

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd May 2017, 7.00pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr G. Emery, Mr A. Gibb, Mr J. Hobbs, Mr L. Ivall, Mr R. Jordan, Mr J. Lean, Mr A. Leggatt, Mr A. Macdonald Chairman, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr R. Harris and Mr J. Lewis.

Also Present: Chris Dyason from Dyason Developments Ltd, 5 members of the public and the Town Clerk.

1 Election of Chairman

Cllr Macdonald, 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 R. Harris 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.

The Chairman advised about an additional item he wanted the town council to consider.

4 Peter Langridge (Additional item)

It was **resolved** to write to Peter Langridge to thank him for his service to Potton, following his resignation as a town councillor.

5 Declaration of Interest (Agenda item 4)

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.

6 King Street - Dyason Developments Ltd (Agenda item 5)

Members noted Mr Dyason wasn't present.

Members noted the written comments from Mr Dyason.

Members discussed about the Neighbourhood Plan and the site would be ideal for 1 and 2 bedroom retirement block with a communal room.

As Mr Dyason wasn't present, it was **resolved** to write to Mr Dyason to ask what he plans for the site.

7 Public Participation Session (Agenda item 6)

A resident asked a question about gaining an update from the town council with regards to Trials bikes being rode along the bridleway and in the old quarry.

The Chairman asked the Town Clerk for an update.

The Town Clerk advised that he written as instructed at the town council meeting on the 4th April 2017 to Bedfordshire Police, Central Bedfordshire Council and the Police and Crime Commissioner for Bedfordshire. The Town Clerk then advised he hadn't received a response from Bedfordshire Police, a response had been received from Central Bedfordshire Council and they have passed the correspondence to Rights of Way, a response had been received from the Police and Crime Commissioner for Bedfordshire office.

The Chairman read out the correspondence received from the Police and Crime Commissioner for Bedfordshire office.

The resident advised that Bedfordshire Police attend regularly.

Cllr Gibb advised he was meeting with Mr Gwillam from Rights of Way Central Bedfordshire Council and he will mention Trials bikes being rode along the bridleway and in the old quarry.

The resident then asked a question about Trials bikes being rode in the quarry in Deepdale.

The Chairman advised that Trials bikes being rode in the quarry in Deepdale are legally organised events.

The resident advised that Mr Gwillam from Rights of Way Central Bedfordshire Council knows who the land owner of the old quarry is. The resident then advised that Bedfordshire Police need to know whether the landowner gives permission for Trials bikes to be rode in the old quarry.

Mr Dyason from Dyason Developments Ltd arrived.

8 King Street - Dyason Developments Ltd (Agenda item 5)

The Chairman welcomed Mr Dyason from Dyason Developments Ltd.

Mr Dyason advised that no current planning permission for the site. Looking to have eight or nine 2 bedroom flats, with underfloor parking and an area of land for open space.

The Chairman asked members for any questions.

A member asked who do you expect will purchase the flats?

Mr Dyason advised he expected retired or mature couples to purchase the flats.

A member advised that the Neighbourhood Plan and housing needs survey had identified the need for retirement properties and lifestyle homes.

A member commented the need to check that King Street won't get worse for traffic flow.

A member asked if Dyason Developments Ltd had looked at alternatives to residential use for the site (commercial).

Mr Dyason advised that only residential had been looked at.

A member suggested commercial below and residential above.

A member advised that several homebased businesses are looking for small commercial premises.

A member advised about the High-Street Improvement Scheme.

A member asked how many storeys are planned for the premises.

Mr Dyason advised two or three storeys'.

The Chairman thanked Mr Dyason from Dyason Developments Ltd for attending.

9 Minutes (Agenda item 7)

The minutes of the previous meetings held on the 4th April 2017 and the Extra-ordinary meeting held on the 18th April 2017, which had been previously circulated, were approved and signed as a true and accurate record.

