	Tuesday	03/01/2017
Town Council 9	Tuesday	07/02/2017
Town Council 10	Tuesday	07/03/2017
Town Council 11	Tuesday	04/04/2017
Annual Town Council 1	Tuesday	02/05/2017

20 Agenda item 19 To Receive any Questions from the Public

No questions from the public.

21 Agenda item 20 Matters Arising from the Meeting on the 5th April 2016

7 Community Orchard – The Chairman read out correspondence from Kier Homes.

Members queried about the £39,100 commuted sum. It was **resolved** (i) to ask Central Bedfordshire Council for clarification on what the commuted sum is to cover and a breakdown of the sum. (ii) to consider the commuted sum for the open space at Biggleswade Road development, when more information is available at a future town council meeting.

12 Councillors Surgeries – July Surgery will take place on the 16th July, Cllr Langridge will be present with Cllr Leggatt. Date for August still to be confirmed.

22 Agenda item 21 Councillors Surgery

The Councillors Surgery took place on the 9th April 2016 and Cllrs Harris and Ivall were in attendance.

The report from Cllr Harris was noted.

23 Agenda item 22 Correspondence

1. Central Bedfordshire Council - Community Right to Bid for Royal Oak Pub noted.
2. Central Bedfordshire Council – Legal noted.
3. Link a ride noted.
4. Potton Tennis Club - Relocation. It was **resolved** to refer the item to the Playing Fields, Allotments and Burials Committee.
5. The Royal British Legion - Poppy Appeal noted.

24 Agenda item 23 Highways

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

25 Agenda item 24 To arrange the date for Councillor's Inspection Tour

Members discussed the Councillor's Inspection Tour.

It was **resolved** the Councillor's Inspection Tour takes place on Tuesday 14th June 2016 starting at 6.00pm from the Cemetery and would include Mill Lane Playing Fields, Allotments, Churchyard and Henry Smith Playing Fields.

26 Agenda item 25 Finance

i. To approve the list of payments.

It was resolved that the payments up to the 3rd May 2016 be approved.

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

It was **noted** that Cllr Whitfield had verified the February 2016 bank reconciliation.

iii. To receive a draft income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of March 2016.

A draft income and expenditure by budget heading report showing progress against the budget 2015/16 at the end of March 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 March 2016.

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 190 Mill Lane Field
Code 4580 Cleaning and Litter £170 at the end of March
2016. Overspend due to five bills in one financial year.

v. Virements

Members discussed about virements.

It was resolved to approve the following virements.

Cost Centre 190 Mill Lane Field
Code 4580 Cleaning and Litter £170 at the end of March
2016. Suggested virement £170 from Cost Centre 190 Mill
Lane Field Code 4615 Fencing.

vi. Draft Balance Sheet

A draft balance sheet for the 31st March 2016 was attached
and shows the funds available.

It was noted the current draft balance sheet indicates at the
31st March 2016 that the council has £232,575 in funds
available, with a General Reserve of £200,378 and Ear Marked
Reserves of £32,197.

It was noted the General Reserve at the 31st March 2015 was
£137,312. The Ear Marked Reserves also at 31st March 2015
was £54,372.

Members noted the difference currently between the General
Reserve from 31st March 2015 and draft general reserve for
31st March 2016 is an increase of £63,066. The difference
currently between the Ear Marked Reserves from 31st March
2015 and 31st March 2016 is a decrease of £22,175.

The Responsible Financial Officer had advised that some of
the General Reserve monies are transferred to Ear Marked
Reserves before the 2015-16 accounts are closed down.

vii. Ear Marked Reserves

Members noted the Responsible Financial Officer had gone
through each Cost Centre to identify recommendations of
where monies could be transferred to an Ear Marked Reserve.

Members were advised that included in the Governance and
Accountability for Local Councils A Practitioners' Guide
(England) March 2014, 2.26 Earmarked reserves, which are
set aside for specific purposes and for savings for future
projects, should be realistic and approved by the council.
However, the amount of general reserve should annually be
risk assessed and approved by the council.

Members proceeded to go through each cost centre.

100 Staff Costs

Any excess to remain in General Reserve.

110 Administration

New EM reserve is set up for the Website and the amount added to the EMR is £1,000.

EM reserve for the Christmas Lights Cemetery is increased by £553 to £5,777.

