

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 16th May 2019, 7.00pm at the Community Centre.

Present: Councillors Mr J. Day, Mr G. Emery, Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Ms L Kitchener, Mr J. Lean, Mr A. Macdonald (Chairman), Mr B. Massey and Mr R. Whitfield.

Absent: Councillors Mr D. Ellison, Mrs C. Leggatt, Mr C. Temple and Mr A. Zerny.

Also Present: 1 member of the public and the Town Clerk.

1 Election of Chairman

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

Cllr Macdonald advised that he 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** that Cllr Mr A. Macdonald be appointed as Chairman of the Town Council for the forthcoming year.

Cllr Macdonald signed the declaration of acceptance of office and took the chair.

2 Apologies for absence

Apologies for absence had been received from Councillors Mr D. Ellison, Mrs C. Leggatt, Mr C. Temple and Mr A. Zerny.

3 Election of Vice-Chairman

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

No nominations or volunteers for nomination.

It was **resolved** to defer the election of Vice-Chairman of the Town Council to the next meeting of Potton Town Council.

4 Declaration of Acceptance of Office

Town Council noted that all members of the Town Council present had made their declarations of acceptance of office in the presence of the Town Clerk before the Annual Meeting of Town Council.

Members noted Standing Order 5ki. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date;

Members were advised that Cllr Zerny hadn't signed the Declaration of Acceptance of Office.

It was **resolved** that Cllr Zerny be allowed until the 21st May 2019 to sign Declaration of Acceptance of Office.

5 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.

6 Public Participation Session

The Chairman asked if the member of the public had a question for the town council.

The member of the public advised they didn't have a question.

7 Minutes

The minutes of the previous meeting held on the 2nd April 2019, which had been previously circulated, were approved and signed as a true and accurate record.

8 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee: Neighbourhood Plan Steering Group – 7.5.19

9 Reports from Central Bedfordshire Councillors

No report from Cllrs Wye or Cllr Zerny.

10 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.

11 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.

12 Appointment of members to existing committees

It was **resolved (i)** that Councillors be elected to serve on the Committees and Groups as indicated on the next page, together with appointed members of the public. **(ii)** that new Cllrs are able to attend any committee and then land where they best fit.

	Town Council	Planning	Playing Field, Allotments & Burials	Buildings and Facilities	Social Media Sub	Employment Panel	Potton Colts 3G	Market Town Regeneration HSIS	Emergency Plan	Commemoration	Cemetery and Churchyard	Christmas Lights	Greenwheel	Neighbourhood Plan	Potton Hall For All Rep	Office Movement	Arts Panel Representative	Orchard Group	Youth Club Rep	Cycleway Rep	Tree Warden	PCC com Agent Rep	East Beds com Bus Ltd Rep	GDPR	PCC Trustees (Sept. 2020)	Total	
J Day																										7	
D Ellison																											9
G Emery																											5
A Gibb																											11
R Harris																											4
J Hobbs																											7
L Ivall																											7
L Kitchener																											4
J Lean																											6
C Leggatt																											5
A Macdonald	C																										11
B Massey																											1
C Temple																											5
R Whitfield																											6
A Zerny																											2
Total	15	9	7	5	4	3	3	2	4	4	3	3	4	4	1	3	3	1	5	1	1	0	1	0	3	1	

Potton Hall for All																											
Potton History Soc																											
Potton Playhouse																											
Potton Show																											

A Adnitt																											
C Belcher																											
A Fenton																											
A Leggatt																											
J Price Williams																											
S Pryer																											
J Way																											

C = Chairman

13 Appointment of any new committees

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

14 Review and adoption of appropriate standing orders and financial regulations

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

15 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.

It was **resolved** to approve the asset register.

16 Confirmation of arrangements for insurance cover in respect of all insured risks

Members discussed the correspondence from Zurich Town and Parish Insurance.

It was **resolved** that the Town Council continue with the third 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 £3,697.20.

17 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.

18 Review of the council's complaints procedure

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

19 Requests for information

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.

20 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.

21 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 meetings take place at 7pm in the Community Centre, Brook End, Pottton on the dates listed below.

