

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd June 2020, 7.10pm via Zoom.

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

Absent: All present.

Also Present: CBC Cllr Ms T. Wye, Town Clerk, Clerical Assistant and one member of the public.

1 Apologies for absence

None.

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

The Chairman invited the member of the public to address the town council.

The member of the public discussed about Wall Barley in Henry Smith Playing Fields. The member of the public advised he had spoken to the agronomist at the company he works for and the agronomist had advised that the seed heads are dangerous as they attach to dogs, I have been in contact with Potton Vets and Deepdale Vets and they recognise wall barley is dangerous to dogs. Also dangerous to children. Wall Barley needs to be sprayed off with a weed killer.

The Chairman invited Cllr Day to respond.

Cllr Day advised he is aware of the issues with Wall Barley, the areas will be cut and collected by the contractor to stop seeding, the town council has a herbicide ban and an organic method has been chosen.

A Cllr mentioned about the grass cutting strategy and carrying out as per the strategy.

A Cllr mentioned how far do we take this Wall Barley is growing along the Bridleways. Due to Covid-19 more people are outdoors more than normal, and dogs are going out for more dog walks.

A Cllr questioned are you suggesting that the town council manage the Wall Barley in the whole of Potton.

The Cllr responded and advised wherever it is our responsibility we should manage the Wall Barley.

The member of the public commented is something that could be carried out as a voluntary exercise (manage Wall Barley).

A Cllr mentioned that Biggleswade has a voluntary group that maintains the footpaths and Bridleways for keeping clear and allowing access.

The Chairman suggested that an item is include on the agenda of the next meeting of the Environmental Committee to consider the wall barley including organising volunteers.

Cllr Day had a question for the member of the public. Would the company you work for be interested in sponsoring and carrying out work to Henry Smith Playing Fields.

The member of the public spoke advised they would speak to the company they work for to enquire if they would be interested in carrying out work to Henry Smith Playing Fields including using native seed.

The member of the public mentioned about the play area (including skatepark and outdoor gym) in Henry Smith Playing Fields and offered to put six sheep in the area.

Cllr Day advised that the town council did not want the play area (including skatepark and outdoor gym) in Henry Smith Playing Fields to be cut to deter people from going into the area.

The Chairman advised that Cllr Day liaise with the member of public to discuss Henry Smith Playing Fields.

The member of the public was thanked for attending the meeting.

4 Minutes

The minutes of the previous meeting held on the 5th May 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:

- Hall for All Steering Group – 12th May 2020.
- Planning Committee - 5th May 2020 and 19th May 2020.
- Buildings and Facilities Committee - 19th May 2020.

6 Reports from Central Bedfordshire Councillors

Cllr Wye mentioned about Biggleswade Road closure by Anglian Water for nine weeks from July 6th, trying to arrange for a meeting with CBC, Anglian Water, Potton Town Council and local businesses. CBC has advised work is now postponed until January / February 2021.

A Cllr mentioned is it sewerage or water.

A Cllr mentioned that water works are currently being carried out in Sandy Road and have spoken to contractor about anti-social working times of starting at 8am.

A Cllr mentioned that a nine week closure the summer may be preferable as drivers they would be able to see where they are going on minor roads.

Cllr Wye advised that the businesses on Biggleswade Road have advised that they might as well pack up with COVID-19 and then this road closure.

The Chairman asked could it be a partial closure with traffic lights.

Cllr Wye advised that CBC require a full closure of the road to carry out the work.

The Chairman mentioned if it be can be postponed until January / February 2021 it may be possible to postpone until the summer 2021. If the work is to increase water pressure maybe the work needs to be carried out more quickly.

A Cllr mentioned about access to areas in the road closure and vehicles parked in Biggleswade Road.

Cllr Wye mentioned about footpaths and cycleways, meeting with CBC and Cllr Day to discuss.

Cllr Wye advised about schools with regards to re-opening. Sutton, Wrestlingworth, Dunton and Everton have not announced when children can return to school (Nursery, Reception, Year 1 and Year 6). Have spoken to CBC about as this area is a three-tier system whether it would be possible for the years that are leaving, Year 4 for lower school and Year 8 for the middle school rather than Year 6. CBC advised not national guidance, do not want to upset unions and schools might not be insured. CBC looking to offer a digital transfer to new schools for children starting a new school in September 2020, various children especially Year 8 upset.

Cllr Wye advised that the Ward Cllr Grant will be running again this year.

