

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 10th April 2018, 7.00pm at the Community Centre.

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

Absent: Councillors Mr A. Bell, Mr J. Hobbs, Mr J. Lean and Mr C. Temple.

Also Present: Central Bedfordshire Council Councillor Gurney, Mr J Griffiths Kier Homes and three members of the public and the Town Clerk.

1 Apologies for absence

Councillors Mr A. Bell, Mr J. Hobbs, Mr J. Lean and Mr C. Temple.

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

The Chairman advised the members of the public present that they would be allowed to speak about the beginning of the items they are present for.

No questions from the public.

4 Statement read out by the Chairman

The Chairman read out the following statement;

"Following the Town Council meeting in January 2018, it was stated by Roy Bloxham - a member of Potton Colts - during the public participation session that the current Executive Headteacher at Potton Federation was looking to retire in the summer. This statement was wholly inaccurate and for clarification Mrs Cathy Smart will remain the Executive Headteacher for the foreseeable future and has no plans to retire. It should also be clarified that the failure of funding applications for the proposed 3g multi sports surface at the Potton Federation site were down to the uncertainty that comes with CBC (Central Bedfordshire Council) being that landowner of that site."

The Chairman read out the following response from Potton Colts;

"Apologies for my late response, however I needed to consult with Mr Bloxham and the Potton Colts Committee regarding this attached document. Following our discussions and after speaking to Mr Bloxham, we believe that not all the recordings of these minutes are a true reflection of what Mr Bloxham said at the meeting."

Mr Bloxham has been quoted as saying "The current headteacher is looking too retire in the summer 2018" Mr Bloxham actually said "the project has stalled when headteachers have changed at the school in Potton, and that if the current headteacher retired within the next three years the project would be back to square one"

We understand Mrs Smarts' concerns with these minutes however would like to bring this to the attention of Mrs Smart and the committee at the next PTC meeting and furthermore have the minutes amended to reflect what was actually said.

Mr Bloxham has also added that during the meeting there was an item relating to Sandy Upper School becoming a secondary school in the two-tier system, and its potential impact on Potton Federation School, which was discussed. However, comments made by Councillor Macdonald during that discussion, have not been recorded in the minutes.

We understand that these minutes have been agreed, and may not be able to be amended, however we would like it to be recorded in the next PTC minutes that Mr Bloxham does not agree with what has been said previously, and in turn a correction of the discussion be formally recorded, please"

The Chairman spoke about the matter.

The town council made no correction of the discussion.

5 Minutes

The minutes of the previous meeting held on the 6th March 2018 which had been previously circulated, was approved and signed as a true and accurate record.

6 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:

Planning Committee – 6.3.18

Playing Fields, Allotments and Burials Committee – 20.3.18

Neighbourhood Plan – 29.3.18

7 Reports from Central Bedfordshire Councillors

No report from Cllr Gurney.

Report from Cllr Zerny emailed.

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.
- 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.

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

Application No: CB/18/00143/ADV

Location: 24 Market Square, Potton, Sandy SG19 2NP

Proposal: Advertisement: New Fascia Sign

It was **resolved** no comment. It was noted the application is retrospective.

Central Bedfordshire Council Councillor Gurney arrived.

Application No: CB/18/01011/OUT

Location: Land off Sutton Road, Potton

Proposal: Outline planning permission for up to 80 dwellings with associated landscaping, open space and vehicular and pedestrian access off Sutton Road.

The Chairman suspended standing orders to allow a member of the public to speak.

A plan of the site provided by the member of the public was handed to members.

The Chairman asked the member of the public to speak about the application.

The member of the public spoke to the town council at length about the planning application.

Councillor Zerny arrived.

Numerous lengthy discussions then took place with cllrs and the member of public.

It was **resolved** to object to the application for the following reasons;

- Health Services – Link with Gamlingay
- Traffic Flow
- Parking
- Public Transport
- Outside Settlement Envelope
- Enlarging the town
- SUDS – Attenuation pond
- Amenity of Bury Hill
- Does not adhere to draft Neighbourhood Plan

Application No: CB/18/00552/LB

Location: 24 Market Square, Potton, Sandy SG19 2NP

Proposal: Listed Building: Change of Use to Beauty Salon

It was **resolved** no comment.

