

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 27th August 2019, 7.15pm at the Community Centre.

Present: Councillors Mr D. Ellison, Mr G. Emery, Mr J. Hobbs, Mr L. Ivall, Ms L Kitchener, Mr J. Lean, Mrs C. Leggatt, Mr A. Macdonald (Chairman), Mr B. Massey, Mr J. Price Williams and Mr A. Zerny.

Absent: Cllrs Mr J. Day, Mr A. Gibb, Mr R. Harris and Mr C. Temple.

Also Present: Two members 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 Cllr Mr A. Gibb.

Apologies for absence had been received from Cllr Mrs C. Leggatt for leaving the meeting early.

Apologies for absence had been received from Cllr Mrs L. Kitchener for arriving late.

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 noise in Sutton Road on Saturday and Sunday night was raised by member of the public. A member advised that the noise was from a Birthday party.

4 Minutes

The minutes of the previous meeting held on the 2nd July 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 – 2.7.19 and 16.7.19.

Commemorations Committee – 9.7.19.

Neighbourhood Plan – 9.7.19 and 5.8.19.

Quarry Liaison Group – 11.7.19.

Social Media Sub-Committee – 16.7.19.

6 Reports from Central Bedfordshire Councillors

Cllr Wye and Cllr Zerny advised they had produced an electronic report.

7 Quarry Liaison Group

The minutes of the inaugural meeting of the Quarry Liaison meeting were noted.

Members discussed about attendance at next meeting.

Cllr Zerny advised he would be attending the next meeting.

8 Party Booking – Deposit

It was noted that the town council hired out the Mill Lane Pavilion on Saturday 13th July 2019 and a deposit of £200 was paid.

The Town Council is holding onto £99.00 of the deposit to pay for repairs that have been needed to be carried out to the fire door shutter following the hire of the building. £101.00 of deposit has already been repaid to the hirer.

The hirer is not in agreement with the Town Clerk about the withholding of £99.00 of the deposit and wants the deposit to be repaid in full.

The hirer has been advised that the town council will consider this item at the town council meeting on the 27th August 2019 and that they are welcome to attend the meeting.

Members were asked to consider the attached correspondence and then asked to decide whether to repay the hirer the remaining £99.00 of the deposit or that £99.00 of the deposit is used to pay for repairs that have been needed to be carried out to the fire door shutter.

It was **resolved** that the Town Clerk writes to the Party hirer to advise on this occasion, that the decision to only refund the part of the deposit £101.00 which had already been sent was correct.

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 applications considered by the Planning Committee on 16th July 2019 for recommendation at the next Town Council meeting.

Application No: CB/19/01555/FULL

Location: 11 Spencer Close, Potton, Sandy SG19 2QX

Proposal: Two storey extension.

The Planning Committee **resolved** no objection.

It was **resolved** no further comment.

Application No: CB/19/01800/RM

Location: The Old Foundry, Willow Road, Potton, Sandy SG19 2PP

Proposal: Reserved Matters: Following outline approval of CB/18/03013/OUT Appearance, landscaping, layout and scale.

The Planning Committee **resolved** to support the application as a brownfield site, if the following previously advised amendments are made:

- Removal of driveways with direct access on to Willow Road (reason for this is a number of cars park on Willow Road and driveways would prevent parking). The parked cars also reduce speeding.
- The Potton Housing Needs Survey from 2014 carried out by Bedfordshire Rural Communities Charity and the Draft Neighbourhood Plan during consultation, both identified the need for bungalows. The town council requests at least two bungalows on this development.
- Consider a pedestrian access from the development to Chapel Street.

It was **resolved** no further comment.

9.3 Planning applications considered by the Planning Committee on 27th August 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.

Application No: CB/TCA/19/00335

Location: 1 Caves Court, Potton, Sandy SG19 2PW

Proposal: Works to trees within a Conservation Area: Fruit tree located in the communal area of Caves Court – a reduction of approximately 25% to suitable growth points to enable clearance of the building and to maintain and keep the tree to a suitable size for its location.

The Planning Committee **resolved** to approve subject to approval of the Arboricultural Officer.

