

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 4th May 2021, 7.25pm via Zoom.

Present: Councillors Dr C. Craig, Mr J. Day, Mr A. Gibb, Mrs V. Gwilliam, Mr R. Harris, Mr J. Hobbs (Chairman of item 2-16 and 18 onwards), Mr L. Ivall, Ms L. Kitchener, Mr J. Lean (Chairman of item 1), Mrs C. Leggatt, Mr A. Macdonald, Mr J. Price Williams (Chairman of item 17), Mr M. Williams, and Mr A. Zerny.

Absent: All present.

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

1 Election of Chairman

Cllr Lean reminded members that when he agreed to be Chairman last year, that he was only willing to be Chairman for one year.

The Chairman advised it had been a privilege to be the Chairman of Potton Town Council and he thanked everyone.

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

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

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

Cllr Hobbs gave thanks to Cllr Lean for being Chairman of Potton Town Council for the past year.

2 Apologies for absence

All present.

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. Price Williams 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.

The Chairman advised he would alter the agenda to allow item 41 Potton, Willow Road Development to be considered next, as members of the public are present for this item.

5 Potton, Willow Road Development

It was noted that the item was requested by Cllr Kitchener.

The Chairman proceed to speak about the item.

Cllr Kitchener spoke to advise that she would leave the meeting for this item due to her register of interests.

Cllr Kitchener left the meeting.

The Chairman continued speaking about the item and mentioned that Central Bedfordshire have advised that it is too late to make any changes.

A member mentioned that principal authorities do change road names. I would like to know the opinion of the ward cllrs.

A member of the public asked to speak.

The Chairman agreed that the member of the public could speak.

The member of the public spoke about Central Bedfordshire Council's criteria for road naming and mentioned the first three points.

- When possible, the name(s) should have a proven historical connection to the land intended for development. NB – Historic Environment Record
- The name(s) will not be the name(s) of people unless there is a historical connection to the town or parish within which the development falls and no street shall be named after a living person.
- The name(s) will not be the same or similar to any existing name(s) already in use in the same locality, the same town, post town or within a 8k radius of a neighbouring SNNN authority's administrative area. A variation in the terminal word, for example "2street", "road", "2avenue", will not be accepted as sufficient reason to duplicate a name.

They continued by mentioning several road names in Potton have changed.

The Chairman advised that Jakes was on the town council street naming list for new road names.

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

The member of the public spoke about several road names in Potton have changed. Suggested that all road names are chosen based on historical information.

A member suggested that the town council need to explain to Central Bedfordshire Council the reason for the request to change the road name. Cllr Kitchener has volunteered to draft a letter.

Cllr Zerny (ward Cllr) spoke to give his opinion as requested by a member of the council; councils do change road names for example hundreds of roads called Savile have been changed since 2012. Jakes Court is not a street it is

an address in Sheffield Close.

The Chairman invited a second member of the public to speak again.

The member of the public spoke about the chance of confusion with Jakes Court and Jakes View. They also suggested that road names should be either geographically or historically named.

It was **resolved** that Cllr Kitchener draft a letter to Central Bedfordshire Council to request a name change from Jakes View to Foundry Place.

6 Public Participation Session

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

No questions from the public.

7 Minutes

The minutes of the previous meeting held on the 6th April 2021, which had been previously circulated, were approved.

8 Town Council Committees

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

- Hall for All – 31st March 2021
- Planning Committee - 6th April 2021 and 20th April 2021.
- Hall for All Steering Group – 13th April 2021.

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

- Infrastructure Committee - 20th April 2021.

9 Reports from Central Bedfordshire Councillors

The Chairman invited Cllr Wye and Cllr Zerny to give a report.

Cllr Wye advised nothing to report.

Cllr Zerny advised nothing to report. Waiting to hear about the development off The Ridgeway / The Paddocks.

10 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.

11 Review of the terms of reference for committees

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

The Chairman mentioned in advance of considering appointment of members that based on an average, that each cllr is on two committees and three sub-committees / working groups.

12 Appointment of members to the Planning Committee

The Chairman invited members to join the Planning Committee.

