

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 6th July 2021, 7.15pm via Zoom.

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

Absent: Councillors Mr A. Gibb, Mr R. Harris and Mr J. Lean.

Also Present: CBC Cllr Ms T. Wye, Mrs L Smith, Chairman of Potton Hall for All, Mrs K Gutteridge, Trustee of Potton Hall for All, Mr D. Ellison, Member of Commemorations and Celebrations Working Group, Town Clerk, Clerical Assistant, Administration Assistant and two members of the public.

1 Apologies for absence

Councillors Mr A. Gibb, Mr R. Harris, and Mr J. Lean.

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.

3 Public Participation Session

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

A member of the public advised they wanted to speak about the Memorial for Albert Smith.

The Chairman advised the Memorial for Albert Smith is an item on the agenda.

A member of the public advised they wanted to speak about Grass Cutting and they noted that the item is on the agenda.

4 Minutes

The minutes of the previous meeting held on the 1st June 2021, which had been previously circulated, were approved.

5 Town Council Committees

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

- Planning Committee - 1st June 2021.
- Hall for All Steering Group - 8th June 2021.

The Chairman advised he would alter the order of the agenda

6 Burial of Arthur Smith (AGENDA ITEM 7)

The town council noted that Arthur Smith a resident of the Common Road, Potton Gypsy and Traveller has recently died and the burial of Arthur is scheduled to take place on Friday 16th July 2021.

The Chairman passed on the town council's condolences.

The member of the public thanked the Chairman.

7 Memorial for Albert Smith (AGENDA ITEM 8)

It was noted that a design for a Memorial for Albert Smith has been submitted.

The Chairman mentioned that the proposed headstone is very large.

A member mentioned that the memorial is a lot larger than what is permitted and then made a number of points;

1. The size of the headstone may make it difficult to inter another person or persons in the burial plot.
2. Would want an assurance that the memorial does not grow in size, in the past other plots have grown in size and that is unacceptable, if we approve a memorial far larger than is permitted, we expect the same courtesy back that nothing else is added to the memorial.

A member asked is the proposed memorial is to go where the current items are placed.

The member of the public advised that the memorial would replace what is currently in place.

It was **resolved** to approve the submitted design for the Memorial for Albert Smith, on the grounds that no change to the memorial subsequently, the memorial is maintained by the family and any concerns the council have will be listened to will be addressed by the community.

The Chairman asked the member of the public to hold on.

The member of the public spoke.

The Chairman spoke to the member of the public.

The member of the public spoke.

The Chairman spoke to the member of the public.

8 Reports from Central Bedfordshire Councillors (AGENDA ITEM 6)

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

Cllr Zerny advised he had nothing to report.

Cllr Wye advised she had been occupied with The Ridgeway planning application and junctions completed for new developments as they still have not been finished.

The Chairman gave thanks to CBC Cllr Wye, CBC Cllr Zerny and Cllr Lean for sterling efforts at the CBC Development Management meeting with regard to The Ridgeway planning application which was refused last week.

9 Co-Option

It was noted that one applicant had applied for the two vacancies.

Members were reminded that a candidate needed a proposer and seconder to move on to a vote.

The candidate received a proposer and seconder to move them on to the vote.

Members moved to vote on the proposed candidate.

It was **resolved** that Andrew Inkersole be co-opted as a Cllr of Potton Town Council.

It was noted that the second vacancy will be advertised via the newsletter, website, facebook and noticeboards. Co-option of the vacancy will be considered at the September Town Council meeting.

10 Potton Hall for All – Funding

The Chairman invited Cllr Gwilliam as Chairman of the Steering Group to introduce the item.

Cllr Gwilliam advised that Kim Gutteridge is going to give a presentation about fundraising for Potton Hall for All.

Kim Gutteridge advised that the presentation will be distributed to Cllrs after the meeting.

Mrs Gutteridge proceeded to present the presentation Potton Hall for All Fundraising Final Push. Time clock on Section 106. The MHCLG (Ministry of Housing, Communities and Local Government) have agreed to £500,000 of Borrowing Approval subject to showing that all funding is in place. There is a gap in funding of just over £200,000. Applications will be submitted to organisations, though due to covid constraints will still be £50,000 short and this depends on the applications to grants and foundations.

Other sources of funding are available and those include donations from individuals, crowd funding, company sponsorship, gifts in kind and they all

require different approaches. For major gifts and donations, they all need to start by identifying prospects and suspects. For projects like the Potton Hall for All is not the job of one individual or one subset to do the fundraising it is the job of everyone and to be an advocate for this project.

Prospects and suspects. Capacity, propensity, interest, and access.

Homework – list all the activities, clubs, and societies you are a member of.

A discussion about when responses on when the Prospect Research Form needs to be submitted took place.

It was **resolved** that members of the council submit the Prospect Research Form to the Town Clerk by the end of July 2021.

The Chairman welcomed Mr Inkersole who had been co-opted to the town council earlier this evening.

Mr Inkersole thanked the Chairman.

11 Grass Cutting

1. Grass Cutting Contract

It was noted the item was requested by Cllr Kitchener.

The Chairman invited Cllr Kitchener to speak about the item.

Cllr Day volunteered to speak about the item.

Cllr Kitchener asked Cllr Day to speak about the item.