10 Town Council Committees (Agenda item 8)

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:
Planning Committees – 4.4.17 and 18.4.17
Neighbourhood Plan Committee – 25.4.17

The minutes and all recommendations contained from the following Town Council Committees were deferred to the next town council meeting:
Responsible Dog Ownership – 20.3.17

11 Reports from Central Bedfordshire Councillors (Agenda item 9)

No report from Cllr Gurney.

Cllr Zerny advised that members refer to his newsletter.

12 Development in Potton (Agenda item 10)

12.1 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 266 more properties. (Land surrounding 100 Sandy Road = 186 and Off, of Sutton Road, Potton = 80)

A member advised about 3 additional properties in Bull Street need to be added to the property count.

Cllr Whitfield left the room before the next item.

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

Application No: CB/17/01683/FULL

1 and 2 Chapel Court, Potton, Sandy, SG19 2BX.

Change of Use: Conversion of two studios to two 1 bedroom's flats.

A discussion about the lack of small commercial premises took place.

It was **resolved** that the town council objects as aren't enough of these type of premises (commercial). The applicant is not trying hard enough to market the properties.

Cllr Whitfield re-entered the room before the next item.

12.3 Mill Lane Planning Application

It was noted that the town council is awaiting an invoice and the town council approved first stages at the meeting on the 18th April 2017.

13 Review of delegation arrangements to committees, sub-committees, staff and other local authorities (Agenda item 11)

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.

14 Review of the terms of reference for committees (Agenda item 12)

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.

15 Appointment of members to existing committees (Agenda item 13)

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 A. Leggatt	Potton Playhouse
4	Mr J. Lewis	Potton Show
5	Mr R. Whitfield	
6	Mr A. Macdonald	
7	Mr R. Whitfield	

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

Planning Committee

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

Social Media Sub Committee

	Cllr	None Cllr
1	Mr D. Ellison	Right Click Creative
2	Mr J. Lewis	
3	Mr A. Macdonald	
4	Mr C. Temple	
5	Vacancy	

Employment Panel

	Cllr	None Cllr
1	Mr D. Ellison	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

Market Town Regeneration

	Cllr
1	Mr A. Gibb
2	Mr R. Jordan

Skate Park (Until project finished)

	Cllr	None Cllr
1	Mr D. Ellison	Clerks Assistant
2	Mr R. Jordan	
3	Mr A. Macdonald	

Cemetery and Churchyard Committee

	Cllr
1	Mr A. Gibb

Christmas Lights Committee (Invite public to join)

	Cllr
1	Mr D. Ellison
2	Mr A. Macdonald

Neighbourhood Plan Committee

	Cllr
1	Mr G. Emery
2	Mr J. Hobbs
3	Mr J. Lean
4	Vacancy

Potton Hall for All representative

	Cllr
1	Mr R. Jordan

Office Movement

	Cllr
1	Mr D. Ellison
2	Mr A. Macdonald
3	Mr C. Temple

Arts Panel representative

	Cllr
1	Mr A. Gibb

Orchard Group representatives

	Cllr
1	Mr D. Ellison
2	Mr A. Gibb
3	Mr R. Whitfield

Neighbourhood Plan

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

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

A member queried why representatives for Potton Consolidated Charity aren't being considered. The town council was advised that the town council's four representatives for Potton Consolidated Charity are appointed every five years.

16 Appointment of any new committees (Agenda item 14)

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

17 Review and adoption of appropriate standing orders and financial regulations (Agenda item 15)

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

18 Review of inventory of land and assets including buildings and office equipment (Agenda item 16)

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.

19 Confirmation of arrangements for insurance cover in respect of all insured risks (Agenda item 17)

Members discussed the correspondence from Zurich Town and Parish Insurance.

It was **resolved** that the Town Council starts a new 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 the cost for this year is £3,615.19.

20 Review of the council's and/or staff subscriptions to other bodies (Agenda item 18)

It was **resolved** to approve the council's and staff subscriptions to other bodies.

