

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 7<sup>th</sup> June 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 and Mr R. Whitfield

**Absent:** Councillors Mr G. Emery and Mr A. Zerny.

**Also Present:** Five members of the public and the Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr G. Emery, Mr R. Jordan and Mr A. Zerny.

Cllr Gibb gave his apologies as he would have to leave the meeting at 8pm.

**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 meeting held on 3<sup>rd</sup> May 2016, which had been previously circulated were approved and signed as a true and accurate record with the following amendment.

Page 14 minute 34 Party on Potton

To amend from *"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."* To *"It was resolved the town council would be present with the Neighbourhood Plan Committee having a stall at the Party on Potton community day."*

The minutes of the Extra-Ordinary meeting held on 31<sup>st</sup> May 2016, which had been previously circulated were approved and signed as a true and accurate record with the following addition.

Page 2 minute 4 Biggleswade Road Development

*"Members queried ownership of the land to the Hollow as Kier Homes don't own the land proposed for a footpath."*

**4 Town Council Committees**

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

Planning Committees – 3.5.16 and 17.5.16

Buildings and Facilities Committee – 17.5.16 with Minute 10 it was resolved £240.00 to be taken from contingency.

Roads and Transport Committee – 17.5.16 with Minute 7 it was resolved £545.00 to be taken from contingency.

Neighbourhood Plan Committee – 24.5.16

## **5 To Receive any Questions from the Public**

Question 1 – Removal of the bench outside what was the Red Lion Public House, Station Road, Pottton. The resident advised that nobody sits on the bench and after closing time of alcohol establishments sandwiches are chucked at the residents' car.

The Town Clerk advised he had received correspondence from the resident's about the removal of the bench and this would have been brought up under matters arising.

The Chairman advised the resident that under the town council standing orders, (7 Previous resolutions), a resolution shall not be reversed within six months except by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer.

The Chairman asked members of the town council if any of them wanted to proceed with a special motion.

As no members spoke. The Chairman advised the resident that the removal of the bench outside what was the Red Lion Public House, Station Road, Pottton couldn't be considered again for six months from the date of the resolution.

Question 2 – Why is the town council and the church considering the removal of the footpath between the churchyard entrance and the old rectory? The footpath between the churchyard entrance and the old rectory is a far gentler gradient than the footpath between the churchyard entrance and the church.

Question 3 – Why has the town council changed the grass cutting regime in the churchyard?

The Chairman advised that St Mary's Churchyard is an item on the agenda for later this evening.

Question 4 – As the church is installing a porch and moving the entrance to the church, have they included the cost for the re-development of the footway between the churchyard entrance and the new church porch entrance?

The Chairman thanked the members of the public for the questions.

## **6 Matters Arising from the Meeting on the 3<sup>rd</sup> May 2016**

Already mentioned in items above or items on the agenda.

## **7 Councillors Surgery**

Councillors Surgery took place on the 14<sup>th</sup> May 2016. The Councillors Surgery took place on the 14<sup>th</sup> May 2016 and Cllrs Ellison and Leggatt were in attendance.

The report from Cllr Leggatt was noted.

## **8 Correspondence**

- 1. Bedfordshire Association of Town and Parish Councils - Bedfordshire Bugle.** Noted.
- 2. Central Bedfordshire Council – Call for Sites.** Noted.
- 3. Carter Jonas – Land North of Sandy Road, Potton.** Noted.

## **9 Highways**

- 1. Central Bedfordshire Council - Deepdale Crossroads Scheme.**  
Report from Cllr Langridge noted. Cllr Langridge commented that the proposal is a positive sign and members agreed.

## **10 Planning Application(s) outside the remit of the Planning Committee**

### **Application No: CB/16/00530/FULL 18 Sun Street, Potton SG19 2LR.**

First Floor rear extension & internal alterations.

It was **resolved** no comment.

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

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

It was **resolved** no objection.

## **11 Late Planning Application(s) outside the remit of the Planning Committee**

None.

## **12 Land to the South of Sandy Road, Potton**

Correspondence noted. The town council will only comment once a formal planning application is submitted.