EM reserve for the Youth Budget is increased by £12,388 to £10,921.

Two members of the public left the meeting.

120 Office Running Costs

Any excess to remain in General Reserve.

130 Community Centre

EM reserve for the Community Centre is increased by £5,850 to £9,921.

140 Pavilion

Any excess to remain in General Reserve.

150 Clock House/ Market Square

Any excess to remain in General Reserve.

160 Cemetery

EM reserve for the Cemetery is increased by £1,428 to £2,928.

165 Churchyard

Any excess to remain in General Reserve.

170 Allotments

No excess.

180 Car Park

Any excess to remain in General Reserve.

190 Mill Lane Field

New EM reserve is set up for Mill Lane Play Area and the amount added to the EMR is £7,216.

200 Henry Smith Field

Any excess to remain in General Reserve.

210 Streetlighting

Any excess to remain in General Reserve.

220 Town Verges

Any excess to remain in General Reserve.

230 Public Conveniences

Any excess to remain in General Reserve.

240 S106

No excess.

Members discussed about the Market Town Regeneration Fund and the match funding for the new car park. New EM Reserve is set up for Carpark and the amount added to the EMR is £50,000.

Members discussed about the Skatepark and that the council had been advised in August 2015 that the life expectancy for the skatepark was twelve months. New EM Reserve is set up for Skatepark and the amount added to the EMR is £50,000.

Members discussed about the General Reserve and asked the RFO to confirm what the General Reserve would be if the town council approved all of the above EMR's. RFO advised members that the General Reserve would be just over £70,000 if the council approved all of the above EMR's.

It was **resolved** to approve all of the above Ear Marked Reserves.

viii. General Reserve

Members were advised that included in the Governance and Accountability for Local Councils A Practitioners' Guide (England) March 2014, 2.25 As councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor and 2.26 Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the council. However, the amount of general reserve should annually be risk assessed and approved by the council.

It was **resolved** that the minimum General Reserve is £70,000.

ix. Market Town Regeneration Fund

Members noted the letter received from the Director of Regeneration and Business of Central Bedfordshire Council on the 19th April 2016, which had been emailed to Cllrs on the 19th April.

Members noted the Town Clerk had requested a short

extension so that the town council can consider the letter at the town council meeting.

Cllr Jordan advised about a meeting which he and Cllr Gibb would be attending on Wednesday 4th May 2016.

Cllrs Jordan and Zerny gave an update to members about shop fronts.

A member requested that information be made available to traders following the meeting on the 4th May 2016.

Cllr Jordan confirmed that following the meeting on the 4th May 2016 communication would be sent to the traders.

It was **resolved** to suspend standing orders to allow the meeting to continue beyond 9.00pm.

x. Potton Friendship Group – Section 137

Members noted that the Town Council has received a request for financial contribution of £100 towards the costs of the Queen's 90th Birthday street party our group is holding on June 9th 2016.

Members noted that the Town Council has currently awarded £200 of the £600 Section 137 budget.

It was **resolved** to award £100 to Potton Friendship Group via Section 137 to fund the Queen's 90th Birthday street party.

xi. Bad Debtor

Members noted Financial Regulation 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO and Financial Regulation 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

The RFO advised the town council about a bad debtor and the outstanding debt is £8.00.

It was **resolved** (i) to write-off the £8.00 debt. (ii) that the town doesn't allow this person to hire the facilities again unless they pay off the debt and make payment in advance.

xii. Authorisation of extreme risk spend

Propane Gas for Queen's 90th Birthday beacon at a cost of £125.00.

Members noted the Chairman had made arrangements with Party on Potton for them to supply propane gas for the beacon. On the day of the event Party on Potton advised they were unable to supply the Propane Gas.

Members noted the Town Clerk had authorised as per Financial Regulation 4.5 a spend without budget provision due to extreme risk. As per Financial Regulation 4.5 the Town Clerk reported such action to the chairman. As per Financial Regulation 4.5 the Town Clerk is reporting to town council as soon as practicable (at the first meeting of town council).

It was **resolved** that the cost for the propane is taken from CC 110 Administration Code 4800 Contingency.

27 Agenda item 26 Central Bedfordshire Council – Public Transport Strategy Consultation

Members noted the town council received an email about Central Bedfordshire Council – Public Transport Strategy Consultation.

It was **resolved** that the town council refer the item to the Roads and Transport Committee.