21 Review of the council's complaints procedure (Agenda item 19)

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

22 Requests for information (Agenda item 20)

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.

23 Review of the council's policy for dealing with the press/media (Agenda item 21)

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.

24 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council (Agenda item 22)

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	02/05/2017
Town Council 2	Tuesday	06/06/2017
Town Council 3	Tuesday	04/07/2017
Town Council 4	Tuesday	05/09/2017
Town Council 5	Tuesday	03/10/2017
Town Council 6	Tuesday	07/11/2017
Town Council 7	Tuesday	05/12/2017
Town Council 8	Tuesday	02/01/2018
Town Council 9	Tuesday	06/02/2018
Town Council 10	Tuesday	06/03/2018
Town Council 11	Tuesday	03/04/2018
Annual Town Council 1	Tuesday	01/05/2018

25 Councillors Surgery (Agenda item 23)

1. Councillors Surgery took place on the 9th April 2016. Cllrs Leggatt and Lewis were in attendance. The report from Cllr Lewis was noted.
2. Monthly Councillor Surgery
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 Emery and Lean volunteered for August 2017.
Cllrs Gibb and Jordan volunteered for September 2017.
Cllrs Ellison and Macdonald volunteered for October 2017.
Cllrs Harris and Ivall volunteered for November 2017.

It was **resolved** that the surgeries are as follows Cllrs Emery and Lean August 2017, Cllrs Gibb and Jordan September 2017 (Seasonal Market Day), Cllrs Ellison and Macdonald October 2017 and Cllrs Harris and Ivall November 2017.

26 Correspondence (Agenda item 24)

1. Parcel of Land between Brookfields and Henry Smith Car Park, Potton – Correspondence noted. Following a discussion, it was **resolved (i)** that the town council won't sell the land. **(ii)** to contact the correspondent to ask if they are willing to sell the land to the town council.
2. Road Closure - CBC6198 - Royston St/Bury Hill, Potton – Anglian Water, plan tabled at the meeting was noted. Following a discussion, it was **resolved (i)** to request that the works are delayed until the school summer holidays. **(ii)** that access from the Market Square to Brook End is added to a future agenda.

3. Bedfordshire Police – Meeting Invitation 15th May 2017, it was **resolved** that the Chairman (Cllr Macdonald) attends the meeting on behalf of the town council.
4. Matt Givertz – Meeting with Alistair Burt, it was **resolved** that the Town Council agree to pay the venue hire for the meeting on the 22nd June 2017.

27 Finance (Agenda item 25)

i. To approve the list of payments.

It was **resolved** that the payments up to the 2nd May 2017 be approved.

ii. Verify Bank Reconciliations against statement 1st March – 31st March 2017.

It was **resolved** that the bank reconciliation for 1st March – 31st March 2017 be approved.

iii. To receive a draft income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of March 2017.

A draft income and expenditure by budget heading report showing progress against the budget 2016/17 at the end of March 2017 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 2017.

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 4000 Salaries and Wages £503 at the end of March 2017. Overspend due to pay rise of caretakers based on national agreement.

Cost Centre 110 Administration

Code 4155 Legal Expenses £150 at the end of March 2017. Overspend due to Mill Lane.

v. Virements

Members discussed about virements.

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

Cost Centre 100 Staff Costs

Code 4000 Salaries and Wages £503 at the end of March 2017.

Suggested virement £503 from Cost Centre 110 Administration Code 4800 Contingency.

Cost Centre 110 Administration

Code 4155 Legal Expenses £150 at the end of March 2017.

Suggested virement £150 from Cost Centre 110 Administration Code 4800 Contingency.

vi. Draft Balance Sheet

A draft balance sheet for the 31st March 2017 was attached and showed the funds available.

It was noted the current draft balance sheet indicates at the 31st March 2017 that the council has £277,167 in funds available, with a General Reserve of £126,404 and Ear Marked Reserves of £150,763.

