

POTTON TOWN COUNCIL  
Minutes of a Meeting of the Town Council held on  
Tuesday 6<sup>th</sup> April 2021, 7.10pm via Zoom.

**Present:** Councillors Dr C. Craig, Mr J. Day, 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 J. Price Williams, Mr M. Williams, and Mr A. Zerny.

**Absent:** Councillors Mr L. Ivall and Mr A. Macdonald.

**Also Present:** CBC Councillors Ms T. Wye, Mr T. Lewis Chairman of Potton Tennis Club, Mr I. Mundy Secretary of Potton Tennis Club, three members of the public, and the Town Clerk, Clerical Assistant and Admin Assistant.

**1. Apologies for absence**

Councillors Mr L. Ivall and 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.

Cllr Kitchener left the meeting.

**3. Public Participation Session**

The Chairman invited participation from the public.

A member of the public who is the Secretary of Potton Tennis Club started to speak about the Tennis Club.

The Chairman advised that the Tennis Club will be discussed in item 6.

The Chairman invited further participation from the public.

A member of the public spoke about the naming of the road name for the development of nine houses off Willow Road, which used to be a haulage yard and before that a Foundry. Name plates have been installed to advise the road is called Jakes View, Lodge park started to call the development Foundry Place and I believe it would be much more fitting, more relevant, and historical to the town of Potton. I assume the name Jakes View is after Eric Jakes, though I am not sure why they have chosen that name.

Another member of the public spoke, and they reiterated what the first member of the public said. They continued, Kitchener's originally came to Potton in 1782 and the Foundry has been there since 1881 and by calling it Jakes View, who has no connection with the yard is historically not correct.

The Chairman advised that the town council is consulted on road names and then discussed at the full town council meeting and the town council puts forward a suggestion to Central Bedfordshire Council, though it is CBC decision as to what name is adopted. Whether it is too late for the road name to be changed, you could submit representation to CBC.

A member mentioned about writing to CBC to ask the road to be renamed.

A member advised we have a list of names and we usually put forward the next name on the list for a road name.

A question was raised about who at CBC needs to be contacted about requesting to change the road name.

A question was asked, who should be contacted at CBC to request that they consider changing the road name.

It was mentioned that Building Control should be contacted at CBC.

The Chairman asked the members of the public if they have an alternative road name.

The members of the public advised Foundry Place.

It was **resolved** that the town council contact Building Control to request that the name be changed to Foundry Place

The Chairman thanked the members of the public.

The Chairman asked the Town Clerk for Cllr Kitchener to be readmitted to the meeting.

The Town Clerk advised he would admit Cllr Kitchener once she had entered the waiting room.

#### **4. Minutes of Potton Town Council**

The minutes of the previous meeting held on the 2<sup>nd</sup> March 2021, which were previously circulated, were approved.

#### **5. Reports from Central Bedfordshire Councillors**

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

Cllr Zerny advised he had nothing to report.

The Chairman asked Cllr Zerny about when the parking consultation in Brookfields will be considered by CBC.

Cllr Zerny advised that it is likely that the consultation will be considered by Traffic Management in May or June.

The Chairman thanked Cllr Zerny.

#### **6. Potton Tennis Club**

The correspondence received from Potton Tennis Club was noted.

The Chairman welcomed Mr Lewis and Mr Mundy and invited them to speak

Mr Mundy (Secretary of Potton Tennis Club) thank you to the town council, planning permission gained, funds are now in place for two of three courts, thanks to CBC Cllr Zerny for gaining a further £15,000 from Section 106 to the project. A planning consultant has been appointed to prepare a tender brief and this will be distributed to contractors later this week. Hope to be able to start building the courts in early Summer. It still needs to be resolved how the courts will be managed and run on a day-to-day basis. The tennis clubs preferred route would option A as mentioned in the correspondence and this would include a sub-lease from the town council and then run the courts like have been running the courts at the Hollow. Aware that a clause in the lease between Potton Consolidated Charity and Potton Town Council about sub-letting. Alternative arrangement if unable to have a sub-lease is that the town council run the courts and arrangement put in place for club nights for matches, practice, and coaching.