It was **resolved** no further comment.

Application No: CB/19/02221/VOC

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

Proposal: Variation of condition 6 of planning permission CB/16/01223/OUT (Outline Application: 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 subject to height is no higher than other buildings in the vicinity.

It was **resolved** no further comment.

Application No: CB/19/02254/ADV

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

Proposal: Advertisement: Installation of various signage to shop front.

The Planning Committee **resolved** to support the application.

It was **resolved** no further comment.

10 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	£2,637.36	£0.00	£2,637.36
Childrens Play	£9,889.13	£70,000.00	£79,889.13
Cycleway	£94,353.54	£25,000.00	£119,353.54
Public Open Space Maintenan	£0.00	£39,110.00	£39,110.00
Hall	*£643,923.87	~£292,254.31	£936,178.18
Playing pitch Potton	£0.00	£52,445.00	£52,445.00
Skate Park	£0.00	£38,100.00	£38,100.00
Town Centre Improvements	£10,594.71	£0.00	£10,594.71
Total	*£761,398.61	~£516,909.31	£1,101,602.86

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

11 Langenlonsheim

The Chairman asked Cllr Leggatt to provide an update.

Cllr Leggatt advised that mosaic gift had been packed in the crate made by Cllr Massey and Cllr Gibb is transporting the crate to Langenlonsheim.

Cllr Leggatt suggested that a plaque is needed, members were advised that the project is already over budget. Cllr Leggatt then advised that someone had suggested post cards of the mosaic are produced.

Cllr Hobbs suggested that the Neighbourhood Plan budget pay for the plaque.

It was **resolved** that the Neighbourhood Plan budget is used to purchase a plaque for the Langenlonsheim mosaic.

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

Members noted the correspondence with regards to Community Hall – Land east side of Biggleswade Road, Potton.

The Town Clerk advised that the transfer is still outstanding and needs to be completed by the early September 2019.

13 Potton Show

Correspondence with regards to the town council's donation to Potton Show was noted.

14 High Streets Heritage Action Zones scheme

It was **resolved** to defer the item to the next meeting of Town Council.

15 Councillors Surgery Dates

Members were asked to consider about attendance at the monthly Councillor Surgery which usually take place once a month on a Saturday 10am – 12 noon in the Library.

16 Councillors Surgery

Councillors Surgery took place on the 20th July 2019. Cllrs Hobbs and Massey were in attendance. The report from Cllr Massey was noted.

The Chairman asked Cllr Ellison for an update with regards to the Horse Brook.

Cllr Ellison advised that he had met with the Senior Engineer from Bedford Group of Internal Drainage Boards, the Town Clerk and contractors and quotations to carry out maintenance and repair are now awaited.

Councillors Surgery took place on the 14th August 2019. Cllrs Emery and Lean were in attendance.

17 Youth Club

Members noted at the town council meeting on the 2nd July 2019 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.

Members considered the quotation from Groundwork.

The Responsible Financial Officer had advised that the town council could use the Youth Club Ear Marked Reserve to cover the additional cost for the third member of staff.

It was **resolved** to fund the youth club with three members for six months from 1st October 2019 to 31st March 2020 at a cost of £7,352.00 and the Youth Club Ear Marked Reserve is used to cover the additional cost for the third member of staff.

18 Civic Service

Members noted that the Chairman's Civic Service is taking place on 15th September 2019 and it is planned that the presentation for Long Service Award doesn't take place until 4pm.

19 Leisure Facilities Strategy Review

The town council noted the correspondence from Central Bedfordshire Council with regards to Leisure Facilities Strategy Review.

Members discussed the online survey.

It was **resolved** that the Town Clerk submits the online survey.

20 Proposed Waiting Restrictions in Horne Lane Potton

The town council noted the correspondence from Central Bedfordshire Council with regards to proposed waiting restrictions in Horne Lane, Potton and the correspondence from a number of residents.

Members were asked to consider a response to the consultation.

It was **resolved (i)** to object to the proposed waiting restrictions in Horne Lane, Potton. **(ii)** the town council are in favour of a waiting restriction at the junction of Horne Lane by Blackbird Street only. **(iii)** the town council would like to see Central Bedfordshire Council spend the money on traffic enforcement.

