

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 1<sup>st</sup> May 2018, 7.10pm at the Community Centre.

**Present:** Councillors Mr D. Ellison (Chairman items 1 – 14), Mr G. Emery, Mr J. Hobbs, Mr L. Ivall, Mr J. Lean, Mr A. Leggatt, Mr J. Lewis, Mr A. Macdonald (Chairman items 15 onwards), Mr J. Price Williams, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

**Absent:** Councillors Mr A. Bell, Mr A. Gibb and Mr R. Harris.

**Also Present:** Central Bedfordshire Council Councillor Gurney, 1 member of the public and the Town Clerk.

The Chairman altered the order of the meeting to consider Apologies for absence in advance of Election of Chairman, so that he could advise about apologies for late arrival had been received from the Chairman Councillor Mr A. Macdonald.

**1 Apologies for absence (Agenda item 2)**

Apologies for absence had been received from Councillors Mr A. Bell, Mr A. Gibb and Mr R. Harris.

Apologies for late arrival had been received from Councillors Mr A. Macdonald and Mr A. Zerny.

**2 Election of Chairman (Agenda item 1)**

Cllr Ellison advised that Cllr Macdonald is willing to be Chairman for one more year.

Cllr Ellison invited nominations for the position of Chairman of Potton Town Council.

Cllr Ellison advised that Cllr Macdonald was willing to be Chairman for one more year.

Standing order 5f "No member can hold office as Chairman of Council for a period exceeding two consecutive years." was suspended for the forth coming year to allow for Cllr Macdonald to be elected as Chairman.

It was **resolved (i)** that Cllr Mr A. Macdonald be appointed as Chairman of the Town Council for the forthcoming year. **(ii)** that Cllr Mr D. Ellison be appointed Chairman of the meeting until the Election of Vice-Chairman had taken place.

### **3 Election of Vice-Chairman**

The Chairman advised that he is willing to stand as Vice-Chairman, though he wanted to advise cllrs he wouldn't stand to be Chairman next year.

The Chairman invited nominations for the position of Vice-Chairman of Potton Town Council.

It was **resolved** that Mr D. Ellison be appointed as Vice-Chairman of the Town Council.

### **4 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.

### **5 Public Participation Session**

The Chairman was aware that the member of the public present wanted to speak about Sutton Road Planning application and advised the member of the public that she would be allowed to speak when the planning item is discussed.

The Town Clerk advised that a planning item isn't included on the agenda.

The Chairman asked the member of the public to speak.

A resident asked a question about which town cllr will be attending the Sutton Road Planning application appeal.

Chairman advised at this stage he was unable to advise which town cllr will be attending the Sutton Road Planning application appeal.

The same resident then spoke and advised that none of the town cllrs attended the Biggleswade Road appeal.

A discussion about attendance at appeal meetings took place.

The Chairman advised that either the Chairman or one of the other town cllrs will be attending the Sutton Road Planning application appeal.

The Town Clerk reminded the Chairman that a member of the public can only speak for three minutes.

The same resident then spoke that when the planning application for Sutton Road was submitted in 2017 they started a petition and 1,216 signed the petition. The resident then advised that they had undertaken a further petition and they wanted to beat the original 1,216 obtained in 2017, in 2018 1,516 signed the petition.

It was **resolved (i)** to write to Central Bedfordshire Council to advise that either the Chairman of the town council or one of the other town cllrs would attend the Sutton Road Planning application appeal and wanted to speak at the appeal. **(ii)** that an agenda item is included on the June 2018

town council agenda to consider who will speak at the Sutton Road Planning application appeal.

**6 Minutes**

The minutes of the previous meeting held on the 10<sup>th</sup> April 2018, which had been previously circulated, were approved and signed as a true and accurate record.

**7 Town Council Committees**

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

Social Media Sub-Committee – 17.4.18

General Data Protection Data Regulation Sub-Committee – 18.4.18

Neighbourhood Plan Steering Group – 24.4.18

**8 Reports from Central Bedfordshire Councillors**

Cllr Gurney gave the following report.

- Percentage for SAT's at the end of Key Stage 2 were down, hopefully will improve with going from three to two tiers.
- Local Plan approved by Central Bedfordshire Council.
- Home for the elderly in Potton pursuing long term.
- Section 106 and roads with residents having to pay a firm in London.

The Chairman asked when will the Local Plan be rubber stamped.

Cllr Gurney advised don't know.

A member asked about the condition of the roads including King Street and Hatley Road.

Cllr Gurney advised Central Bedfordshire Council have been awarded monies from the Government to carry out repairs.

A member commented that Highways carry out an assessment of a pot hole and mark the road, leaving various other nearby pot holes.