Cllr Kitchener re-entered the meeting.

Question was raised with regards to members of the public using the courts.

Answer Mr Mundy advised that the aim would be that members of the public could use the courts during the day and at times when members of the club are not using the courts. The more people playing the better as they may wish then to become members of the tennis club.

Question about whether the tennis club will want to use the Pavilion for changing facilities and alike.

Answer Mr Mundy advised that we like to use the Pavilion to entertain teams from other parts of Bedfordshire after matches for providing teas (tea and sandwiches) and toilets.

Comment need, to make sure no clash in the building hire as the Pavilion is used by hirers.

Discussion about access to the Pavilion for toilets during matches.

The sub-committee to work with the tennis club was mentioned, with representatives from Potton Town Council and Potton Consolidated Charity. It was noted that Cllrs Kitchener and Lean are the town council representatives on the sub-committee.

If the Pavilion is not available, due to someone else hiring the facility, the tennis club can always entertain other clubs at other establishments.

It was **resolved** to support option A, which is as follows:

1. The courts are sub-let to Potton Tennis Club for a suggested 30-year term with a peppercorn ground rent.
2. The Tennis Club are responsible for the business rates for the courts.
3. The courts are maintained on a day-by-day basis by the Tennis Club. Insurance of the courts, including public liability insurance, would be provided by the LTA via an affiliation fee (as current situation)

4. The Council has use of the courts during weekday daytimes, at certain times in evenings (outside of club activities – see below) and for some of the time at weekends.
5. The tennis club has exclusive use of the courts for its club nights (currently Thursdays 8pm to 10pm but would be expanded to include a weekend session – Saturday or Sunday of 3 hours); Club home Matches, generally on Tuesday or Wednesday evenings (typically at least one home match a week throughout the year) and competitions/open days/social events (currently 5-6 per year).
6. The Town Council pays the electricity bills for the floodlights which would be connected to the Mill Lane Pavilion supply. These costs would be funded by a token system that would be set to fully fund the cost. The tokens would be sold by the Council to the tennis club and the public. Based on the use of a modern LED floodlighting system we would expect the monthly cost to be in the order of £20/Month (excluding standing charge)
7. The Tennis Club members would get free use of the courts during the Council operated times if they were not being used by paying customers.
8. The Tennis Club has access to the Pavilion toilets and changing rooms.
9. The Tennis Club to have free use of the Pavilion for after match teas.
10. The Tennis Club has use of the car park in the evenings.
11. The courts will need an access control system administered by the Tennis Club. Blocks of temporary access codes would be provided to the Council for their use. Tennis club members would have their own code/card to access the courts. *Following a recent meeting with the LTA we understand we may be eligible for a grant to cover the cost of such an access system.*
12. Coaching sessions would be provided by the Club's coach and these would be available to all but at a reduced cost for members.
13. A sinking fund for future major maintenance is jointly funded by the Town Council and the Tennis Club

Mr Lewis (Chairman of Potton Tennis Club) spoke about an application for funding towards Potton Tennis Club relocation project via the Tarmac's Landfill Community Fund. The town council are asked if they would be a joint party on the agreement, so that the town council ensures the money is spent as per the agreement.

Question from Chairman of the town council it mentions in the correspondence about Potton Consolidated Charity (landowner) also being a joint party on the application.

Mr Lewis advised that Tarmac's Landfill Community Fund would like both the landowner (Potton Consolidated Charity) and the leaseholder (Potton Town Council) to be joint parties on the agreement due to the short lease on the land.

Question does he be a joint party to the agreement, put the town council at any risk with regards to funding.

Mr Lewis advised that the money would be returned to the funder if the project does not proceed.

Comment my query related to liability.

Mr Lewis at this stage you are being asked if you are willing to sign the joint agreement, rather than signing the joint agreement.

Mr Mundy and Mr Lewis advised that Tarmac's Landfill Community Fund has a submission deadline of 8<sup>th</sup> April 2021.

Mr Mundy advised we (Potton Tennis Club) believe we have enough funds for two courts and the extra funding would allow for three courts or a higher specification surface.

