

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 1<sup>st</sup> December 2020, 7.08pm via Zoom.

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

**Absent:** Councillor Mr L. Ivall.

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

The Chairman advised he was going to alter the order of the agenda as members of the public are present and would arrange for various items to be considered in the public participation session to allow members of the public to speak.

**3. Public Participation Session**

No questions from the public.

The Chairman advised he was going to alter the agenda and have item 21 Proposed change to Luton airport flight path as the next item.

**4. Proposed change to Luton airport flight path (Agenda item 21)**

The Chairman asked the member of the public to speak about the document he had prepared.

The member of the public advised he had been asked to prepare the document following the Environmental Committee meeting of the council.

The Chairman thanked the member of the public for the document.

Members discussed the document and thanked the member of the public.

It was **resolved (i)** that Mr Williams produces an Executive Summary to support the document. **(ii)** that the document and the Executive Summary are submitted as the town council's response. **(iii)** that the town council will fund a maximum of £500 for printing of flyers and posters.

**5. Minutes of Potton Town Council (Agenda item 4)**

The minutes of the previous meeting held on the 3<sup>rd</sup> November 2020, which were previously circulated, were approved.

**6. Reports from Central Bedfordshire Councillors (Agenda item 5)**

Cllr Zerny advised that Central Bedfordshire Council have agreed business grants earlier today.

## 7. COVID-19 (Agenda item 6)

### 7.1 Tier 2 Announcement

Correspondence from the Chief Executive of Central Bedfordshire advising that Central Bedfordshire Council is in Tier 2 was noted.

### 7.2 Potton Community Help Group

It was noted that the item was requested by Cllr Hobbs via the submission of a written motion as per standing orders.

Cllr Hobbs advised following the second national we are now receiving requests for financial support.

Item withdrawn as resolution from the 5<sup>th</sup> May 2020 covered the query raised.

5th May 2020 town council meeting, part of minute 30

*'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.'*

## 8. Development in Potton (Agenda item 7)

### 8.1 Planning application considered by the Planning Committee on 17th November 2020 for recommendation at the next Town Council meeting.

**Application No:** CB/TCA/20/00595

**Location:** 6 Brook End, Potton, Sandy SG19 2QS

**Proposal:** Works to a Tree in a conservation area: remove overgrowth to Silver Birch Tree

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00595>

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

It was **resolved** no further comment.

**Application No:** CB/TCA/20/00621

**Location:** 18 Horslow Street, Potton, Sandy SG19 2NS

**Proposal:** Works to Trees Within a Conservation Area: Reduce in height, prune and crown clean Walnut Tree.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00621>

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

It was **resolved** no further comment.

**Application No:** CB/TCA/20/00627

**Location:** 2 Horslow Street, Potton, Sandy SG19 2NS

**Proposal:** Works to a Tree in a Conservation area: Crown reduce by removing up to 2 metres where necessary. Shape and tidy up Acacia Tree T1.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00627>

The Planning Committee resolved to recommend to object to the application because of excessive removal of trees on this site.

It was **resolved** no further comment.

### **8.2 Planning applications considered by the Planning Committee on 1st December 2020 for recommendation at the next Town Council meeting.**

**Application No:** CB/TCA/20/00639

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

**Proposal:** Works to a Tree in a Conservation Area: remove an Ash Tree as it is of early/medium maturity and will continue to grow substantially.

**Weblink:**

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/20/00639>

The Planning Committee resolved to recommend to object to the application. The tree provides cover for wildlife and is part of the look and feel of the conservation area as it has been there for a fair length of time.

It was **resolved** no further comment.

Cllr Macdonald left the meeting in advance of the next item.

### **8.3 Dandara Ltd – Copsewood Development, Mill Lane, Potton (CB/16/04460/OUT and CB/19/04308/RM)**

The Chairman outlined the item which had come about following correspondence between Cllr Zerny and a representative of Dandara.

A member of the council spoke against the proposal, based on the town council had previously spent in the region of £10,000 on a Judicial Review against the original outline planning application.

