

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd July 2019, 7.15pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr R. Harris, Mr J. Hobbs, Ms L Kitchener, Mr J. Lean, Mrs C. Leggatt, Mr A. Macdonald (Chairman), Mr J. Price Williams (item 4 onwards), Mr C. Temple and Mr A. Zerny.

Absent: Cllrs Mr J. Day, Mr G. Emery Mr A. Gibb, Mr L. Ivall and Mr B. Massey.

Also Present: One member of the public, Central Bedfordshire Council Cllr Ms T. Wye and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Cllrs Mr J. Day, Mr G. Emery Mr A. Gibb, Mr L. Ivall and Mr B. Massey.

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 Co-option of a Town Councillor

Members noted that only one person had submitted an application.

The town council considered the application for co-option.

The candidate was proposed and seconded allowing them to be taken forward to the vote.

It was **resolved** that the candidate to be co-opted to Potton Town Council is Jonathan Price Williams.

The Declaration of Acceptance was completed by Mr Price Williams, which allowed Cllr Price Williams to take part in the rest of the meeting.

The Chairman welcomed Cllr Price Williams.

4 Public Participation Session (Agenda item 3)

No questions from the public.

5 Minutes (Agenda item 4)

The minutes of the previous meeting held on the 4th June 2019, 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 – 4.6.19 and 18.6.19

7 Reports from Central Bedfordshire Councillors (Agenda item 6)

Cllr Wye gave the following report.

I have been in discussion with Central Bedfordshire Council – Gypsy and Traveller Liaison, with regards to the re-opening of the Bridleway. Attended a planning meeting at Central Bedfordshire Council about the Quarry, a Liaison Group including Potton Town Council, Everton Town Council is being setup, date of the meeting to be confirmed.

Cllr Zerny gave the following report.

A Local Plan meeting is scheduled for the 18th July 2019. On social media I have been asking for highway suggestions and mentioning about speed data.

Cllr Ellison (Speed Watch Co-ordinator) advised that Speed Watch are in action Monday, Tuesday and Wednesday this week.

8 Election of Vice-Chairman

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

The Chairman asked if Cllr Lean was willing to be Vice-Chairman of Potton Town Council.

Cllr Lean advised he was willing to be Vice-Chairman of Potton Town Council for a maximum of one year and then Chairman of Potton Town Council the following year for a maximum of one year subject to being nominated at the appropriate time.

It was **resolved** that Cllr Mr J. Lean be appointed as Vice-Chairman of the Town Council.

9 Development in Potton

9.1 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.

9.2 Planning Appeal

Appeal by Planning Prospects - CB/17/06069/OUT
Appeal Reference APP/P0240/W/18/3213352
Site at Land South of Sandy Road, Potton

Correspondence was noted.

The appeal will take place on Wednesday 11th September 2019 for 1 day at the Room PH15, Priory House, Monks Walk, Chicksands, Shefford. Beds. SG17 5TQ starting at 10.00 am.

Members were advised they may attend the Hearing, you may at the Secretary of State's Inspector's discretion, make your views known.

It was **resolved** that Cllr Mr J. Lean attends the Hearing.

Members discussed about Central Bedfordshire Council's five-year housing supply.

9.3 Supplementary item - Planning applications considered by the Planning Committee on 2nd July 2019 for recommendation at the next Town Council meeting.

Application No: CB/19/01734/FULL

Location: 1 King Street, Potton, Sandy SG19 2QT

Proposal: Change of use from Class A1 Retail to Sui-Generis use to include retail café, restaurant, refurbishment works to the shop front and new entrance door and signage.

The Planning Committee **resolved** to fully support the application. The Town Council likes to see this sort of development in the town.

It was **resolved** no further comment.

10 Brookfield Traffic Regulation Order

Members noted the town council received on the 31st May 2019 details about an experimental waiting restriction in Potton, the TRO came into operation on the 4th June 2019.

Correspondence from a resident was noted.

Members were advised that they have until 30th November 2020 to submit comments or objections about the Traffic Regulation Order.

It was **resolved (i)** to defer comment. **(ii)** to review the Brookfield Traffic Regulation Order at four monthly intervals. **(iii)** to invite Central Bedfordshire Council to the September town council meeting to explain why Brookfields has been completed and the school are still waiting.

11 Langenlonsheim

The Chairman asked Cllr Leggatt to provide an update.

