

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 4th June 2019, 7.35pm at the Community Centre.

Present: Councillors Mr J. Day, Mr J. Hobbs, Mr L. Ivall, Ms L Kitchener, Mr J. Lean, Mrs C. Leggatt, Mr A. Macdonald (Chairman), Mr B. Massey, Mr C. Temple, Mr R. Whitfield and Mr A. Zerny.

Absent: Councillors Mr D. Ellison, Mr G. Emery, Mr A. Gibb and Mr R. Harris.

Also Present: 3 members of the public 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 R. Harris.

2 1 King Street (Agenda item 2)

The Chairman asked Simon Auckland to speak about 1 King Street.

Mr Auckland advised that the vision is to transform the shop into a deli / farm shop with a much-needed town centre cafe and evening restaurant. I want this to be a community focal point where people can come and meet and where community information is displayed. As many of you know I'm very community minded, this is at the centre of my vision and I welcome ideas.

The Chairman asked if anyone had any questions for Simon Auckland.

The Chairman advised that the town council has four market stalls which Mr Auckland is welcome to use on all days except Market day. The Chairman then advised Mr Auckland that the Christmas Lights committee will contact him with regards to having Christmas Lights on 1 King Street.

Question – Will you sell bread.

Mr Auckland advised I have been in discussions with the bread shop about selling the bread shop bread. Might sell butchers pies. Will have a cheese counter.

A member suggested selling fish.

Mr Auckland advised that 1 King Street would be a four stage plan and stage 1 is the shop area.

The Chairman thanked Simon Auckland.

3 Reports from Central Bedfordshire Councillors (Agenda item 8)

Cllr Zerny gave the following report.

I have been in contact with Central Bedfordshire Council – Highways about obtaining the Highway Plan to establish what they plan to carry out and find out why some requests are approved, and some aren't.

The Chairman asked if anyone had any questions for Cllr Zerny.

Question – Please can you give an update with regards to the appeal for the Sandy Road planning application.

Cllr Zerny advised Sandy Road planning application is going to appeal, no date set for the appeal and would suggest the town council speak at the appeal.

The Chairman thanked Cllr Zerny.

Cllr Zerny gave Cllr Wye's apologise for no report.

4 Proposed Bus Stops at Potton Cemetery (Agenda item 16)

The Chairman asked Cllr Zerny to outline the proposal.

Cllr Zerny advised that Bedfordshire Police has no issue with the bus stops, the bus stops may fall within the development area of Cala Homes on Sandy Road, bus stops closer to development not suitable and suggest the town council supports bus stops near the Cemetery.

The Chairman thanked Cllr Zerny.

It was **resolved** that the town council supports two bus stops on Sandy Road near the Cemetery.

The Chairman mentioned he had spoken to resident who had requested bus shelters for bus stops near sheltered housing and larger font for bus timetables.

It was **resolved** to ask Charles Belcher to look around the town to identify which bus stops he would recommend need bus shelters.

5 Election of Vice-Chairman (Agenda item 2)

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

Members discussed about being Vice-Chairman for one year and then Chairman for one year.

The Town Clerk advised Cllrs that I encourage you all to share the load (Pull Together) between you and volunteer to be Chairman and Vice Chairman of Committees, especially those who have been a Cllr for twelve months or more, you are committing to be Chairman or Vice-Chairman for the council year. For example, Social Media has four experienced Cllrs, all four Cllrs have been a Cllr for at least four years, Cllrs Ellison, Hobbs or

Temple should volunteer to be the Chairman of Social Media and not Cllr Macdonald.

Cllr Lean volunteered to be Vice-Chairman of the Town Council. The Chairman asked if he would like to have until the next meeting of town council to decide if he would be willing to be Vice-Chairman of the Town Council.

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

6 Declaration of Interest (Agenda item 4)

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.

7 Public Participation Session (Agenda item 5)

The Chairman asked if the members of the public had any questions for the town council.

