

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 24th March 2020, 7.00pm via Zoom

Present: Councillors Mr D. Ellison, Mr A. Gibb, Mr J. Hobbs, 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 L. Ivall and Mr C. Temple.

Also Present: The Town Clerk.

Actions

1 Apologies for absence

Apologies for absence had been received from Cllrs Mr J. Day, Mr L. Ivall and Mr C. Temple.

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

No questions from the public.

4 Contingency Planning in Response to COVID-19

The report from the Town Clerk was noted.

It was **resolved** that all Cllrs respond to confirm they agree or don't agree with all decisions that the town council makes during Zoom meetings, so that an audit trail is available if the council is challenged about any decision.

Cllrs

It was **resolved** that the council office staff work from home and visit the office to check for any post and other administration tasks need to be carried out in the office.

Office Staff

It was **resolved** to purchase three laptops one each for the Administration Assistant, Clerical Assistant and Town Clerk.

Town Clerk

It was **resolved** that the Town Clerk takes the main desktop computer home.

Town Clerk

It was noted that Town Clerk runs financial matters. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.

It was **resolved** that the limit is increased from £1,000 to £5,000.

Town Council

It was resolved (i) that the Caretaker and General Assistants stay at home as per Government Guidance, unless they are required for burials or urgent (Emergency work) and they are paid on full pay. (ii) that the Caretaker and General Assistants whilst not at work consider environmental improvements.	Town Clerk
It was resolved following the decision from the Government that play areas must be closed, that the grass cutting contractor doesn't cut the grass in the play areas to emphasise the point that play areas are out of use.	Town Clerk
It was resolved that the grass on the corner of King Street which is scheduled to be cut by town council staff isn't cut as the General Assistants have been instructed to stay at home.	Town Clerk
It was resolved to investigate electronic banking.	Town Clerk
It was resolved to subscribe to a Zoom account to allow the town council to meet online.	Town Clerk
It was resolved to apply to Potton Consolidated Charity for a grant of £500 for Potton coronavirus hardship fund.	Town Clerk
It was resolved to contact Mulberry Homes about the offer to donate to the Potton community with regards to coronavirus.	Town Clerk
It was resolved that the town council make an initial award of £500 to the Potton Community COVID 19 Support Group.	Town Clerk
It was resolved to investigate Just Giving and other similar establishments.	Cllr Hobbs
It was noted that the Community Agent has been in discussions with the Chairman of Potton Consolidated Charity with regards to the charity donating to Potton Community COVID 19 Support Group.	
It was noted that Potton Consolidated Charity had increased the amount it would give to the Good Neighbour scheme from £500 to £1,000 because of coronavirus.	
It was noted that the town council can print and laminate up to A3 size.	
It was resolved that the Young People's Potton Town Council be postponed.	Town Clerk
It was resolved that the Hall for All meetings continue, and these take place on Zoom.	Town Clerk
It was resolved to write to Central Bedfordshire Council (CBC) about gaining an extension to the May 2021 deadline.	Cllr Zerny

<p>It was resolved to contact Liz Smith, Chairman of Hall for All to ask that Hall for All contact Cllr Zerny about gaining an extension to the May 2021 deadline.</p>	Chairman
<p>Cllr Zerny advised about planning and a meeting scheduled by CBC on how they plan to deal with applications that should go to the Development Management Committee, with the proposal that the Chief Executive is given delegated powers. Cllr Zerny continued by advising that he had spoken with the monitoring officer and they advised that the Chief Executive already has delegated powers.</p>	
<p>Discussion about candidates for vacant cllr position.</p>	
<p>It was resolved that all three candidates are invited to join the 7th April 2020 Zoom Town Council meeting.</p>	Town Clerk
<p>A member advised that Party on Potton are having a meeting to discuss the 2020 Big Weekend.</p>	
<p>It was resolved to contact Party on Potton to advise that we are here to help them financially.</p>	Town Clerk
<p>It was resolved that Party on Potton Big Weekend is an item on the next town council agenda.</p>	Town Clerk
<p>It was resolved that work to the Orchard Brook can take place subject to them carrying out work as per government guidelines.</p>	Orchard Group
<p>It was resolved that the allotment site remain open as allotment holders can class this as one exercise for the day.</p>	
<p>It was resolved that private play areas in Potton are checked to identify if they are closed to the public.</p>	
<p><u>Play area</u> Sheepwalk Close</p>	Cllr Ellison
<p>Wingfield Drive</p>	Cllr Massey
<p>Nursery Close</p>	Town Clerk
<p>It was resolved to contact shops (Post Office, Butchers, Paper shop and Pharmacy) to offer temporary spray painting on the pavement to mark 2metres apart.</p>	Town Clerk
<p>It was suggested a likely increase in burglaries.</p>	
<p>It was noted that the Household Waste Recycling Centre is closed, and it is likely that fortnightly garden waste collection will be cancelled.</p>	
<p>It was noted that cards have been delivered through the door of all households. A Cllr advised they had been contacted to check if genuine.</p>	

Emails / messages and fake emails / messages were mentioned.

5 Date of the Next Meeting

Tuesday 7th April 2020.

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.