

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 3rd October 2017, 7.05pm at the Community Centre.

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

Absent: Councillors Mr A. Bell and Mr A. Gibb.

Also Present: Chris Dodds – Planning Prospects, Jason Tait – Planning Prospects, Simon Chapman – Optimis Consulting, two members of the public and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Councillor Mr A. Gibb.

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 Public Participation Session

No questions from the public.

Cllr Hobbs arrived.

4 Minutes

The minutes of the previous meeting held on the 5th September 2017 which had been previously circulated, were approved and signed as a true and accurate record.

5 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:
Planning Committee – 5.9.17 and 19.9.17

After much discussion the Town Council accepted and adopted the following minutes and all recommendations contained with one amendment from the Town Council Committee:

Playing Field, Allotment and Burials Committee – 19.9.17

The amendment is as follows;

9.1 Memorial Request

The original resolution should be amended from *“not to charge quadruple fees (£240) and to only charge single fees (£60) for the additional inscription.”* to *“to charge quadruple fees (£240) for the additional inscription.”*

The minutes and all recommendations contained from the following Town Council Committees were deferred to the next town council meeting:
Neighbourhood Plan Committee – 26.9.17

6 Proposed Development, Land south of Sandy Road

The Chairman invited Mr Dodds from Planning Prospects to speak to the town council.

Mr Dodds introduced Mr Tait.

Mr Dodds proceeded to hand out a framework plan for the Land south of Sandy Road.

Mr Tait spoke to the town council and advised the following;

20-25 people attended the August 2017 public event.

More houses are required to be built in Central Bedfordshire Council to meet its housing target and this will require more houses to be built in Potton.

Principal matters arising from the public consultation.

- What types of houses. Any affordable homes.
- Traffic/Speed of Traffic on Sandy Road/How to Cross Safely.
- Extension to Cemetery.
- Car Parking for the Cemetery.
- Section 106 and infrastructure.

Planned that 60 houses be built on the site.

A member advised noting the proposals and not commenting on the proposals, because any comments could be seen as being in favour of the proposal.

The Chairman advised response rate would have been higher if the public consultation event hadn't been held in the holiday's.

Mr Tait advised that social media had advised people not to attend.

A member commented about the location for the LEAP (Local Area of Play) play area which was indicated on the plan next to Sandy Road as being in the worst possible location.

The Chairman thanked Mr Dodds and Mr Tait for attending.

7 Reports from Central Bedfordshire Councillors (Agenda item 7)

No report from Cllr Gurney.

Cllr Zerny advised about Section 106 agreements and the outdoor sport monies from the Sandy Road, Potton development going to Biggleswade.

Cllr Zerny then advised he had made a number of freedom of information act requests to Central Bedfordshire Council (CBC) and that he had established that four million pounds of Section 106 monies have obtained for CBC pet projects by transferring of monies to other places.

Cllr Zerny continued to advise that he is requesting that CBC carry out more consultation with parish and town councils about the allocation of section 106 monies.

A discussion about a 3G pitch for Potton took place.

Cllr Zerny advised to be fair to CALA Homes Sandy Road, Potton the developer has asked for the section 106 monies to be transferred from Biggleswade to Potton.

8 Development in Potton

8.1 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 March 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)

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

Application No: CB/17/03576/LB

Location: 2 Biggleswade Road, Potton, Sandy, SG19 2LU.

Proposal: Listed Building: Redecorate exterior of property and change colour of render to earthenware, replace existing post & rail boundary fence to rear garden including personal gates to side & rear, demolish existing brick built garden outbuilding (to center rear garden) & replace with new treated timber, 15ft x 12ft garden outbuilding with pitched roof. It was **resolved** no objection.

Application No: CB/TCA/17/00349

Location: Caves Court, Potton, Sandy, SG19 2PW.

Proposal: Notification of works to tress in a Conservation Area: 25% reduction to fruit trees (T1) becoming too large and close to the building. It was **resolved** to approve of the application subject to the approval of the arboricultural officer.

Application No: CB/17/03308/RM

Location: Land to the south of Sandy Road, Potton

Proposal: Reserved Matters: for approval of layout, scale, appearance and landscaping for 90 No. dwellings on application Ref: CB/16/02590/OUT Members discussed the application and then asked Simon Chapman from Optimis Consulting questions which he duly answered.

It was **resolved** that the town council offer the following comments;

1. A pedestrian / cycle link hasn't been provided through the development (Item 15 notice of grant of planning permission (CB/16/02590/OUT). Not acceptable that the pedestrian / cycle link

is the pavement, road or shared surface through the middle of the development.

Application No: CB/17/04052/FULL

Location: 22 Market Square, Potton, Sandy, SG19 2NP

Proposal: Shop front refurbishment including new decorations, awning and fascia signage.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04053/LB

Location: 22 Market Square, Potton, Sandy, SG19 2NP

Proposal: Listed Building - Shopfront refurbishment including new decorations, awning and fascia signage.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04054/ADV

Location: 22 Market Square, Potton, Sandy, SG19 2NP

Proposal: Advertisement - Anthracite grey PPC aluminium fascia tray with push-through LED backlit Perspex 3D letters and brown beige and traffic white vinyl graphics.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04056/FULL

Location: 11 Market Square, Potton, Sandy, SG19 2NP

Proposal: Shopfront refurbishment including new decorations and fascia adaptation with new recessed awning.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04057/LB

Location: 11 Market Square, Potton, Sandy, SG19 2NP

Proposal: Listed Building: Shopfront refurbishment including new decorations and fascia adaptation with new recessed awning.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04058/ADV

Location: 11 Market Square, Potton, Sandy, SG19 2NP

Proposal: Advertisement: Sapphire blue PPC aluminium awning fascia tray with white vinyl lettering Wall mounted sapphire blue projecting hanging weatherproof board sign with white lettering and steel bracket.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04059/FULL

Location: 19 Market Square, Potton, Sandy, SG19 2NP

Proposal: Shop front refurbishment including new decorations, awning and fascia signage.

