

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd March 2021, 7.10pm via Zoom.

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

Absent: Councillors Mr J. Day.

Also Present: CBC Councillors Ms. C. Maudlin and Ms T. Wye, one member of the public and the Town Clerk, Clerical Assistant and Admin Assistant.

1. Apologies for absence

Councillor Mr J. Day.

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.

Cllr Williams advised that he has a Pecuniary interest in CB/TCA/21/00008 as he is the applicant.

3. Public Participation Session

The Chairman invited participation from the public.

Cllr Kitchener had advised the Chairman in advance of the meeting that she wished to raise a matter brought to her attention by a member of the public.

The Chairman invited the Cllr Kitchener to speak.

Cllr Kitchener advised that a member of the public had advised her that teenagers were starting to meet in the young children's play area in Sheepwalk Close. The resident had spoken to CBC (Central Bedfordshire Council) about the small amount of anti-social behaviour taking place in the young children's play area and they wanted to make the town council aware.

A member of the public wanted to speak about agenda item 17 Biggleswade Road.

The Chairman advised he would bring forward item 17 Biggleswade Road.

4. Biggleswade Road (Agenda item 17)

The Chairman invited the member of the public to speak.

The member of the public spoke about highway concerns with regards to Biggleswade Road.

It was noted that the Admin Assistant had requested this item be on the agenda.

The Chairman asked the Town Clerk an update with regards to highways in Biggleswade Road.

The Town Clerk advised the town council had submitted a Rural Match fund application in January 2019 for a highway scheme for Biggleswade Road and that CBC had advised that the town council proposal would not be considered at this time due to S278 scheme needing to be implemented as per the Section 106 agreement for CB/16/03943/OUT. The Section 106 agreement for CB/16/03943/OUT included monies towards a Reduce Speed Vicinity of Site, £84,000.00. The Traffic Management team of CBC consulted the town council in July 2019 about the S278 scheme to Reduce Speed Vicinity of Site. The town council responded to the consultation in July 2019. Due to index linking when the monies were paid to CBC on the 10th January 2020 it totalled £88,607.33. March 2021 CBC has still not been installed the S278 scheme to Reduce Speed Vicinity of Site. The town council has previously suggested to Highways that a 40mph speed limit is needed as you enter Potton.

The member of the public, councillors and the Admin Assistant spoke about the item, all raising concern about the speed on Biggleswade Road.

It was **resolved** that the Town Clerk writes on behalf of the town council to CBC Highways strongly urging that they implement the highway scheme that they propose and copy the correspondence to CBC Cllr Zerny.

5. Public Participation Session (Continuation of agenda item 3)

The Chairman invited participation from the public.

Cllr Macdonald raised on behalf of Potton Consolidated Charity following their meeting on the proceeding evening (1st March 2021) about two matters.

Firstly, the PCC would like to know if the town council will consider covering part of the cost of providing Potton Community Agent. The BRCC (Bedfordshire Rural Communities Charity) and PCC pay for the cost of providing the Potton Community Agent.

Secondly, the PCC would like to know what monies the town council have in the Covid relief scheme. The reason for this is the Veg Box Donation Scheme are wanting to expand what they provide, and they have applied to PCC for funding and the PCC would like to know if the Covid relief scheme has monies remaining which could be passed to the Veg Box Donation Scheme.

The Chairman asked Cllr Macdonald does the PCC have a figure in mind for how much they would like the town council to contribute to the cost of providing the Potton Community Agent.

Cllr Macdonald advised the PCC do not have a figure in mind, they just asked if the town council can help with the cost.

The Chairman asked Cllr Macdonald is this request for a contribution from the town council with immediate effect or the next financial year.

Cllr Macdonald believed the request was with immediate effect, potentially starting in the financial year starting April 2021.

The Chairman advised that the town council has already set the budget for the financial year 2021-22 and it would be helpful if the PCC had a figure in mind which the PCC thought was acceptable.

Councillors mentioned that the Potton Community Agent does a sterling job for Potton.

Cllr Macdonald advised that BRCC pay £12,000 and PCC pay £11,000 and the PCC would like the town council to contribute towards the £11,000.

It was suggested that the town council forgo the £2,000 contribution the town council receives from PCC towards the Christmas Lights in this financial year and the PCC uses the money towards the cost of providing Potton Community Agent.

