

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th May 2020, 7.10pm via Zoom.

Present: Councillors Mr J. Day, Mr D. Ellison, Mr A. Gibb, Mr R. Harris, Mr J. Hobbs, Ms L Kitchener, Mr J. Lean (Chairman of item 2 onwards), Mrs C. Leggatt, Mr A. Macdonald (Chairman of item 1), Mr B. Massey, Mr J. Price Williams, Mr C. Temple and Mr A. Zerny.

Absent: Councillors Mr L. Ivall and Mr V. Watson.

Also Present: CBC Cllr Ms T. Wye, Town Clerk, Clerical Assistant, Administration Assistant and two members of the public.

1 Election of Chairman

Cllr Macdonald advised he had been Chairman for the last four year and it has been a privilege to be the Chairman of Potton Town Council and he thanked the Cllrs for support and thanked the Town Clerk, Clerical Assistant and Administration Assistant.

Cllr Macdonald invited nominations for the position of Chairman of Potton Town Council.

It was **resolved** that Cllr Mr J. Lean be appointed as Chairman of the Town Council for the forthcoming year.

Cllr Lean signed the declaration of acceptance of office and took the chair.

Cllr Lean gave a vote of thanks to Cllr Macdonald for being Chairman of Potton Town Council for the past four years.

Cllr Macdonald opened a gift from the town council. The gift was a Bentley toy car and gold chocolate coins. The Chairman advised that the gifts are inspired by comments from Central Bedfordshire Council Cllr Wenham.

The Chairman advised everyone to mute themselves and then unmute when appropriate to speak.

2 Apologies for absence

Apologies for absence had been received from Councillors Mr L. Ivall and Mr V. Watson.

3 Election of Vice-Chairman

The Chairman invited nominations for the position of Vice-Chairman of Potton Town Council.

It was **resolved** that Cllr Mr J. Hobbs be appointed as Vice-Chairman of the Town Council.

4 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.

5 Public Participation Session

The Chairman asked if the members of the public had a question for the town council.

The member of the public that Potton Hall for All usually speak at the Annual meeting.

The Town Clerk clarified that this meeting is the Annual meeting of Town Council rather than the Annual Town meeting.

Cllr Kitchener wished to raise a question on behalf of a member of public.

The question was with regards to the planning application

No: CB/20/00744/FULL

Location: The Royal Oak, 4 Biggleswade road, Potton, Sandy SG19 2LU

Proposal: Provision of new bifold doors to existing opening (boarded up) and new hard standing area to patio, using indian stone slabs.

Cllr Kitchener advised that the member of public feels let down by the council and asks whether the town council response to the planning authority can be changed.

Cllr Wye spoke about Licensing and Planning.

Cllr Kitchener spoke again.

Members discussed about the planning application response and town council supporting local publicans.

Cllr Kitchener spoke again.

Members discussed about the planning application.

Cllr Zerny advised that he has spoken to the landlord and has been advised that the room is planned for a restaurant and not live music.

Cllr Kitchener spoke again.

Cllr Gibb raised a question about take outs and off sales of beer, as none of the pubs in Potton seem to be partaking like in other towns. Potton Brewery are selling beer on Friday.

6 Minutes

The minutes of the previous meeting held on the 3rd March 2020, 10th March 2020, 24th March 2020 and 7th April 2020, which had been previously circulated, were approved.

7 Town Council Committees

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

- Young People's Council – 9th March 2020.
- Christmas Lights – 9th March 2020.
- Commemorations Committee – 16th March 2020.
- Planning Committee - 17th March 2020, 7th April 2020 and 21st April 2020.
- Playing Fields, Allotments and Burials Committee - 17th March 2020.
- Hall for All Steering Group – 8th April 2020.
- Potton Tennis Club, Potton Consolidated Charity and Potton Town Council – 16th April 2020.

8 Reports from Central Bedfordshire Councillors

Cllr Zerny mentioned busy with Covid, emergency powers on planning and about the small business grant scheme.

Cllr Wye mentioned about the Community Response Group with regards to food poverty and volunteering.

The Chairman asked if Cllrs had any questions for Central Bedfordshire Councillors.

The Chairman mentioned about the time it is taking for residents to get the assistance they need.

9 Review of delegation arrangements to committees, sub-committees, staff and other local authorities

It was noted that the schemes of delegation for the committees, sub-committees and staff will be taken to the committees, sub-committees for recommendation to Town Council.