The Chairman asked what Potton Tennis Club requires from Potton Town Council.

Mr Lewis advised that the tennis club require a letter or email stating that the town council are willing to join the grant agreement.

It was **resolved** that the Town Clerk sends an email to the Chairman of Potton Tennis Club advising that the town council agree to be a joint part on the funding agreement to Tarmac's Landfill Community Fund.

## **7. COVID-19 and Vaccinations**

No updates.

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

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

- Planning Committee – 2<sup>nd</sup> March 2021 and 16<sup>th</sup> March 2021.
- Christmas Lights – 8<sup>th</sup> March 2021.
- Hall for All Steering Group – 9<sup>th</sup> March 2021.
- Commemorations & Celebrations Working Group – 15<sup>th</sup> March 2021.
- Environmental Committee – 16<sup>th</sup> March 2021.
- Neighbourhood Plan – 23<sup>rd</sup> March 2021.

The town council deferred consideration of the following minutes to the town council meeting in May 2021:

- Hall for All Plan B – 31<sup>st</sup> March 2021.

## **9. Bedfordshire Bugle**

The latest edition of the Bedfordshire Bugle was noted.

The Chairman mentioned about the retirement of Louise Ashmore.

It was suggested that the town council send a letter of thanks to Louise Ashmore for all her support.

It was **resolved** that a letter of thanks be sent to Louise Ashmore.

The Town Clerk advised that as Louise retired at the end of March before the latest edition of the Bugle could be considered, that he had already sent correspondence on behalf of the town council to thank Louise Ashmore. Louise had acknowledged the thanks and her only disappointment was that she had one piece of work left on her desk and this was Potton Town Council's borrowing approval which the MHCLG have had since December 2020.

The Chairman thanked the Town Clerk for responding on behalf of the town council.

## **10. Consultations**

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

The Chairman invited Cllr Gwilliam to speak to the town council about the consultations.

Cllr Gwilliam advised that she reviewed the two consultations,  
1 Changes to special schools and SEND provision in Central Bedfordshire  
2 Central Bedfordshire Council Home to School Travel Consultation

Cllr Gwilliam gave a verbal report to the town council.

The Changes to special schools and SEND provision in Central Bedfordshire consultation has had to be suspended due to errors in the consultation and will reopen shortly for three months.

Central Bedfordshire Council Home to School Travel Consultation

Cllr Gwilliam advised about Schools for the Future, who estimate 43,000 more homes built in Central Bedfordshire Council by 2035 and a consultation will take place later this year. Central Bedfordshire Council are about to start a consultation with regards to closing the schools in Dunton and Wrestlingworth with pupils transferred to Biggleswade.

Written report for the minutes from Cllr Gwilliam with regards to the consultations.

**Summary of Consultations by Central Bedfordshire Council on SEND Provision and Home to School Transport**

CBC is carrying out a consultation on changes to Special schools and Additional Resource Provisions within Mainstream schools. However, it has been closed following feedback from parents, who reported inaccuracies within the consultation. It will recommence after Easter 2021 and run for twelve weeks.

### **Additional Resource Provision**

These are SEND places within a Mainstream school setting which CBC is consulting to increase by 92 places, geographically distributed across the county between 2023 and 2025, in line with future needs in:

Dunstable and Houghton Regis  
Harlington  
Sandy  
Shefford and Stotfold  
Biggleswade  
Leighton-Linslade.

They will also introduce multi-use and nurture spaces where there is space to do so.

### **SEND Provision for Special Schools**

CBC are consulting to increase places from 700 to 950 across the Special schools:

The Chiltern School (Houghton Regis)  
Ivel Valley School (Biggleswade)  
Oak Bank School (Leighton Buzzard)  
Weatherfield Academy (Dunstable).

With these increases, CBC are suggesting that some of these Schools could be relocated or extended.

### **Home to School Transport Policy**

The Education Act 1996 and Education and Inspections Act 2006 require CBC to provide Home to School Travel for those who are eligible. Where criteria are met, CBC currently provides transport assistance to school age children and those attending post 16 education, it is these policies that are being reviewed and any changes will be implemented for intake in September 2022.