Creditors £2,660

Debtors £1,468

(When the creditors are taken off and the debtors are added the general reserve will decrease by £1,192.)

The funds available decreases to £275,975 and General Reserve decreases to £125, 212.

It was noted the General Reserve at the 31st March 2016 was £71,839. The Ear Marked Reserves also at 31st March 2016 was £160,632.

Members noted the difference currently between the General Reserve from 31st March 2016 and draft general reserve for 31st March 2017 is an increase of £53,373. The difference currently between the Ear Marked Reserves from 31st March 2016 and 31st March 2017 is a decrease of £9,869.

The Responsible Financial Officer had advised that some of the General Reserve monies are transferred to Ear Marked Reserves before the 2016-17 accounts are closed down.

Members noted the 2016-17 accounts will be closed down on the 8th May 2017. The 2017-18 accounts will also be started on the 8th May 2017.

vii. General Reserve and 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, 2.25 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.

Members noted Town Council Financial Regulations 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Member noted the Town Council has recently Ear Marked Reserves at the end of the Financial year for the following;
4th April 2017 - Potton Community Agent – Potton Consolidated Charity £2,000.
18th April - Legal Fees £7,000.

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 Neighbourhood Plan and the amount added to the EMR is £9,146.

New EM reserve is set up for the Town Guide and the amount added to the EMR is £5,000.

New EM reserve is set up for Training and the amount added to the EMR is £2,415.

New EM reserve is set up for Brook and the amount added to the EMR is £2,873.

120 Office Running Costs

New EM reserve is set up for the Office Movement and the amount added to the EMR is £10,000.

130 Community Centre

EM reserve for the Community Centre is increased by £2,234.

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 £2,500.
New EM reserve is set up for Cemetery Extension and the amount added to the EMR is £3,000.

165 Churchyard
Any excess to remain in General Reserve.

170 Allotments
Any excess to remain in General Reserve.

180 Car Park
Any excess to remain in General Reserve.

190 Mill Lane Field
Any excess to remain in General Reserve.

200 Henry Smith Field
New EM reserve is set up for the HSPF Play Equipment and the amount added to the EMR is £1,981.
EM reserve for the Skatepark is increased by £3,615.

210 Streetlighting
Any excess to remain in General Reserve.

220 Town Verges
No excess.

230 Public Conveniences
New EM reserve is set up for Public Conveniences and the amount added to the EMR is £1,609.

240 S106
No excess.

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

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

viii. Public Toilets

Members noted the automatic handwash dryers in the gents and ladies public toilets were installed in 1994 and both units are in need of replacement, the unit in the gents has started to leak and has had to be switched off and the unit in the ladies dispenses only cold water and blows cold air. The company that made the units have been contacted about

repair or replacing the units. The supplier Wallgate has advised that parts aren't available for the existing units.

Members considered the quotation to supply and install one unit and a quotation has been obtained to supply and install two units.

The Town Clerk advised that it may be possible to use some of the £35,000 Market Town Regeneration Fund money for Market Square could be spent on the replacement of the two units.

It was **resolved** to request that £4,798.56 of the £35,000 Market Town Regeneration Fund money for Market Square is used to replace two automatic handwash dryer units.

ix. Mill Lane Recreation Ground

Members noted the wooden Field Gate and the gate post on the opening side need replacing after being damaged and a quotation has been obtained to replace the gate and post at a cost of £385 and the contractor has been instructed to carry out the work as soon as possible.

The Town Clerk asked whether the Town Council wish to make a claim on the Town Council insurance.

It was **resolved** not to make a claim on the town council insurance.

x. Boot Camp

Members noted that the Town Clerk had contacted various Town and Parish Councils and the responses received.

Responses received from Heath and Reach Parish Council, Brickhill Parish Council, Sandy Town Council, Wootton Parish Council, Haynes Parish Council and Cambridge City Council.

After much discussion about what others charge which included charging 10% of general income and how much to charge.