It was also suggested that the PCC submit future requests by September so that the town council can consider as part of the budget process.

It was **resolved** that the town council forgo the £2,000 contribution the town council receives from PCC towards the Christmas Lights in this financial year (2020-21) and the PCC uses the money towards the cost of providing Potton Community Agent.

Cllr Harris advised about verge damage on Everton Road due to construction vehicles accessing the new development driving over the verge. He wondered if metal bells could be installed, like the one in King Street to prevent future damage.

Cllrs discussed about the damage to the verge which had previously reported to Planning and Highways at CBC. CBC Cllr Wye requested to be sent correspondence which had been reported to Planning and Highways at CBC. Cllrs raised concern about vehicles driving over the verge and pavement, children returning to school next week will be walking along this section and whether a green alternative by way of planting tree may be more appropriate than metal bells.

It was **resolved** that the Town Clerk on behalf of the town council contact CBC about the damage to the verge and copy the correspondence to CBC Cllr Wye.

The Chairman returned to the second item raised by Cllr Macdonald on behalf of the PCC about what monies the town council have in the Covid relief scheme and whether the money could be passed to the Veg Box Donation Scheme.

Cllr Hobbs advised that approximately £500 is remaining in the Covid relief scheme and that support from the scheme is ending on the 31st March 2021. The town council will need to decide what it wishes to do with monies remaining in the scheme once support has ended.

6. Minutes of Potton Town Council (Agenda item 4)

The minutes of the previous meeting held on the 2nd February 2021, which were previously circulated, were approved.

7. Reports from Central Bedfordshire Councillors (Agenda item 5)

The Chairman asked if the Central Bedfordshire Councillors wished to give a report.

Cllr Wye advised that she had been chasing replacement of trees, following removal of trees in The Ridgeway by Kier Homes. CBC have agreed to charge Kier Homes for replacement trees and their highway contractor will carry out planting.

It was **resolved** that Cllr Wye send correspondence to the Town Clerk about replacement trees for The Ridgeway.

Cllr Zerny advised that Luton Airport consultation has now finished and the planning application South of The Paddocks is continuing.

Cllr Wye advised that Anglian Water works in Biggleswade Road date to be confirmed. Chasing CBC about dog bins. Reported to Bedfordshire Police about incidents in Henry Smith Playing Fields. Consultation in Brookfields with regards to Parking is about to start.

The Chairman thanked Cllrs Wye and Zerny for the reports.

8. Story in Stone - Sandy, Potton and Biggleswade Mosaic Heritage Trail Map (Agenda item 6)

The Chairman welcomed CBC Cllr Maudlin and invited to speak.

CBC Cllr Maudlin spoke about Story in Stone - Sandy, Potton and Biggleswade Mosaic Heritage Trail Map. CBC Cllr Maudlin asked the town council to consider whether the Town Council will support the production of the leaflet through a match fund contribution based on a quotation for the map of £1,000, with £500 available via CBC Cllr Maudlin Ward Cllr Match Fund and £250 from Sandy Town Council.

Members discussed the proposal and mention to Cllr Maudlin about including the Mosaic in Langenlonsheim in the Heritage Trail Map.

It was **resolved** to grant up to £125 in match funding towards the Story in Stone mosaic trail map.

9. COVID-19 and Vaccinations (Agenda item 7)

Agenda item requested by Dr Craig.

The Chairman invited Dr Craig to speak.

Dr Craig spoke about COVID-19 and vaccinations.

Members discussed about COVID-19 and vaccinations and it was noted that the closest place for vaccination injections is now Biggleswade.

10. 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:

- Planning Committee – 2nd February 2021 and 16th February 2021.
- Hall for All Steering Group – 9th February 2021.

It was **resolved** that the VAT advice at a cost of £1,500 is paid for from the Ear Marked Reserve for Potton Hall for All.

11. Potton Neighbourhood Plan Project Funding application (Agenda item 9)

The grant application from Potton Food Garden was noted and considered.

It was **resolved** to approve the Potton Food Garden application at a cost of £998 in the financial year 2021-22, £250 in the financial year 2022-23, £250 in the financial year 2023-24, and £250 in the financial year 2024-25 all payable from the Potton Neighbourhood Plan budget.