Cllr Day advised that the CGM the grass cutting contractor has failed to deliver what they are contracted to carry out. It may well result in termination of the contract due to lack of ability to fulfil work.

A member mentioned that the grass cutter is leaving a mess on the pavements and the contractor is not completing the work.

A member asked is the contractor having any problems.

Cllr Day thought they had staff shortage issues, a few weeks ago they were three weeks behind, though still no apology or further update.

A member asked how long we have been with this contractor.

Cllr Day advised that this is the second year of a three-year contract. We could potentially issue a termination now or at the end of this year. The Town Clerk is already speaking with an alternative contractor to carry out grass cutting.

A member asked how long it would take to put another contractor in place.

Cllr Day advised it is difficult to get contractors to undertake work.

A member suggested that two options are available to the town council, these are a replacement contractor and employing a member of staff to undertake the work, though the second option would require also require equipment.

A member mentioned we have previously discussed undertaking the grass cutting and one of the problems was where would we store the equipment.

A member agreed that if we cannot find a suitable contractor, the town council should consider undertaking the work.

A member mentioned that the town council decided to use a contractor for several reasons, which included a member of staff being on long term sick, theft of machinery and insurance claims. The contract is complicated, and we find difficulty in finding a contractor who can undertake the contract. Various residents want to see bowling greens. Agree that the current contractor is replaced.

The Chairman permitted a member of the public to speak.

The member of the public spoke about the difficulty in finding a replacement contractor, the length of the grass especially in Henry Smith Playing Fields and the long grass areas are now just overgrown approximately 600mm high.

A member mentioned about volunteers monitoring areas around the town and the possibility of farmers being able to undertake some of the work.

A discussion took place about the previous contractor and the current contractor.

A Cllr volunteered to cut the grass in Spencer Close.

It was suggested contacting the previous contractor to ask if they could undertake the work.

A discussion about the town council undertaking the work.

A suggested priority list of areas that a new contractor should concentrate on to bring up to standard.

It was **resolved (i)** to contact Reynolds Landscaping Services to ask if they can undertake the grass cutting in Potton. **(ii)** To contact the current contractor CGM as they are failing to carry out the grass cutting as per the contract and schedule, and this means CGM are in default / breach on the contract and find out if CGM wish to talk to us about this as CGM are in danger of losing the contract. **(iii)** To advise the public via the website and Facebook about what the town council are doing about grass cutting.

12 Bottle Banks

Item was requested by Cllr Zerny.

The Chairman asked Cllr Zerny to speak about the item.

Cllr Zerny advised a resident of Brookfields had approached him to complain about noise from the bottle bank.

A discussion about glass recycling took place. It was suggested about reducing the number of bottle banks in Brook End / Henry Smith Playing Fields Car Park by moving some of the bottle banks to Mill Lane Recreation Ground and The Hollow. It was mentioned that the road surface in The Hollow is poor. It was mentioned that vehicular access to the Mill Lane Recreation Ground is limited due to a gate. It was mentioned about having noise reduction bottle banks.

It was **resolved (i)** that Cllr Macdonald asks Potton Consolidated Charity about whether they will be happy for bottle banks to be located in Mill Lane Recreation Ground as they are the landowner. **(ii)** to ask CBC to install signage about people depositing bottles being considerate with regards to noise disturbance.

13 HM The Queen's Platinum Jubilee

Correspondence received from Bruno Peek, Pageantmaster, The Queen's Platinum Jubilee Beacons was noted.

The report from Mr Ellison was noted.

The Chairman asked Mr Ellison to speak about the item.

Mr Ellison advised that HM The Queen's Platinum Jubilee celebration would take place over the four day Spring Bank Holiday weekend in early June 2021.

A member mentioned that the town council could apply for up to £10,500 town centre improvements via Section 106 funding for this event.

A member mentioned that some of the Section 106 should be for capital items which will last and gave the example of HM The Queen's Platinum Jubilee Bins.

A member mentioned about having a section of the Green Wheel being HM The Queen's Platinum Jubilee walk and having Jubilee signage.

It was **resolved (i)** that the town council allocate £10,500 to HM The Queen's Platinum Jubilee event in the 2022-23 budget. **(ii)** that the town council apply to Central Bedfordshire Council to spend the £10,500 town centre improvements via Section 106 funding.

Cllr Kitchener volunteered to assist with HM The Queen's Platinum Jubilee event.

14 London Luton Airport arrival routes airspace change

It was noted that correspondence with regards to London Luton Airport arrival routes airspace change had been distributed to Cllrs.

The Chairman invited Cllr Williams to speak about the correspondence.

Cllr Williams advised the consultation has ended and the consultation received more responses from our area than any other area. 94% of people are against the proposal. Option 1 has been approved with an amendment to increase the height of the stack over Grafham Water from 8,500 feet to 9,500 feet, Potton will still get the planes at 5,000 feet.

The Chairman thanked Cllr Williams for the update.

15 Cllrs Walkabout

It was noted a Cllr Walkabout has until last year taken place annually to visit land managed by the town council.

The Chairman reminded to advise which of the suggested dates they are available to attend.

16 Confidential Commercial Matter

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

17 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 7th September 2021.

The meeting closed at 9.40pm.

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.