

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 6th March 2018, 7.10pm at the Community Centre.

Present: Councillors Mr A. Bell, Mr G. Emery, 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 and Mr R. Whitfield.

Absent: Councillors Mr D. Ellison and Mr A. Zerny.

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

1 Apologies for absence

Councillors Mr D. Ellison and Mr A. Zerny.

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

A member of the public asked about additional housing quota for Potton. The member of the public was advised that over 400 houses have planning permission in Potton. The member of the public was also advised that the neighbourhood plan has already gone through various stages so far and further stages are ongoing before it is in place. They were also advised that the local plan had only identified twelve houses in addition what has already been approved for Potton.

A member of the public requested a further free of charge use of the community centre for a further meeting of local groups to discuss Central Bedfordshire Council's Local Plan. Members considered whether to allow a further free of charge use of the community centre.

It was **resolved** that Matt Givertz request for a further free of charge use of the community centre is approved.

A member of the public advised about planning application to extend the sand pit (Quarry) which is located north of Myers Road closer to properties and that a footpath is planned to be installed on someone else's land. The member of the public was advised that the town council hasn't received a copy of a planning application for extension to the quarry, though the town council was aware following a visit to the quarry by two town cllrs that a planning application to extend the quarry southwards is expected.

A member of the public mentioned about speeding through Potton. The member of the public was advised that Speedwatch is carried out in various locations in Potton and that Bedfordshire Police will be advised about speeding at the next cllrs surgery they attend. The member of the

public was also advised that Central Bedfordshire had carried out highway improvements in Station Road to reduce speed, though the area worst for speeding in Potton is Gamlingay Road by Judith Gardens.

4 Minutes

The minutes of the previous meeting held on the 6th February 2018 which had been previously circulated, was 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:
Neighbourhood Plan – 25.1.18 and 1.3.18
Planning Committee – 20.2.18

6 Reports from Central Bedfordshire Councillors

No report from Cllr Gurney.
Report from Cllr Zerny emailed.

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.

7.2 Planning Appeal for 80 Houses @ land off Sutton Rd Potton

Members noted a member of the public has been in contact with the town council with regards to a town councillor attending the planning appeal.

It was **resolved** that a councillor will attend the appeal, but the town council is unable to confirm who this will be at this stage.

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

Application No: CB/18/00678/VOC

Location: Land adj. to 14 and 16 Bull Street, Potton, Sandy, SG19 2NR

Proposal: Variation of Condition 13 of planning permission

CB/15/02799/FULL

Proposed two new cottages, one 2 bed and one 1 bed dwelling with gardens to the rear and parking to the front. Design changes reducing ridge height and footprint.

The planning application was noted.

8 Councillors Surgery

Councillors Surgery took place on the 17th February 2018. Cllrs Lean and Whitfield were in attendance.

Members noted the report from Cllr Lean.

9 Potton Colts FC – Mill Lane Recreation Ground

Members noted the correspondence from Sally Broadwith from Potton Colts FC.

Members noted that Roy Bloxham from Potton Colts came and spoke to the town council on the 9th January 2018. It was **resolved** that the town council support a 3G pitch being installed on Mill Lane Recreation Ground.

Potton Consolidated Charity who are the landowners for Mill Lane Recreation Ground had met on the 5th March 2018 and the installation of a 3G pitch on Mill Lane Recreation Ground was discussed.

Cllrs Leggatt and Macdonald who are charity trustees both attended the Potton Consolidated Charity meeting on the 5th March 2018.

Cllr Macdonald advised that the installation of a 3G pitch on Mill Lane Recreation Ground was supported by Potton Consolidated Charity. Cllr Leggatt advised that Potton Consolidated Charity gave an in-principle support for the installation of a 3G pitch on Mill Lane Recreation Ground.

It was noted that that Potton Consolidated Charity had given an in-principle support for the installation of a 3G pitch on Mill Lane Recreation Ground.

10 Bedfordshire Police – Priority Setting

Members noted the written report from Cllr Harris following his attendance at the Bedfordshire Police – Priority Setting Meeting which took place on the 7th February 2018.

The Town Clerk advised the town council had missed part of Potton Colts FC – Mill Lane Recreation Ground request for one or two town cllrs to volunteer to join a working party.

11 Potton Colts FC – Mill Lane Recreation Ground (Agenda item 9 continued)

Potton Colts FC has requested one or two town cllrs to volunteer to join a working party.

The Chairman asked for volunteers to join the working party. Cllrs Ivall and Macdonald (Chairman) volunteered to join the working party.

It was **resolved** that Cllrs Ivall and Macdonald (Chairman) join the working party.