## **13 Market Town Regeneration Fund**

Members were advised that Central Bedfordshire Council (CBC) are meeting today to consider the Market Town Regeneration Fund. Members were then advised that Cllr's Gibb and Jordan had asked CBC to consider Potton being a pilot scheme for CBC's High Street Improvement Scheme. Members were also advised that Potton businesses are frustrated about waiting for information.

## **14 Finance**

### **i. To approve the list of payments.**

It was **resolved** that the payments up to the 7<sup>th</sup> June 2016 be approved.

### **ii. Verify Bank Reconciliations against statement 1<sup>st</sup> March – 31<sup>st</sup> March 2016.**

Cllr Ellison had offered to verify the bank reconciliation 1st March – 31st March 2016.

It was **resolved** that Cllr Ellison had verified the 1st March – 31st March 2016 bank reconciliation.

**iii. Verify Bank Reconciliations against statement 1st April – 30th April 2016.**

Members discussed about verifying the bank reconciliation.

Cllr Ivall offered to verify the bank reconciliation 1st April – 30th April 2016.

It was **resolved** that Cllr Ivall verifies the bank reconciliation for 1<sup>st</sup> April – 30<sup>th</sup> April 2016.

**iv. To receive a draft income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of April 2016.**

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

**v. To receive a report from the internal audit for the year 2015/16.**

Members noted the Internal Audit took place on the 12<sup>th</sup> May 2016.

The council went through the internal auditor's report for the year 2015/16.

It was **resolved** to approve the final internal audit report including implanting any recommendations for the financial year 2015/16.

**vi. To approve the accounts for the year 2015/16.**

The council went through the accounts for the year 2015/16.

It was **resolved** to approve the draft unaudited accounts for the financial year 2015/16.

**vii. To approve the annual return comprising the statement of accounts and the governance statement for the year 2015/16.**

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2015/16.

It was **resolved** to approve the Annual Return for the financial year 2015/16 comprising the internal audit section, section 1 annual governance statement, section 2 accounting statement and to ask the Chairman and Town Clerk to sign the return and submit it to the External Auditor with any necessary additional papers.

**viii. Biggles FM – Section 137**

Members noted the correspondence received from the Biggles FM, with regard to asking for support.

Members discussed about supporting Biggles FM and using Section 137 to make a donation.

It was **resolved** to make a donation in the financial year 2016-17 of £100 from Section 137 to Biggles FM, as long as they agreed to the town council stall at the Big Weekend being plugged on Biggleswade FM radio.

**15 Youth Club**

Members noted at the town council meeting on the 3<sup>rd</sup> May 2016 minute 31 Groundwork – Youth Club Report it was resolved that funding for the Youth Club is discussed at a future meeting.

Members also noted the town council has gained funding from Potton Consolidated Charity to provide a youth club until 30<sup>th</sup> September 2016.

Members then noted if the town council is going to ask Potton Consolidated Charity to consider full or part funding for the youth club, that the charity have only two further scheduled meetings before the 30<sup>th</sup> September 2016, these being the 4<sup>th</sup> July and 5<sup>th</sup> September and the town council only has one scheduled town council meeting before the 5<sup>th</sup> September 2016 charity meeting.

A copy of a quotation from Groundwork to provide Potton Youth Club for one year, two years and three years had been given to members before the meeting.

The Chairman read out the quotation from Groundwork.

Following discussion about continuing with the Youth Club.

It was **resolved (i)** to write to Potton Consolidated Charity to ask them to consider funding Potton Youth Club for one, two or three years at the meeting they have on the 4<sup>th</sup> July 2016. **(ii)** Cllr Leggatt and Macdonald as town council trustees of Potton Consolidated Charity to provide a verbal response to the town council at the council meeting on the 5<sup>th</sup> July 2016. **(iii)** to consider the response from Potton Consolidated Charity at the town council meeting on the 5<sup>th</sup> July 2016.

Cllr Gibb requested the agenda be altered for item 22 St Mary's Churchyard to be next item to be discussed this evening, as he had already

mentioned earlier this evening he would need to leave the meeting at 8pm and wanted to be present for this item.

