

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 2<sup>nd</sup> October 2018, 7.05pm at the Community Centre.

**Present:** Councillors Mr R. Harris, Mr J. Hobbs, 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 D. Ellison, Mr G. Emery, Mr A. Gibb and Mr L. Ivall.

**Also Present:** Mr A. Fenton Treasurer of Party on Potton and the Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr D. Ellison, Mr G. Emery, Mr A. Gibb and Mr L. Ivall.

**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 Development in Potton**

**3.1 Property Count**

The Chairman summarised the Town Clerks report

- As of the 31<sup>st</sup> March 2015 Potton's Property Count was 2,250 dwellings.
- During the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 the number of dwellings increased by 27.
- During the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 the number of dwellings increased by 20.
- Planning permission has been approved for 501 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, Land opposite the Playing Field, Mill Lane = 62, Land at 64 Biggleswade Road, Potton = 85 and Land to the west of Everton Road = 30)

**3.2 Planning Application(s) outside the remit of the Planning Committee**

**Application No:** CB/18/03013/OUT

**Location:** The Old Foundry, Willow Road, Potton, Sandy SG19 2PP

**Proposal:** Outline residential development of 10 No units with access.

After much discussion.

It was **resolved** to support the application if the following amendments are made.

- Removal of driveways with direct access onto Willow Road (Reason for this is a number of cars park on Willow Road and driveways would prevent parking).
- The Potton Housing Needs Survey from 2014 carried out by Bedfordshire Rural Communities Charity and the Draft

Neighbourhood Plan during consultation both identified the need for bungalows. The town council request at least two bungalows on this development.

- Consider a pedestrian access from the development to Chapel Street.

The Chairman advised due to Mr Fenton, Treasurer of Party on Potton not being in attendance, agenda item 4 Party on Potton will be deferred until Mr Fenton is in attendance.

**4 Bedfordshire Hate Crime #TAKEASTAND conference (Agenda item 5)**

Correspondence was noted.

**5 Public Participation Session (Agenda item 6)**

Cllr Whitfield reported about the Electric Organ, following a visit to assess the organ, advising that the organ was approximately twenty years old and wasn't fully functioning.

It was **resolved** to thank the resident for the kind offer, though to turn the offer down.

Cllr Hobbs wanted to raise about Annex H of the Neighbourhood Plan.

Cllr Hobbs and Cllr Price Williams advised that the draft Neighbourhood Plan is now ready to be sent to Central Bedfordshire Council (CBC) and that Annex H of the Neighbourhood Plan needed to be approved by the town council, before the Neighbourhood Plan could be sent to CBC.

Cllr Price Williams outlined Annex H of the Neighbourhood Plan.

Members asked questions and Cllr Price Williams duly answered.

It was **resolved** to approve Annex H of the Neighbourhood Plan, subject to duplications being removed and minor typographical amendments being made.

Mr Fenton, Treasurer of Party on Potton arrived.

The Chairman advised as Mr Fenton, Treasurer of Party on Potton was now in attendance, agenda item 4 Party on Potton will be the next item to be considered.

## **6 Party on Potton (Agenda item 4)**

The Chairman invited Mr Fenton, Treasurer of Party on Potton to speak to the town council.

Mr Fenton handed out a Party on Potton (POP) Big Weekend Daily Income Comparison and Big Weekend Income and Expenditure. Income in 2018 was higher than previous events, Sunday Day Income was down due to rain, but this allowed the Committee to have a rest. As well as income increasing, expenditure also increased, and this resulted in a deficit over the weekend as anticipated. Deficit over the weekend was higher than initial thought because of a higher than anticipated bill for additional toilet cleanings.

Mr Fenton thanked the town council for the donation of £500.

Mr Fenton advised that from the 2016 Big Weekend to the 2018 Big Weekend, Party on Potton had carried out 47 events to raise funds towards the 2018 Big Weekend.

Mr Fenton advised that following the Big Weekend, the POP Committee are going to donate £2,300 to groups in Potton and £750 to Great Ormond Street Hospital. The donation to groups in Potton includes donations to the groups that took part in the precession. A donation will also be given to Sound Express in Germany who came to the Big Weekend.

