

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 1st October 2019, 7.15pm at the Community Centre.

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

Absent: Cllrs Mr J. Hobbs and Ms L. Kitchener.

Also Present: Six 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 Cllrs Mr J. Hobbs and Ms L. Kitchener.

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

- A member of the public asked for an update with regards to the rural match fund application for Wrestlingworth Road.

The Chairman asked Central Bedfordshire Councillors Wye and Zerny to provide an update at soonest convenience.

- A member of the public asked when will the Hall for All be discussed.

The Chairman advised that he would raise Hall for All once all the public had finished.

- The Chairman raised about formalising a Steering Group for the Hall for All with Cllrs and Hall for All Trustees, this would include minutes of the meeting being put forward for acceptance and adoption by the town council.

It was **resolved** to formalise a Steering Group for the Hall for All.

The Chairman advised that Cllrs Gibb, Kitchener and Macdonald were members of the town councils Hall for All Committee. The Chairman said that other Cllrs are welcome to volunteer to join the Steering Group.

- The Chairman raised about a response from Central Bedfordshire Council (CBC) Cllr Wenham, Deputy Leader and Executive Member for Corporate Services at meeting of CBC 26th September 2019 in which Cllr Wenham stated that Potton Town Council would use this type of funding (New Homes Bonus) for a '*.... new gold chain and mayoral Bentley.*'

Members noted a draft letter prepared by the Town Clerk.

A member suggested that Rt Hon Alistair Burt MP and Stephen Rix, Monitoring Officer of Central Bedfordshire Council are sent a copy of the letter.

A member suggested that we wait and see if Cllr Wenham apologises for what he said during the meeting. A member suggested that we go to a meeting of Central Bedfordshire Council if Cllr Wenham doesn't come to us.

A member suggested LGSS (Local Government Shared Services) can bring a complaint about a Central Bedfordshire Council Cllr before a Committee.

A member suggested that what Cllr Wenham said during the meeting was pre-meditated because Cllr Wenham was reading from script which was in front of him.

It was **resolved (i)** that the Chairman and Town Clerk review the letter for Cllr Wenham and then send. **(ii)** that a copy of the letter is sent to Rt Hon Alistair Burt MP and Stephen Rix, Monitoring Officer of Central Bedfordshire Council.

4 Minutes

The minutes of the previous meeting held on the 27th August 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 – 27.8.19 and 17.9.19.

Members considered a report from the Responsible Financial Officer for two resolutions from the Playing Fields, Allotments and Burials Committee.

Resolution 1

5 Mill Lane Football pitches (Agenda item 8.3)

It was resolved that the Responsible Financial Officer makes a recommendation to the town council at the next meeting of town council of where the monies can be found to pay for the works at a cost £7,925.60.

Resolution 2

13 Trees (Agenda item 12)

It was resolved that the Responsible Financial Officer makes a recommendation to the town council at the next meeting of town council of where the monies can be found to pay £4,860.

After consideration.

It was **resolved (i)** that monies available in the Trees Ear Marked Reserve are used towards part of the cost of the Tree Work (Hedge 4) in Mill Lane Recreation Ground. **(ii)** that any underspends in the current year fund at the end of financial year are used to fund towards Mill Lane Football Pitches £7,926 and Trees (Hedge 4) £3,910. **(iii)** that the town council uses the General Reserve to fund the remainder of the Mill Lane Football Pitches £7,926 and Trees (Hedge 4) £3,910. **(iv)** that the town council includes £9,500 in the 2020-21 draft budget for football pitch maintenance so that the other pitch is maintained in 2020 and £4,500 in hedge removal so that a further section of hedge can be removed.

The Responsible Financial Officer was thanked.

The Town Council then accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:
Playing Fields, Allotments and Burials Committee – 17.9.19

6 Reports from Central Bedfordshire Councillors

Cllr Wye

- Re-establish bridleway to Gamlingay as part of the Potton Greenwheel.
- New Central Bedfordshire Council (CBC) Licensing Policy.
- Crossing place by Newtown.
- Ward Cllrs Grant scheme, with each ward Cllr having £2,000 2019-20 and the same amount again 2020-21, the grants will be made subject to various conditions which include the applicants having 50 per cent of the cost to match fund, the money must be for a capital expenditure. Ward councillors are responsible for approving the grant, and ensuring the money is spent by the recipients according to their award. The scheme will then be reviewed to establish if the scheme has been successful.
- Two other Central Bedfordshire Council schemes of funding (Community Assets Grant Scheme and The Public Realm Improvement Scheme) are also available from CBC.

The Chairman who is also a trustee of Potton Consolidated suggested that Cllr Wye contacts Charles Belcher, Chairman of Potton Consolidated Charity and the Clerk of Potton Consolidated Charity about further funding.