12. Consultations (Agenda item 10)

1 Changes to special schools and SEND provision in Central Bedfordshire

It was noted that Central Bedfordshire Council is consulting on changes to Central Bedfordshire's four special schools and additional places for special education needs and disabilities (SEND) within mainstream schools known as additional resource provision. The consultation ends 5th May 2021.

2 Central Bedfordshire Council Home to School Travel Consultation

Central Bedfordshire Council is consulting on school and college travel assistance policies. The consultation ends 22nd April 2021.

The Chairman asked for a volunteer(s) to review the consultations and report back at the April Potton Town Council meeting.

Cllr Gwilliam volunteered to review the consultations and report back at the April Potton Town Council meeting.

It was resolved that Cllr Gwilliam reviews the consultations and report back at the April Potton Town Council meeting.

13. To receive crime statistics as supplied by Central Bedfordshire Council (Agenda item 11)

The crime statistics supplied by Central Bedfordshire Council were noted.

Members discussed the crime statistics and they thought it would be useful to see the clear up rates. Members mentioned that the public need to report all incidents of crime.

14. Ex Cllr Pinkham (Agenda item 12)

The town council noted the death of Mrs Kathleen Pinkham nee Arnold who served as a member on the town council.

15. Seasonal Market (Agenda item 13)

It was noted that the next Seasonal Market is planned for the 20th March 2021 and only stallholders' selling essential items will be permitted to attend as per the UK Government guidelines.

Members discussed Cllr Gibb's suggestion about changing the date for the Spring Seasonal Market from March to April.

It was **resolved** to postpone the Spring Seasonal Market from the 20th March 2021 and hold the event on the 17th April 2021.

16. EPC1-21 - Right to Regenerate (Agenda item 14)

Agenda item requested by Cllr Lean.

The correspondence received from the County Officer of the Bedfordshire Association of Town and Parish Council with regards to EPC1-21 - Right to Regenerate and distributed to all cllrs was noted.

17. Potton Green Wheel Draft Masterplan (Agenda item 15)

Correspondence which included the Potton Green Wheel Draft Masterplan from Caroline Romans, Project Officer, Leisure, Libraries and Countryside, Central Bedfordshire Council was noted

A summary report about the Potton Green Wheel Draft Masterplan from Cllr Hobbs was also noted.

The Chairman invited Cllr Hobbs to speak about the Potton Green Wheel Draft Masterplan.

Cllr Hobbs spoke about the Potton Green Wheel Draft Masterplan.

The Chairman thanked Cllr Hobbs.

Members discussed the Potton Green Wheel Draft Masterplan.

18. Community Safety Plan (Agenda item 16)

Correspondence from Central Bedfordshire Council's Safer Communities and Partnership Team.

The Chairman asked for volunteers to work on the Community Safety Plan and liaise with Safer Communities and Partnership Team.

Cllrs Williams and Craig volunteered to work on a Community Safety Plan for Potton.

It was **resolved** that Cllrs Craig and Williams work on a Community Safety Plan for Potton.

19. Payroll Services (Agenda item 18)

It was noted that Bedford Borough Council (BBC) currently processes the town council’s payroll and they have advised the town council that they will no longer be offering the service from 1st April 2021.

Three companies had been contacted about providing payroll services for Potton Town Council.

It was **resolved (i)** to contact Amy Taylor Accountancy Services who are based in Potton, to see if they can provide payroll for the town council. **(ii)** that the Town Clerk makes the decision on who to award the contract for payroll services for the town council.

20. Items for the next agenda (Agenda item 19)

Members were invited by the Chairman to suggest items for the agenda of the next town council meeting.

It was requested that the Environmental Committee is an item on the town council agenda following the meeting of the Environmental Committee in March to allow for feedback on the meeting.

It was requested that the Potton Young Peoples Town Council (PYPTC) is an item on the town council agenda, so that hopefully the PYPTC is launched in September 2021.

21. To note the date of the Next Meeting (Agenda item 20)

The next meeting of the Town Council has been arranged for Tuesday 6th April 2021.

22. EXCLUSION OF PRESS AND PUBLIC (Agenda item 21)

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

Staff matters

It was noted that the Town Clerk had been awarded a Upper Second-Class Honours degree in Community Governance from De Montfort University.

The meeting closed at 8.40pm.

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.