

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 9th January 2018, 7.00pm at the Community Centre.

Present: Councillors 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: Councillors Mr A. Bell and Mr G. Emery.

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

1 Apologies for absence

Councillors Mr A. Bell and Mr G. Emery.
Councillor apologies for late arrival 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

Roy Bloxham spoke to the town council on behalf of Potton Colts FC to give an update on the 3G pitch.

Mr Bloxham advised he had met with Central Bedfordshire Council CBC Cllr Young and Mrs White.

Mr Bloxham then advised that £30,000 has been allocated to the 3G pitch for Potton, that a further £52,000 should become available from 64 Biggleswade Road development.

Mr Bloxham also advised that Sport England are not keen on the 3G pitch being installed at the school.

Mr Bloxham advise that the project has stalled when headteachers have changed at the school in Potton, the current Executive headteacher is looking to retire in the summer 2018 and Potton Colts FC don't want the project to stall again.

Mr Bloxham requested that a town cllr attend future meetings Potton Colts FC have with CBC.

Mr Bloxham then requested that the 3G pitch is installed on Mill Lane Recreation Ground. The football pitches on Mill Lane Recreation Ground are covered in dog mess and a 3G pitch would be fenced off to prevent unauthorised access.

Mr Bloxham mentioned that Potton Consolidated Charity may be more willing to contribute to the facility if it wasn't at the school.

Mr Bloxham advised that the town council could generate an income from

hiring out the 3G pitch. Potton Colts FC have to hire 3G pitches in the locality.

Members discussed about the town council having a lease with Potton Consolidated Charity for Mill Lane Recreation Ground and whether the location would be suitable for a 3G pitch.

It was **resolved** that the town council support a 3G pitch being installed on Mill Lane Recreation Ground.

4 Minutes

The minutes of the previous meeting held on the 5th December 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 – 5.12.17 and 19.12.17
Neighbourhood Plan – 14.12.17
Playing Fields, Allotments and Burials Committee – 19.12.17

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)
- Following the planning inspectorate's decision 64 Biggleswade Road, a further 85 properties have been approved.

A cllr advised that the percentage increase in dwellings is incorrect by 0.2% and that the 21.1% increase should be a 19.9% increase.

A cllr advised that CALA Homes (Land to the South of Sandy Road) are about to start work on the site and Broadland Developments (Land opposite the Playing Field, Mill Lane) are scheduled to start in the next twelve months.

8 Councillors Surgery

Councillors Surgery took place on the 9th December 2017. Cllrs MacDonald and Price Williams were in attendance.

Members noted the report from Cllr Price Williams.

9 Sluice Bridge – Henry Smith Playing Fields

Members were provided with correspondence from Cllr Bell with regards to the bridge.

Members discussed about axle weights and water flow.

It was **resolved** to consider the item again when further information is available from Cllr Bell.

10 Facebook

Members noted that Cllr Price Williams had requested the item to be added to the agenda.

Members also noted at the Town Council meeting on the 7th November minute 25 Facebook it was resolved that Cllr Price Williams contact other councils to gain information about council facebook pages.

Cllr Price Williams provided information for the town council to consider.

Members considered the information.

It was **resolved (i)** to trial a closed town council facebook page. **(ii)** that the facebook page isn't publicised. **(iii)** that Cllr Price Williams sets up the facebook page. **(iv)** only when all fifteen members of the town council agree with the facebook page, that the facebook page becomes permanent and publicised.

11 Market Square – Waste

Members noted that Cllr Hobbs had requested the item to be added to the agenda. Members noted the correspondence from Cllr Hobbs.

Members discussed about the waste and waste bin outside of Potton Flooring.

It was **resolved** to write to Potton Flooring to advise that the town council supports the business, but the town council want the waste and waste bin removing from outside the front of the establishment.

12 Seasonal Market

Members noted that no volunteer(s) came forward for the Seasonal Market following the Autumn Newsletter.

The Town Clerk advised Jenny Ream had provided information for the Seasonal Market.

It was resolved (i) that the administration would be undertake in-house by the town council staff initially. **(ii)** that Cllr Lean carries out liaison between the town council and the remaining members of the Seasonal Market Group. **(iii)** that the two cllrs who are in attendance at the cllrs surgery on the Seasonal Market Days allocate pitches, collect stallholder rent and all other relevant duties.