Application No: CB/18/00499/FULL

Location: 24 Market Square, Potton, Sandy SG19 2NP

Proposal: Listed Building: Change of Use to Beauty Salon

It was **resolved** no comment.

9 Councillors Surgery

Councillors Surgery took place on the 17th March 2018. Cllrs Ellison and Macdonald were in attendance with PC Sally Bonham.

Members noted the report from Cllr Macdonald.

10 Potton Hall for All

The Chairman suspended standing orders to allow a member of the public to speak.

The Chairman asked the member of the public (Kim Gutteridge, Potton Hall for All) to speak about Potton Hall for All.

Kim Gutteridge gave the following update Central Bedfordshire Council's Executive had met on the 3rd April 2018 to discuss Potton Hall for All. Before the meeting started a discussion took place to discuss the recommendations and ask for an amendment to one of the recommendations. The amendment was agreed. Central Bedfordshire Council and Potton Town Council Cllr Zerny, Central Bedfordshire Council Cllr Gurney and Cllr Hobbs Chairman were in attendance. Cllr Zerny and Cllr Gurney both spoke at the Executive Meeting to support the Potton Hall for All. At the Executive meeting it was resolved;

1. On receipt of a transfer notice from the developer, and to the timescale described in the S106 Agreement for land on the east side of Biggleswade Road, Potton, that the receipt of up to 0.52 ha of the community hall land on behalf of Potton Town Council for the purpose defined in the 2014 S106 Agreement for land east of Biggleswade Road, Potton, be approved.

2. Subject to Potton Town Council and the Hall for All group confirming that the community building is fully funded, allocate the S106 funding which has been secured for the purposes of developing a Community Building from the Land east of Biggleswade Road (£579,132) and 64, Biggleswade Road (£179, 859) developments, to Potton Town Council, to part fund the Hall for All community building.

3. Request Potton Town Council to confirm greater commitment to the realisation of the community building. Authorise the Directors of Regeneration and Community Services, in consultation with the relevant Executive Members, to make any further decisions regarding the transfer of the Community Hall Land and S106 funding to Potton Town Council. This should include ensuring a restrictive covenant is placed on the land for a community building or its use as public open space.

4. That the S106 funding to Potton Town Council, upon receipt of evidence showing that full funding has been secured, be approved. This evidence must be provided within 2 years of the last S106

payment being received and the S106 money must be profiled in a Funding Plan to finance the final construction phase of the community building. This shall also apply to any further S106 funding secured for the purposes of the community building in Potton secured from future developments in Potton; and

5. To request that Potton Town Council and the CBC ward Members for Potton confirm to Central Bedfordshire Council that the reallocation of S106 funding detailed in the report to fund the Potton Hall for All community building is in line with their priorities for the use of S106 for the Town.

The Chairman thanked Kim Gutteridge.

The town council then discussed about what other organisation projects the town council has submitted requests for Section 106 – CIL (Community Infrastructure Levy) for.

The Town Council has made a submission in May 2017 to CBC for the following organisations projects;

- Potton Bowls Club

Various (Including modular building, flooring, carpark) £16,000

- Potton Cricket Club

Water and Electric supply £3,000

Decoration £2,000

Cricket Practice Net £10,000

The town council discussed about the MUGA in Biggleswade Road which is included in the draft Neighbourhood Plan for Section 106 monies. Members weren't sure why a request for Section 106 monies for the MUGA in Biggleswade Road was included.

The town council then discussed about Potton Colts FC who have been in contact with CBC with regards to Section 106 – CIL for a 3g pitch for Potton Colts / Potton Federation.

The town council then discussed about Potton Town Bowls Club who will be submitting correspondence to the town council asking the town council to consider submitting a Section 106 - CIL request to CBC.

The town council then discussed about whether Potton Hall for All is the priority for everyone in the town. The town council discussed about consultation for the Neighbourhood Plan, had identified Potton Hall for All as main choice for Section 106.

11 Considering the time and place of ordinary meetings of the full council up to and including the annual meeting of full council in May 2019.

It was noted that the town council has moved two of the last four town council meetings (January and April) and standing orders require the town council to set meeting dates for full council up to and including the next annual meeting of full council at the annual meeting in May.

