

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 8<sup>th</sup> January 2019, 7.00pm at the Community Centre.

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

**Also Present:** CBC Cllr D. Gurney, Terry Woods - General Secretary East Beds Community Bus Ltd and Graham Daniels - Treasurer East Beds Community Bus Ltd. Four members of the public, the Clerical Assistant and the Town Clerk.

**1 Apologies for absence**

Councillor Mr J. Hobbs.

Apologies for late arrival from Councillor 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 Public Participation Session**

The Chairman welcomed the members of the public and asked if they had any questions.

The following questions were asked;

1. A member of the public spoke about terracycle and the town council being a storage point.

The resident advised about a 5-mile radius limit for each terracycle scheme and that the crisp packet terracycle wouldn't be available to Potton because a scheme was in operation in Sandy and Potton is within the 5-mile radius.

The Chairman of the Potton Hall for All offered that Potton Hall for All work with the resident to investigate and implement terracycle in Potton.

It was **resolved** that the resident with the aid of Potton Hall for All go ahead with relevant terracycle schemes in Potton.

2. A member of the public raised about the need for Traffic Calming on Sun Street, suggesting ramps or other items be installed to reduce the speed like in other towns and villages nearby.

The Chairman advised that the town council will be considering correspondence from Central Bedfordshire Council with regards to highway improvement schemes later this evening.

The Chairman thanked the members of the public for the questions.

The Chairman altered the order of the agenda to allow the Finance - East Beds Community Trust Ltd to be the next item.

**4 Finance - East Beds Community Trust Ltd. (Agenda item 8v)**

A report from Terry Woods - General Secretary East Beds Community Bus Ltd and Graham Daniels - Treasurer East Beds Community Bus Ltd was noted.

The Chairman welcomed Terry Woods - General Secretary East Beds Community Bus Ltd and Graham Daniels - Treasurer East Beds Community Bus Ltd.

Terry Woods and Graham Daniels advised members that East Beds Community Bus Ltd will need to replace one of the buses in approximately two to three years' time at a cost of approximately £80,000, that paid fares and claimed back concession fares cover the running costs of the service only and that they are always on the lookout for additional drivers.

Members asked various questions and suggested that members of the town council who are retired should consider volunteering to drive the Ivel Sprinter.

Terry Woods and Graham Daniels answered members questions about the Ivel Sprinter, and this included advising that Concessions (for those with a Bus Pass) was approximately 95% of passengers and Fare Paying passengers for whom are charged according to our Fares Structure is 5% of passengers.

It was **resolved (i)** to include an article in the next newsletter advising of the Ivel Sprinter timetable and that volunteer drivers are needed. **(ii)** that the town council as part of the budget consider funding towards a replacement bus for the Ivel Sprinter.

**5 Minutes (Agenda item 4)**

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

**6 Town Council Committees (Agenda item 5)**

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

Planning Committee – 4.12.18 and 18.12.18

Neighbourhood Plan – 18.12.18

Employment Committee - 18.12.18

## **7 Reports from Central Bedfordshire Councillors (Agenda item 6)**

Cllr Gurney reported about Wingfield Drive and Common Road and that CBC (Central Bedfordshire Council) are controlling dwellings.

A member asked Cllr Gurney when the CBC Gypsy and Traveller Plan was going to start.

Cllr Gurney advised that transit funding not in Potton.

Report from Cllr Zerny.

Cllr Zerny advised that CBC discussed a new list of potential transit Gypsy and Traveller sites at a meeting in November 2018.

## **8 Development in Potton (Agenda item 7)**

### **8.1 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)

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

**Application No:** CB/TCA/18/00503

**Location:** 21 Market Square, Potton, Sandy, SG19 2NP

**Proposal:** Works to trees within a Conservation Area: Walnut tree (shown on photo as T1) - reduce and shape top and upper middle crown by approximately 1 meter (metre).

It was **resolved** no comment subject to the approval of the Arboricultural Officer.

## **9 Finance (Agenda item 8)**

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

It was **resolved** that the payments up to the 8<sup>th</sup> January 2019 be approved.