The Chairman invited a member of the public to speak.

A member of the public spoke against the proposal, advising that the original planning application had more houses and CBC (Central Bedfordshire Council) were unwilling to support this and this is why it [number of houses] was reduced. This site had very little public support and various people objected to the site one of which was as Carol [Cllr Leggatt] described was Potton Town Council which spent in excess of £10,000 via Judicial Review because they didn't think it was appropriate. Why would you consider increasing the house numbers and what message does give to the public about how you spend taxpayer's money, this feels to me like a bribe. You didn't get the mix of houses you were looking for initially, Potton Town Council didn't want the development, but you happy to do anything for money. Talking of money what guarantees does the town council have that it will get the money for the additional houses, Potton

Town Council has a poor track record with developers for getting what has been promised, for example with this site. Access is poor, more cars will be going on the unadopted narrow bridleway, with an increase in walkers and a playground right opposite, this is accident waiting to happen in my eyes. The infrastructure is already struggling why would you choose to make this worse with all the new houses why would you choose to make that worse, people of this town are struggling to get Dr's appointments, regular water outages, disruption out of town gas main installed due to number of additional houses. Then there is also the environmental impact, how refreshing was it to see a site that aided room for nature, how naive was I. My final question is how can the people of Potton trust their town council if as soon as money is offered all the town councils morals and promises go out the window.

The Chairman thanked the member of the public.

The Chairman invited a further member of the public to speak.

A member of the public spoke advised that the other member of the public had covered everything they wanted to cover. It is the moral situation, willing to except money to pass things that as a town we were against. Sends a bad message to the local community and a dangerous message to future developments, people might feel Potton is an easy target. A group of people who want to build a hall for everyone and if they through some money at us to aid that, we will pass everything.

The Chairman thanked the member of the public.

Members discussed the proposal at length, with all members who spoke were against the proposal.

It was **resolved** to reject the offer and advise Central Bedfordshire Council that the town council would not be interested in this happening and the town council would object to changes to the plans or further development on the site.

Cllr Macdonald re-joined the meeting in advance of the next item.

## **9. Minutes of Town Council Committees and groups where a Cllr(s) is(are) appointed by the town council (Agenda item 8)**

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

- Hall for All Steering Group – 8<sup>th</sup> October 2020 and 2<sup>nd</sup> November 2020.
- Christmas Lights Sub-Committee – 19<sup>th</sup> October 2020.
- Planning Committee – 3<sup>rd</sup> November 2020 and 17<sup>th</sup> November 2020.
- Environmental Committee – 17<sup>th</sup> November 2020.

**10. Cllrs Surgeries (Agenda item 9)**

It was noted that the December surgery is scheduled for the 12th December, the town council will not be able to hold the surgery inside or outside The Coach House.

The Chairman asked for volunteers for the Cllr Surgeries from January to April 2021.

Member volunteered as follows:

<b>Date</b>	<b>Cllr</b>	<b>Cllr</b>
<b>January</b>	Watson	Gibb
<b>February</b>	Lean	Kitchener
<b>20<sup>th</sup> March</b>	Leggatt	Macdonald
<b>April</b>	Price Williams	Lean

It was **resolved** that the attendance at the surgeries is as mentioned in the table above.

**11. Membership of Christmas Lights sub-committee (Agenda item 10)**

It was noted that Ben Massey resigned as a Cllr of Potton Town Council in October 2020 and Mr Massey would like to remain on the Christmas Lights sub-committee.

Members considered the request.

It was **resolved** that Mr Massey remains on the Christmas Lights sub-committee.

**12. Membership of Management Committee (Agenda item 11)**

It was noted that Cllr Leggatt would like to join the Management Committee of Potton Town Council.

Members considered the request.

It was **resolved** that Cllr Leggatt joins the Management Committee.

**13. Neighbourhood Plan Projects (Agenda item 12)**

It was noted that the item was requested by Cllr Hobbs via the submission of a written motion as per standing orders.