It was **resolved (i)** to charge 10% of general income generated from the use of Henry Smith Playing Fields. **(ii)** three-month on-going review. **(iii)** that the boot camp moves around Henry Smith Playing Fields for even wear of the grass. **(iv)** no loud music.

xi. 1st Potton Scout Group – Panther Pack

Members noted minute 11 from the 6th December 2016 1st Potton Scout Group – Panther Pack it was resolved to approve that the Panther Pack of 1st Potton Scout Group has free use of Mill Lane Pavilion on Friday 27th January 2017 from 7-9pm,

subject to the cub pack joining the next litter pick which is being organised by Carol Leggatt.

Members noted the Town Clerk was advised that only three cubs attended the litter pick which took place on Saturday 11th March 2017 and that the Town Clerk had contacted Mr Hazell to established number of cubs who had attended.

A member asked how many cubs attend Panther Pack.

It was **resolved** to advise Mr Hazell of the date of the next litter pick.

xii. Music for Memory

Members noted Cllr Lewis would like the Town Council to fund towards Music for Memory. Correspondence from Alice Ream had been obtained and distributed to members.

Members discussed Cllr Lewis' request.

It was **resolved** to give free use of the Community Centre for one year from 1st April 2017 for the weekly Music for Memory sessions.

xiii. Signatories

Members noted following the resignation of Cllr Langridge, the Town Council has one less signatory.

It was **resolved** to remove Mr Langridge as a signatory and replace the signatory with Cllr Ellison.

28 Groundwork – Youth Club Report (Agenda item 26)

Members noted the Jan – Mar 2017 Groundwork – Youth Club Report.

Members commented that the outputs are disappointing.

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

29 Skate Park (Agenda item 27)

Members were made aware that the skate park had been fenced off today with work planned to start on the 3rd May 2017, with construction to be completed within five weeks.

A discussion took place with regards to inviting the local schools to visit the site during construction of the new skate park.

It was **resolved** that the Clerks Assistant makes contact with the local schools to give them the opportunity to visit the site during construction of the new skate park.

30 High-Street Improvement Scheme and Market Town Regeneration Fund

Members were advised that the Town Clerk had a walk round the Market Square with Nick Shaw Principal Highways Officer, Central Bedfordshire Council.

Following the walk round, various suggestions with regards to how to best utilise part of the Market Town Regeneration Fund for the Market Square were discussed.

Members considered the sketch note prepared by Nick Shaw following the walk round.

Members weren't agreement with any of the suggestions on the sketch note.

It was **resolved (i)** that members of the town council identify before the next town council meeting suggestions for improvements to the Market Square. **(ii)** that members of the town council suggestions for improvements to the Market Square are considered at the next town council meeting.

Members were advised that following a discussion between Cllr Gibb, Town Clerk and a representative of DJT Surfacing a car park design plan had been produced by Icarus Consulting Limited.

The design from Icarus Consulting Limited was handed round for members to consider.

Cllr Gibb and the Town Clerk advised that the design wasn't as per the brief.

It was **resolved** to request that an alternative car park design is produced as per the brief.

31 Potton Hall for All

Members noted the correspondence during April 2017.

Members then discussed the item at length.

It was **resolved (i)** to fully support the Potton Hall for All project. **(ii)** the town council would like to take full ownership and responsibility of the community hall land. **(iii)** the town council also resolved to have a long-term lease (eg in the region of 199 years) with Potton Hall for All on a peppercorn rent of £1 a year. **(iv)** to allow the charity (Potton Hall for All) to have the community building on the community hall land. **(v)** that the council fully supports the charities (Potton Hall for All) ownership of the building. **(vi)** that the Town Clerk writes to Central Bedfordshire Council to advise of the town council's resolution.

32 To Arrange Date of the Next Meeting (Agenda item 30)

The next meeting of the Town Council had been arranged for Tuesday 6th June 2017.

The meeting closed at 9.45pm.

Signed.....ChairmanDate

Mission Statement

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