### **ii. Verify Bank Reconciliations against statement 1st November – 30th November 2018.**

It was **resolved** that the bank reconciliation for 1st November – 30th November 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 November 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 30<sup>th</sup> November 2018.

**iv. To receive a report from the interim internal audit for the year 2018/19.**

Members went through the Internal Audit report for 1st April 2018 – 30th September 2018.

It was **resolved** to approve the interim internal audit report 1st April 2018 – 30th September 2018.

**v. (Agenda item 8vi) The General Power of Competence**

Members noted the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI (Statutory Instrument) 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. “The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

Members noted the three conditions for eligibility are set out in the Statutory Instrument as follows:

1. Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
2. Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification Certificate in Local Council Administration, AND pass the 2012 CiLCA module relating to the general power of competence (If CiLCA pre 2012).

Potton Town Council satisfies all the conditions as:

- It has 13 out of 15 councillors elected.
- The Clerk of the Council holds both the Certificate in Local Council Administration (CiLCA) and has passed the CiLCA module on the general power of competence.

The Town Council **resolved** from 8th January 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**10 Councillors Surgery (Agenda item 9)**

Councillors Surgery took place on Saturday 17<sup>th</sup> November. Cllrs Gibb and Price Williams were in attendance. Report from Cllr Gibb was noted.

Councillors Surgery took place on Saturday 8<sup>th</sup> December. Cllrs Harris and Macdonald were in attendance. Report from Cllr Macdonald was noted.

**11 Langenlonsheim (Agenda item 10)**

It was noted that Cllr Leggatt and Mrs Leggatt have advised Langenlonsheim of accommodation requirements.

Members then noted at the November 2018 Town Council they had discussed about a gift for Langenlonsheim and the suggestion that the gift is a twin horse and that no other suggestions for a gift for Langenlonsheim have come forward since that meeting. As instructed by the Town Council the Town Clerk (Responsible Financial Officer) has included £6,900 in the draft town council budget and the budget would be discussed in the financial requirements (annual expenditure, capital and revenue projects) for 2019-20 later this same evening.

Cllr Leggatt and Macdonald who are Potton Consolidated Charity Trustees advised that the Charity had discussed on the 7<sup>th</sup> January 2019 about the Charity contributing towards a gift for Langenlonsheim and that following careful consideration the Charity had decided not to contribute toward a gift.

The Chairman suspended Standing Orders to allow a member of the public to speak.

The member of the public spoke about the twin horse and a gift for Langenlonsheim.

**12 DVLA (Agenda item 11)**

Members noted at the town council meeting in November 2018 it was resolved (ii) to correspond with the DVLA about the vehicle parked in Brookfields and consider the response from the DVLA at the January town council meeting.

Members noted the response from the DVLA.

**13 Remembrance Sunday (Agenda item 12)**

The report with regards to Remembrance Sunday was noted.

Members reviewed the Remembrance Sunday events which took place on Sunday 11th November 2018. Members commented that the event went very well.

The working group of Cllrs Ellison, Harris and Ivall were thanked for the hard work in planning the event and on the day of the event.

**14 Christmas Lights including Switch-on (Agenda item 13)**

The report with regards to Christmas Lights Switch-on was noted.

Members reviewed the Christmas Lights Switch-on event which took place on Friday 30th November 2018. Members commented that the event went very well. Income and expenditure for Christmas Lights was noted and this included donations from bucket collection.

Christmas Lights Committee Cllrs Ellison and Macdonald and Cllr Leggatt and Mrs Leggatt were thanked for the hard work in planning the event and on the day of the event. The volunteers and Deepdale Trees were also thanked.

**15 Four Seasons Market (Agenda item 14)**

The report with regards to Four Seasons Market was noted.

Members were asked to consider arrangements for the seasonal market for the forthcoming year.

**16 Central Bedfordshire Council (CBC) Rural Match Fund (Agenda item 15)**

Members noted that the town council is invited to submit two small-scale highways improvement proposals for consideration by CBC and the town council needs to state the issue they wish to address (e.g. excessive speeds) rather than specifying a solution (e.g. speed activated electronic sign) as the appropriate design solution will be determined by the consulting engineer.