Five members volunteered to join the Planning Committee.

It was **resolved** that the Planning Committee members are Cllr Charles Craig, Cllr John Day, Cllr Richard Harris, Cllr Les Ivall, and Cllr Jonathan Lean.

13 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.

14 Appointment of members to the Environmental Committee

The Chairman invited members to join the Environmental Committee.

Seven members volunteered to join the Environmental Committee.

It was **resolved** that the Environmental Committee members are Cllr Charles Craig, Cllr John Day, Cllr Andy Gibb, Cllr Lindsay Kitchener, Cllr Angus Macdonald, and Cllr Mark Williams.

15 Election of Environmental 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.

16 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 Richard Harris, Cllr Jonathan Lean, Cllr Carol Leggatt, Cllr Angus Macdonald, Cllr Jonathan Price Williams, and Cllr Mark Williams.

The Chairman left the meeting.

The Vice-Chairman chaired the meeting.

17 Election of Infrastructure Committee Chairman

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

Cllr Macdonald was nominated.

It was **resolved** that Cllr Macdonald be appointed as Chairman of the Infrastructure Committee.

The Chairman re-entered the meeting.

The Chairman chaired the meeting.

18 Appointment of members to the Management Committee

The Chairman invited members to join the Management Committee.

Six members volunteered to join the Infrastructure Committee.

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

19 Election of Management Committee Chairman

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

Cllr Hobbs was nominated.

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

20 Appointment of members to the Hall for All Steering Group

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

Three members volunteered to join the Hall for All Steering Group.

It was **resolved** that the Hall for All Steering Group members are Cllr Andy Gibb, Cllr Vicki Gwilliam and Cllr Jonathan Price Williams.

21 Appointment of members to the Hall for All Contingency Working Group

Item not considered.

22 Appointment of members to the Christmas Lights Sub-Committee

The Chairman invited members to join the Christmas Lights Sub-Committee.

Four members volunteered to join the Christmas Lights Sub-Committee.

It was **resolved** that the Christmas Lights Sub-Committee are Cllr Vicki Gwilliam, Cllr Lindsay Kitchener, Cllr Carol Leggatt and Cllr Angus Macdonald.

23 Appointment of members to the Commemoration and Celebration Working Group

The Chairman invited members to join the Commemoration and Celebration Working Group.

Five members volunteered to join the Commemoration and Celebration Working Group.

It was **resolved** that the Commemoration and Celebration Working Group are Cllr Charles Craig, Cllr Vicki Gwilliam, Cllr Les Ivall, Cllr Jonathan Lean and Cllr Carol Leggatt.

24 Appointment of members to the Potton Neighbourhood Planning Steering Group

The Chairman invited members to join the Potton Neighbourhood Planning Steering Group.

Three members volunteered to join the Potton Neighbourhood Planning Steering Group.

It was **resolved** that the Potton Neighbourhood Planning Steering Group are Cllr John Day, Cllr Jonathan Lean and Cllr Jonathan Price Williams.

25 Appointment of members to the Tennis Relocation Working Group

The Chairman invited members to join the Tennis Relocation Working Group.

Three members volunteered to join the Tennis Relocation Working Group.

It was **resolved** that the Tennis Relocation Working Group are Cllr Les Ivall, Cllr Lindsay Kitchener and Cllr Jonathan Lean.

26 Appointment of members to the Young People’s Council Working Group

The Chairman invited members to join the Young People’s Council Working Group.

Five members volunteered to join the Young People’s Council Working Group.

It was **resolved** that the Young People’s Council Working Group are Cllr John Day, Cllr Vicki Gwilliam, Cllr Les Ivall, Cllr Lindsay Kitchener and Cllr Carol Leggatt.

27 Appointment of member as Arts Representative

The Chairman invited members to be the Arts Representative.

One member volunteered to be the Arts Representative.

It was **resolved** that the Arts Representative is Cllr Lindsay Kitchener.

28 Appointment of members to work with Bartram Timber

Not necessary.

29 Appointment of members to the Community Safety Plan

The Chairman invited members to join the Community Safety Plan

Two members volunteered to join the Community Safety Plan.

