

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd April 2019, 7.05pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Mr J. Lean, Mr A. Leggatt, Mr A. Macdonald Chairman, Mr J. Price Williams, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr J. Day, Mr G. Emery, Mr A. Gibb and Mr J. Lewis.

Also Present: Central Bedfordshire Council Cllr Mrs D. Gurney, four members of the public and the Town Clerk.

1 Apologies for absence

Councillors Mr J. Day, Mr G. Emery, Mr A. Gibb and Mr J. Lewis.

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 Chairman spoke about a recent posting on the We Love Potton facebook about the Cemetery.

A discussion with regards to grass cutting and bare earth in the Cemetery. It was suggested that grass cutting is undertaken in the Cemetery in advance of Mother's Day and other significant events and signage is installed fore bare earth.

The Chairman then spoke about a comment made in the same posting with regards "*... all they are interested in is lining their own pockets.*". The Chairman advised this is a serious accusation about town cllrs and staff and the comment is completely ill informed and libellous. A Town Councillor is unpaid and gives their time for free to the community on a voluntary basis.

It was **resolved** to write to the We Love Potton administrators **(i)** to ask the administrators to contact the author of the comment "*... all they are interested in is lining their own pockets.*" to advise the author that the comment is libellous. **(ii)** to ask administrators to Police more so that posts which are libellous are removed more quickly and the author(s) of such posts are dealt with in the appropriate manor. **(iii)** that the administrators close the page down if they can't police the account.

4 Minutes

The minutes of the previous meeting held on the 5th March 2019, which had been previously circulated, were 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:
Planning Committee – 5.3.19 and 19.3.19
Gift to Langenlonsheim Sub-committee – 11.3.19 and 21.3.19

6 Playing Field, Allotments and Burials Committee – Grass Cutting Strategy

Members noted at the town council meeting on the 2nd April 2019 *“It was resolved to defer the adoption of A Strategy for Grass Cutting in Potton which had been produced by Cllrs Day and Gibb until the next town council meeting.”*

Amendments to the A Strategy for Grass Cutting in Potton were suggested, and these included the maps on pages 11 and 12.

As Cllr Day and Gibb weren't present to discuss the amendments.

It was **resolved (i)** to advise Cllr Day and Gibb of amendments. **(ii)** to defer the adoption of A Strategy for Grass Cutting in Potton which had been produced by Cllrs Day and Gibb until the next town council meeting.”

7 Reports from Central Bedfordshire Councillors

Cllr Gurney advised that a request had been made to install a bench near the Doctor's surgery.
Cllr Zerny's advised he had nothing to report.

Members discussed about benches in HSPF.

It was **resolved** to consider installing additional benches in Henry Smith Playing Field.

8 Development in Potton

8.1 Property Count

The Chairman summarised the Town Clerk's 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.
- During the period 1st April 2016 to 31st March 2017 the number of dwellings increased by 20.
- As of 31st March 2017, Potton's Property Count was 2,297 dwellings.
- 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) considered by the Planning Committee on 19th March 2019 for recommendation to the Town Council meeting.

Application No: CB/TCA/19/00077

Location: 6 Sun Street, Potton, Sandy SG19 2LR

Proposal: Works to a tree in a Conservation Area: Fell 2 Sycamore tree located to the left hand side of the property as viewed from Sun Street.

The Planning Committee **resolved** not to object, subject to the approval of the Arboricultural Officer.

It was **resolved** no further comment.

Application No: CB/TCA/19/00080

Location: The Rectory, Hatley Road, Potton, Sandy SG19 2RP

Proposal: Works to trees within a Conservation Area: Fell and prune various trees located in the southerly region of the grounds.

The Planning Committee **resolved** not to object, subject to the approval of the Arboricultural Officer.

It was **resolved** no further comment.

Application No: CB/19/00457/FULL

Location: The Coach House or Studio, 26a King Street, Potton, Sandy SG19 2QT

Proposal: Proposed single storey side / rear extension including raised terrace and ramp.

The Planning Committee **resolved** no objection.

It was **resolved** no further comment.

8.3 Planning applications considered by the Planning Committee on 2nd April 2019 for recommendation at the next Town Council meeting.

Application No: CB/19/00306/FULL

Location: 16 Station Road, Potton, Sandy SG19 2PU

Proposal: Provision of a detached oak frame triple garage, garden store, home cinema and study, together with vehicular access.