Cllr Zerny

- Raised at Central Bedfordshire Council about New Homes Bonus.
- Wildlife Protection and protection of hedges.
- Horne Lane Waiting Restriction will be considered by Traffic Management Committee in November 2019.
- Brookfields Waiting Restriction will be considered by Traffic Management Committee in January 2020.

A member asked about the new sewer which is being installed on Everton Road near Eagle Farm, is the traffic chicane which has been removed, going to be reinstalled.

Cllr Zerny advised he would make enquiries.

7 Planning Training

It was noted that Cllrs Harris, Hobbs, Lean and Price Williams had attended a Planning training session at Central Bedfordshire Council.

A report from Cllr Hobbs about the training was noted.

Cllr Lean gave a verbal update and advised it is important that the town council get involved at the pre-planning stage and important to forge closer links with the Planning Officer. Cllr Price Williams mentioned that Planning at Central Bedfordshire Council advised the Neighbourhood Plan will assist with planning applications.

The Chairman thanked Cllrs Lean and Price Williams for the update.

8 Bus services 85/85A and 188/190 in Biggleswade and East Bedfordshire

Correspondence from Central Bedfordshire Council with regards to Bus services 85/85A and 188/190 in Biggleswade and East Bedfordshire and from a member of the public was noted.

Members made the following comments;

1. Not fit for purpose and therefore not used.
2. Doesn't align with trains at Sandy and Biggleswade (For example allowing two minutes between bus arrival and train departure isn't long enough) and therefore why not used.
3. Bus fare costs need to be competitive with parking costs.
4. Journey times to Potton need to be appropriate, as the bus goes via various locations it takes 30 minutes to get from the station to Potton, when in car it is possible in five minutes and 12 minutes for a cycle.
5. Bus services are needed for a sustainable town.
6. Need to reinstate evening services so that commuters can travel to and from work.
7. Need to reinstate morning services so that commuters can travel to and from work.
8. Central Bedfordshire Council need to actively promote bus services for all purposes as they are environmentally friendly means of transport.
9. Sandy and Biggleswade train station car parks are either at capacity or nearing capacity and due to additional housing, a bus service fit for commuters is needed because the car parks won't be able to meet demand.

It was **resolved (i)** to send correspondence to Central Bedfordshire Council. **(ii)** to send a copy of the correspondence to the member of the public.

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 17th September 2019 for recommendation at the next Town Council meeting.

Application No: CB/19/02535/LB

Location: 26 Market Square, Potton, Sandy SG19 2NP

Proposal: Listed building: Replace windows, apply a smooth render and repaint external walls.

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

It was **resolved** no further comment.

10 Publication Scheme

It was noted that the Clerical Assistant has produced a Publication Scheme for the town council to consider adopting.

It was **resolved (i)** to adopt the Publication Scheme. **(ii)** to thank the Clerical Assistant for producing the Publication Scheme.

11 Proposed Waiting Restrictions in Everton Road, Potton

The town council noted the correspondence from Central Bedfordshire Council with regards to proposed waiting restrictions in Everton Road, Potton.

Members were asked to consider a response to the consultation.

It was **resolved (i)** to support the proposed waiting restrictions in Everton Road, Potton. **(ii)** to send a copy of the proposed waiting restrictions for Everton Road to the Chair of Governors for Potton Federation.

12 Bedfordshire Day

Correspondence with regards to Bedfordshire Day 2019 from Mr Luke Blackstaffe from the Friends of Bedfordshire was noted.

It was also noted that the council has a Bedfordshire Flag and it will be flown on the 28th November 2019 (Bedfordshire Day).

13 Town Centre – Benchmarking

Members noted that a Benchmarking Survey of Pottton was carried in 2017 and a further Benchmarking Survey of Pottton was carried out in 2019.

It was also noted that Central Bedfordshire Council has advised that they will be in touch shortly to schedule a presentation of the findings for members and they have commissioned a further Benchmarking Survey of all Market Towns in Central Bedfordshire including Pottton for 2021.

14 High Streets Heritage Action Zones scheme

The Chairman asked Cllr Gibb to give an update.

Cllr Gibb advised that the town council had been unsuccessful with its application to the High Streets Heritage Action Zones scheme, with successful schemes all being far larger than Pottton's.

The Chairman thanked Cllr Gibb for submitting the application to the High Streets Heritage Action Zones scheme.

15 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.

The Cllrs volunteered as follows.

Month	Day	Cllr	Cllr
November	16 th	Price Williams	Leggatt
December	14 th	Macdonald	Massey
January	11 th	Ellison	Lean
February	8 th	Price Williams	Temple

It was **resolved** that the councilor surgeries are carried out as above subject to the Library being available.

