

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th November 2019, 7.15pm at the Community Centre.

Present: Councillors Mr J. Day, Mr D. Ellison, Mr R. Harris, Mr J. Hobbs, Mr L. Ivall, Ms L. Kitchener, Mrs C. Leggatt, Mr A. Macdonald (Chairman), Mr J. Price Williams and Mr C. Temple.

Absent: Cllrs Mr A. Gibb, Mr J. Lean, Mr B. Massey and Mr A. Zerny.

Also Present: Central Bedfordshire Council Cllr Ms T. Wye and the Town Clerk.

1 Apologies for absence

Apologies for absence had been received from Cllrs Mr A. Gibb, Mr J. Lean, Mr B. Massey and Mr A. Zerny.

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

- Lack of available empty parking spaces in the Market Square during the day and evening was discussed and this was caused at times by trader vehicles being parked during the daytime and the success of eating establishments in the evenings. It was commented that it was more difficult installing the Christmas lights because of the number cars parked in the Market Square.
- Parking inappropriately on bends and junctions with Everton Road from Myers Road to West End Lane parking on the bend being given as an example.
It was **resolved** to include an article in the next newsletter with regards to Parking.

4 Minutes

The minutes of the previous meeting held on the 1st October 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 – 1.10.19 and 15.10.19.

Commemoration Committee – 8.10.19.

Christmas Lights Committee – 10.10.19.

Employment Committee – 10.10.19. would be considered at the end of the meeting.

6 Reports from Central Bedfordshire Councillors

Cllr Wye

- Central Bedfordshire Council's Traffic Management Horne Lane.
- Black Cat A428 – Transport projects including cycling, which Cllr Gibb may be interested in.
- Community Assets Grant Scheme - This will offer £182,000 per year to be spent on projects in the local community. Will be subject to assorted conditions which include CBC sign-off and the venture in question finding 50 per cent of the required funding from other sources. The maximum grant per project will be £25,000 in any one year. This is being launched in December 2019 and will be renewed every April if the scheme is deemed a success. More details will be available nearer the time.
- Willow Road yellow lines approved including drop kerbs and tactile paving.
- Wrestlingworth Road – Rural Match Fund application being progressed.

7 Councillors Surgery

Councillors Surgery took place on the 19th October 2019. Councillors Harris and Ivall were in attendance.

Cllr Harris gave a verbal report in which he advised that a member of the public was after a recommendation for a plumber and that the A-Board was unable to be found. The Town Clerk advised that he had spoken to the Librarian about the A-Board and the Librarian had advised that the A-Board would be available for the next Councillors Surgery.

The town council noted the report.

8 Potton Green Wheel

Notes from a meeting of the Potton Green Wheel which took place on the 24th September 2019 were noted.

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 5th November 2019 for recommendation at the next Town Council meeting.

Application No: CB/TCA/19/00467

Location: 16 Station Road, Potton, Sandy SG19 2PU

Proposal: Works to trees within a conservation area: Crown Reduction to Large Pine Tree.

The Planning Committee **resolved** no objection, subject to approval of the Tree and Landscape Officer.

It was **resolved** no further comment.

Application No: CB/TCA/19/00477

Location: 16 Station Road, Potton, Sandy SG19 2PU

Proposal: Works to trees in a conservation area: Fell Process and Remove Mature Diseased Copper Beech Tree.

The Planning Committee **resolved** to support, subject to approval of the Tree and Landscape Officer.

It was **resolved** no further comment.

10 Magpas

Correspondence from Magpas thanking the town council for a contribution was noted.

11 Ward Cllr Grants

Correspondence from Central Bedfordshire Council Cllr Wye was noted.

Cllr Wye advised that Cllr Zerny and she had received no applications to spend the Ward Cllr Grants.

It was **resolved** that the town council applies to spend the ward Cllrs grant for all remaining monies, if all or any is remaining on the 15th December 2019.

12 Bedfordshire crime statistics - September 2019

September 2019 Bedfordshire crime statistics were noted.

13 Police and Crime Commissioner for Bedfordshire

Correspondence from Kathryn Holloway, Police and Crime Commissioner for Bedfordshire (August and September newsletters) were noted.

14 Potton Neighbourhood Plan

The Chairman of Potton Neighbourhood Plan Cllr John Hobbs has requested this item.

Cllr Hobbs advised it was planned, now the Potton Neighbourhood Plan has been adopted to produce an eight-page summary booklet for delivery to all households early next year.

It was suggested that the eight-page summary booklet forms the central section of the next newsletter.

Cllr Hobbs requested that Potton Neighbourhood Plan steering group be allowed to visit a local establishment for a meal with the Potton Neighbourhood Plan budget as a thank you for four years hard work.

The Chairman suggested that Potton Neighbourhood Plan steering group be allowed a drink with the Potton Neighbourhood Plan budget.

15 Central Bedfordshire Council – Draft Local Plan Update

Correspondence with regards to a Local Plan update was noted.

16 Gamlingay Neighbourhood Plan- Preliminary consultation

Correspondence with regards to a Gamlingay Neighbourhood Plan- Preliminary consultation was noted.

17 Biggleswade Road Planters

It was noted that members have previously suggested about having planters on the pavement on the junction of Biggleswade Rd / Blackbird St and / or Sandy Rd / Shannon Place.

It was then noted that Reynolds Landscaping Services have advised that they can supply, deliver and install eight second hand round concrete planters (approximately 1metre in diameter and 0.5metres in height) for £200 in November 2019.