It was **resolved** that the Community Safety Plan Cllr Charles Craig and Cllr Mark Williams.

30 Appointment of any new committees, sub-committees, working parties, Steering Groups and Representatives

The Chairman suggested to Cllr Day that due to the major projects for the Environmental Committee that a Green Infrastructure Plan working group and Green Wheel working group are needed.

Cllr Day agreed that a Green Infrastructure Plan working group and Green Wheel working group are needed.

31 Appointment of members to any new committees, sub-committees, working parties, Steering Groups and Representatives

The Chairman invited members to join the Green Wheel working group.

Three members volunteered to join the Green Wheel working group.

Cllr Kitchener resigned from the Christmas Lights sub-committee.

It was **resolved** that the Green Wheel working group are Cllr Andy Gibb, Cllr Les Ivall and Cllr Lindsay Kitchener.

The Chairman invited members to join the Green Infrastructure Plan working group.

Nobody volunteered.

The Chairman suggested that the Environmental Committee consider membership of the Green Infrastructure Plan working group.

32 Review and adoption of appropriate standing orders and financial regulations

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

33 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.

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

Members discussed the correspondence from Ecclesiastical (Came and Company).

It was **resolved** that the town council are in the second of a three-year agreement with Ecclesiastical (Came and Company) and the cost for this year £3,457.12.

35 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.

36 Review of the council's complaints procedure

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

37 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.

38 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.

39 COVID and Face to Face Meetings

The Chairman thanked Cllr Craig for the information he had provided.

It was noted at the April Town Council meeting it was resolved to defer a decision on meetings until the Town Council meeting on the 4th May 2021 and from the 7th May 2021 the town council has to return to Face to Face meetings for town council and committees. Working Groups, sub-committees and Steering Groups are still permitted to meet remotely.

The Chairman asked Cllr Craig for a verbal recommendation.

Cllr Craig suggested about wearing masks, having a two-metre spacing or one-metre spacing if everyone has a lateral flow test before the meeting, with windows and doors open to ventilate, keep the minimum length of time. Hands, Face, Space and Ventilate.

A cllr mentioned as these are public meetings how can we exclude people from the meeting. Maybe Mill Lane Pavilion would be more suitable for a meeting than the Community Centre due to size of room and ventilation.

The Clerk mentioned that the ventilation is likely to be better in the Mill Lane Pavilion due to the number of windows, though the size of the two buildings is very similar. Based on 2 metre social distancing ten people can fit in the Community Centre and eight people in the Mill Lane Pavilion.

A cllr mentioned that the height of the ceiling is lower in Mill Lane Pavilion and this reduces the volume of the building and as such the Community Centre would be more suitable.

A cllr mentioned that the one metre and two metre social distancing is not legislation, it is only guidance. The wearing of masks was mentioned.

The Chairman mentioned that from the 7th May 2021 the town council has to return to Face to Face meetings for town council and committees.

A cllr mentioned is the UK Parliament going to meet in full, with all 655 members of parliament in attendance. My employer does not want me to go near an office or public transport, for the safety of myself or my family, though we are being told to meet in person for council meetings. It was stated earlier this week that the Prime Minister wants to pile up the bodies, rather than have another lockdown was stated this week. I would suggest we carry on meeting via zoom for another few months.

A cllr mentioned that the safest way is to continue having zoom meetings. Infections are less likely to increase over the zoom. If a number of people turning up at a meeting, we could be having an illegal meeting due to the maximum number of people being exceeded and then the council could be

fined.

A cllr mentioned that trials are going on in other parts of the country where mass testing is taking place following events, and this may inform our thinking on how things have changed. Several councillors are in the at risk group and may have had the second vaccination, though this does not stop us from passing it on to other people who have not had a vaccination. Sub-committees could meet face-to-face, based on only four people in attendance. Though the town council meeting will have fifteen cllrs and council staff.

The Chairman asked the Town Clerk about the 7th May 2021 date.

A cllr mentioned could half the cllrs meet in-person in the Community Centre and the other half remotely.