16 Councillors Surgery

Councillors Surgery took place on the 21st September 2019. Cllrs Kitchener and Massey were in attendance.

Cllr Massey gave a verbal report in which he advised that two members of the public had visited and raised items which included the streetlights not working on Sandy Road.

The town council noted the report.

17 Civic Service

Members noted the review of the 2019 Civic Service and that during the reception the long service award recipients Alan Leggatt and Peter Langridge were presented with an award. Unfortunately, the third recipient of the Long Service Award John Lewis, who had advised he would be present, wasn't presented with his Long Service Award as he wasn't in attendance.

The collection during the church service raised a £120.07 for the Chairman's Charity, Prebend Street. Cllr Leggatt advised she would present the money to Prebend Street at an Inner Wheel meeting.

The Chairman suggested that next years Chairman of the council asks Potton Federation to sing at the event to increase attendance.

18 Finance

i. To approve the list of payments.

Members asked the Town Clerk questions about the payments.

It was **resolved** that the payments up to the 1st October 2019 be approved.

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

Members proceeded to go through the bank reconciliation.

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

19 External Auditor – Audit for the year end 31 March 2019

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

The Town Council noted that no matters came to the attention of the external auditor.

It was **resolved** to approve and accept the Annual Return including the external auditor's certificate which was presented to the town council for year ended 31st March 2019, following its return by the External Auditor now that they had given an audit opinion.

20 Appointment of Internal Auditor 2019/20

Members discussed about the appointment of the internal auditor. The Town Council undergoes an internal audit on an annual basis. The council reviewed the appointment of an internal auditor.

A member suggested it was good practice to change Internal Auditor at some stage.

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2019/20.

21 Review of the effectiveness of the Internal Audit

Members had been provided with a copy of the town council's review of the effectiveness of the Internal Audit for them to carry out a review of its effectiveness. Members then discussed and reviewed the effectiveness of the Internal Audit.

It was **resolved** to approve the review of the effectiveness of the Internal Audit.

22 Financial and Management Risk Assessment

Members had been provided with a copy of Potton Town Council's Financial and Management Risk Assessment for them to carry out a review.

Members discussed and reviewed Potton Town Council's Financial and Management Risk Assessment assessing the probability and impact of each risk identified.

It was **resolved** to approve Potton Town Council's Financial and Management Risk Assessment.

23 Budget

It was noted in advance of the town council setting its budget which includes its precept demand, the town council committees are being asked to put forward budget requirements.

Members reviewed the draft Action Plan for 2019-20 that the Clerical Assistant had produced.

The Chairman advised that the town council needs to consider what the town council wants to deliver in the next five years as had previously been suggested by the Town Clerk.

It was **resolved (i)** that a draft action plan for 2020-21 is produced for the town council to consider. **(ii)** to thank the Clerical Assistant for producing the draft Action Plan for 2019-20.

24 Cemetery Rules and Regulations

Members considered an article with regards to Lawn Cemetery.

After much discussion.

It was **resolved (i)** to amend the lawn Cemetery article to have Potton Town Council rather than the Playing Fields, Allotments and Burials Committee in the article. **(ii)** to include the Lawn Cemetery article in the next edition of the newsletter. **(iii)** to display signs on burial plots which have items that don't comply with the Cemetery Rules and Regulations. **(iv)** the town council to consider comments from burial owners and other members of the public, after the article has been in the newsletter and signs have been placed on burial plots which have items that don't comply with the Cemetery Rules and Regulations. **(v)** a quotation is obtained to remove the items from burial plots which don't comply with the Cemetery Rules and Regulations. **(vi)** the town council consider the quotation once the burial owners and other members of the public have had a chance to respond.

25 Car Park

It was noted that the extended car park has been open for approximately six months.

It was then noted that generally Thursday mornings is the most difficult time to find a car parking space and Thursday afternoons is the easiest time to find a car parking space.

Members commented that the car park is usually full, with lots of people using it for short stay parking to visit the Doctors Surgery.

26 Litter Pick

Members were reminded that the Litter Pick organised by Cllr Leggatt and Mr Leggatt is taking place on Saturday 12th October from 10am – 2pm.

A member advised that England are playing Rugby at 9.15am on the 12th October.

A member advised that a check of the Christmas Lights was also going to place on the same day.

27 Young People’s Council

The written motion to request that the town council have a Council for Children from Cllr Leggatt was noted.

Cllr Leggatt outlined the motion.

It was suggested that town cllrs attend the Young People’s Council meetings to take the minutes and the meetings take place every three months.

It was **resolved** that Cllrs Day, Ivall, Lean, Leggatt and Macdonald investigate a Young People’s Council and then provide a proposal for the town council to consider at a meeting of the town council.

28 To Arrange Date of the Next Meeting

Tuesday 5th November 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.