Members discussed about the town council currently having no lady Cllrs. It was commented that Tuesday evenings are convenient for ladies as various ladies groups meet on a Tuesday evening.

It was suggested that the meeting scheduled for the 1st January 2018 takes place on the 8th January 2018 because the 1st is a bank holiday and the meeting scheduled for the 7th May 2019 takes place on the 14th May 2019, because an election will take place in May 2019.

It was **resolved** to put forward the following dates for ordinary meetings of the full council up to and including the annual meeting of full council in May 2019;

Meeting	Date
Annual Town Council 1	01/05/2018
Town Council 2	05/06/2018
Town Council 3	03/07/2018
Town Council 4	04/09/2018
Town Council 5	02/10/2018
Town Council 6	06/11/2018
Town Council 7	04/12/2018
Town Council 8	08/01/2019
Town Council 9	05/02/2019
Town Council 10	05/03/2019
Town Council 11	02/04/2019
Annual Town Council 1	14/05/2019

12 Street Naming and Numbering

The correspondence with regards to street naming was noted.

It was **resolved** not to approve of the names put forward by the developer for road names for the Sandy Road development.

Members were reminded that Central Bedfordshire Council require reasoning behind the name suggestion(s), confirmation that none of the names relate to living people, and finally confirmation that any living relatives in the area are happy for the names to be used.

Members proceeded to go through the town council's road name list.

It was **resolved** to remove Golf Course View from the town council's road name list.

Members suggested Burmo, Berridge and Lawson from the town council's road name list.

The Chairman suspended standing orders to allow a member of the public to speak.

CBC Cllr Gurney suggested Lewis after Anita Lewis for a road name.

Cllr Lewis was asked if he gives permission for road to be named after Anita Lewis. Cllr Lewis gave permission for a road to be named after Anita Lewis.

It was **resolved** to put forward Burmo, Berridge, Lawson and Lewis to Central Bedfordshire Council for consideration for road names for the Sandy Road development.

13 Mill Lane Recreation Ground

The correspondence with regards to using Mill Lane recreation Ground was noted.

Correspondence from the Chairman of Potton Colts FC and further correspondence from the enquirer was noted.

Members advised they were supportive of children's fitness.

It was **resolved** to charge £20 a session for the use of Mill Lane Recreation Ground and the changing rooms if the town council cleans the changing rooms and £10 a session for the use of Mill Lane Recreation Ground and the changing rooms if the enquirer cleans the changing rooms.

14 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 31st March 2018 be approved.

ii. Verify Bank Reconciliations against statement 1st February – 28th February 2018.

It was **resolved** that the bank reconciliation for 1st February – 28th February 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 February 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 28th February 2018.

iv. The Fire Fighters Charity

Members noted the correspondence from The Fire Fighters Charity.

Members discussed using Section 137 to make a donation towards The Fire Fighters Charity.

It was **resolved** to donate £100 from Section 137 to The Fire Fighters Charity.

v. Verify Bank Reconciliations against statement 1st March – 31st March 2018.

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

vi. To receive a draft income and expenditure by budget heading report showing progress against the budget 2017/18 at the end of March 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 March 2018.

vii. 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 4005 Employer's Pension £175 at the end of March 2018. Overspend due to Additional members of staff in the pension scheme.

Cost Centre 110 Administration

Code 4145 Training Staff/Councillors £219 at the end of March 2018. Overspend due to Additional training.

viii. Virements

Members discussed about virements.

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

Cost Centre 100 Staff Costs

Code 4005 Employer's Pension £175 at the end of March 2017.
Suggested virement £175 from Cost Centre 100
Administration Code 4000 Salaries & Wages.

Cost Centre 110 Administration
Code 4145 Training Staff/Councillors £219 at the end of March 2018.
Suggested virement £175 from Cost Centre 100
Administration Code 4000 Salaries & Wages.

ix. Balance Sheet

Members were provided with a draft balance sheet for the 31st March 2018 which shows the funds available.

The current draft balance sheet indicated at the 31st March 2018 that the council has £319,620 in funds available, with a General Reserve of £127,544 and Ear Marked Reserves of £192,076.

The Responsible Financial Officer had advised that some of the General Reserve monies are transferred to Ear Marked Reserves before the 2017-18 accounts are closed down.