The reasons for policy review come from both parents and professionals' comments:

#### **Parents**

- Eligibility criteria for school transport is unclear
- Policy information is too long and without enough emphasis on children's needs
- For SEND children too much focus is put on their EHCP and not individual needs
- No guidance for young people from 19 years and above, in education
- Needs flexibility where children travel between two homes
- Consider parental mileage as an alternative, giving parents time to consider options and simplify the process.

## **Professionals**

- Said locating policies was difficult
- Entitlement difficult to interpret.

## **CBC are proposing**

- To update the policy for under 16s
- Extending eligibility criteria to cover more groups of children
- Update policy for 16 – 19-year-olds by bringing clarity for parents without changing the eligibility criteria
- Creating a policy document for those age 19 and above, outlining eligibility criteria.

## **Travel for 16 – 19-year-olds Travel Assistance Policy**

CBC are not making any changes to the policy, however, are rewording it to bring clarity for parents and practitioners. The policy ensures those most in need of support receive it, prioritising the following groups:

- Low income
- SEND
- Medical needs
- Looked After Children (LAC) and Young People.

Please refer to the policy document for the criteria

## **19+ Travel Policy**

This policy is for young adults with significant SEND who cannot travel independently to education placements, to get support to remain in education

## **Eligibility Criteria**

- Must live in Central Bedfordshire
- Have started a study program after their 19<sup>th</sup> birthday
- Must either
- Attend a Local Authority maintained or assisted Further Education or Higher Education institutions within the Further Education Sector
- Have an EHCP and attend an institution where they are receiving education or training outside of the Further or Higher Education Sectors – the council's only duty applies where it has secured the provision at that institution and the provision of residential accommodation in connection with it.
- Where council arranged travel assistance is required due to SEND or disabilities and a person is unable to make use of universal transport options i.e., Walking, cycling, driving or public transport.

## **Assistance will be provided**

- Where assessed as necessary for council to arrange and the council will provide this free of charge
- The council will provide the most cost-effective option to meet the individual needs of young adults, accounting for mobility and capacity to travel independently, which may include:
- Independent travel training
- Travel buddy



- Seat on a commissioned service
- Single/specialised transport
- Mileage costs for support network being able to transport.

### **SNAP – Special Needs Action Panel**

This is an independent proactive forum of parents and carers with children/young people with special educational needs/disabilities, in Central Bedfordshire. They are part of a panel implementing change with CBC to improve the service.

[www.snappcf.org.uk](http://www.snappcf.org.uk)

### **Schools for the Future**

It is expected that the number of school places will need to increase – across Central Bedfordshire circa 43k more houses are to be built by 2035. CBC and local schools are working together to make sure there are:

- The right schools
- The right places
- Delivering the best education.

County is being split into areas, our schools and catchment area upper are within the Biggleswade area:

- Biggleswade Academy
- Caldecote CE Academy
- Dunton VC Lower
- Lawnside Lower
- Northill VA Lower
- Potton Lower
- Potton Middle
- St Andrews Lower East/West
- Stratton Upper
- Wrestlingworth

A separate consultation is taking place about the future of both Wrestlingworth and Dunton schools with the suggestion being that both close and children go to school in Biggleswade.

Also, the education system will more moved on to 2 tier from 3 tier.

More information can be found [www.schoolsforthefuture.co.uk](http://www.schoolsforthefuture.co.uk)

Question was raised as to when the transfer from three to two tier will take place.

Cllr Zerny advised it is planned the transfer from three to two tier will take place in 2023.

The Chairman thanked Cllr Gwilliam.

**11. To receive crime statistics as supplied by Central Bedfordshire Council**

The crime statistics supplied by Central Bedfordshire Council were noted.

Members discussed the crime statistics and it was mentioned a number of the crimes are serious crimes.

**12. Meetings**

It was noted regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May.

A member mentioned that the town council does not have a room large enough to accommodate all cllrs in a Covid secure environment.