21 Biggles FM

Correspondence with regards to the town council's donation to Biggles FM was noted.

22 BATPC AGM - County Committee elections

Correspondence with regards to BATPC AGM - County Committee elections was noted.

The Chairman asked if any member(s) would like to stand for BATPC County Committee elections.

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 27th August 2019 be approved.

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

Members proceeded to go through the bank reconciliation.

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

iv. Verify Bank Reconciliations against statement 1st July – 31st July 2019.

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st July – 31st July 2019 be approved.

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

vi. General Power of Competence

Members considered using the General Power of Competence to fund hall hire in the financial year 2019-20 for the Youth Club.

It was **resolved** to use the General Power of Competence to fund £756.00 of hall hire in the financial year 2019-20 for the Youth Club:

Organisation	Day	Time	Building	Hourly cost	Cost for one session	Sessions per Year	Cost for six months
Potton Youth Club	Wednesday	17.00 - 20.00	CC Main Hall	£10.50	£31.50	Six Months 24x	£756.00

vii. Magpas Air Ambulance

The town council noted it had received a request for financial contribution towards the costs of Magpas Air Ambulance.

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

24 Mill Lane Recreation Ground

It was noted that Cllr Ivall has attended a further meeting with regards Potton Tennis Club having an artificial pitch on Mill Lane Recreation Ground and an artificial pitch for Football being located at the Hollow for Potton Colts and Potton United.

Cllr Zerny gave an update with regards to three types of new funding from Central Bedfordshire Council and that ward Cllrs would be having a briefing about the funding on the 27th September 2019.

25 Grant Awarding Policy

It was noted that the Clerical Assistant has produced a Grant Awarding Policy for the town council to consider adopting.

One amendment was suggested '*Applicants must meet the following criteria;*' be changed to '*Applicants shall ideally meet the following criteria;*'.

It was **resolved (i)** to adopt the Grant Awarding Policy with the above amendment. **(ii)** to thank the Clerical Assistant for producing the policy.

26 Electric – Vehicle Charging Point

It was noted that no information is available from the member of the public.

27 Central Bedfordshire Council Street Lighting Review

Correspondence from Central Bedfordshire Council (CBC) with regards to a Street Lighting Review was noted.

It was noted with regards to the question from CBC;

Can you confirm if you own and maintain any Street Lighting and provide a list of these Assets?

The town council own and maintain the following street lighting;

Brook End (17 Brook End / Village Hall) x 1

Brook End (Henry Smith Playing Fields) Car Park x 6

Royston Street (Bungalows) x 1

Sandy Road (Switched off as instructed by Town Council)

x 3

Sutton Road (Between Hatley Road and Wrestlingworth Road) x 2

It was **resolved** to ask Central Bedfordshire Council to consider adoption of the following streetlights;

Brook End (17 Brook End / Village Hall) x 1

Royston Street (Bungalows) x 1

Sandy Road x 3

Sutton Road (Between Hatley Road and Wrestlingworth Road) x 2

28 Street Naming

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

29 Bus Stops

Correspondence from Principal Public Transport Officer, Passenger Transport Service, Central Bedfordshire Council was noted.

Members were asked to consider if they would be agreeable for the bus stop on Sandy Road to be moved to a location further from Newtown which will accommodate a bus shelter.

The Chairman advised that he would speak to the resident who made the request for the bus shelter.

30 Central Bedfordshire Council Public Space Protection Orders

Correspondence from Central Bedfordshire Council with regards to Public Space Protection Orders noted.

31 Transplant Games

Correspondence from David Tall with regards to Paula Evetts who took part in the Transplant Games was noted.

It was **resolved** to contact David Tall to request further information and photos for the next newsletter.

32 Police and Crime Commissioners Annual Parish Conference

It was noted that the PCC’s annual conference is to be held on 1st October 2019 and is open to all Parish and Town Councillors.

The Chairman asked if anyone like to attend the conference to either book through the Eventbrite website or inform the council office.

33 To Arrange Date of the Next Meeting

Tuesday 1st October 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.