

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 1st February 2022, 7.11 pm via Zoom link.

Present: Councillors Dr C. Craig, Mr J. Day, Mrs L. Fox, Mr A. Gibb, Mrs V. Gwilliam, Mr J. Hobbs (Chairman), Mr A. Inkersole, Ms L. Kitchener, Mr J. Lean, Mrs C. Leggatt, Mr D. Norman, Mr J. Price Williams and Mr A. Zerny.

Absent: Councillors Mr A. Macdonald and Mr M. Williams.

Also Present: CBC Cllr Ms T. Wye. Mr S. Auckland, Chairman of Party on Potton, Mr C. Craig, Potton Hall for All, Mrs K. Gutteridge, Potton Hall for All, Ms D. Honisett, Project Manager Anglian Water, Ms R. Housden, Customer Co-ordinator Anglian Water, Potton Hall for All, Mrs L. Smith, Chairman Potton Hall for All, Mr J. Thomas, Potton Hall for All, Mr G. Tuffs, Regional Engagement Manager at Anglian Water and Mr P. Waller, Construction Manager. Town Clerk and Administration Assistant.

1 Apologies for absence

Councillors Mr A. Macdonald and Mr M. Williams.

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 advised he had received correspondence from the Chairman of Party on Potton (POP), Mr Simon Auckland.

The Chairman invited Mr Auckland to speak about the correspondence.

Mr Auckland spoke regarding the Big Weekend 2022 POP, and with regards to the letter he had sent to the Chairman of the town council asking Potton Town Council for a donation. Mr Auckland advised the town council could make a donation or sponsor part of the event.

The Chairman invited questions.

Various members said it was important to support the event. As sponsoring part of the event was mentioned a question was asked with regards to what would the cost be.

Mr Auckland suggest that the town council could fund the cost of the toilets for the event and the cost is £2,500. Though various options for sponsorship are available. Sound Express are attending again this year and the cost for them to attend is around £9,000.

A suggestion was made with regards to Anglian Water being asked later this evening about funding towards the toilets for the event.

Members mentioned about supporting a specific item rather than a cash donation.

The Chairman advised that a cllr will raise with Anglian Water later this evening with regards to them making a donation to the event. The

Chairman asked Mr Auckland to provide the town council with a list of items it could sponsor.

The Chairman thanked Mr Auckland for attending.

Mr Auckland thanked the council and left meeting.

4 Minutes of Potton Town Council

The minutes of the previous meeting held on the 11th January 2022, which had been circulated was approved.

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

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

- Planning Committee – 11th January 2022 and 18th January 2022.
- Young People's Council (PYPTC)- 24th January 2022.
- Potton Neighbourhood Plan – 3rd November 2021.
- Christmas Lights - 24th January 2022.

The Town Council considered the following recommendation from the 18th January 2022 Management Committee meeting:

It was resolved to recommend that a wooden structure of a suitable form is placed in Henry Smith Playing Fields for the youth as identified by the Youth Council.

It was **resolved** that £2,500 from the Youth Club Ear Marked Reserve for a wooden structure of a suitable form is placed in Henry Smith Playing Fields for the youth as identified by the Youth Council.

6 Reports from Central Bedfordshire Councillors

The Chairman invited the Central Bedfordshire Councillors

- Cllr A Zerny –
Advised he had spent time on The Ridgeway / Sutton Mill Road planning appeal.

The Chairman asked for an update with regards to the Traffic Management which had taken place earlier today.

Cllr Zerny advised that Cllr Wye attended the Traffic Management meeting, the proposals for all schemes were approved with the following amendments, Wrestlingworth Road without rumble strips, Biggleswade Road additional signs and Everton Road restrictions during school dropping off and collection times.

- Cllr T Wye –
Advised that Traffic Management agreed that two-way for Brook End will remain, though a local will take place for additional parking in Brook End. Biggleswade Road the National Speed limit remains, though Traffic Management will review.

The Chairman advised as representatives from Anglian Water are now in attendance that he will alter the order of the meeting to allow the Anglian Water item to be considered next.

7 Anglian Water (Agenda item 8)

The Chairman welcomed Rebecca (Becky) Housden and invited her to introduce other representatives from Anglian Water.

Ms Housden introduced Dodie Honisett, Project Manager at Anglian Water, Grant Tuffs, Regional Engagement Manager at Anglian Water and Paul Waller, Construction Manager.

Ms Honisett proceeded to give a presentation with regards to the Dunton – Potton Water Mains Replacement. The presentation will include, Why we are completing the scheme?, Where will the new water main be installed?, How will we install the new water main? How long will it take to install the new water main? Traffic Management and Our communications.