Meeting	Date
Town Council 2	04/06/2019
Town Council 3	02/07/2019
Town Council 4	03/09/2019
Town Council 5	01/10/2019
Town Council 6	05/11/2019
Town Council 7	03/12/2019
Town Council 8	07/01/2020
Town Council 9	04/02/2020
Town Council 10	03/03/2020
Town Council 11	07/04/2020
Annual Town Council 1	05/05/2020

22 Councillors Surgery

The Councillors Surgery took place on the 13th April 2019. Cllrs Lean and Lewis were in attendance. Cllr Lean gave a verbal report. The report from Cllr Lean was noted.

23 Councillors Surgery Dates

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

The Chairman asked for volunteers.

Cllr Macdonald volunteered for June 2019 and suggested that the Vice-Chairman also attend.

Cllrs Hobbs and Kitchener volunteered for July 2019.

Cllrs Emery and Lean volunteered for August 2019.

Cllrs Gibb and Massey volunteered for September 2019.

Cllrs Whitfield and Ivall volunteered for October 2019.

Cllr Harris volunteered for November 2019.

It was **resolved** that the surgeries are as follows Cllr Macdonald and the Vice-Chairman 15th June 2019, Cllrs Hobbs and Kitchener 20th July 2019, Cllrs Emery and Lean August 2019, Cllrs Gibb and Massey 21st September 2019, Cllrs Whitfield and Ivall October 2019 and Cllr Harris with another Cllr November 2019.

24 Neighbourhood Plan

Cllr Hobbs gave an update.

Members noted is that it is part of that sub-committees devolved responsibility from the town council to finalise the agreed Neighbourhood Plan including making minor changes to policy wording.

The Neighbourhood Plan sub-committee clarification response to the Neighbourhood Plan examiner was noted.

It was **resolved (i)** that the town council agreed with the Neighbourhood Plan sub-committee clarification response to the Neighbourhood Plan examiner. **(ii)** to request that the Chairman sign a letter of correspondence to the Neighbourhood Plan examiner. **(iii)** to thank the Neighbourhood Plan sub-committee for all the work in producing the draft Neighbourhood Plan.

25 Finance

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

It was **resolved** that the payments up to the 16th May 2019 be approved.

ii. **Verify Bank Reconciliations against statement 1st March – 31st March 2019.**

It was **resolved** that the bank reconciliation for 1st – 31st March 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 March 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 31st March 2019.

iv. **Signatories**

Members noted that the number of people who are cheque book signatories has reduced from six people to four.

The Town Clerk would recommend the removal of Mr Leggatt and Mr Lewis and then increasing the number of signatories back to six by adding Cllr Hobbs and Ivall as additional members who can sign cheques.

It was **resolved (i)** to remove Mr Leggatt and Mr Lewis as cheque signatories. **(ii)** then increasing the number of signatories back to six by adding Cllrs Hobbs and Ivall as additional members who can sign cheques.

v. 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 15 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 16th May 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.

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 18th June 2019.

A member of the public requested that the inspection tour included a visit to the Community Orchard.

It was **resolved (i)** that the Councillor’s Inspection Tour takes place after the Planning Committee meeting on Tuesday 18th June 2019. **(ii)** that the Planning Committee meet at 6.00pm in the Cemetery Chapel.

27 Potton Consolidated Charity – Potton Tennis Club

Cllr Macdonald advised that Potton Consolidated Charity at a meeting on the 13th May 2019 had agreed to a 25 year lease to allow Potton Tennis Club to apply for funding which requires a longer lease.

28 East Beds Community Bus Ltd – Ivel Sprinter

Members noted the correspondence from East Beds Community Bus Ltd.

29 Four Seasons Market

Members considered whether to continue with the quarterly Four Seasons Market which has taken place for several years in March, June, September and December.

Cllr Massey volunteered to assist setting up and taking down of the town council stalls.

It was **resolved (i)** that the Four Members Four Seasons Market continues. **(ii)** that if stall holders wish to use the town council stalls, they are charged an additional £10.

30 Bedfordshire Bugle

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

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

It was **resolved (i)** to adopt the Grass Cutting Strategy. **(ii)** that the strategy is reviewed on a quarterly basis by the Playing Fields, Allotments and Burials Committee.