The Chairman agreed to change the order of the meeting as requested by Cllr Gibb.

## **16 St Mary's Churchyard (Agenda item 22)**

Members noted correspondence from the church with regard to the St Mary's churchyard.

Members had also been given a letter from the Reverend of St Mary's Church, Potton which had arrived just before the meeting started.

Members discussed the correspondence.

The Reverend asked if she was able to speak.

The Chairman agreed that the Reverend could speak.

The Reverend spoke to the town council about grass cutting and suggested moving the wildflower area at the front of the church.

Members discussed.

The Reverend asked if she was able to speak again.

The Chairman agreed that the Reverend could speak.

The Reverend spoke to the town council about a wedding taking place on the 12<sup>th</sup> June 2016.

Members agreed that they would look at the grass cutting in the churchyard at the cllrs inspection on Tuesday 14<sup>th</sup> June.

It was **resolved** that the cllrs inspection tour will start in the churchyard at 6pm on the 14<sup>th</sup> June 2016, with the Reverend if available being present.

The Reverend asked if she was able to speak again.

The Chairman agreed that the Reverend could speak.

The Reverend spoke to the town council asking that the grass on the left as you enter the churchyard is cut by the 11<sup>th</sup> June 2016 before the wedding takes place on the 12<sup>th</sup> June 2016.

Members discussed the request and were concerned if the grass on the left as you enter the churchyard was cut that the cuttings laying on the grass may look worse than if the grass wasn't cut at all. Members discussed about whether the grass cutting contractor would be available to carry out the work and what the cost would be to carry out the work.

It was **resolved (i)** to obtain a quotation from grass cutting contractor to

cut the grass and remove all cuttings on the left as you enter the churchyard. **(ii)** to approve that the grass cutting contractor carries out the work subject to the work being able to be completed by Friday 11<sup>th</sup> June 2016 in advance of the wedding on Saturday 12<sup>th</sup> June.

The Reverend thanked the town council.

Cllr Gibb left the meeting before the next item.

**17 Party on Potton (Agenda item 16)**

Members noted the town council has been contacted by Mrs Leggatt on behalf of Party on Potton, requesting the use of the Christmas Lights festoons to internally decorate the inside of the marquee for the Big Weekend.

It was **resolved** to give Party on Potton permission to use the Christmas Lights festoons to internally decorate the inside of the marquee for the Big Weekend.

**18 Autumn Litter Pick(s)(Agenda item 17)**

Members noted the town council has been contacted by Mrs Leggatt about carrying out October litter pick(s).

Members discussed about how successful the previous litter picks had been.

It was **resolved (i)** to support the Autumn Litter Pick scheduled for Saturday 15<sup>th</sup> October 2016. **(ii)** that Mrs Leggatt is commended for her public service.

**19 Road Name Suggestion (Agenda item 18)**

Members noted the town council has been contacted about Tibballs or Theobalds being considered for a future road name.

Members discussed about the names suggested and gaining the preference from the resident on the name Tibballs or Theobalds.

It was **resolved** to establish the preference from the resident and add either the name Tibballs or Theobalds to the road naming list.

**20 Hall for All (Agenda item 19)**

Members noted the report from Cllr Emery with regard to Hall for All.

Members discussed about the town council having a representative on the Hall for All committee.

It was **resolved** that Cllr Hobbs asks the Hall for All committee to consider allowing a town council appointed representative on the Hall for All committee.

Members discussed about how to ensure that the asset (Hall for All) becomes a town facility.

Members discussed about what happens to the section 106 monies, if the Hall for All doesn't proceed.

It was **resolved** to ask Cllr Emery to address the town council, on how to ensure that s106 monies for Potton's Hall for All aren't sent to other parts of Central Bedfordshire if the Hall for All in Potton doesn't proceed.

## **21 Public Art Representative (Agenda item 20)**

Members noted the town council had been contacted by Sally Wileman about the town council having a cllr representative on Public Art selection committee.

Members discussed.

A member of the public spoke to the town council and advised that three meetings will take place in the summer 2016, to follow the draft Arts plan. The member of the public then advised the art is to go on public and housing land within the Biggleswade Road development and the make-up of the other representatives.