13 Christmas Lights

Christmas Lights were taken down on Sunday 7th January 2018 and the Chairman wanted to thank everyone who helped.

The town council were advised that following a Potton Consolidated Charity (PCC) meeting on Monday 8th January, the PCC would like to receive a shopping list from the town council of additional / replacement Christmas Lights.

It was noted that the Christmas Lights sub-group would meet in two to three weeks' time to discuss the shopping list for additional / replacement Christmas Lights for PCC.

14 Market Square – Parking

Members noted that Cllr Price Williams had requested the item to be added to the agenda and the correspondence regarding parking in the Market Square.

Members noted that the Town Clerk has previously written two letters (June 2015 and February 2017) to all businesses in the Market Square with regards to parking.

Members discussed about traders parking in the Market Square and the area having multiple traffic regulations.

It was **resolved (i)** that the Town Clerk forward all correspondence to Central Bedfordshire Council Cllr Zerny with regards to making the Market Square into one traffic regulation order. **(ii)** to write to all businesses in the Market Square with regards to traders parking for more than permitted period, advising that it was traders who have brought this to attention of the town council due to loss of trade and that the town council is progressing with an expansion to the Brook End (Henry Smith Playing Fields) car park.

15 Councillor Surgery Dates

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 Price Williams and Temple volunteered for April 2018.

Cllrs Harris and Ivall volunteered for May 2018.

Cllrs Gibb and Ellison volunteered for June 2018.

It was **resolved** that the surgeries are as follows Cllrs Price Williams and Temple April 2018, Cllrs Harris and Ivall May 2018 and Cllrs Gibb and Ellison June 2018.

16 Locrian Choir

Members noted the correspondence from Locrian Choir about building hire and unlocking and locking of Mill Lane Pavilion building and car park.

Cllr Ellison and Cllr Hobbs volunteered to unlock and lock the Mill Lane Pavilion building and car park.

It was **resolved (i)** that Cllr Ellison or Cllr Hobbs unlock and lock the Mill Lane Pavilion building and car park on the 26th January 2018. **(ii)** that Locrian Choir are charged two hours for use of Mill Lane Pavilion.

17 Sutton Road – Streetlighting

Members noted that included in the Cllrs Surgery was an item with regards to the two streetlights in Sutton Rd which are in the ownership of the town council and the town council's decision approximately two years ago to switch the two lights off.

Members were provided with a quotation to replace the 2 old SOX street light lanterns P1 and P2 along Sutton Road with new low energy lanterns. The work included disconnect and remove the 2 existing SOX lanterns and associated wiring, to supply, wire and fit 2 x new 36 watt PLL low energy white light lanterns and spigots to the existing wooden poles and wire in accordingly, test new lanterns and leave in full working order and remove all waste material from site. All for the sum of £1,250.00 + VAT.

It was **resolved** to replace the 2 old SOX street light lanterns P1 and P2 along Sutton Road with new low energy lanterns for the sum of £1,250.00.

18 Damage to land Myers Road / Downside Gardens

Members noted that Cllr Zerny had requested the item to be added to the agenda.

Members also noted the correspondence from a resident to advise about verge damage to land on the corner of Downside Gardens and Myers Road, almost opposite Common Road and requesting the installation of more bollards / fencing / wooden stumps installed around the grassed area.

Members then noted that Central Bedfordshire Council Cllr Zerny is

supportive of the installation of more bollards / fencing / wooden stumps installed around the grassed area on the corner of Downside Gardens and Myers Road, almost opposite Common Road.

It was **resolved** to write to Central Bedfordshire Council asking that Highways consider the installation of more bollards / fencing / wooden stumps around the grassed area on the corner of Downside Gardens and Myers Road, almost opposite Common Road.

19 Sandy Road, Potton

Members noted that Cllr Hobbs had requested the item to be added to the agenda and the correspondence regarding the misuse of the track alongside the cemetery.

It was **resolved** to raise the misuse of the track alongside the cemetery at Police - Community Priority Setting Meeting on the 7th February 2018.