The Chairman thanked Cllrs Day and Gibb for producing the grass cutting strategy.

32 VE Day 75 - 8th - 10th May 2020

Correspondence with regards to the 75th Anniversary of VE Day from 8th to 10th May next year was noted.

It was **resolved** that the **(i)** town council will take part in the celebrations of the 75th Anniversary of VE Day from 8th to 10th May next year. **(ii)** Commemorations Committee organise the celebrations.

33 Community Infrastructure Levy (CIL)

The briefing with regards to Community Infrastructure Levy (CIL) which NALC Legal Services had commissioned Planning Futures a think-tank to prepare for parish and town councils was noted.

34 Training

34.1 Statement of Intent Training for Staff and Councillors

It was noted that the Clerical Assistant had produced a Statement of Intent Training for Staff and Councillors for the town council to consider adopting.

It was **resolved (i)** to approve of the Statement of Intent Training for Staff and Councillors. **(ii)** to thank the Clerical Assistant for producing the statement.

34.2 Bedfordshire Association of Town and Parish Councils Training Programme

The Spring / Summer Bedfordshire Association of Town and Parish Councils Training Programme was noted.

The town council encourages cllrs to attend New Councillor Induction Training if they haven't previously and a cllrs to attend Chairmanship training if they haven't previously as various cllrs will be elected as Committee Chairman.

Members were asked if they would like to attend any of the training.

It was **resolved** that members need to advise the town council office if they would like to attend any of the training and the office will then contact BATPC to check if spaces on the course are still available. Members are advised that the town council will pay the course fees.

35 Partnership Working / Future High Street Fund

Correspondence with regards Partnership Working / Future High Street Fund was noted.

Cllrs Gibb and Ivall considered if any of the above dates were suitable and advised that they are available on the 11th June and 19th June 2019.

It was **resolved** that **(i)** Cllrs Gibb and Ivall meet with the Sam Caldbeck and the Town Clerk and Mr Price Williams on either the 11th June or the 19th June 2019. **(ii)** feedback from the meeting is given at the July town council meeting.

36 Development in Potton

36.1 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)

36.2 Planning applications to considered by the Town Council

Application No: CB/19/00846/LB

Location: 5 Sun Street, Potton, Sandy, SG19 2LR

Proposal: Listed Building: Single storey rear extension and the addition of a canopy.

It was **resolved** no comment.

Application No: CB/19/00847/FULL

Location: 5 Sun Street, Potton, Sandy, SG19 2LR

Proposal: Single storey rear extension and the addition of a canopy.

It was **resolved** no comment.

37 Langenlonsheim

It was **resolved** that Langenlonsheim is an agenda item for the next town council meeting.

38 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 4th June 2019.

39 Long Service Recognition (Agenda item 40)

Members noted that Cllr Macdonald has asked that the town council consider how they should recognise the contribution of John Lewis, Alan Leggatt and Peter Langridge as all three of them had been Chairman of the town council for at least two years each and served on the town council as follows;

John Lewis – 25+ Years' service

Alan Leggatt – 24 Years' service

Peter Langridge – 23 Years' service

Members noted that in September 2014 that the town council recognised the contribution of Eric Jakes M.B.E. for 59 years of being a parish and then town councillor with the title of Honorary Freeman of the Town of Potton.

Members were asked to consider how best to recognise the contribution of John Lewis, Alan Leggatt and Peter Langridge.

It was **resolved** to add Long Service Recognition to the June town council agenda.

40 Proposed Bus Stops at Potton Cemetery (Agenda item 41)

Correspondence including photos with regards to proposed Bus Stops at Potton Cemetery was noted.

Members then noted the correspondence between Cllr Zerny and the Town Clerk about a bus stop at Potton Cemetery.

Members are asked to consider providing comments.

It was **resolved (i)** to request that the 30mph speed limit is extended past the Cemetery. **(ii)** support in principle but would like to delay approval. **(iii)** add Proposed Bus Stops at Potton Cemetery to the June town council agenda.

41 Confidential - Commercial Matter (Agenda item 39)

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 9.25pm.

Signed.....ChairmanDate

Mission Statement

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