Cllr Wye advised about the CBC Community Asset Grant, three projects in Potton ward applied, Tempsford Memorial Hall were awarded just over £10,000, the cricket club and football club were not successful. Cricket club and football club have been given feedback and encouraged to reply again the next time funding is available if they still need the funding at that stage.

The Chairman thanked Cllr Wye for the report.

The Chairman asked Cllr Zerny if he had anything to report.

Cllr Zerny advised that he has been scrutinising CBC, briefing given by Chief Executive to CBC ward Cllrs. Extra cycle lanes for large towns. Need to log improvements for cycleways and footpaths with CBC.

The Chairman thanked Cllr Zerny.

7 New committees

It was **resolved** to approve that the committee structure and committee responsibilities and the four committees are Environmental, Infrastructure, Management and Planning.

8 Appointment of members to the Planning Committee

The Chairman invited members to join the Planning Committee.

Eight members volunteered to join the Planning Committee.

It was **resolved** that the Planning Committee members are Cllr John Day, Cllr Richard Harris, Cllr John Hobbs, Cllr Les Ivall, Cllr Jonathan Lean, Cllr Jonathan Price Williams, Cllr Chris Temple and Cllr Vaughan Watson.

9 Election of Planning Committee Chairman

The Chairman invited nominations for the position of Chairman of the Planning Committee.

Cllr Lean was nominated.

It was **resolved** that Cllr Mr J. Lean be appointed as Chairman of the Planning Committee.

10 Appointment of members to the Environmental Committee

The Chairman invited members to join the Environmental Committee.

Eight members volunteered to join the Environmental Committee.

It was **resolved** that the Environmental Committee members are Cllr John Day, Cllr Andy Gibb, Cllr John Hobbs, Cllr Les Ivall, Cllr Lindsay Kitchener, Cllr Jonathan Lean, Cllr Angus Macdonald and Cllr Chris Temple.

11 Election of Planning Committee Chairman

The Chairman invited nominations for the position of Chairman of the Environmental Committee.

Cllr Day was nominated.

It was **resolved** that Cllr Mr J. Day be appointed as Chairman of the Environmental Committee.

12 Appointment of members to the Infrastructure Committee

The Chairman invited members to join the Infrastructure Committee.

Nine members volunteered to join the Infrastructure Committee.

It was **resolved** that the Infrastructure Committee members are Cllr Denis Ellison, Cllr Richard Harris, Cllr Lindsay Kitchener, Cllr Jonathan Lean, Cllr Carol Leggatt, Cllr Angus Macdonald, Cllr Ben Massey, Cllr Jonathan Price Williams and Cllr Chris Temple.

13 Election of Infrastructure Committee Chairman

The Chairman invited nominations for the position of Chairman of the Infrastructure Committee.

Cllr Price Williams was nominated.

It was **resolved** that Cllr J. Price Williams be appointed as Chairman of the Infrastructure Committee.

14 Appointment of members to the Management Committee

The Chairman suggested that the Committee should include at least the following, current town council Chairman, current town council vice-chairman, past town council chairman, past town council vice-chairman, chairman of the other three committees.

The Chairman invited members to join the Management Committee.

Six members volunteered to join the Management Committee.

It was **resolved** that the Management Committee members are Cllr John Day, Cllr Denis Ellison, Cllr John Hobbs, Cllr Jonathan Lean, Cllr Angus Macdonald and Cllr Jonathan Price Williams.

15 Election of Management Committee Chairman

The Chairman invited nominations for the position of Chairman of the Management Committee.

Cllr Hobbs was nominated.

It was **resolved** that Cllr J. Hobbs be appointed as Chairman of the Management Committee.

16 Additional Committees

Members were asked to consider if any additional Committees are needed in addition to the Environmental, Infrastructure, Management and Planning committees.

It was **resolved** that no additional committees are needed.

17 Appointment of members to additional Committees

Item not needed.

18 Schedule of meetings

A draft schedule of meetings was noted.

A discussion about whether a Social Media sub-committee meeting is needed to consider a newsletter.

It was **resolved** to postpone the Social Media sub-committee meeting and consider again next month.

19 Potton Hall for All Steering Group

The Chairman invited members to join the Potton Hall for All Steering Group.

It was **resolved** that the Potton Hall for All Steering Group members are Cllrs Andrew Gibb, Cllr Richard Harris, Cllr Lindsay Kitchener, Cllr Angus Macdonald and Cllr Vaughan Watson.