A member of the public advised about a further accident on Wrestlingworth Road 3rd June 2019.

The Chairman requested the member of the public forwarded details including photo(s) to the town council, so that information could be submitted to Central Bedfordshire Council – Highways and this may assist with the town council's Rural Match application – Highway Improvement Scheme.

The Chairman thanked the member of the public.

8 Party on Potton – Bottle Banks (Agenda item 13)

The town council noted that the correspondence from the Co-Chair of Party On Potton with regards to having a key to open the glass bins in the Henry Smith car park.

It was **resolved** due to noise disturbance that Party on Potton must deposit bottles in the bottle banks between the hours of 8am – 8pm like signage on the bottle banks, that the bottle banks are locked again after filling, if the bottle banks are full they don't place glass on the floor, all boxes / bags are disposed of at other suitable recycling locations and they don't park in the disabled car park spaces to unload unless they have disabled person in the car and they then display appropriate disabled documentation in the window of the vehicle.

9 Minutes (Agenda item 6)

The minutes of the previous meeting held on the 16th May 2019, which had been previously circulated, were approved and signed as a true and accurate record.

10 Town Council Committees (Agenda item 7)

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

Planning Committee – 21.5.19

Playing Fields, Allotments and Burials Committee – 21.5.19

11 Finance (Agenda item 9)

i. To approve the list of payments.

Members asked the Town Clerk questions about the payments.

The Town Clerk answered the questions.

It was **resolved** that the payments up to the 4th June 2019 be approved.

ii. Verify Bank Reconciliations against statement 1st April – 30th April 2019.

The Town Clerk explained about the Bank Reconciliations.

It was **resolved** that the bank reconciliation for 1st – 30th April 2019 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2019/20 at the end of April 2019.

Members proceeded to go through the detailed statement of income and expenditure against budget.

The Town Clerk advised that some of the payments are one off annual payment for example Insurance, some are monthly payments like Electric and some payments are seasonal like grass cutting.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 30th April 2019.

iv. Potton Show Committee

The town council noted it had received a request for financial contribution towards the costs of Potton Show.

Members considered using the General Power of Competence to make a donation to Potton Show.

It was **resolved** to make a donation of £100 to Potton Show from General Power of Competence from the 2019-20 financial year.

v. To receive a report from the internal audit for the year 2018/19.

Members noted the Internal Audit took place on the 29th April 2019.

The council went through the internal auditor's report for the year 2018/19.

It was **resolved** to approve the final internal audit report including implementing any recommendations for the financial year 2018/19.

vi. To approve the accounts for the year 2018/19.

The council went through the accounts for the year 2018/19.

It was **resolved** to approve the draft unaudited accounts for the financial year 2018/19.

vii. To approve the annual return comprising the statement of accounts and the governance statement for the year 2018/19.

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2018/19.

It was **resolved** to approve the Annual Return for the financial year 2018/19 comprising the internal audit section, section 1 annual governance statement, section 2 accounting statement and to ask the Chairman and Town Clerk to sign the return and submit it to the External Auditor with any necessary additional papers.

12 Development in Potton (Agenda item 10)

12.1 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.
- During the period 1st April 2017 to 31st March 2018 the number of dwellings increased by 67.
- As of 31st March 2018, Potton's Property Count was 2,364 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) less Housing Trajectory completions at 31st March 2018 = -70. Total 2,795.

12.2 Planning applications considered by the Planning Committee on 4th June 2019 for recommendation at the next Town Council meeting.

Application No: CB/19/00539/RM

Location: 37 Biggleswade Road, Potton, Sandy SG19 2LU

Proposal: Reserved Matters for Access, Appearance, Landscaping, Layout and Scale following Outline permission CB/16/1223/OUT Demolition of existing shop and fuel canopy, Proposed new service station shop and 9 residential flats to the rear.

The Planning Committee **resolved** no objection, with the following comments.