No report from Cllr Zerny.

**9 Review of delegation arrangements to committees, sub-committees, staff and other local authorities**

It was noted that the schemes of delegation for the committees, sub-committees and staff will be taken to the committees, sub-committees for recommendation to Town Council.

**10 Review of the terms of reference for committees**

It was noted that the schemes of delegation for the committees, sub-committees and staff will be taken to the committees, sub-committees for recommendation to Town Council.

### 11 Appointment of members to existing committees (Agenda item 13)

It was **resolved** that all Councillors be elected to serve on the Committees and Groups as indicated, together with appointed members of the public.

	Town Councillors	Planning & Building	Playfields & Allotments	Social Media	Employment	Potton Colts	Market Town Regeneration	Cemetery and Churchyard	Christmas Lights	Potton Hall for All	Potton Town Council	Arts Panel	Orchard Group	Youth Club	Cycleway	Tree Wardens	PCC Community Agent	Car Park Tenders	East Beds Comm	PCC Trustees (Sept 2020)	Total		
Mr A Bell																					3		
Mr D Ellison																					8		
Mr G Emery																					5		
Mr A Gibb																					9		
Mr R Harris																					3		
Mr J Hobbs																					4		
Mr L Ivall																					3		
Mr J Lean																					5		
Mr A Leggatt																					4		
Mr J Lewis																					6		
Mr A Macdonald																					10		
Mr J Price Williams																					5		
Mr C Temple																					4		
Mr R Whitfield																					5		
Mr A Zenry																					1		
Total	15	7	6	6	4	4	2	2	1	2	4	1	3	1	3	1	1	0	1	5	0	4	2

Potton Hall for All																					
Potton History Soc																					
Potton Playhouse																					
Potton Show																					

Mrs A Adnitt																					
Mrs C Belcher																					
Mr A Fenton																					
Mrs S Pryer																					
Mrs J Way																					

**12 Appointment of any new committees**

It was **resolved** that no new committees are required.

**13 Review and adoption of appropriate standing orders and financial regulations**

It was **resolved** that the Standing Orders and the Financial Regulations are both adopted.

**14 Review of inventory of land and assets including buildings and office equipment**

The Council noted the Council Deeds which had been placed on the table at the meeting.

Members discussed about the asset register.

A member asked why the Harmonium wasn't on the asset register. Town Clerk advised the Harmonium hasn't been removed from the asset register and is included in the Cemetery asset.

A member asked about the removal of items from the asset register that are no longer owned by the town council. The Town Clerk items like the old skatepark are still on the asset register to show the internal and external auditor that they have been removed.

A member asked about why the assets don't have either a depreciating value or replacement value. The Town Clerk advised the auditor requires the asset register to show the price paid value.

A member asked why the Sheffield Close bus shelter was still on the asset register as it has it has recently been removed and whether the bus shelter will be replaced. The Town Clerk advised that he wasn't aware that the Sheffield Close bus shelter had been removed.

It was **resolved** to investigate the removal of the Sheffield Close bus shelter and whether a replacement will be installed.

Cllr Macdonald arrived.

**15 Confirmation of arrangements for insurance cover in respect of all insured risks**

Members discussed the correspondence from Zurich Town and Parish Insurance. A member asked why the cost was £3,695.06 in the list of payments and £3,615.19 in the resolution.

The Town Clerk advised that the resolution was last year's figure and the town council now have a new skatepark which is more difficult, and this results an increase to the premium.

It was **resolved** that the Town Council continue with the second year of the three-year agreement (with an option to extend for a further two years

to a total of five years) with Zurich Town and Parish Insurance and with additional items added and index linking the cost for this year is £3,695.06.

**16 Review of the council's and/or staff subscriptions to other bodies**

It was **resolved** to approve the council's and staff subscriptions to other bodies.

**17 Review of the council's complaints procedure**

It was **resolved** to approve the Council's current Complaints policy.

**18 Requests for information**

It was noted that the GDPR sub-committee would be amending the town council's procedure.

It was **resolved** to approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

**19 Review of the council's policy for dealing with the press/media**

It was **resolved** to confirm approval of the council's current policy (Media Communications Protocol which was adopted in July 2014) for dealing with the press/media.

**20 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**

It was **resolved** that the meeting take place at 7pm in the Community Centre, Brook End, Potton on the dates listed below.

<b>Meeting</b>	<b>Date</b>
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

## **21 Councillors Surgery**

Cllr Zerny arrived.

The Councillors Surgery took place on the 14<sup>th</sup> April 2018. Cllrs Price Williams and Temple were in attendance with PC Bonham. Report from Cllr Temple was noted.

