

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th December 2017, 7.10pm at the Community Centre.

Present: Councillors Mr A. Bell, Mr G. Emery, Mr D. Ellison, Mr A. Gibb, 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: None.

Also Present: Three members of the public and the Town Clerk.

1 Apologies for absence

None.

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.

4 Minutes

The minutes of the previous meeting held on the 7th November 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 – 7.11.17

6 Reports from Central Bedfordshire Councillors

No report from Cllr Gurney.
No report from Cllr Zerny.

7 Development in Potton

7.1 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.
- Planning permission has been approved for 393 additional properties. (Land to the South of 'The Paddocks' = 90, Land at Biggleswade Road 120 and Land at Biggleswade Road Phase 1 = 31, Land to the South of Sandy Road = 90 and Land opposite the Playing Field, Mill Lane = 62)

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

Application No: CB/17/04920/VOC

Location: Garage Site Land Adj, 30 Sheffield Close, Potton, Sandy, SG19 2NY.

Proposal: Removal of Condition 6 parking spaces attached to planning permission reference **CB/17/00556/FULL** dated 04 August 2017 (4 dwellings).

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

8 Councillors Surgery

Councillors Surgery took place on the 11th November 2017. Cllrs Harris and Ivall were in attendance. Members noted the report from Cllr Harris.

9 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 5th December 2017 be approved.

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

It was **resolved** that the bank reconciliation for 1st October – 31st October 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 October 2017.

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

iv. Internal Audit

Members went through the Internal Audit report for 1st April 2017 – 30th September 2017.

It was **resolved** to approve the interim internal audit report 1st April 2017 – 30th September 2017.

10 To consider financial requirements (annual expenditure, capital and revenue projects) for 2018-19.

Cllr Zerny arrived.

Members noted the Band A – H council tax element for Potton Town Council.

Members then noted the tax base, precept and Band D council charge for all the towns and parishes in Central Bedfordshire and also Gamlingay Parish Council.

Members then noted precept comparisons.

Members also noted the Department for Communities and Local

Government – The 2018-19 Local Government Finance Settlement – Technical Consultation Paper - 4.2 Council tax referendum principles for town and parish councils. 4.2.1 Last year, the Government issued a challenge to town and parish councils to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The continuation of this position in 2018-19 is contingent upon the Government receiving clear evidence of how the sector is responding to this challenge. The Government expects parishes, in setting their precepts, to consider all available options to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for particular purposes or for "invest to save" projects which will lower on-going revenue costs. Any revised proposals will be set out at the time of the provisional local government finance settlement later in the year.

Members noted the Town Clerk advised that the town council doesn't set the budget and precept until after the revised proposals are confirmed.

Members then noted that the town council set a minimum General Reserve of £70,000 on the 3rd May 2016 and the town council has various Ear Marked Reserves which are listed on the balance sheet.

Members proceeded to go through the First Draft Budget which had been prepared by the Town Clerk based on meetings of the town council committees.

The first draft budget
 Income £230,252
 Expenditure £312,577
 Income over expenditure -£82,325

It was **resolved** that the following items were either increased or decreased in the 2018-19 draft budget.

Income			Expenditure		
Cost Centre	Code	Increase / Decrease	Cost Centre	Code	Increase / Decrease
			110	4123 PA System	-£2,000
			110	4130 Christmas Lights	-£3,000
			110	4137 Neighbourhood Plan	-£6,000
			110	4142 Community Agent	-£2,000
			130	4205 Gas	-£1,000
			140	4210 Electricity	-£1,386
			140	4215 Water	-£1,000
			140	4220 Repairs and Maintenance	+£300
			150	4405 Seats/Bus Shelters	-£1,000
160	1130 Cemetery Income	+£4,994			
			180	4200 Rates	+£2,421
			200	4525 Tree Work	+£515
			200	4700 Brook Maintenance	-£2,500
240	4700 Brook Maintenance	+£2,500			
	Total	+£7494		Total	-£16,650

Income £237,746
 Expenditure £295,927
 Income over expenditure -£58,181

Members consider the Chairman’s request, that members consider giving back some of the £35,000 donation from Potton Consolidated Charity towards the skatepark.

It was **resolved** to return £20,000 of the £35,000 donation from Potton Consolidated Charity gave towards the skatepark.

Members discussed the First Draft Budget again.

It was **resolved** that the following items were either increased or decreased in the 2018-19 draft budget.

Income			Expenditure		
Cost Centre	Code	Increase / Decrease	Cost Centre	Code	Increase / Decrease
110	1076 Precept	+£3,309			
			110	4140 Young People Activities	-£10,974
			200	4607 Skatepark	-£5,000
			200	4700 Brook Maintenance	-£13,100
240	4700 Brook Maintenance	-£2,500			
	Total	£809		Total	-£29,074

Following the decision to remove the bridge (Brook Maintenance) over the sluice in Henry Smith Playing Fields members discussed about Party on Potton accessing the Playing Field without causing damage to the water vole habitat and the cost of a temporary bridge.

It was **resolved** to contact the Treasurer of Party on Potton to obtain a quote for the materials and labour to install and remove a temporary bridge to cross over the sluice for the 2018 Party on Potton BIG Weekend.

Income £238,555
 Expenditure £266,853
 Income over expenditure -£28,298

Members were advised that for the income to be the same as expenditure the precept would need to be set at £227,463 and the council tax would need to increase by 14.2% and the band D would be £118.29.

Members then discussed about CCTV costs for a fixed CCTV camera and a re-deployable (mobile) camera.

It was **resolved** not to proceed with a fixed CCTV camera or a re-deployable (mobile) camera.

Members discussed about inviting the Police to Cllrs Surgeries.

It was **resolved** to invite the Police to Cllrs Surgeries.

It was **resolved** to defer a decision on the Potton Town Council’s budget for 2018-19 until any revised proposals are set out later in the year by the Department for Communities and Local Government in the provisional local government finance settlement.

11 To Arrange Date of the Next Meeting

Following a discussion between members, the town council meeting scheduled for Tuesday 2nd January 2018 was changed to Tuesday 9th January 2018.

The meeting closed at 9.20pm.

Signed.....ChairmanDate

Mission Statement

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