12 Party on Potton – Henry Smith Playing Fields (Agenda item 11)

Correspondence from Party on Potton with regards to the use of Henry Smith Playing Fields for the Big Weekend was noted.

It was **resolved** to grant approval for Party on Potton to use Henry Smith Playing Fields from Tuesday 21st August to Tuesday 28th August 2018.

Members discussed about how Party on Potton will access the large field. Cllr Bell advised that the temporary bridge option he had been investigating wouldn't be suitable. Members were advised that the Environment Group have suggested a Ford and subject to no water vole burrows this option could be taken forward.

Members discussed about the budget. Town Clerk reminded members that the town council had removed the crossing for the sluice from the budget.

Members were advised that the Ford could possibly be part funded by Section 106.

It was **resolved** that Cllr Bell work out costs for a Ford.

13 Bedfordshire Police and Crime Commissioner Newsletter (Agenda item 12)

Bedfordshire Police and Crime Commissioner Newsletter was noted.

14 Bedfordshire Association of Town and Parish Councils (Agenda item 13)

1. Training Programme

The BATPC Training Programme was noted.

2. Bugle

The BATPC Bugle was noted.

3. General Data Protection Regulation (GDPR)

GDPR toolkit was noted.

Members discussed about setting up a sub-group.

Cllr Gibb was put forward to join the sub-committee.

Cllrs Hobbs, Lean and Price Williams volunteered to join the sub-committee.

It was **resolved** to setup a sub-committee with Cllrs Gibb, Hobbs, Lean and Price Williams.

15 Finance (Agenda item 14)

i. To approve the list of payments.

It was **resolved** that the payments up to the 6th March 2018 be approved.

ii. Verify Bank Reconciliations against statement 1st January – 31st January 2018.

It was **resolved** that the bank reconciliation for 1st January – 31st January 2018 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of January 2018.

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 January 2018.

iv. Bedfordshire Geology Group

Members noted the correspondence from Bedfordshire Geology Group.

Members discussed using Section 137 to make a donation towards Bedford Geology Group.

It was **resolved (i)** to donate £50 from Section 137 to Bedford Geology Group towards better access for disabled and visually impaired people to allow them to access an outdoor site safely at Potton Scout Hut, which has an outcrop of sandstone for educational purposes. **(ii)** suggest they contact Central Bedfordshire Council to investigate whether Section 106 monies are available.

v. 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 110 Administration
Code 4060 Website £150 at the end of January 2018.
Overspend due to additional website security.

Cost Centre 110 Administration
Code 4121 Town Guide £685 at the end of January 2018.
Overspend due to additional pages to allow for information to be included.

Cost Centre 160 Cemetery
Code 4230 Refuse Removal £109 at the end of January 2018.
Overspend due to additional bin, because more rubbish generated.

Cost Centre 200 Henry Smith Playing Fields
Code 4525 Tree Work £944 at the end of January 2018.
Overspend due to additional tree work needing to be undertaken.

Cost Centre 200 Henry Smith Playing Fields
Code 4605 Play Equipment Repairs / Maint. £257 at the end of January 2018. Overspend due to additional maintenance and improvements being undertaken.

Cost Centre 220 Town Verges
Code 4420 Grass Cutting £183 at the end of January 2018. Overspend due to additional areas being maintained.

vi. Virements

Members discussed about virements.

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

Cost Centre 110 Administration
Code 4060 Website £150 at the end of January 2018.
Virement £150 from Cost Centre 110 Administration Code 4800 Contingency.

Cost Centre 110 Administration
Code 4121 Town Guide £685 at the end of January 2018.
Virement £785* from Cost Centre 110 Administration Code 4800 Contingency.
*Additional £100 spend in March 2018 for updating Town Guide.

Cost Centre 160 Cemetery
Code 4230 Refuse Removal £109 at the end of January 2018.
Virements £335 from Cost Centre 140 Mill Lane Code 4230 Refuse Removal and £155 from Cost Centre 160 Cemetery Code 4220 Repairs and Maintenance.
*Additional £381 spend in March 2018 for updating Town Guide.

Cost Centre 200 Henry Smith Playing Fields
Code 4525 Tree Work £944 at the end of January 2018.
Virement £944 Cost Centre 165 Churchyard Code 4602 Grounds Maintenance.
*Additional tree work is scheduled to be undertaken, delayed because ground conditions don't allow access.

Cost Centre 200 Henry Smith Playing Fields
Code 4605 Play Equipment Repairs / Maint. £257 at the end of January 2018. Virement £218 Cost Centre 190 Henry Smith Playing Fields Code 4605 Play Equipment Repairs / Maint.

Cost Centre 220 Town Verges
Code 4420 Grass Cutting £183 at the end of January 2018.
Increase expenditure because of increase to income from Grass Cutting Grant.