10 Review of the terms of reference for committees

It was noted that the terms of reference for the committees, sub-committees and staff will be taken to the committees, sub-committees for recommendation to Town Council.

11 Appointment of any new committees

Members considered the new committees proposed by the Neighbourhood Plan.

Members made various comments and suggestions.

It was suggested that the assets are removed from Environment Committee and be included with Buildings and Facilities.

The Chairman suggested that the rearrangement of Committees be considered at the June town council meeting.

It was **resolved** that the rearrangement of committees be considered at the June town council meeting.

It was mentioned that the policies of the Neighbourhood Plan need to be taken forward, so that they are delivered. Setting up of Working Groups to get the plan delivered by the community as the town council doesn't have the resources to deliver the plan on its own.

12 Appointment of members to existing committees

The Chairman asked for suggestions of which committees are no longer needed or could be amalgamated.

Various suggestions were made with regards to committees which are no longer needed or could be amalgamated to reduce the number of committees.

Potton Colts 3G and Tennis into Buildings and Facilities, Commemoration stood down, Cemetery and Churchyard into Buildings and Facilities, Green Wheel and Orchard into Environmental Committee, Cycleway into either Buildings and Facilities or Environmental, Tree Warden into Environmental.

Suggested Cemetery into Buildings and Facilities and Churchyard into Environmental Committee.

It was mentioned about overlaps in Committees.

Terms and Reference need to give guidance of authority for committees.

Office Movement move into Buildings and Facilities. Discussion about GDPR no longer needed. Discussion about the Emergency Plan.

An executive committee was suggested for Employment Committee, Emergency Plan, Social Media and others that are similar.

Suggestion that six or seven main committees are needed.

A discussion about the Executive Committee and Hall for All Steering Group.

Christmas Lights meet and provide notes to the new relevant committee.

It was suggested as an example that the Employment Committee appoint someone to the Executive Committee.

Suggested that Social Media is a working group of the Executive Committee.

A discussion about who is on the Executive Committee. It was suggested that the current and past Town Council Chairman and Vice-Chairman (Cllrs Ellison, Hobbs, Lean and Macdonald).

It was suggested that the Town Clerk advise Cllrs which Committees they are currently on.

It was suggested that Cllrs send in preferences of which Committees they wish to be on in advance of the next meeting.

13 Potton Hall for All Trustee

The Cllrs considered the report from the Town Clerk.

It was **resolved** that Cllr Gibb be the town council Potton Hall for All Trustee for 2020-21.

14 Review and adoption of appropriate standing orders and financial regulations

It was **resolved** that the Standing Orders and the Financial Regulations are both adopted.

15 Review of inventory of land and assets including buildings and office equipment

The Council noted the Council Deeds are available to be viewed if an appointment is made to look at them.

It was **resolved** to approve the asset register.

16 Confirmation of arrangements for insurance cover in respect of all insured risks

Members discussed the correspondence from Zurich Town and Parish Insurance and Ecclesiastical (Came and Company).

It was **resolved** that the town council have a three-year agreement with Ecclesiastical (Came and Company) and the cost for this year £3,348.02.

17 Review of the council's and/or staff subscriptions to other bodies

It was **resolved** to approve the council's and staff subscriptions to other bodies.

18 Review of the council's complaints procedure

It was **resolved** to approve the Council's current Complaints policy.

19 Requests for information

It was **resolved** to approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

20 Review of the council's policy for dealing with the press/media

It was **resolved** to confirm approval of the council's current policy (Media Communications Protocol which was adopted in July 2014) for dealing with the press/media.

21 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

It was **resolved** that town council meetings after the Planning Committee which starts at 7pm currently by Zoom.

Meeting	Date
Town Council 2	02/06/2020
Town Council 3	07/07/2020
Town Council 4	01/09/2020
Town Council 5	06/10/2020
Town Council 6	03/11/2020
Town Council 7	01/12/2020
Town Council 8	05/01/2021
Town Council 9	02/02/2021
Town Council 10	02/03/2021
Town Council 11	06/04/2021
Annual Town Council 1	04/05/2021

Members noted the following meetings are scheduled and they start at 7pm.

Meeting	Date
Hall for All Steering Group	Tuesday 12/05/2020
Buildings and Facilities	Tuesday 19/05/2020
Social Media	Tuesday 09/06/2020
Playing Fields, Allotments and Burial Committee	Tuesday 16/06/2020
Young People's Council	Monday 13/10/2020

22 Rural Match Fund – Wrestlingworth Road, Potton

The Town Clerks report was noted.