Members noted the 2017-18 accounts will be closed down on the 23rd April 2018. The 2018-19 accounts will also be started on the 23rd April 2018.

x. 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.

Members proceeded to go through each cost centre.

100 Staff Costs
Any excess to remain in General Reserve.

110 Administration
EM reserve for the Neighbourhood Plan increased by £4,752.

120 Office Running Costs
Any excess to remain in General Reserve.

130 Community Centre
Any excess to remain in General Reserve.

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 increased by £9,544.
EM reserve for the Cemetery Extension increased by £3,000.

165 Churchyard
New EM reserve is set up for Churchyard and the amount added to the EMR is £2,113.

170 Allotments
Any excess to remain in General Reserve.

180 Car Park
EM reserve for the Carpark increased by £816.

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

200 Henry Smith Field
EM reserve for the Skatepark increased by £2,690.
EM reserve for the Brook increased by £781.

210 Streetlighting
No excess.

220 Town Verges
No excess.

230 Public Conveniences
EM reserve for the Public Conveniences increased by £2,286.

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

Members proceeded to go through additional recommendations and discussed about further Ear Marked Reserves.

It was **resolved** to approve of the following additional Ear

Marked Reserves.

EM reserve for the Brook increased by a further £3,000.

New EM reserve is set up for Election and the amount added to the EMR is £7,000.

New EM reserve is set up for Trees and the amount added to the EMR is £3,000.

New EM reserve is set up for Rural Match Fund and the amount added to the EMR is £2,500.

EM reserve for the Legal Fees increased by £5,000.

EM reserve for the Office Movement increased by £5,000.

EM reserve for the Car Park increased by a further £5,000.

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

15 Youth Club

Members noted the Quarterly report from Groundwork.

16 BATPC (Bedfordshire Association of Town and Parish Councils

Correspondence from BATPC with regards to PC05-18 Local Government Ethical Standards was noted.

17 Royal British Legion

Correspondence from the Royal British Legion with regards to an event on the 12th August 2018 was noted.

18 CPRE Bedfordshire 31st AGM

Correspondence with regards to the CPRE Bedfordshire 31st AGM was noted.

19 Car Park

The Chairman advised that planning permission has been granted with the following conditions or reasons.

Conditions or Reasons:

1) The development hereby permitted shall begin not later than three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2) The extended parking area shall not be occupied or first brought into use until a 'Maintenance and Management Plan' for the entire surface water drainage system, inclusive of any adoption arrangements and/or private ownership or responsibilities has been submitted to and approved in writing by the Local Planning Authority. The surface water drainage scheme shall be fully installed in accordance with the approved details.

Reason: To ensure that the implementation and long term operation of a sustainable drainage system (SuDS) is in line with what has been

approved, in accordance with Written Statement HCWS161.

3) No equipment, machinery or materials shall be brought on to the site for the purposes of development until substantial protective fencing for the protection of any retained trees (shown to be protected to the south of the application site on drg no 201709-PTC-C-200 Rev 003) has been erected in positions that will prevent damage by construction works. The Tree protection fencing shall be erected at a distance and design shown in BS 5837 of 2012 or as may be subsequently amended. The fencing shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made.

Reason: To protect the trees so enclosed in accordance with Section 8 of BS 5837 of 2012 or as may be subsequently amended.
(Sections 7 & 11, NPPF)

4) Any gates provided shall open away from the highway and be set back a distance of at least 5.0m from the nearside edge of the carriageway of the adjoining highway.

Reason: To enable vehicles to draw off the highway before the gates are opened.

5) Before the premises are occupied all on site vehicular areas shall be surfaced in a stable and durable materials in accordance with details to be approved in writing by the Local Planning Authority. Arrangements shall be made for surface water drainage from the site to soak away within the site so that it does not discharge into the highway or into the main drainage system.

Reason: To avoid the carriage of mud or other extraneous material or surface water from the site so as to safeguard the interest of highway safety and reduce the risk of flooding and to minimise inconvenience to users of the premises and ensure satisfactory parking of vehicles outside highway limits.

6) The street lighting shall be shielded so that no glare or dazzle occurs to drivers of vehicles using the public highway.

Reason: In the interest of road safety.

7) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers:

OS site location plan

201709-PTC-C-100 Existing site plan

201709-PTC-110-002 Rev 003 Proposed site plan revised 23.2.18

201709-PTC-C-200 Rev 002 Site Clearance revised 19.3.18

201709-PTC-C-300 Rev 002 Fencing revised 19.3.18

201709-PTC-C-500 Rev 001 Service Ducts & Drainage revised 19.3.18

201709-PTC-C-600 Rev 001 Earthworks revised 19.3.18
201709-PTC-C-900 Rev 002 Asphalt Pavement revised 19.3.18
201709-PTC-C-1100 Rev 002 Kerbs & Paths revised 19.3.18
201709-PTC-C-S1300 Rev 002 Proposed Lighting Columns
Design, Access, Planning & Heritage Statement (27/11/17)
Flood Risk Assessment

Reason: To identify the approved plans and to avoid doubt.

20 Neighbourhood Plan

Draft Potton Neighbourhood Development Plan was noted.

The Chairman asked Cllr Price Williams to outline the Draft Potton Neighbourhood Development Plan.

Cllr Price Williams outlined the Draft Potton Neighbourhood Development Plan.

It was **resolved (i)** to thank the Neighbourhood Plan Group for all the work involved to produce the Draft Potton Neighbourhood Development Plan. **(ii)** to accept the Draft Potton Neighbourhood Development Plan.

21 Greensand Country Landscape Partnership

Correspondence from Greensand Country Landscape Partnership was noted.

22 Community Development Service

Correspondence from Central Bedfordshire Council with regards to Community Development Service was noted.

23 Tommy Figures

Members were advised that Mr Belcher has requested that the town council consider applying to Potton Consolidated Charity (PCC) for funding of 10 Tommy 6-foot aluminium figures @ £750.00 each (£7,500.00 for ten) and funding for protection of the figures.

Members noted that fifty names are on the war memorial located at Potton Cemetery for the First World War. A plaque with the fifty names is also located in St Mary's Church.

Mr Belcher had requested that if the town council makes the application of funding to PCC and the PCC approve the town council's application, that one Tommy figure is put out on display on every day from the 1st November.

It was **resolved** to support the initiative and await a response from the PCC once they have considered Mr Belcher's proposal.

24 Potton Vineyard Equipment

It was noted that the town council has been asked whether the silver chairs and tables which are stored in the Market Square will still be available for use for charity events held in the Market Square and the trustees of Potton Vineyard Church have requested a donation of £100 to send to an orphanage in India for the tables and chairs.

It was **resolved** to donate £100 to Potton Vineyard Church for the silver tables and chairs.

25 Four Seasons Market

The Chairman suspended standing orders to allow the meeting to continue past 9.00pm.

Members noted the Clerks Report.

Members discussed about how to proceed with the seasonal market and this included charges, TEN (Temporary Events Notice) and setting up and packing away of stalls.

The Chairman suspended standing orders to allow a member of the public to speak.

It was **resolved (i)** to contact Party on Potton with regards to them setting up and packing away the Seasonal Market Stalls and collecting stallholder monies. **(ii)** if Party on Potton agree they are given the income from the Four Seasons Market.

26 Kier – Biggleswade Road

Members noted minute 23 Kier – Biggleswade Road (Agenda item 22) 6th March 2018 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).

Correspondence which has arrived from James Griffiths, Kier Homes was noted.

The Chairman asked James Griffiths from Kier Homes who was in attendance to outline his proposal.

Mr Griffiths advised about options available for the play area and his preference was to transfer all the open space, with the Management Company maintaining the LEAP on behalf of the Council.

Members had various questions about the Management Company which Mr Griffiths answered.

It was **resolved (i)** to accept the transfer of all the large area of open space, with the Management Company maintaining the LEAP on behalf of the Council. **(ii)** that signage is displayed to advise that the LEAP is maintained by the Management Company.

27 To Arrange Date of the Next Meeting

The next meeting of the Town Council is arranged for Tuesday 1st May 2018.

28 Confidential – Commercial and Staffing Matters

Councillor Angus Macdonald (Chairman) passed the following motion:
That, in pursuance of the confidential matters concerning commercial and staff issues, members of the public were asked to withdraw from the meeting.

Signed.....ChairmanDate

Mission Statement

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