Cllr Leggatt advised that mosaic gift workshop will be held on the 5th and 6th July 2019, a book will be produced, accommodation has been sorted except the Scouts.

A member mentioned about the pin badges.

The Town Clerk advised that three pin badges have been given out and these were to the following people Cllr D. Ellison, Cllr C. Leggatt and ex Cllr A. Leggatt.

12 Community Hall – Land east side of Biggleswade Road, Potton

Members noted the report and correspondence with regards to Community Hall – Land east side of Biggleswade Road, Potton including additional correspondence (draft transfer).

Members noted that the cost of the Community Hall (Plan A) is currently budgeted at £2,400,000.00 with some funding from Section 106 and other funding to be confirmed. Members were advised that the final invoice for S106 contributions was paid on the 24th May 2019 and therefore all the contributions identified within the S106 agreement for the provision of a community building will be available until 24th May 2024. A member advised will need a plan B and C in the future if Plan A isn't deliverable. A meeting with Cllr Emery, Town Council's Hall for All Representative and Cllrs Gibb, Kitchener and Macdonald Hall for All Committee and the trustees of Potton Hall for All is scheduled for Thursday 4th July 2019.

It was **resolved** to approve of the draft transfer which had been produced by BBW Law LLP.

13 Future High Street Fund

Members noted the report with regards to Future High Street Fund.

14 High Streets Heritage Action Zones scheme

Members noted the report with regards to High Streets Heritage Action Zones scheme.

It was **resolved** to submit an Expression of Interest to the High Streets Heritage Action Zones scheme in advance of the deadline (12:00 noon on 12 July 2019) subject to interest from local business(es).

15 Long Service Recognition

It was noted at the town council meeting on the 4th June 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 an award is made after twenty years of service.

It was **resolved (i)** to award John Lewis, Alan Leggatt and Peter Langridge with a Pocket Watch. **(ii)** that the budget for the pocket watches is £200 each. **(iii)** that an award is made after twenty years’ service.

16 Councillors Surgery

Councillors Surgery took place on the 15th June 2019. Cllrs Macdonald and Massey were in attendance. The report from Cllr Macdonald was noted.

17 Youth Club

Members were reminded at the town council meeting on the 8th January 2019 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.

Members noted the report with regards to the Youth Club.

It was **resolved (i)** to fund the youth club for a further six months from 1st October 2019 to 31st March 2020 at a cost of £4,894.80. **(ii)** obtain a quotation from Groundwork for another member of staff to allow them to continue at the Community Centre and the quotation be considered at the next town council meeting.

18 Civic Service

Members noted the update with regards to the Chairman’s Civic Service on 15th September 2019.

19 Cllrs Walkabout

Notes from the walkabout were noted.

It was also noted since the walkabout that Mike Williamson has arranged a feed of the grass in the opposite direction and some additional weed spraying at Mill Lane Recreation Ground.

20 Henry Smith Playing Fields – Fencing and Gates

Members note the quotation to replace a section of fencing and a gate in Henry Smith Playing Fields.

Members considered whether to obtain quotations to remove the fencing and two gates and replace with fencing and one gate in Henry Smith Playing Fields on Brook End.

It was **resolved (i)** to obtain quotations to remove the fencing and two gates and replace with fencing and one gate in Henry Smith Playing Fields on Brook End. **(ii)** that the quotation is considered by the Playing Fields, Allotments and Burials Committee.

21 Potton Green Wheel

Notes from the meeting of Potton Green Wheel were noted.

22 Dementia Friendly Gardening Display

Correspondence with regards to dementia friendly gardening display was noted.

It was suggested that Tibbs Dementia Foundation could plant and maintain the four concrete planters in Brook End and that Tibbs Dementia Foundation contact Central Bedfordshire Council – Highways with regards to installing and maintaining planters on the junction of Biggleswade Rd / Blackbird St and / or Sandy Rd / Shannon Place.

It was **resolved (i)** that Tibbs Dementia Foundation could plant and maintain the four concrete planters in Brook End and if they provide the plants, maintain and water, the town council would give Tibbs Dementia Foundation the town councils budget for the four planters. **(ii)** that that Tibbs Dementia Foundation could contact Central Bedfordshire Council – Highways with regards to installing and maintaining planters on the junction of Biggleswade Rd / Blackbird St and / or Sandy Rd / Shannon Place. **(iii)** that Tibbs Dementia Foundation be added to the allotment waiting list.