The Planning Committee **resolved** no objection.

It was **resolved** no further comment.

Application No: CB/19/00566/FULL

Location: Chapel House, 1 Chapel Yard, Potton, Sandy SG19 2YP

Proposal: New double garage.

The Planning Committee **resolved** no objection.

It was **resolved** no further comment.

9 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to 2nd April 2019 be approved.

ii. Verify Bank Reconciliations against statement 1st – 28th February 2019.

It was **resolved** that the bank reconciliation for 1st – 28th February 2019 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2018/19 at the end of February 2019.

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 2019.

iv. Year End

Members noted the Responsible Financial Officer recommendations of where monies could be transferred to an Ear Marked Reserve.

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

EM reserve for the Cemetery Extension is increased by a further £3,090 to £9,090.

New EM reserve is set up for Green Wheel and the amount added to the EMR is £3,500.

10 Councillors Surgery

Councillors Surgery took place on Saturday 16th March. Cllr Rex Whitfield was in attendance. The written report from Cllr Whitfield was noted.

11 Potton Federation

Members noted the correspondence from the Chair and Vice-Chair of Governors at Potton Federation.

The correspondence advised Stratton Upper School have made the announcement that they will start to take pupils at Year 7 and Year 8. The Governing Body will consider the best way forward for the Potton Federation in response to these developments and to assess the impacts. Unsustainable to operate a separate Lower and Middle School in Potton. Discussions will now be held with the local authority about consulting to become a Primary School ideally in line with lower schools within our local area, and other schools within the Biggleswade Cluster.

Cllr Macdonald gave a verbal update and advised he would be standing down as a school governor as he no longer has any children at the school.

12 No Cold Calling zone

Members noted that Cllr Zerny has put forward a motion with regards to No Cold Calling zone signs seem to have disappeared and Potton Town Council might need to procure some new ones.

Members were advised that Central Bedfordshire Council advice about No Cold Calling Zones are designed to give a clear message to traders and other business callers that residents in the area do not wish to receive unsolicited calls. It is not illegal for a trader to cold call, but No Cold Calling Signs act as a deterrent.

Members considered Cllr Zerny's motion.

It was **resolved (i)** to obtain a quotation for No Cold Calling Zone signs. **(ii)** to consider locations for No Cold Calling Zone signs. **(iii)** to obtain a quote for No Cold Calling Zone stickers.

13 CPRE Bedfordshire

Correspondence from CPRE Bedfordshire with regards to AGM was noted.

14 Langenlonsheim

Cllr Leggatt gave a verbal update with regards to the mosaic gift.

15 Potton History Society – Premises Sub-lease

Correspondence from Woodfines Solicitors with regards to Potton History Society premises was noted.

Members were asked to confirm that they are in agreement with what is contained within the correspondence.

It was **resolved** that the town council agree with what is contained within the correspondence from Woodfines Solicitors.

16 Jumble Sale

The town council noted correspondence from Sally Wileman with regards to a Jumble Sale.

It was **resolved** that the town council support the request to allow a jumble sale to take place in the Market Square on Saturday 8th June 2019.

17 Policies

It was noted that the Clerical Assistant has produced various policies and procedures for the town council to consider adopting;

Anti-Bullying and Harassment Policy

Complaints Procedure

Disciplinary Procedure

Equal Opportunities Policy

Grievance Procedure

Health, Safety and Welfare Policy

It was **resolved (i)** to approve of all the policies and procedures. **(ii)** to thank the Clerical Assistant for producing the policies and procedures.

18 Planning Obligation - Section 106

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

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

Project type	Amount Currently Available	Amount Not Currently Available*	Total*
Informal Open Space	£2,524.82	£0.00	£2,524.82
Childrens Play	£9,889.13	£70,000.00	£79,889.13
Cycleway	£51,905.61	£60,258.50	£112,164.11
Public Open Space Maintenance	£0.00	£39,110.00	£39,110.00
Hall	£482.00	£758,991.12	£759,473.12
Playing pitch Potton	£0.00	£51,828.00	£51,828.00
Skate Park	£0.00	£38,100.00	£38,100.00
Town Centre Improvements	£10,594.71	£0.00	£10,594.71
Total	£75,396.27	£1,018,287.62	£1,093,683.89

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

19 Dementia Friendly Community presentation

Members noted that at the town council meeting on the 5th March 2019 it was resolved that Fiona Wynde contacts the Town Clerk about holding a Dementia Friends Information Session and local businesses and Potton Consolidated Charity are invited to attend.