A member mentioned that they would not feel comfortable attending a meeting in person unless a Covid safe environment is guaranteed.

Members discussed about holding the meetings and it was mentioned that maybe some cllrs attend in person and some attend remotely.

A member mentioned that a court case is taking place currently about continuing to hold meetings remotely.

A member mentioned we are likely to know more information by May 2021.

It was **resolved** to defer a decision on meetings until the Town Council meeting on the 4<sup>th</sup> May 2021.

**13. Environmental Committee**

It was noted at the last meeting of town council, 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.

The Chairman invited Cllr Kitchener to speak about the Environmental Committee.

Cllr Kitchener advised that various items were discussed at the Environmental Committee meeting. Cllr Kitchener invited members to suggest items for consideration for the Environmental Committee.

The next newsletter was mentioned with regards to submitting Environmental articles. Reminder of the deadline for submission of articles was requested.

Members of the committee were advised the deadline for submission of articles for the newsletter is the 26<sup>th</sup> April 2021.

**14. Potton Young Peoples Town Council (PYPTC)**

It was noted at the last meeting of town council, 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.

The town council had planned to launch the PYPTC in May 2020.

The Chairman invited Cllr Leggatt to speak about the PYPTC.

Cllr Leggatt advised that she planned to visit various organisations which youths attend in June and July to encourage youths to join the PYPTC.

Cllr Day volunteered to join Cllr Leggatt.

The Chairman thanked Cllrs Leggatt and Day for volunteering.

**15. Potton Green Wheel Draft Masterplan**

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

Cllr Hobbs advised that the Public consultation for the Potton Green Wheel Draft Masterplan will start on the 24th May and end in early July, with community engagement 'drop-in events' as follows:

Sat 19th June – Seasonal Market

Weds 22nd June – Community Centre, 10am-2pm

Thurs 24th June – Pavilion, 4-8pm.

The Chairman thanked Cllr Hobbs.

It was mentioned a meeting to discuss the Potton to Sandy Cycleway will take place in April 2021.

**16. Community Safety Plan**

The Chairman invited Cllrs Craig and Williams to speak about the Community Safety Plan.

Cllr Craig spoke about the presentation which had been provided to the town council by Daniel Till, Community Safety Officer at Central Bedfordshire Council. It is planned that the town council with the Community Safety Officer put together a Community Safety Plan. Safer Neighbourhood Officers will patrol areas where issues are identified and engage with for example youths.

Question was raised about the enforcement powers of the officers. What powers of law enforcement do the officers.

Cllr Craig advised that they are not Police officers, though they do have powers to fine people and ask for assistance from the Police.

The Chairman invited Cllr Williams to speak.

Cllr Williams advised that the officers are CBC enforcement officers.

A question was raised about the Police Community Support Officers.

The Chairman asked Cllrs Craig and Williams are you requesting the members of the town council to put forward a list of issues.

Cllr Craig asked for three or four key initial issues for the plan.

It was suggested that the Community Safety Plan needs to be a regular item on the Management Committee.

It was also suggested that an article is included in the next newsletter to gain the communities views on issues.

Cllr Williams agreed that the need to engage with the community to identify issues.

It was suggested that crime statistics can be used as a starting place.

Cllr Craig the issues are nuisance as well as crime.

It was suggested about CBC engaging with school children.

The Chairman thanked Cllrs Craig and Williams.

The Chairman requested that Cllrs Craig and Williams submit a Community Safety Plan article for the newsletter.

## **17. Brook End Car Park**

It was noted that this item was requested by Cllr Hobbs.

The Chairman invited Cllr Hobbs to speak about Brook End Car Park.

Cllr Hobbs advised that the town council had recently received correspondence from a resident raising issues about parking in the Brook End car park and noted the response from the Town Clerk and I did not want this issue to be skirted over without the Town Council having a discussion. I am concerned about the lack of parking in the car park, even though the town council have extended the car park.

A member mentioned that less vehicles are now able to park Brookfields and this has meant more vehicles parking in the car park. Several vehicles parking in the car park are parked for a number of days. Possibly the car park could have a time restriction, though how would the town council enforce.