- 1) 2 no. disabled car park spaces are relocated to the the proposed location of the 3 no. retail car park spaces, to avoid disabled drivers reversing towards customers using or leaving the fuel pumps.
- 2) Height of residential building should not exceed ridge height of other local housing.
- 3) Concerns regarding bin collection; will waste collection vehicle have access to the residential bin stores so as not to cause any obstruction on Biggleswade Road?
- 4) Concerns that the proposed visibility splay is not sufficient when leaving the residential access road on to Biggleswade Road. The location of access/egress is on a slight bend and hill.
- 5) The flats should be for older people to enable them to live closer to the town - obviously more mobile people upstairs and less mobile on the ground.
- 6) Use flat biodiverse green roofs - following the guidelines in:
Creating green roofs for invertebrates – Buglife
[https://www.buglife.org.uk/.../Creating%20Green%20Roofs%20for%20Invertebrates ...](https://www.buglife.org.uk/.../Creating%20Green%20Roofs%20for%20Invertebrates...)
- 7) Ideally incorporate PV panels to the roof (biosolar roof). PV panels operate most efficiently in conjunction with a green roof.
- 8) Landscaping should include climbers to create a green wall on the flats.
- 9) Green roofs and walls help thermally regulate building temperatures. For flats, which can get incredibly hot inside, this would be a distinct social and welfare benefit as well as saving on winter fuel costs.
- 10) All bin and bike shelters to be 'habitat shelters': Cycle & Bin Shelters — Grass Roof Company <https://www.grassroofcompany.co.uk/cycle-bin-shelters>

11) Sustainable Drainage (SuDS) source control features to be an integral component of site hard (permeable surfaces) and soft landscaping. Green roofs and walls are a component of SuDS source control

12) Use SuDS source control to manage oil and fuel run-off and oil spillage. Interceptor tanks are costly to install and maintain, they are also prone to failing. An appropriately designed SuDS scheme is cheaper to design, build and maintain and should not fail.

13) Integral swift nest bricks - 6 units beneath the eaves on each elevation of the flats. The most cost effective and best models are the Manthorpe or Cambridge Systems. Other models are available to suit design constraints.

It was **resolved** no further comment.

Application No: CB/19/01275/FULL

Location: 23 Horslow Street, Potton, Sandy SG19 2NS

Proposal: Creation of glazed line extension and conversion of outbuilding from studio to kitchen/dining area.

The Planning Committee **resolved** no objection, subject to no loss of parking.

It was **resolved** no further comment.

13 Langenlonsheim (Agenda item 13)

The Chairman asked Cllr Leggatt to provide an update.

Cllr Leggatt advised that accommodation has been agreed, a Scouts programme is being organised and primary work in Germany for the mosaic gift has been carried out.

The Chairman thanked Cllr Leggatt.

14 Police and Crime Commissioner for Bedfordshire (Agenda item 12)

Correspondence from the Kathryn Holloway, Police and Crime Commissioner for Bedfordshire was noted.

15 Declaration of Acceptance of Office (Agenda item 14)

It was noted all members had signed the Declaration of Acceptance of Office.

16 Long Service Recognition (Agenda item 15)

It was noted at the town council meeting on the 16th May 2019 it was resolved to add Long Service Recognition to the June town council agenda.

It was also noted 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 were asked to consider how best to recognise the contribution of John Lewis, Alan Leggatt and Peter Langridge.

Members discussed about recognising long term contribution of cllrs and staff.

It was suggested that awards should be presented at the Civic Service.

It was then suggested that all current cllrs should be present at the Civic Service to show support for the Chairman.

Members discussed about the awarding of pocket watches and certificates.

It was **resolved (i)** to send out details about pocket watches. **(ii)** to add Long Service Recognition to the July town council agenda.

17 To Arrange Date of the Next Meeting

Tuesday 2nd July 2019.

The meeting closed at 9.00pm.

Signed.....ChairmanDate

Mission Statement

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