Members noted that the number the number of roads which had been put forward by residents and cllrs for small-scale highways improvements and these were as follows;

Biggleswade Road  
Bury Hill  
Gamlingay Road  
Horne Lane  
Horslow Street  
King Street  
Myers Road  
Sandy Road  
Sun Street  
Sutton Road  
Willow Road

Wrestlingworth Road

Members then considered the report from Cllr Ellison (Speedwatch Co-ordinator).

It was **resolved (i)** that Biggleswade Road for excessive speed and Wrestlingworth Road also for excessive speed are put forward as the two small-scale highways improvement proposals for consideration by CBC (Central Bedfordshire Council). **(ii)** that CBC are advised of all the roads which the town council had considered. **(iii)** that Cllr Ellison formulates a response to the Central Bedfordshire Council Rural Match Fund for submission by Thursday 31st January 2019 deadline.

## **17 Planning Obligation - Section 106 (Agenda item 16)**

The report with regards to Planning Obligation - Section 106 was noted.

A Planning Obligation is a legal agreement between the planning authority, the developer and other interested parties. By law they must be:

- necessary to make the development acceptable in planning terms
- directly related to the development
- fairly and reasonably related in scale and kind to the development

A Planning Obligation may involve restrictions or obligations on the developer to secure planning permission. For example, the developer of a large housing site may make a contribution to build a new classroom at the local school.

An obligation cannot require the developer to solve an existing problem, but it can ask for a contribution if the development will make it worse. Development cannot go ahead unless the developer has fulfilled Planning Obligations either by submitting a Unilateral Undertaking or entering into a S106 Agreement with Central Bedfordshire Council.

The Section 106 agreement specifies when payments or in-kind contributions will be made. The trigger varies between developments and often relates to the commencement date or specific occupancy rates. When a development has begun the Section 106 monies will not be received until the developer has reached their trigger point.

Each Section 106 Agreement will state how to spend contributions. Where a specific purpose has been written into the agreement, the contribution must legally be used for that purpose only.

If planning permissions are not implemented the secured contributions are not required to be paid.

Summary of Planning Obligation - Section 106 which the town council maybe able to spend;

Project type	Amount Currently Available	Amount Not Currently Available*	Total*
Informal Open Space	£2,416.82	£0,00	<b>£2,416.82</b>
Childrens Play	£9,170.13	£70,000.00	<b>£79,170.13</b>
Cycleway	£51,905.61	£60,258.50	<b>£112,164.11</b>
Public Open Space Maintenance	£0.00	£39,110.00	<b>£39,110.00</b>
Hall	£482.00	£758,991.12	<b>£759,473.12</b>
Playing pitch Potton	£0.00	£51,828.00	<b>£51,828.00</b>
Skate Park	£0.00	£38,100.00	<b>£38,100.00</b>
Town Centre Improvements	£10,594.71	£0.00	<b>£10,594.71</b>
<b>Total</b>	<b>£74,569.27</b>	<b>£1,018,287.62</b>	<b>£1,092,856.89</b>

\*If planning permissions are not implemented the secured contributions are not required to be paid.

It was **resolved** that Planning Obligation - Section 106 report is a quarterly report for town council.

### 18 Youth Club (Agenda item 17)

Members noted that Groundwork had supplied three quotations for the Youth Club;

1. Youth Club 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020
2. Youth Club 1<sup>st</sup> April 2019 – 30<sup>th</sup> September 2019
3. Youth Club 1<sup>st</sup> October 2019 – 31<sup>st</sup> March 2020

It was noted that the Town Council had initially included £10,000 in the draft budget for Youth Activities which was made up of £1,200 Gary Richardson and £8,800 Youth Club.

Based on the quotation from Groundwork the cost to provide the Youth Club for 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 and this is Evening Provision at £11,992.30 and two trips £841.90. In addition, £1,575 has been added to Section 137 to pay for Community Centre Hall Hire Charges for the Youth Club.

£14,034

+ £1,575

Total cost for Youth Activities £15,609

Members noted the Town Clerk has been in contact with Central Bedfordshire Council with regards to them match funding next year and received the following response. *"In principle, we are open to match funding the youth club with Potton Town Council, up to a maximum of £5,000. However, we won't be able to confirm this until our budget is finalised after Christmas.*

Members noted the Town Clerk had included the expenditure and income (£5,000 match funding) in the draft budget.