The Town Clerk advised that the 7th May 2021 for returning to face to face was chosen by the UK Government as it is the day after the elections which take place on Thursday 6th May 2021 and in this area that is the Police and Crime Commissioner. I am aware that some councils are postponing all meetings until the end of June (Roadmap 4) and a number have brought forward the annual meeting of the parish / town council to the 4th, 5th or 6th May so that the meeting can be held remotely.

A cllr asked do we have the option to postpone all meetings until the end of June.

The Town Clerk advised the town council has the option to postpone all meetings, though the town council must approve the Annual Return by the 30th June 2021.

The Chairman mentioned one option is to postpone the town council meeting to the 22nd June 2021.

A cllr mentioned about continuing meetings via Zoom.

A cllr mentioned that Central Bedfordshire Council are going to meet in person next week. Having workings groups instead of committee meeting as they can meet remotely.

A cllr mentioned about continuing to meet via Zoom.

A cllr mentioned about holding the meetings in St Mary's Church due to the high ceilings.

It was **resolved** to continue holding meetings remotely via Zoom unless circumstances require it to be face-to-face. In this instance the Chairman will hold a meeting with relevant councillors and the town clerk.

40 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 take place after the Planning Committee which starts at 7pm via Zoom.

Tuesday 4th May Planning Committee Annual Meeting of the Town Council
Tuesday 1st June Planning Committee Town Council
Tuesday 6th July Planning Committee Town Council
Tuesday 7th September Planning Committee Town Council
Tuesday 5th October Planning Committee Town Council
Tuesday 2nd November Planning Committee Town Council
Tuesday 7th December Planning Committee Town Council
Tuesday 4th January 2022 Planning Committee Town Council
Tuesday 1st February Planning Committee Town Council
Tuesday 1st March Planning Committee Town Council
Tuesday 5th April Planning Committee Town Council
Tuesday 3rd May Planning Committee Annual Meeting of the Town Council

41 Potton Cemetery

i. Query

Correspondence received with regards to the Cemetery was noted.

The Chairman spoke about the correspondence which he had received, with the first item raised concerning grass cutting.

A member mentioned he had spoken with the grass cutting contractor about the grass cutting in the Cemetery. They continued, it is difficult to trim the grass near headstones, grass cuttings go over the headstone and if you cut too close you can damage the headstones and if you do not cut right up to the headstone you leave uncut grass.

A member mentioned that some people visiting the cemetery think that the grass cutter should be dusting around the headstones after grass cutting. One option is to increase the council tax significantly to pay for a manicured service. It is impossible to please everyone with regards to grass cutting.

The Chairman spoke about the correspondence which he had received, with the second item raised being the boundary hedge and fence with regards to items being left. The Chairman asked how we respond to the correspondence.

A member mentioned at the last Infrastructure Committee meeting a decision to review the regulations for the Cemetery, to ensure they are in line with modern thinking and culture with regards to regulations.

A member mentioned that items should not be hanging on the hedge and the items should be removed and put the items in the Chapel.

It was noted that when town council staff have started to remove items from the Cemetery they been threatened with violence as discussed at previous meetings of town council.

A member suggested having a small area in the Cemetery for loved one's items.

The Chairman asked how the town council communicates about the removal of items and a small area in the Cemetery for loved one's items.

A member suggested that how the town council communicates about the removal of items and a small area in the Cemetery for loved one's items is part of the review of the management of the Cemetery, so that the next Infrastructure Committee discuss.

A member suggested that the members review a location for a small area in the Cemetery for loved one's items as part of the Councillor's inspection to consider the most appropriate place.

The Chairman mentioned the response to the correspondence received, these issues are being discussed at future council meetings.

ii. Albert Smith

Correspondence received with regards to a Headstone for Albert Smith was noted.

The Chairman spoke about the correspondence received with regards to request for a double width headstone.

It was noted that the Potton Cemetery Burial Regulations advise *'In all cases a drawing of the memorial, showing details of dimensions, inscription (Non-English inscriptions are permitted as long as a translation is provided, in advance, with the Council's official form) and the design must be submitted to the Town Council for approval, no memorial will be permitted without the approval of the town council.'* It was also noted that the family of Albert Smith have been advised of this on multiple occasions that they need to provide a design with measurements for the town council to be able to consider.

