

POTTON TOWN COUNCIL

Minutes of a Extra-ordinary Meeting of the Town Council held on
Tuesday 25th August 2020, 7.00pm via Zoom.

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

Absent: Councillor Mr A. Gibb and Mr A. Macdonald.

Also Present: CBC Cllr Ms T. Wye, Town Clerk, Clerical Assistant and Admin Assistant.

1 Apologies for absence

Councillor Mr A. Macdonald.

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.

3 Public Participation Session

Cllr Harris mentioned as a lot of us working at home, may be the meetings should start earlier.

It was **resolved** that the next meeting starts at 6pm as a trial.

4 Minutes

The minutes of the previous meeting held on the 7th July 2020, which had been previously circulated, was approved.

5 Town Council Committees

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:

- Neighbourhood Plan – 26th May 2020.
- Planning Committee – 7th July 2020, 21st July 2020 and 28th July 2020.
- Hall for All Steering Group – 14th July 2020 and 11th August 2020.
- Infrastructure Committee – 21st July 2020.

6 Reports from Central Bedfordshire Councillors

Cllr Zerny advised he had nothing to report at this meeting.

Cllr Wye spoke about:

- Gas works between Sandy and Potton.
- Potton Food Garden and Anglian Water tap compensation.

7 Street Naming

The town council considered the name proposed by the developer, which was the developers name for CB/SN/20/0205 Land Opposite Playing Field, Mill Lane, Pottton.

It was **resolved** that the item is deferred to the 1st September Town Council meeting.

8 Youth Club Report

The report which advised attendance at the Youth Club was low was noted.

It was **resolved** to contact Groundwork to ask how they are engaging with the Youth to attract them to attend the Youth Club.

9 Mill Lane Recreation Ground - Leyland Cypress Hedge

It was noted that the Town Clerk has been in contact with four contractors about gaining quotes to carry out further removal of Leyland Cypress hedge at Mill Lane Recreation Ground.

The contractors have been asked to provide two quotations:

Option 1 - Removal of a minimum of 100 metres of leylandii as marked in blue on the attached plan (Starting from the most northern point of the site).

Option 2 – Removal of whole leylandii hedge as marked in red on the attached plan.

For both options the town council requires removal of all debris for all work and stump grinding needs to be completed.

The town Council has budgeted £4,500 for tree work at Mill Lane Recreation Ground in the current financial year.

A member suggested that if only 100 metres are to be removed that the leylandii is started from the South rather than the North as this would be where the tennis courts are going to be located.

It was **resolved (i)** to approve Contractor C to carry out Option 2 at a cost of £8,250. **(ii)** that £3,750 is vired from Football Pitch Maintenance budget.

10 Housing Needs Survey

It was noted that the town council has received correspondence from Jemma McLean, Community Development Officer, Bedfordshire Rural Communities Charity (BRCC) with regards BRCC carrying out a housing needs survey for CBC.

It was suggested that the town council need to receive the output of the Housing Needs Survey to reflect back into the Neighbourhood Plan.

11 Potton Apple Day

The town council noted the correspondence from Sally Wileman about holding Potton Apple Day in Henry Smith Playing Fields.

It was **resolved** that Potton Apple Day takes place in Henry Smith Playing Fields on Sunday 27th September 2020 and that arrangements are made for Sally Wileman to be provided with keys for the public toilets, height restriction barrier and gates.

12 Market

It was noted that the next Market Day (Autumn Seasonal Market) is scheduled for Saturday 19th September. The number of stalls has been reduced to 18 spaces to allow for social distancing between stalls. All stall pitches have already been allocated. A waiting list is in operation for any cancellations.

It was suggested about expanding the Market into the parking spaces in front of Library to allow more stalls to attend.

It was **resolved** that stallholders must still provide own stalls.

13 MP

It was noted at the July 2020 town council meeting it was resolved (i) to invite Richard Fuller MP to attend a walkaround of Potton in September 2020. (ii) Cllrs to send a list of items they wish to discuss with Richard Fuller MP to the Town Clerk. (iii) to send Richard Fuller MP the list of items that Cllrs wish to discuss with him.

Cllrs Day, Ivall and Leggatt volunteered to go on the walkabout with the MP.

It was **resolved (i)** that Cllrs Day, Hobbs, Ivall, Lean and Leggatt meet with the MP at 10.00am in the Brook End (Henry Smith Playing Fields) Car Park. **(ii)** route for the walkabout Brook End (Henry Smith Playing Fields) Car Park, St Mary's Churchyard, Downside Gardens to meet with Peter Langridge, Common Road, walk back along King Street, Market Square to look at the Seasonal Market. **(iii)** Town Clerk to advise all members of the route and that they are welcome to attend the discussion with the MP in the Community Centre at approximately 11am.

14 COVID-19

Item included on the agenda to allow for any updates.

No updates.

15 Budget 2021-22

Members noted the Band A – H council tax element for Potton Town Council.

Members then noted the tax base, precept and Band D council charge for all the towns and parishes in Central Bedfordshire.

It was noted that the General Reserve at the start of the Financial Year was £107,910.

Members proceeded to go through the draft budget which had been prepared by the Town Clerk.

It was suggested the need to advise what part Potton Town Council element of the whole council tax bill is.

It was **resolved** to set the town council budget with £390,783 income, £390,783 expenditure and to meet this to increase the precept by 17.8% to £345,908 and based on the tax base remaining the same (2,116) this will result in Band D council tax increase of £24.70 and a total Band D council tax of £163.47.

		2020-21	2021-22	% difference	Number difference
Precept Requirement	A	£293,637	£345,908	17.8%	£52,271
Tax Base	B	2,116	2,116	0%	0
Band D Council Tax for Potton Town Council, per dwelling a year	C (= A / B)	£138.77	£163.47	17.8%	£24.70

16 To note the date of the Next Meeting

The next meeting of the Town Council has been arranged for Tuesday 1st September 2020.

The meeting closed at 8.10pm.

Signed.....ChairmanDate

Mission Statement

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