It was **resolved** to support the application, with the condition that no LED

Lights.

Application No: CB/17/04060/LB

Location: 19 Market Square, Potton, Sandy, SG19 2NP

Proposal: Listed Building - Shop front refurbishment including new decorations, awning and fascia signage.

It was **resolved** to support the application, with the condition that no LED Lights.

Application No: CB/17/04062/ADV

Location: 19 Market Square, Potton, Sandy, SG19 2NP

Proposal: Advertisement - Traffic black PPC aluminium fascia tray with push-through LED backlit Perspex 3D letters and pearl gold and traffic white vinyl graphics.

It was **resolved** to support the application, with the condition that no LED Lights.

9 Councillors Surgery

Councillors Surgery took place on the 16th September 2017. Cllrs Bell and Gibb were in attendance. Report from Cllr Gibb was discussed and then noted.

10 Bedfordshire Festival of Britain sign

At the last town council meeting it was resolved to defer consideration of the item to the October town council meeting to allow members the opportunity to look at the sign.

A member suggested the Bedfordshire Festival of Britain sign which is in the Market Square does need replacing.

It was **resolved** that the replacement of the Bedfordshire Festival of Britain sign with an Aluminium fabricated panels powder coated as per the quotation from Signs of the Times Ltd at a cost of £950 is added to the 2018-19 draft budget.

11 Potton Shield

Members noted the quotation from Signs of the Times Ltd about Potton's Festival of Britain sign.

It was **resolved** that the sand blasting clean, etching the metal and repainting of the shield as per the quotation from Signs of the Times Ltd at a cost of £1,250 is added to the 2018-19 draft budget.

12 PA System

Cllr Price Williams advised that his daughter is gathering information and that the information will be available in advance of consideration of the 2018-19 draft budget.

13 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 3rd October 2017 be approved.

ii. Verify Bank Reconciliations against statement 1st August – 30th August 2017.

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

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of August 2017.

An income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of August 2017 had been supplied to members.

Members proceeded to go through the detailed statement of income and expenditure against budget.

A member asked a question about refuse removal at the cemetery and the Town Clerk advised that due to extra waste an additional bin is now provided.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st August 2017.

iv. Budget 2018/19

The Chairman advised members to consider items they would like to include in the draft budget.

The following items were mentioned;

1. Green Wheel - £2,500.
2. Mill Lane Judicial Review - £12,000.

14 External Auditor – Audit for the year end 31 March 2017

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

The Town Council noted that no matters came to the attention of the external auditor.

It was **resolved** to approve and accept the Annual Return including the external auditors certificate which was presented to the town council for year ended 31st March 2017, following its return by the External Auditor now that they had given an audit opinion.

15 Appointment of Internal Auditor 2017/18

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

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2017/18.

16 Review of the effectiveness of the Internal Audit

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

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

17 Financial Risk Assessment

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

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

18 History Store

Members noted the Town Clerk has been in correspondence with Mr Sills from Woodfines.

Members also noted the Chairman of Potton History Society had advised that a lease until 2024 will not affect the funding for the history store.

19 Market Town Regeneration Fund

Members noted regular meetings take place between the Town Clerk and officers from CBC about the town council's Market Town Regeneration Fund projects to assess progress and that the Town Clerk is also required to provide quarterly reports to CBC about progress with the town council's Market Town Regeneration Fund projects.

Members noted a meeting which was scheduled to take place on Friday 29th September at Central Bedfordshire Council, ward Cllrs Gurney and Zerny have been invited to attend and Cllr Young has also been invited to attend was cancelled.

Members noted the draft Invitation to Tender, Contract & Design which DJT has supplied.

A member advised that ISO 9001 should be certification rather than accreditation.

The Chairman asked members to volunteer to consider the tenders.

Cllrs Price Williams, Ellison and Macdonald volunteered.

Cllrs Bell and Gibb were also put forward.

It was **resolved** that Cllrs Bell, Ellison, Gibb, Macdonald and Price Williams consider the tenders.

20 Photocopier

A member raised concern about the Data Protection Act.

It was **resolved** to approve of the quotation for the machine supplied Icancopy – Samsung SL-X 4250 to replace the machine supplied by Icancopy – Samsung CLX 9201.

21 Skatepark

Members noted a remittance advice had arrived on the 27th September 2017 advising £50,000 has been paid to Potton Town Council from Sport England for the skatepark.

Members also noted one requirement Sport England has is that the town council has a sinking fund to pay for its eventual replacement.

22 Christmas Lights

Cllr Ellison advised that Christmas Lights will start to be installed on the 5th November 2017.

Members discussed the amount available in the budget for Christmas Lights.

23 To Arrange Date of the Next Meeting

The next meeting of the Town Council is arranged for Tuesday 7th November 2017.

The meeting closed at 8.30pm.

Signed.....ChairmanDate

Mission Statement

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