It was suggested that the town council need a full design to be able to consider the request.

It was noted that the current regulations allow headstones to be no larger than 3' deep, 4' wide and 4'6" in height on a burial plot.

It was **resolved** to request that the family of Albert Smith are again advised that they need to provide a design for a headstone with measurements for the town council to consider.

42 Finance

i. To approve the list of payments.

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

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

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

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

It was **resolved** to approve the detailed statement of income and expenditure against budget for the period to 31st March 2021.

iv. 2020-2021 Year End.

It was noted that the 2020-2021 year end (closing of accounts) was carried out on the 23rd April 2021.

The Balance Sheet as of 31st March 2021 was noted.

43 Cllr Surgeries

The Chairman asked for volunteers for the Cllr Surgeries.

Members volunteered as follows:

Date	Cllr	Cllr
May	Leggatt	Craig
June	Hobbs	Craig
July	Williams	Gwilliam
August	Lean	To be confirmed
September	Kitchener	Price Williams

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

44 Development in Potton

45.1 Planning Applications considered by the Planning Committee on the 4th May 2021 for recommendation to Town Council at its next Meeting.

Application No: CB/21/01629/FULL

Location: The Old Coach House Hotel, 12-13 Market Square, Potton, Sandy SG19 2NP

Proposal: Demolition of existing barns and conversion of 1 existing flat to form 6 x 1 & 2 bed dwellings within the hotel, including 3 new detached dwellings and ground floor extension to the pub restaurant.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/01629/FULL>

Application No: CB/21/01630/LB

Location: The Old Coach House Hotel, 12-13 Market Square,
Potton, Sandy SG19 2NP

Proposal: Listed Building: Demolition of existing barns and conversion of 1 existing flat to form 6 x 1 & 2 bed dwellings within the hotel, including 3 new detached dwellings and ground floor extension to the pub restaurant.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/21/01630/LB>

The Planning Committee resolved to recommend to i. defer a decision until the Planning Committee meeting on 18th May 2021 in order to allow time for the Chairman of the Committee to invite the planning applicant to attend either the next Planning Committee or Town Council meeting, and ii. request an extension from Central Bedfordshire Council to the response date of 26th May 2021 until after the Town Council meeting on 1st June 2021.

It was **resolved** no further comment.

45 Councillor Vacancy

It was noted that the Council has received confirmation it can now carry out a co-option process to fill the vacant Councillor position in Potton.

It was **resolved** if the vacancy goes to co-option it is advertised in the town council newsletter and the co-option takes place at the town council meeting in July 2021.

46 Welcome Back Fund

It was noted members were sent details about the Welcome Back Fund on the 27th April 2021.

The Chairman discussed the correspondence.

It was mentioned would the fund be suitable for the new bakery.

It was suggested about having an additional Four Seasons Market.

It was **resolved** that the members advise the Town Clerk of any suggestions that they wish an application to be submitted for.

47 Bedfordshire Crime Stats

The Crime Stats were noted.

The Chairman suggested doing a collation of crime stats.

It was **resolved** that the Bedfordshire Crime Stats are collated by the Community Safety Plan working group.

48 Youth Space’s Fund 2021/2022

It was noted that members were sent details about the Youth Space Fund 2021/2022 on the 19th April 2021.

It was **resolved** that the members advise the Town Clerk of any suggestions that they wish an application to be submitted for.

49 Data Storage of the Potton Neighbourhood Plan

At the last town council meeting it was requested that data storage of the Neighbourhood Plan is an item on the town council agenda.

The Chairman suggested setting up a Data Storage Working Group.

The Chairman asked for volunteers to join the Data Storage Working Group.

Cllrs Hobbs, Lean and Price Williams volunteered.

It was **resolved** a Data Storage Working Group is set up of Cllrs Hobbs, Lean and Price Williams.

50 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 1st June 2021.

The meeting closed at 9.35pm.

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.