Cllr Hobbs outlined the process for applying for funding from Neighbourhood Plan Projects fund.

It was suggested that document two Project criteria and document three Project success criteria are merged into one document. It was also suggested that as the committees only meet every four months that Neighbourhood Plan Projects applications are considered at meetings of town council which meets monthly.

It was **resolved (i)** that the Project criteria and Project success criteria are merged into one document. **(ii)** that Neighbourhood Plan Projects applications are considered at meetings of town council.

**14. Councillor Vacancies (Agenda item 13)**

It was noted that the Council has received confirmation it is able to now carry out a co-option process to fill the third vacant Councillor position in Potton, that the three vacancies have been advertised with a closing date of the 15th December 2020 and the town council will consider the co-option at the town council meeting in January 2021.

**15. Bedfordshire Bugle (Agenda item 14)**

The latest edition of the Bedfordshire Bugle from BATPC (Bedfordshire Association of Town and Parish Councils) was noted and it was suggested that the Environmental Committee consider various items at their next meeting.

**16. Finance (Agenda item 15)**

**i. To approve the list of payments.**

Members noted the list of payments.

It was **resolved** that the payments up to the 30th September 2020 be approved.

**ii. Verify Bank Reconciliations against statement 1st August – 31st August 2020.**

Members proceeded to go through the bank reconciliation.

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

**iii. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of August 2020.**

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

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

**iv. Verify Bank Reconciliations against statement 1st September – 30th September 2020.**

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st September – 30th September 2020 be approved.

**v. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of September 2020.**

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

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 30th September 2020.

**17. External Auditor – Audit for the year end 31 March 2020 (Agenda item 16)**

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

The Town Council noted that the external auditor had identified one minor scope for improvement.

*'Minor scope for improvement in 2020/21*

*The internal control objective (L), 'The Authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations', was ticked 'Not covered' by the internal auditor but no explanation was provided. In the future, Internal Audit should ensure that any 'not covered' answers are explained on the AGAR or a continuation sheet.'*

It was **resolved** to approve and accept the Annual Return including the external auditor's certificate which was presented to the town council for year ended 31st March 2020, following its return by the External Auditor now that they had given an audit opinion.

**18. Appointment of Internal Auditor 2020/21 (Agenda item 17)**

Members discussed about the appointment of the internal auditor. The Town Council undergoes an internal audit on an annual basis. The council reviewed the appointment of an internal auditor.

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2020/21.

**19. Review of the effectiveness of the Internal Audit (Agenda item 18)**

Members had been provided with a copy of the town council's review of the effectiveness of the Internal Audit for them to carry out a review of its effectiveness. Members then discussed and reviewed the effectiveness of the Internal Audit.

It was **resolved** to approve the review of the effectiveness of the Internal Audit.

**20. Financial and Management Risk Assessment (Agenda item 19)**

Members had been provided with a copy of Potton Town Council's Financial and Management Risk Assessment for them to carry out a review.

Members discussed and reviewed Potton Town Council's Financial and Management Risk Assessment assessing the probability and impact of each risk identified.

It was **resolved** to approve Potton Town Council's Financial and Management Risk Assessment.

**21. Governance Potton Hall for All (Agenda item 20)**

It was that at the Hall for All Steering Group meeting on the 14th July 2020, part of minute 6 'It was resolved to recommend that model 4. 'Charity governed by independent trustees' is the appropriate Governance model.' and the Town Council meeting on the 25th August 2020, part of minute 5 the council accepted and adopted the minutes and all recommendations contained from the 14th July 2020 Hall for All Steering Group.

Members discussed about producing documentation with regards to the governance model 'Charity governed by independent trustees'.

It was **resolved** that investigation is carried out with regards to production of documentation based on the Governance model 'Charity governed by independent trustees'.

**22. To note the date of the Next Meeting**

The next meeting of the Town Council has been arranged for Tuesday 5<sup>th</sup> January 2021.

The meeting closed at 8.20pm.

Signed: ..... Date: .....  
Chairman

Mission Statement

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