20 Bedfordshire Association of Town and Parish Councils – Buckingham Palace Garden Party

Members noted the correspondence from the Bedfordshire Association of Town and Parish Councils (BATPC) with regards to Buckingham Palace Garden Party.

Members considered whether to nominate Cllr Lewis or Macdonald.

It was **resolved** to nominate Cllr Lewis.

21 Youth Club

Members noted the notes of the Youth Club meeting that Cllr Emery and the Town Clerk had attended.

The quarterly report from Groundwork wasn't available.

Members discussed about the future of the youth club which the town council is currently funding until the end of September 2018.

It was **resolved** that the town council will only consider funding the youth club if the weekly average for attendance is at least twenty by the July town council meeting.

22 Police - Community Priority Setting Meeting

Members noted the correspondence from Bedfordshire Police - Community Priority Setting Meeting.

Cllr Harris volunteered to attend the Bedfordshire Police - Community Priority Setting Meeting.

It was **resolved** that Cllr Harris volunteered to attend the Bedfordshire Police - Community Priority Setting Meeting on the 7th February 2018.

23 Central Bedfordshire Council – Local Plan

Members noted the correspondence from Matt Givertz with regards to having free use of the Community Centre for a meeting of local groups to discuss Central Bedfordshire Council's Local Plan.

Mr Givertz was asked if any of the other local groups had contacted town and parish councils about free building use.

Standing Orders were suspended to allow Mr Givertz to speak.

Mr Givertz advised he wasn't aware if the other local groups had contacted town and parish councils about free building use.

It was **resolved** that Mr Givertz could have free use of the Community Centre on an evening when the building isn't in use for one meeting of local groups to discuss Central Bedfordshire Council's Local Plan.

24 A1 East of England Strategic Road Study

Members noted the report from the fifth meeting of the Stakeholder Reference Group.

25 Community Governance Review

Members noted the correspondence from Central Bedfordshire Council on the current Community Governance Review Consultation.

26 Battle's Over – A Nation's Tribute 11th November 2018 Update

Members noted Cllr Leggatt had advised the Town Clerk to contact Mr Avison as the person who can play the bag pipes is a retained firefighter at Potton Fire Station, the Town Clerk has contacted Mr Avison to find out who the person is, and contacted details and Mr Avison advised that the retained firefighter is Mr Danny Ward.

Members also noted the Town Clerk had made multiple attempts to get hold of Mr Ward and contacted Mr Avison again, the Town Clerk has now spoken with Mr Ward. Mr Ward advises he usually plays the bagpipes at the cenotaph in London and so at this stage he is unable to confirm if he play the bagpipes @ 6am on 11th November 2018, because arrangements for the cenotaph are not known.

Members discussed about playing the bag pipes. Cllr Ivall suggested that Janice Lane may be willing to play the bagpipes @ 6am on 11th November 2018.

It was **resolved (i)** that Cllr Ivall provide contact details of Janice Lane to the Town Clerk. **(ii)** that the Town Clerk contacts Janice Lane about playing the bagpipes @ 6am on 11th November 2018.

Members noted the town council on the 5th December 2017 took the decision to remove the PA System from the 2018/19 and an item will be included on the Social Media Committee agenda asking members to consider how the public will hear events including the Battle's Over: A Nation's Tribute November 11, 2018.

27 General Data Protection Regulation (GDPR)

Members noted Data protection law is to significantly change on 25th May 2018, when EU Directive known as General Data Protection Regulation (GDPR) takes effect. The GDPR will replace the Data Protection Act 1998 which is the main piece of legislation currently governing data protection.

28 Churchyard Signage

Correspondence with regards to Churchyard Signage was given to members.

29 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 9th January 2018 be approved.

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

It was **resolved** that the bank reconciliation for 1st November – 30th November 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 November 2017.

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

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

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 agenda items (27 and 28) 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.

The public and the Town Clerk left the room.

It was **resolved** to set a budget with £270,422 income, £270,422 expenditure and to meet this to increase the Band D council tax by 16% to £120.14 with a total precept of £231,032.

Cllr Leggatt requested that it be recorded he voted against the budget.

31 To Arrange Date of the Next Meeting

The next meeting of the Town Council is arranged for Tuesday 6th February 2018.

The meeting closed at 9.30pm.

Signed.....ChairmanDate

Mission Statement

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