Various items on the report were discussed including the Church Causeway and the width of the footpath outside the Coach House.

Members noted that Bedfordshire Police won't be attending future Councillors Surgeries.

## **22 Councillors Surgery Dates**

Members discussed about the monthly Councillor Surgery which takes place once a month on a Saturday 10am – 12 noon in the Library.

It was noted that Cllrs Harris and Ivall are attending May 2018 and Cllrs Gibb and Ellison June 2018.

Members were advised that Cllr Harris is now unable to attend May 2018.

The Chairman asked for volunteers.

Cllrs Temple volunteered to attend in place of Cllr Harris for May 2018.

Cllrs Emery and Hobbs volunteered for July 2018.

Cllrs Lean and Whitfield volunteered for August 2018.

Cllrs Lewis and Macdonald volunteered for September 2018.

Cllrs Ellison and Leggatt volunteered for October 2018.

Cllrs Bell and Gibb were put forward for November 2018.

Cllr Harris was put forward and Cllr Macdonald volunteered for December 2018.

It was **resolved** that the surgeries are as follows Cllrs Temple attend in place of Cllr Harris for May 2018, Cllrs Emery and Hobbs July 2018, Cllrs Lean and Whitfield August 2018, Cllrs Lewis and Macdonald (Seasonal Market Day) September 2018, Cllrs Ellison and Leggatt October 2018, Cllrs Bell and Gibb November 2018 and Cllr Harris and Macdonald December 2018 (Seasonal Market Day).

### **23 Facebook Request**

The town council noted the request via facebook about having free use of the Community Centre.

Members considered the request from Zara Lawrence to use the Community Centre free of charge for a Coffee Morning on the 9<sup>th</sup> June 2018 to raise money for Bedford and District Cerebral Palsy Society (BDCPS).

The Town Clerk mentioned about using Section 137 to allow for the free of charge use.

It was **resolved** to allow Zara Lawrence free of charge use of the Community Centre on the 9<sup>th</sup> June 2018 for a Coffee Morning to allow her to raise money for Bedford and District Cerebral Palsy Society (BDCPS).

### **24 Link-a-ride**

Members noted the correspondence received asking for funding towards Link-a-ride and that they could award monies from Section 137.

It was suggested that Link-a-ride apply for funding from Potton Consolidated Charity.

It was **resolved** to advise Link-a-ride to apply for funding from Potton Consolidated Charity.

### **25 Finance**

#### **i. To approve the list of payments.**

It was **resolved** that the payments up to the 1st May 2018 be approved.

### **26 To arrange the date for Councillor's Inspection Tour**

Members were asked to consider a date for the Councillor's Inspection Tour.

It was suggested that the Councillor's Inspection Tour takes place after the Planning Committee on the 15<sup>th</sup> May 2018.

It was **resolved (i)** that the Councillor's Inspection Tour take place after the Planning Committee meeting on the 15<sup>th</sup> May 2018 and starts at the Cemetery Chapel. **(ii)** that the Planning Committee meet at 6.30pm in the Cemetery Chapel.

### **27 Potton Colts FC**

Members were advised that Cllrs Ivall and Macdonald attended a meeting with representatives of Potton Colts FC on the 30<sup>th</sup> April 2018 to discuss a 3G pitch for Potton.

Cllrs Ivall and Macdonald advised that Potton Colts FC are working out costing for various size 3G pitches including fencing and lighting.



**28 Potton Hall for All**

The Chairman asked Cllr Emery if he wanted to give an update.

Cllr Emery advised that an application for 1.5million pounds had been submitted, the May Day Fete will take place at Potton Cricket Club and Section 106 monies for Marston Forest are being reallocated to Potton Hall for All from the Biggleswade Road agreement.

The Chairman thanked Cllr Emery for the report.

**29 Bedfordshire Police - Community Priority Setting Meeting**

Correspondence with regards to Community Priority Setting Meeting was noted.

Members were advised that Cllr Harris had attended previous Bedfordshire Police - Community Priority Setting Meetings and was willing to attend the next meeting.

Members put forward speeding on the priority setting form.

It was **resolved (i)** that Cllr Harris attends the Bedfordshire Police - Community Priority Setting Meeting. **(ii)** to submit speeding on the priority setting form.

**30 Bedfordshire Bugle**

The latest edition of the Bedfordshire Bugle from BATPC was noted.

**31 To Arrange Date of the Next Meeting**

The next meeting of the Town Council had been arranged for Tuesday 5<sup>th</sup> June 2018.

The meeting closed at 8.30pm.

Signed.....Chairman .....Date

**Mission Statement**

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