Members suggested Tuesday 11th June 2019 for the Dementia Friendly Community presentation and a second date for a further presentation for people unable to attend the first presentation is arranged.

It was **resolved (i)** that Dementia Friendly Community presentation is held in the Mill Lane Pavilion on Tuesday 11th June 2019. **(ii)** that a second date for a further presentation for people unable to attend the first presentation is arranged.

20 Mill Lane Grass

Members noted at the town council meeting on the 5th March 2019 it was resolved (iv) that Mike Williamson is contacted to gain his opinion on what work needs to be undertaken to improve the football pitches at Mill Lane Recreation Ground.

The response from Mike Williamson with regards to the poor condition of the football pitches and fertilising and seeding recommendations were noted.

It was **resolved (i)** to approve of the work suggested by Mr Williamson at a cost of £1,730. **(ii)** that the contingency budget is used to pay the £1,730 invoice. **(iii)** that Potton Colts FC are contacted to agree a timetable for the work to be completed.

21 Youth Club (Agenda item 23)

The town council noted the correspondence with regards to funding for Pro Action.

The town council advised they were very disappointed to find out that the town council with some match funding from Central Bedfordshire Council isn't fully funding Potton Youth Club. The town council felt as though Groundwork have been dishonest, by not advising the town council about Pro-action delivering the youth club with Groundwork. The town council was provided with a quotation to provide the youth club and the town council with some match funding has agreed to fund Potton Youth Club until the end of September 2019.

It was **resolved** to ask Groundwork why the town council wasn't informed about this other organisation (Pro Action) and funding from Team Beds. Why wasn't the town council informed far earlier (before the town council's budget was set in January and agreeing to continue to fund the Youth Club for a further six months) about the potential need to fund Pro-action as well as Groundwork. The town council want to see how things go without pro-action. The town council would like a monthly brief on attendance, to see if pro-action not being present has any impact on attendance at the youth club. The town council will review attendance and then decide at some stage in the summer about funding the youth club for Oct 2019 – March 2020 and pro-action. The town council is aware that another local youth club allows Year 7's to attend and a number of Youth's from Potton attend this other Youth Club because 11-year olds can attend.

22 Future High Street Fund (Agenda item 24)

The town council noted the correspondence about the Future High Street Fund and that the town council raised an Expression of Interest.

Members were asked to consider in advance of Sam Caldbeck contacting the town council, for initial thoughts on aspects important to this process, such as other key stakeholders, previous work, challenges, and potential opportunities to explore.

A member advised that Central Bedfordshire Council already has a preferred bid of Leighton-Linslade.

The Town Clerk advised he wasn't aware of Central Bedfordshire Council having a preferred bid and that Central Bedfordshire Council are able to put forward two preferred bids.

It was **resolved (i)** to find out if Central Bedfordshire Council had already decided the preferred bid for the Future High Street Fund. **(ii)** establish if traders in the Market Square are interested if a preferred bid hasn't been chosen by Central Bedfordshire Council.

23 To Arrange Date of the Next Meeting (Agenda item 21)

Members noted following elections scheduled for Thursday 2nd May 2019 it is NALC's view that the impact of the first May bank holiday is that newly elected councillors will take office on Tuesday 7 May. Further to this, its view is that where there are contested elections, the annual council meeting must take place between Wednesday 8th and Thursday 23rd May. This is in line with paragraph 7 (2) of Schedule 12 to the Local Government Act 1972, which provides that in a year which is a year of ordinary elections the Annual Council Meeting shall be held on or within 14 days after the day on which the councillors elected take office. NALC's view is that the earliest the summons can be sent is on election day, Thursday 2 May, and the Sunday and Bank Holiday Monday are not counted in the computation of days for the service of the summons. Sundays are also not counted in the 14-day calculation. Where there is no contested election the summons can be served in sufficient time with three clear days' notice so that the annual council meeting can be held on Tuesday 7 May.

It was **resolved** that the town council meet on Tuesday 14th May 2019.

24 Confidential - Commercial Matter (Agenda item 22)

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

The meeting closed at 9.45pm.

Signed.....ChairmanDate

Mission Statement

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