28 Agenda item 27 Tree Reports

Members were reminded that the town council had instructed Mr Morwood to carry out a tree survey of the following locations:

- Henry Smith Playing Fields
- Mill Lane Recreation Ground
- St Mary’s Churchyard
- Sandy Road Cemetery

Members were advised that copies of the reports has also been sent to the Tree Warden.

It was **resolved** that the town council refer the item to the Playing Fields, Allotments and Burials Committee.

A member requested could he send a copy of St Mary’s Churchyard tree report to the church.

It was **resolved** that Cllr Langridge could send a copy of the St Mary’s Churchyard tree report to the church.

29 Agenda item 28 Report on the Town & Parish Council Conference - 5th April 2016

Members noted that Cllrs Lean and Leggatt had attended the Town & Parish Council Conference on the 5th April 2016.

Members then noted the report from Cllr Leggatt attached.

30 Red Lion Bench

Members noted the town council has been contacted about the bench in front of what used to be the Red Lion Public House, Station Road, Potton.

The resident of the property had advised the following:

1. that the bench is damaged and her daughter whilst playing catches

- her leg on the damaged section.
2. she has difficulty with regards to access and egress with her car.
 3. when people sit on the bench late at night they wake her daughter, whose upstairs bedroom is closest to the bench.

Members were advised that the Town Clerk has asked a contractor to look at the bench and the contractor has advised that the bench has been damaged and a new piece of box section would be needed to carry out a repair.

Cllr Langridge advised about the reasons why the bench was located outside what was the Red Lion Public House.

Members were of the opinion that as the bench was in situ before the people moved in, that the bench should remain in its current location.

It was **resolved** that the bench is made safe, repaired and left in the current location for the people of Potton to use.

31 Groundwork – Youth Club Report

Members noted the Jan – Mar 2016 Groundwork – Youth Club Report.

A report from Cllr Emery about a recent visit to the youth club in which he was accompanied by Cllr Langridge and the Town Clerk was handed out to members.

Members were advised that funding for the youth club was only in place until the end of September 2016.

It was **resolved** that funding for the Youth Club is discussed at a future meeting of Town Council.

32 Communication

Members noted on the lead up to the QUEEN'S 90th Birthday Beacon the town council received various comments about a lack of communication with regards to the event.

Members discussed about how to communicate more effectively with the people of Potton as the current methods do not seem to be working.

It was **resolved** that communication be an agenda item for the next meeting of the Social Media Committee.

33 Henry Smith Playing Fields

Members noted the Town Council was contacted on the 6th April 2016 about an incident that took place in Henry Smith Playing Fields on the 5th April 2016.

Members were reminded that the town council had recently replaced two of the gates of Mill Lane play area, with two Self Closing Gates.

The Town Clerk had advised that the gates and fencing are replaced with

more child friendly gates and fencing.

Members discussed about how best to proceed.

It was **resolved** that the gate in Henry Smith Playing Fields is removed and the Playing Fields, Allotments and Burials Committee consider further options.

34 Party on Potton

Members were reminded at the town council meeting on the 5th April 2016 it was resolved to approve the request to allow Party on Potton to use the second meadow of Henry Smith Playing Fields.

Members noted the Town Clerk has received correspondence from Party on Potton with regard to the town council having a stall on the community day Saturday 27th August 2016.

Members were advised that Potton Neighbourhood Plan will be having a stall at the Party on Potton community day.

All members present advised that they had prior engagements on Saturday 27th August 2016 and so would be unavailable to man a town council stall at the Party on Potton community day.

It was **resolved** to thank and decline the offer from Party on Potton for a stall at the Party on Potton community day, though the Neighbourhood Plan Committee would be having a stall.

35 Speedwatch

Members noted that Cllr Ellison had provided a written motion as per Standing Order number 9 for this item.

Cllr Ellison was asking members to consider the installation of speedwatch signs.

Cllr Ellison advised that costs for the signs are still to follow.

It was **resolved** to refer the item to Roads and Transport Committee.

36 Carrot Wash Management Meeting

Members noted the minutes of the Carrot Wash Management meeting.

Members were advised that most of the work would be carried by volunteers.

Members discussed about the crack in the concrete.

A member of the public left the meeting before the next item.

37 Staffing*

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.

38 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 7th June 2016.

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.