Mr Fenton advised that a new POP Committee has been elected and some of the old Committee members are staying on the POP Committee.

Mr Fenton advised that Lloyds Bank in Biggleswade were very helpful with regards to accepting the amount of change from the Big Weekend.

Mr Fenton advised the need for parking attendants at future POP Big Weekends to prevent vehicles from driving and parking on Henry Smith Playing Fields.

Mr Fenton advised that the POP Committee had received a few comments about the Scarecrows.

Mr Fenton advised that an orange car was placed on the Biggleswade Road roundabout.

Mr Fenton advised that the POP Committee had received very little negative comment about the event.

Mr Fenton advised that a member of the public had commented that the event must have made the POP Committee a massive profit, Mr Fenton advised he outlined costs to put on the event to the member of the public and the member of the public was then quiet.

Mr Fenton advised other comments made include that the POP committee must be being paid.

Mr Fenton advised that considering obtaining sponsorship for daytime events in the future.

The Chairman thanked Mr Fenton.

Members commented about a fantastic effort by Party on Potton Committee.

It was **resolved** to give a vote of thanks to the whole Party on Potton Committee.

The Chairman advised as Mr Fenton was present agenda item 11 Langenlonsheim will be the next item to be considered.

## **7 Langenlonsheim (Agenda item 11)**

The Chairman asked Cllr Leggatt to outline the item.

Cllr Leggatt outlined that the town had received an invitation to celebrate Langenlonsheim's 1250 years at various festivals in 2019 and that Potton had been twinned with Langenlonsheim since 1986.

Members were advised that the invitation is included in the newsletter which is to be delivered to all household's in Potton at the end of October 2018.

The Chairman asked if any members are planning to attend the main festival at the end of August to early September 2019 or any of the other festivals.

Cllrs Hobbs, Zerny, Leggatt and the Chairman all indicated they were planning to attend the main Langenlonsheim festival.

Members suggested about Potton Town Council presenting Langenlonsheim with something formally to celebrate Potton's twinning with Langenlonheim and 1250 years of Langenlonsheim.

It was suggested about contacting Paul Pibworth about commissioning a piece of artwork or another Shire Horse like is proposed for the Tall Trees development.

Various other suggestions were put forward by members and Mr Fenton.

It was **resolved (i)** to contact Paul Pibworth about producing a piece of artwork for Langenlonsheim which could be either a Shire Horse the same as proposed for Tall Trees or the commissioning a new piece of artwork. **(ii)** to leave Langenlonsheim on the town council agenda.

Mr Fenton left the meeting before the next item to be considered.

**8 Minutes (Agenda item 7)**

The minutes of the previous meeting held on the on 4<sup>th</sup> September 2018, which had been previously circulated, were approved and signed as a true and accurate record.

**9 Town Council Committees (Agenda item 8)**

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

Planning Committee – 4.9.18.

Social Media Sub-Committee – 17.9.18.

Playing Fields, Allotments and Burials – 18.9.18.

A query was raised with regards to the skatepark design.

**10 Reports from Central Bedfordshire Councillors (Agenda item 9)**

No report from Cllr Gurney.

No report from Cllr Zerny.

Members were advised that Cllr Gurney had sent her apologies for attendance at the meeting.

**11 Councillors Surgery (Agenda item 10)**

Councillors Surgery took place on Saturday 15<sup>th</sup> September. Cllr Lewis and Cllr Macdonald were in attendance.

Cllr Macdonald gave the following verbal report.

Surgery was very quiet with only one item raised, though we spent time collecting rent from the Seasonal Market stallholders.

**12 Rt Hon Alistair Burt MP**

Correspondence from Rt Hon Alistair Burt MP was noted.

**13 Magpas**

Correspondence from Magpas was noted.

**14 Finance**

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

It was **resolved** that the payments up to the 2<sup>nd</sup> October 2018 be approved.

**ii. Verify Bank Reconciliations against statement 1<sup>st</sup> August – 31<sup>st</sup> August 2018.**

It was **resolved** that the bank reconciliation for 1<sup>st</sup> August – 31<sup>st</sup> August 2018 be approved.

iii. **To receive an income and expenditure by budget heading report showing progress against the budget 2018/19 at the end of August 2018.**

Members proceeded to go through the detailed statement of income and expenditure against budget and asked the Town Clerk questions which the Town Clerk duly answered.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31<sup>st</sup> August 2018.