CBC Cllr Zerny gave an update from Highways at Central Bedfordshire Council.

It was suggested that Highways at Central Bedfordshire Council should put preventive measures in place rather than reacting when an incident(s) such as fatalities happen.

Cllr Zerny to report back any progress.

23 Finance

i. To approve the list of payments.

It was **resolved** that the payments up to the 5th May 2020 be approved.

It was **resolved** that Cllrs Hobbs and Lean are signatories.

ii. Verify Bank Reconciliations against statement 1st February – 29th February 2020.

It was **resolved** that the bank reconciliation for 1st – 29th February 2020 be approved.

iii. To receive an income and expenditure by budget heading report showing progress against the budget 2019/20 at the end of February 2020.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 29th February 2020.

iv. Verify Bank Reconciliations against statement 1st March – 31st March 2020.

It was **resolved** that the bank reconciliation for 1st – 31st March 2020 be approved.

v. To receive an income and expenditure by budget heading report showing progress against the budget 2019/20 at the end of March 2020.

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st March 2020.

vi. 2019-20 Year End

The Balance Sheet as at 31st March 2020 was noted.

24 Bartram proposal

After a lengthy discussion.

It was **resolved** to send Bartram the Cllrs suggestions for the development, advising that the town council will work with Bartram, though the town council working with Bartram should not be seen as formal support for the development as we haven't seen the final scheme, merely a demonstration of the Potton Town Councils support of its own Neighbourhood Plan.

25 Old Bedford Road – Cycleway

Cllr Macdonald had provided a written motion about additional benches on Old Bedford Road – Cycleway. Cllr Macdonald outlined the motion.

It was **resolved (i)** to investigate the installation of two additional benches on Old Bedford Road – Cycleway of the same type as the Glasdon benches installed in Henry Smith Playing Fields in 2019. **(ii)** the Buildings and Facilities consider the benches and then put forward a recommendation to town council.

Cllr Macdonald suggested that one of the benches is commemorated to key workers of Potton and the second bench to the person who put forward the suggestion.

26 Climate Change Forum

Correspondence from ward Cllr Tracey Wye was noted. Cllr Wye outlined the proposal.

Cllrs Day, Kitchener and Temple volunteered to join the Climate Change Forum.

It was **resolved** that Cllrs Day, Kitchener and Temple volunteered to join the Climate Change Forum.

27 Bedfordshire Bugle

The latest edition of the Bedfordshire Bugle from BATPC was noted.

28 June Four Seasons Market

Based on current government advice only food is permitted to be sold on a Market.

The Town Clerk had recommended that the June Four Seasons Market is cancelled.

A one-way system round the Four Seasons Market was suggested.

It was suggested about contacting the stallholders to see if they are willing to attend.

It was mentioned that the town council will need to follow government guidance at the time and stallholders need to provide own stalls.

It was suggested not to charge stallholders to attend.

It was **resolved (i)** to contact all stallholders to find out if they are willing to attend. **(ii)** that the stallholders are not charged to attend the June 2020 market. **(iii)** that stallholders must provide own stalls. **(iv)** that the town council will follow government guidelines at the time (currently only food stalls are permitted to attend) and a one-way system may be necessary.

29 Supply of Electoral Register - Elected Members

Correspondence from Central Bedfordshire Council with regards to Elected Members being able to be supplied with a copy of the Electoral Register was noted.

30 COVID-19

Cllr Hobbs asked the town council for clarification if it is acceptable that CBC Cllr Wye and the Community Agent Andrea Macadam make recommendations for support and then CBC Cllr Wye, the Community Agent Andrea Macadam and Cllr John Hobbs approve financial support.

It was suggested that records of financial support need to be recorded.

It was **resolved (i)** that it is acceptable that CBC Cllr Wye and the Community Agent Andrea Macadam make recommendations for support. **(ii)** CBC Cllr Wye, the Community Agent Andrea Macadam and Cllr John Hobbs approve support. **(iii)** that a record is kept of all financial support given.

31 Confidential - Commercial Matter

Councillor Jonathan Lean (Chairman) passed the following motion: That, in pursuance of the confidential matters concerning a commercial issue, members of the public were asked to withdraw from the meeting.

32 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 2nd June 2020.

The meeting closed at 9.55pm.

Signed.....ChairmanDate

Mission Statement

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