A member suggested the car park is pay and display.

A member suggested pay and display costs a great deal to install and manage.

A member mentioned that more people are working from home or are furloughed, and this has increased the number of vehicles parked in Potton.

A member suggested residents having permits and then charging the residents.

A member mentioned that if the town council wishes to charge it would need an independent enforcement contractor.

The chairman suggested that a Committee suggest ideas for parking in the car park and other areas of the town.

It was suggested that this is a Management, Neighbourhood Plan, and Infrastructure Committee.

The Chairman thanked Cllr Hobbs.

It was mentioned that one solution would be for the Dr's Surgery to move to location with adequate parking.

It was requested that the Management Committee consider the Brook End Car Park at their meeting in May 2021.

#### **18. Payroll Services**

At the March town council meeting 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.

It was noted that Amy Taylor had thanked the town council for the opportunity to quote for Potton Town Council and that they are currently working at our maximum capacity, so were unable to provide a quote on this occasion.

It was noted that Keens Shay Keens has been instructed to carry out the town council's payroll.

#### **19. Bartram Timber - Gamlingay Road**

The Chairman advised that Cllrs Hobbs and Lean were invited by Bartram Timber to look at the Plan in advance of submission of the application to the planning authority.

The Chairman invited Cllr Hobbs to speak.

Cllr Hobbs advised that we have met with Bartram Timber and DLP and mentioned some of the concerns the town council has with the application to them.

The Chairman thanked Cllr Hobbs.

Cllr Lean advised that the Bartram Timber are in the process of purchasing the additional piece of land on Gamlingay Road, approximately 170 dwelling units, industrial area, community facilities, care village and bungalows. Bartram Timber plan to put covenants in place on the land, to control what can be built. Bartram Timber have offered to meet with the town council to answer any

questions the council may have.

A member mentioned about Section 106 for off-site community facilities towards the hall if the town council so desire.

Cllr Zerny advised when it comes to Leisure Facilities for Section 106, it needs to be an approved project within the CBC Leisure Strategy.

A member mentioned this is the wrong development in the wrong place.

A member requested to see the plans that Bartram Timber had provided Cllrs Lean and Hobbs.

The Chairman advised he arrange for the draft plan to be shared with the Cllrs.

A member mentioned about the Infrastructure in Potton and the loss of the Countryside.

The Chairman mentioned that Bartram Timber would be willing if considered appropriate to build a new medical centre on the site to replace or substitute the existing medical centre.

A member mentioned how would people get to the medical centre, would a bus service be available.

## **20. Potton Hall for All**

Question was raised about the CBC Sports and Leisure Strategy.

The CBC Sports and Leisure Strategy is not a source of funding available to the hall.

Question was raised about the spending the Ear Marked Reserve.

Spending of the Ear Marked Reserve is within the budget for the Hall project.

It was resolved that the town council approve to spend the Ear Marked Reserves to pay for surveys (Topographical survey to gain levels and profile £2,000, Ground Investigation survey £6,000 and Building Control Assessment £1,200), Project manager, Civil / Structural Engineer and a Principal Designer would cost around £20,000 for preliminaries and this will be the first step to obtaining RIBA 4.

**21. Finance**

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

Members noted the list of payments.

It was **resolved** that the payments up to the 28<sup>th</sup> February 2021 be approved.

**ii. Verify Bank Reconciliations against statement 1st January – 31st January 2021.**

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st January – 31st January 2021 be approved.

**iii. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of January 2021.**

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 January 2021.

**iv. Verify Bank Reconciliations against statement 1st February – 31st February 2021.**

Members proceeded to go through the bank reconciliation.

It was **resolved** that the bank reconciliation for 1st February – 28th February 2021 be approved.

**v. To receive an income and expenditure by budget heading report showing progress against the budget 2020/21 at the end of February 2021.**

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 28th February 2021.

**22. Items for the next agenda**

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

It was requested that data storage of the Neighbourhood Plan is an item on the town council agenda.

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

The next meeting of the Town Council is provisionally booked for Tuesday 4th May 2021.

The meeting closed at 9.20pm.

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.