**15 External Auditor – Audit for the year end 31 March 2018**

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

The Town Council noted that the external auditor had suggested one minor scope for improvement in 2018/19 and this was follows;  
The Council provided a risk register which covered financial risk but did not evaluate the possible impact and probability of occurrence. In future the Council should complete a risk assessment which assesses the probability and impact of each risk identified.

It was **resolved** to approve and accept the Annual Return including the external auditors certificate which was presented to the town council for year ended 31st March 2018, following its return by the External Auditor now that they had given an audit opinion.

**16 Appointment of Internal Auditor 2018/19**

Members discussed about the appointment of the internal auditor. The Town Council undergoes an internal audit on an annual basis. The council reviewed the appointment of an internal auditor.

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2018/19.

**17 Review of the effectiveness of the Internal Audit**

Members had been provided with a copy of the town council's review of the effectiveness of the Internal Audit for them to carry out a review of its effectiveness. Members then discussed and reviewed the effectiveness of the Internal Audit.

It was **resolved** to approve the review of the effectiveness of the Internal Audit.

**18 Financial Risk Assessment**

Members had been provided with a copy of Potton Town Council's Financial Risk Assessment for them to carry out a review.

The Town Council noted that the external auditor had suggested one minor scope for improvement in 2018/19 and this was follows;  
The Council provided a risk register which covered financial risk but did not evaluate the possible impact and probability of occurrence. In future the Council should complete a risk assessment which assesses the probability and impact of each risk identified.

Members then discussed and reviewed Potton Town Council's Financial Risk Assessment assessing the probability and impact of each risk identified.

It was **resolved** to approve Potton Town Council's Financial Risk Assessment.

**19 Car Park Extension**

Members were advised that the solicitor has received Counsels response and a response from the solicitor should be available before the next town council meeting.

**20 Four Seasons Market**

No update.

**21 Potton Hall for All**

No update.

**22 Public Meeting – Anti Social Behaviour in Potton**

Members noted the public meeting took place on the 7<sup>th</sup> September 2018 and attendance at the meeting was disappointing (not all seats were taken).

It was noted that members have been advised that the Chairman and Cllr Zerny have agreed a follow up meeting date of Thursday 13<sup>th</sup> December 2018 starting at 7.30pm in Mill Lane Pavilion and the panel for the 7<sup>th</sup> September 2018 meeting has been advised of the follow up meeting date and location.

It was also noted that Bedfordshire Police had submitted a request to Central Bedfordshire Council on the 17<sup>th</sup> September 2018 for a Multi-Agency Problem Solving Group meeting.

Members were advised that a Multi-Agency Problem Solving Group meets to discuss individuals or a location where Anti Social Behaviour (ASB) is an ongoing problem. The referring agency will normally have taken initial measures to resolve the problem or may feel that other agencies need to be involved. The Central Bedfordshire ASB Team or other agency may lead the process. The group will analyse the issue and partner agencies offer intervention and an action plan will be devised.

The Chairman and Cllr Zerny advised that they had both been invited to

attend a daytime Multi-Agency Problem Solving Group meeting in Dunstable. Members were advised that Bedfordshire Police, the Chairman and Cllr Zerny had requested the meeting takes place in Pottton. Members were also advised that the Chairman and Cllr Zerny had requested the meeting takes place in the evening.

**23 Civic Service (Item not on the agenda)**

Cllr Leggatt requested to discuss attendance by cllrs at the Pottton Civic Service.

Cllr Leggatt advised that attendance by cllrs at last years Civic Service was disappointing.

It was **resolved** that the Town Clerk email all cllrs to remind them about the civic service and to encourage them to attend to show support for Cllr Macdonald, Chairman of Pottton Town Council.

**24 To Arrange Date of the Next Meeting (Agenda item 23)**

The next meeting of the Town Council had been arranged for Tuesday 6<sup>th</sup> November 2018.

The meeting closed at 9.00pm.

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

Mission Statement

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