16 Youth Club (Agenda item 15)

Correspondence from the Youth Worker Kira Bernard was noted.

Correspondence from Youth Support Service was also noted. Members noted that Cllr Emery and the Town Clerk have subsequently met with Jackie Squire, Youth Commissioning Officer, Youth Support Service, Central Bedfordshire Council and Angela Perry, Youth Support Service Manager, Youth Support Service, Central Bedfordshire Council on Tuesday 27th February 2018.

Members were provided with further correspondence from Youth Support Service with regards to match funding for the youth club. The correspondence was noted, and Cllr Emery and the Town Clerk were thanked.

17 Register of Interests (Agenda item 16)

Correspondence from Central Bedfordshire Council with regards to changes to registering of interests was noted.

18 Potton Hall for All (Agenda item 17)

Correspondence from Geoff Emery with regards to Potton Hall for All was noted.

Cllr Emery advised that Cllr Lewis and Cllr Emery had worked on a draft lease for the Hall for All. Cllr Emery then advised that Hall for All have asked Tim Sills from Woodfines to act on behalf of the Hall for All and would the town council consider using another solicitor for example BBW.

Members considered about asking BBW to act on behalf of the town council. Members were reminded that BBW wouldn't work on behalf of the town council, when an enquiry was sent about obtaining a quotation for the lease for Mill Lane Pavilion.

It was **resolved** that BBW work on behalf of the town council for the Hall for All.

It was requested that a copy of the lease prepared by Cllr Lewis and Cllr Emery be sent to the Town Clerk.

It was **resolved** that a copy of the lease prepared by Cllr Lewis and Cllr Emery be sent to the Town Clerk.

19 Sandy/Potton cycle path – Sustrans (Agenda item 18)

Correspondence from Peter Bate, Sustrans with regards to the Sandy/Potton cycle path was noted.

It was also noted that work were delayed as an agreement between the RSPB and Central Bedfordshire Council hadn't been signed.

20 Car Park (Agenda item 19)

Members noted the replacement proposed car park plan and the following amended plans have been requested;

201709-PTC-C-200 000 Site Clearance
201709-PTC-C-300 000 Fencing
201709-PTC-C-500 000 Drainage and Ducts
201709-PTC-C-600 000 Earthworks
201709-PTC-C-900 000 Asphalt Pavements
201709-PTC-C-1100000 Kerbs
201709-PTC-C-S1300 000 Street Lighting Elevations

Subject to the plans being available by the 13th March 2018, hopefully approval will be gained by the 20th March 2018.

A discussion about mixed surfaces took place.

21 Consultation on changes to bin collections (Agenda item 20)

Correspondence from Central Bedfordshire Council (CBC) with regards to a consultation on possible changes to bin collections to houses (not flats) was noted.

Members discussed about having precise instructions from CBC with regards to what can go in the Green Bin.

It was **resolved (i)** to encourage residents to respond to the consultation.
(ii) contact Biggles FM about the consultation so that they can mention.
(iii) encourage residents to recycle.

22 Damage to land Myers Road / Downside Gardens (Agenda item 21)

Correspondence from Central Bedfordshire Council (CBC) with regards to damage to land Myers Road / Downside Gardens was noted.

It was **resolved** to observe and feedback damage to land Myers Road / Downside Gardens to CBC.

23 Kier – Biggleswade Road (Agenda item 22)

Correspondence from James Griffiths, Kier Living was noted.

It was **resolved** to request that Kier Homes increase the commuted sum and then the town council would then consider being responsible for the Local Equipped Area of Play (LEAP).

24 Experience Bedfordshire (Agenda item 23)

Correspondence from Experience Bedfordshire Ltd with regards to local town councils promoting their area was noted.

It was **resolved** to submit information to Experience Bedfordshire Ltd to promote Potton.

25 Market Square - Rural Match Funding (Agenda item 24)

Members noted minute 4, 23rd January 2018 town council meeting “**(ii)** to write to all traders in the Market Square to ask that they each pay an equal share of the proportional amount of £2,500, to cover the town councils above spend.”

Members noted the correspondence sent to the twenty-five establishments in the Market Square and the three responses.

Members discussed the correspondence and the town council having no budget to fund the consultation.

It was **resolved (i)** to not accept the £100 contribution from Right Click Creative. **(ii)** to thank Right Click Creative for agreeing to contribute £100 towards the cost. **(iii)** to thank Elephant and Feather for the correspondence. **(iv)** that the Town Clerk suggests where monies can be found to pay for the consultation.

26 To Arrange Date of the Next Meeting (Agenda item 25)

The next meeting of the Town Council is arranged for Tuesday 3rd April 2018.

Signed.....ChairmanDate

Mission Statement

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