It was noted that the Town Clerk had met with the Nick Carofalo, Custodian Area 1 Highways, Community Services, Central Bedfordshire Council on the 15th October 2019 to look at the two locations mentioned above, so that a site assessment for suitability of the locations could be carried out.

Biggleswade Rd / Blackbird St – Mr Carofalo has advised that the location is suitable for three concrete plants with low growing plants. Members noted a photo of the site and a plan showing where Mr Carofalo had advised the planters can be placed.

Sandy Rd / Shannon Place – Mr Carofalo has advised that the location isn't suitable for concrete plants as the site slopes.

Mr Carofalo informed the Town Clerk that the town council would need a structures licence from Central Bedfordshire Council to allow the town council to position and maintain the three concrete planters on the public footpath. Mr Carofalo advised that the town council consult local neighbours and local ward cllrs to see if anyone has an objection to the installation of the three concrete planters.

Members noted that Cllr Day has put forward suggestions for planting of bee-friendly plants which would include dwarf fruits and underplant with nectar rich herbaceous plants.

It was **resolved (i)** to install three concrete planters on the corner of Biggleswade Rd / Blackbird St as per the plan, subject to favourable comments from the consultation with near neighbours and ward cllrs. **(ii)** to consult near neighbours of Biggleswade Rd / Blackbird St about the installation of three concrete planters, advising the residents that the town council voted favourable to the planters. **(iii)** to accept eight concrete planters from Reynolds Landscaping Services for a cost of £200. **(iv)** that the spare concrete planters are stored in Mill Lane Recreation Ground car park until suitable locations are found. **(v)** that the Playing Fields, Allotments and Burials consider what plants to plant in the three concrete planters on the corner of Biggleswade Rd / Blackbird St if they are installed.

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 5th November 2019 be approved.

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

Members proceeded to go through the bank reconciliation.

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

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

It was noted that the town council is underspending on expenditure budget. The Town Clerk explained that various invoices are waited for sizeable amounts e.g. Election and works are on order also for sizeable amounts e.g. sports pitch maintenance and trees.

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

19 Central Bedfordshire Council Public Space Protection Orders

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

20 Bedfordshire Association of Town and Parish Councils – Annual Report

Bedfordshire Association of Town & Parish Councils Annual Report and Accounts 2018-19 was noted.

21 Bedfordshire Association of Town and Parish Councils - Neighbourhood Planning and Community Health & Wellbeing
Correspondence from Louise Ashmore with regards to Neighbourhood Planning and Community Health & Wellbeing was noted.

22 Rt Hon Alistair Burt MP
Correspondence from the Rt Hon Alistair Burt MP, MP for North East Bedfordshire was noted.

23 Community Engagement Strategy
It was noted that the Clerical Assistant has produced a Community Engagement Strategy for the town council to consider adopting.

It was **resolved (i)** to adopt the Community Engagement Strategy. **(ii)** to thank the Clerical Assistant for producing the strategy.

24 London Luton Airport Consultation
Correspondence with regards to London Luton Airport Consultation was noted.

25 Four Seasons Market
Members considered dates for the 2020 Four Seasons Market.

It was **resolved (i)** to continue with the Four Seasons Market in 2020. **(ii)** that the Four Seasons Market in 2020 takes place on the 3rd Saturday in March, June and September and the 2nd Saturday in December. **(iii)** that the Councillor Surgery takes place on the same day as the Market.

26 Central Bedfordshire Council - Town and Parish Council Conference
Correspondence from Central Bedfordshire Council with regards to Town and Parish Council Conference was noted.

Members were advised that the conference has been cancelled due to purdah rules for the General Election.

27 Central Bedfordshire Council - New Homes Bonus
Correspondence from Central Bedfordshire Council with regards to New Homes Bonus was noted.

28 Invitation to Central Bedfordshire Council - Councillor Wenham
Correspondence sent to and received from Councillor Richard Wenham, Deputy Leader & Executive Member for Corporate Resources was noted.

29 Social care for older residents of Potton proposal
Correspondence from Andrew Hope with regards to a presentation from Sparko was noted.

Members were asked to consider if they would like to receive a presentation from Sparko and if they would like a presentation, when they would like the presentation to take place and the amount of meeting time they wish to allocate to the presentation.

Members advised they had looked at the Sparko website and were able to find very little detail about the company.

It was suggested that the presentation shouldn't be given in December as requested or January as the town council meetings are very busy at that time of year. It was suggested that the presentation should be a maximum of ten minutes.

It was **resolved** to contact Mr Hope to advise that Sparko can give a ten-minute presentation at either the February or March 2020 town council meeting.

30 Benchmarking

Correspondence from Sam Caldbeck, Place Programme Manager, Central Bedfordshire Council with regards to a Benchmarking presentation was noted.

Members considered if they wanted to receive a presentation from People and Places with regards to Benchmarking.

It was suggested that the presentation is given before the town council sets the budget and precept on the 7th January 2020 as ideas on how to improve the town may be given.

It was **resolved** to request that the presentation takes place on the 13th, 14th, 15th or 16th January 2020.

31 Casual Vacancy

It was noted that the Cllr vacancy can be filled by Co-option.

It was **resolved** that the Cllr vacancy is advertised, and the town council carry out a co-option at a meeting of the town council.

32 Bedfordshire Association of Town and Parish Councils - Bugle

The latest edition of the Bugle was noted.

Well done for Claire Massey, Clerical Assistant, Potton Town Council who is mentioned on page 1 of the Bugle following her CiLCA success.

33 To Arrange Date of the Next Meeting

Tuesday 3rd December 2019.

The Chairman gave his apologies for the 3rd December 2019 meeting.

34 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:
Employment Committee – 10.10.19.

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.