It was noted that the next meeting of the Steering Group is Tuesday 9th June @ 7pm via Zoom.

20 Sub-committees and working groups

Members were asked to consider if town council needs any sub-committees and working groups at this stage and to whom they report to.

A discussion about Christmas Lights took place.

It was **resolved** at this stage that a Christmas Lights sub-committee is the only sub-committee needed.

21 Appointment of members to sub-committees and working groups

Members considered appointment of members to sub-committees and working groups.

It was **resolved** that the Young People's Council sub-committee members are Cllrs Day, Ivall, Kitchener, Lean, Leggatt and Macdonald.

It was **resolved (i)** that the Christmas Lights sub-committee members are Cllrs Ellison, Leggatt, Macdonald and Massey. **(ii)** that Alan Leggatt is a non-council member of the Christmas Lights sub-committee.

22 External Representation

Members considered appointment of members to represent the Council on outside bodies.

It was noted nomination to Potton Consolidated Charity is carried out once every five years and will be considered at a meeting closer to the start of term of office (September 2020).

It was **resolved** that the following are appointed representatives:

Tennis (Mill Lane Recreation Ground) – Cllr Kitchener

Arts Representative – Cllr Gibb

Bartram – Chairman of Planning Committee (Cllr Lean) and Vice-Chairman of the Planning Committee (Appointment to be confirmed).

23 Local Transport Restart

It was noted that Cllr Zerny contacted all members of Potton Town Council on the 21st May 2020 about 'COVID - pavements, cycle paths, roads'

The proposals from Cllr Hobbs based on the Potton Neighbourhood Plan and the Sutton Green Infrastructure Plan and the aspirations of the Gamlingay Neighbourhood Plan were noted.

Cllr Zerny advised that the town council had provided a great deal of responses and asked for someone to collate all the responses into a single response.

A Cllr asked Cllr Zerny a question of where the town council should focus to get the best value for money.

Cllr Zerny advised that the town council should ask for aspirational and Covid-19 related improvements to pavements, cycle paths, roads for now and in the future when further becomes available.

The Chairman advised that the Town Clerk collate all the responses into a single response and then submit to Cllr Zerny.

24 Finance

i. To receive a report from the internal audit for the year 2019/20.

Members noted the Internal Audit which took place on the 4th May 2020.

The council went through the internal auditor's report for the year 2019/20.

It was **resolved** to approve the final internal audit report including implanting any recommendations for the financial year 2019/20.

ii. To approve the accounts for the year 2019/20.

The council went through the accounts for the year 2019/20.

It was **resolved** to approve the draft unaudited accounts for the financial year 2019/20.

iii. To approve the annual return comprising the statement of accounts and the governance statement for the year 2019/20.

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2019/20.

It was **resolved** to approve the Annual Return for the financial year 2019/20 comprising the internal audit section, section 1 annual governance statement, section 2 accounting statement and to ask the Chairman and Town Clerk to sign the return and submit it to the External Auditor with any necessary additional papers.

25 COVID-19

A Cllr asked about the Seasonal Market.

The Town Clerk reminded members about the resolution at the last town council meeting at which they approved the Seasonal Market going ahead.

It was **resolved (i)** that signs are printed, laminated and displayed for the Seasonal Market to remind people about social distancing. **(ii)** that Cllr Macdonald arranges for one-way chalk marking of the Market Square pavement for the Seasonal Market.

Cllr Hobbs wanted to raise about the Just Giving page with over £3,800 donated and this included £565 from Richard Haigh at Potton Brewery from sales of beer, I would like the town council to thank Richard Haigh. Twenty-three residents have been supported and this includes ten who are supported every week.

26 Development in Potton

26.1 Property Count

Report noted.

26.2 Planning applications considered by the Planning Committee on 19th May 2020 for recommendation at the next Town Council meeting.

Application No: CB/TCA/20/00211

Location: 17 Royston Street, Potton, Sandy SG19 2LP

Proposal: Works to Trees Within a Conservation Area: Remove branches of Ash Tree that overhang the neighbouring boundary.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00211>

The Planning Committee resolved to recommend no objection, subject to approval of the Tree and Landscape Officer. Suggest Tree and Landscape Officer checks the tree for Ash Dieback Disease (Hymenoscyphus fraxineus)

It was **resolved** no further comment.

27 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 7th July 2020.

The meeting closed at 8.30pm.

Signed.....ChairmanDate

Mission Statement

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