It was **resolved** that the town council fund the Youth Club for a further six months April 2019 – September 2019 and then look at the numbers attending the youth club before determining further funding.



**19 Grass cutting (Agenda item 18)**

It was noted that the three-year grass cutting contract ended in 2018 and at the Playing Fields, Allotments and Burials Committee on the 20<sup>th</sup> November 2018 *"It was resolved to obtain a quotation from grass cutting contractors to cut the grass in Potton in 2019."*

Members considered the submitted tenders for grass cutting in Potton.

It was **resolved** to award the grass cutting contract for 2019 to Reynolds Landscaping Services at a total cost of £14,791.

**20 Skatepark (Agenda item 19)**

Members noted the report and correspondence with regards to Skatepark and this included Sports England award required the town council to save for a replacement skatepark.

It was **resolved** that all the monies in the EMR (Ear Marked Reserve) Skatepark at the end of the current Financial Year are reallocated as follows £8,040 is transferred to EMR Skatepark Replacement and the remainder of the monies is transferred to the General Reserve.

**21 Bedfordshire Association of Town and Parish Councils (BATPC) Bugle (Agenda item 20)**

Correspondence was noted.

**22 Bedfordshire Association of Town and Parish Councils – Buckingham Palace Garden Party (Agenda item 21)**

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 Macdonald.

**23 Bedfordshire Association of Town and Parish Councils (BATPC) Training (Agenda item 22)**

Members noted the correspondence from the Bedfordshire Association of Town and Parish Councils (BATPC) with regards to training.

Members are asked to indicate if they would like to attend any training.

It was **resolved** that subject to Cllr Day being available that he attends the New Councillor Induction Training.

**24 Horse Brook and Sluice (Agenda item 23)**

Members noted the report and correspondence with regards to the Horse Brook and Sluice.

**25 To consider financial requirements (annual expenditure, capital and revenue projects) for 2019-20. (Agenda item 24)**

Members noted the detailed balance sheet as of the 30<sup>th</sup> November 2019 (End of Month 8).

As per the resolution at the last town council meeting the RFO (Responsible Financial Officer) has prepared a draft budget.

The draft budget  
Income £310,121  
Expenditure £310,121  
Income over expenditure £0

It was **resolved** that the following items were either increased or decreased in the 2019-20 draft budget.

Income			Expenditure		
Cost Centre	Code	Increase / Decrease	Cost Centre	Code	Increase / Decrease
			110	4102 Langenlonsheim	-£5,900
			110	4100 Section 137	+£5,900

It was **resolved** to set a budget with £310,121 income, £310,121 expenditure and to meet this to increase the Band D council tax by 5% to £126.15 with a total precept of £255,958.

**26 Car Park Extension (Agenda item 25)**

Members noted the tender documentation for the car park extension has been sent to the companies that tendered for the initial contract and as the contract will be valued at £25,000 but less than £181,302, Standing Order 18c and d and Financial Regulation 11.1.b. have been followed and this includes publishing the tender documentation on the Contracts Finder website.

Members also noted that Central Bedfordshire Council have advised that funding will be withdrawn if the car park isn't delivered in this financial year.

Members then noted five contractors have submitted tenders to complete the works and the tenders need to be assessed for a price element calculation and a quality element calculation.

Members were reminded that Financial Reg 11.1.i. The council shall not be obliged to accept the lowest or indeed any tender, quote or estimate.

The Town Clerk had recommended that the town council delegate a committee of Cllrs to assess the tenders for quality as a matter of urgency so that the successful contractor can be awarded the contract as soon as possible, so that Central Bedfordshire Council's deadline is met.

The Chairman asked for volunteers to assess the tenders.

Cllrs Day, Ellison, Gibb, Price Williams and Temple volunteered to assess the tenders.

It was **resolved (i)** that Cllrs Day, Ellison, Gibb, Price Williams and Temple assess the tenders. **(ii)** that an extra-ordinary meeting of town council takes place to consider the recommendation of the tender assessment.

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

Tuesday 5<sup>th</sup> February 2019.

The meeting closed at 9.45pm.

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.