The Chairman asked for a volunteer.

The member of the public suggested Cllr Gibb to be the representative.

It was **resolved** that Cllr Gibb be the town council public art representative subject to his approval.

The member of the public requested a reserve representative if Cllr Gibb wasn't willing.

It was **resolved** that Cllr Harris be the town council public art representative if Cllr Gibb doesn't wish to take the role.

## **22 Potton Library (Agenda item 21)**

The town council has been contacted by Potton Library as the library is celebrating 60 years in the square this July and are planning a week of events to commemorate.

It was noted that a birthday tea party is planned for Friday 29th July, in the afternoon and they would very much like to hold the party outside in the centre of the square if the weather is nice and they are seeking permission from the Town Council to hold this event.

It was **resolved** to support the request to use the Market Square for the event.

## **23 Play area inspections**

The Chairman advised members that the inspections had identified no high risks other the skatepark. The skatepark high risk is due to the items in a skatepark.



It was **resolved** to take the play area inspections to the next meeting of the Playing Fields, Allotments and Burials Committee.

The Town Clerk advised members who have paper copies, to retain them for the Playing Fields, Allotments and Burials Committee meeting.

#### **24 Grass Cutting**

Members noted the town council is receiving a large number of complaints this growing season, far more than normal and the majority of the complaints are because the grass is long (caused by ideal growing conditions with longer days) and the change to the mowing regime in the churchyard.

Members were reminded that this year, like last year the majority of grass is cut on a fortnightly basis with the grass cut on the 17<sup>th</sup> and 18<sup>th</sup> May which included allotments, 31<sup>st</sup> May and 1<sup>st</sup> June which will include area 2's in the churchyard and the following one is scheduled for the 14<sup>th</sup> and 15<sup>th</sup> June which will include the allotments.

The Town Clerk had recommend an article about some or all parts of the grass cutting regime is included in the next newsletter.

After discussion.

It was **resolved** to include an article about the grass cutting regime in the next newsletter and the costs to carry out grass cutting for each area is also included.

#### **25 Party on Potton – Community Day**

Members noted that Cllr Langridge and Leggatt are now available to be on a town council stall at the Party on Potton community day on Saturday 27<sup>th</sup> August 2016 and the Town Clerk has also offered to be on the town council stall at the community day.

Cllr Langridge, Leggatt and the Town Clerk asked the town council to consider allocating a budget, to allow for items to be purchased to give away on the day to engage with the community as they were concerned that without a budget and items to give away or things for people to do, that the majority of people will walk straight past the town council stall.

Members discussed about allocating a budget to the town council stall for the Party on Potton – Community Day.

It was **resolved** that a budget of £150 is set to purchase items to give away at the Party on Potton – Community Day and the monies are taken from cost centre Administration code Contingency.

#### **26 Potton Town Council**

Members noted that Cllr Langridge has provided a written motion as per standing order 9 to discuss the current situation and progress of staffing requirements and move of clerk's office to upper floor of community centre and to resolve a plan and set a timetable to complete these situations.

Members discussed about the budget to move the clerk's office to upper floor of community centre and about Central Bedfordshire Council still not confirming after more than six months whether they will allow the clerk's office to move to the upper floor of community centre.

It was **resolved** to gain quotations to move the clerk's office to upper floor of community centre.

**27 To Arrange Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 5<sup>th</sup> July 2016.

**28 Supplementary item Application No: CB/16/00436/RM Land to the East Side of Biggleswade Road, Potton.**

Members were advised that no responses had been received from residents of Horne Lane about the above planning application.

Members were advised that Cllr Zerny had advised Kier Homes that he and residents of Horne Lane now had no objection to the development.

It was **resolved (i)** that the town council need confirmation directly from Cllr Zerny that he and residents of Horne Lane now had no objection to the development. **(ii)** to maintain the objection until confirmation is confirmed by Cllr Zerny that he and residents of Horne Lane now had no objection to the development.

The meeting closed at 8.58pm.

Signed.....Chairman .....Date

Mission Statement

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