23 Finance

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 2nd July 2019 be approved.

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

A member commented that the Petty Cash entry for Potton Hall for All is incorrect and should be May Day Fete.

The Town Clerk explained that the May Day fete is the event and that either the money is paid to Potton Hall for All and / or Potton Cricket Club.

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

iv. Link a ride Community Transport

The town council noted it had received a request for financial contribution towards the costs of Link a ride Community Transport.

Members considered whether they agree to provide funding to Link a ride Community Transport in the financial year 2019-20 via The General Power of Competence. A member commented that the town council had contributed to the Ivel Sprinter. A member commented that Link a ride Community Transport doesn't operate in Potton.

It was **resolved** to not make a financial contribution towards the costs of Link a ride Community Transport.

v. Biggles FM

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

The Town Clerk provided members with additional correspondence from a member of the public with regards to Biggles FM request for funding.

Members considered the additional correspondence from a member of the public with regards to Biggles FM. A member commented that Biggles FM regularly advises about events in Biggleswade. Members then considered using the General Power of Competence to make a donation to Biggles FM.

It was **resolved (i)** to make a donation of £100 to Biggles FM from General Power of Competence from the 2019-20 financial year. **(ii)** that Biggles FM advises on its radio station about events in Potton. **(iii)** that Biggles FM sign up to the town council's twitter page so that it is aware of events in Potton. **(iv)** that Biggles FM actively looks for events in Potton. **(v)** that Biggles FM advertises about the Neighbourhood Plan referendum.

24 Neighbourhood Plan

It was noted that the Neighbourhood Plan has been assessed by an Independent examiner.

The Chairman of the Neighbourhood Plan advised that the Neighbourhood Plan Committee are scheduled to meet to look at response from the Independent examiner.

25 Central Bedfordshire Council - Review of Licensing Policy

Correspondence from Central Bedfordshire Council - Review of Licensing Policy was noted.

26 Electric – Vehicle Charging Point

Correspondence with regards to Electric – Vehicle Charging Point was noted.

It was **resolved** that Mr Grocott puts forward a proposal for the town council to consider with regards to potential locations for Electric – Vehicle Charging Point.

27 Electric and Gas

The town council noted the correspondence from Utility Aid with regards to Electric and Gas charges.

Members considered the proposal with regards to Electric and Gas. It was noted that the new charges were higher than the town council currently pays. It was suggested that Utility Aid are trying to scare the town council in to paying higher electric and gas charges.

It was then suggested that Cllr Ivall investigates Electric and Gas charges.

It was **resolved** that Cllr Ivall investigates Electric and Gas charges.

28 Street Naming

The correspondence from Central Bedfordshire Council with regards to street naming was noted.

Members were reminded that Central Bedfordshire Council require reasoning behind the name suggestion(s), confirmation that none of the names relate to living people, and finally confirmation that any living relatives in the area are happy for the names to be used.

Members considered whether to use any of the names on the town council's road names list.

As Central Bedfordshire Council had requested between seven and fifteen names it was suggested to use the names on the war memorial.

It was **resolved** to put forward the names on the war memorial for consideration as street names.

29 Bus Stops

At the town council meeting on the 4th June 2019 it was resolved to ask Charles Belcher to look around the town to identify which bus stops he would recommend need bus shelters. Members noted the report from Mr Belcher with regards to additional bus stops.

It was **resolved** to obtain a quotation to install a bus shelter on Sandy Road, Potton near the junction with Newtown.

30 Telephone and Broadband

The town council noted the correspondence with regards to Telephone and Broadband.

It was **resolved** to defer consideration of telephone and broadband until after the town council has a new office.

31 Mill Lane Recreation Ground

It was noted that Cllr Ivall had attended a meeting with regards to Potton Colts and Potton Tennis club with regards to artificial pitches on Mill Lane Recreation Ground. The minutes of the meeting were noted.

32 To Arrange Date of the Next Meeting

Several members advised that they would be unavailable to attend on the next scheduled meeting date (3rd September 2019) due to the trip to Langenlonsheim.

It was **resolved** that the September meeting is moved from the 3rd September 2019 to Tuesday 27th August 2019.

The meeting closed at 9.55pm.

Signed.....ChairmanDate

Mission Statement

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