Why we are completing the scheme?

Anglian Water are committed to provide a reliable and resilient water supply to four million residents. Investing £2.6million in upgrading the five kilometres of local pipe network. Since 2018 repeated water main bursts between Dunton Water Treatment Works and Potton Water Tower, which have resulted in customers losing water supply or low water pressure.

Where will the new water main be installed?

Cross country route from Dunton Water Treatment Works to Sutton, connecting with Sutton Village, then returning to fields from Sutton to approximately 400metres before Bury Hill / B1042, then using a drill shot under the road for the crossroads, then returning to fields between Bury Hill / B1042 and Hatley Road.

How will we install the new water main?

Main installation will be open-cut in fields and directional drilling under the roads.

How long will it take to install the new water main?

Start 3rd May 2022

Finish 24th November 2022

30 weeks.

Traffic Management:

Road Closure of Sutton Road from Dunton to Sutton, planned 9th May – 1st June 2022.

Road Closure of Sutton Road from Sutton to Bury Hill / B1042, planned 4th July – 16th August 2022.

Traffic Lights 2-way on Cambridge Road, Dunton, 9th May 2022.

Traffic Lights 4-way at Bury Hill / Sutton Road, 17th August 2022.

Traffic Lights 3-way Hatley Road, 29th September 2022.

Ms Housden proceeded to give a presentation with regards to Our communications:

Letters, Email campaign, Stakeholder contact, Open day – Spring 2022, Social Media, Press Releases, Text Messaging and a Dedicated website.

Questions

Q. Road Closures reference made to Party on Potton event and affecting access to the Scout Hut.

A. Traffic lights only near the Scout Hut.

Q. Would Anglian Water consider sponsoring the Party on Potton event.

A. Please send details about the sponsorship available.

Q. Has an escort system being considered instead of road closure.

A. An escort system has been considered and dismissed due to safety and work will be completed more quickly.

Q. Are the Traffic lights in different areas going to be at the same time.

A. Only one area will have traffic lights at a time.

Q. Are you of the traffic that uses the road so that reinstatement works don't deteriorate.

A. Highways require us to use poured concrete for strength in the back fill under the roads. Work is guaranteed for a period.

Q. Several sections of hedge to be removed as per planning application, how would you reinstate the hedgerow.

A. A further site visit has been carried to identify ways to limit the amount of hedging to be removed, by utilising existing gaps. If any sections of hedging need to be removed, post and rail fencing will be installed to protect the newly planted section of hedgerow.

The Chairman thanked the representatives from Anglian Water for attending.

Mr Tuffs gave an update with regards to sewer works in Potton. The sewers are adequate for the town.

8 Planning Appeal for consideration by the Town Council (Agenda item 7)

To consider a recommendation from the Planning Committee

Town & County Planning Act 1990 Appeal Under Section 78

Site address: Land south of The Ridgeway, Potton SG19 2PS

Description of development: Full Planning Application 97 residential units and 0.5ha of allotments together with associated infrastructure on Local Plan allocation HA9

Appellant's name: Keir Living Ltd

Appeal reference: APP/P0240/W/21/3289675

Application reference: CB/20/04672/FULL

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/20/04672/FULL>

The Chairman invited Cllr Lean (Chairman of the Planning Committee) to speak about the Planning Appeal and the recommendation from the Planning Committee.

Cllr Lean advised the Planning Committee resolved to recommend (i) that Cllrs Day, Lean and Norman prepare a response to the appeal and (ii) that the prepared response is considered at the Planning Committee on the 15th February 2022 in advance of submission by no later than the 23rd February.

The Chairman thanked Cllr Lean.

9 Meeting of Neighbouring Parishes

An initial meeting of neighbouring parishes which was attended by Cllrs Craig and Hobbs took place on the 27th January 2022.

The Chairman advised that representatives attended from Sandy, Biggleswade, Northill, Sutton and Northill attended. The main topic for discussion was the realignment of the A1. The traffic coming through Potton was mentioned at the meeting.

10 Cllr Surgeries

The Chairman asked for volunteers for Cllrs surgeries for March to May 2022.

Members volunteered as follows:-

| | | |
|--------------------------------|-------|-----------|
| March (19th) | Fox | Leggatt |
| April (23rd) | Hobbs | Inkersole |
| May (21st) | Craig | Gibb |

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

11 Potton Library

The Chairman asked if the Town Clerk had an update from CBC.

The Town Clerk advised he had not received any information from CBC.

12 COVID-19

The CBC COVID-19 Snapshot update (26.01.22) had been observed and some comments/discussions were made. CBC numbers rising, severity not rising, and all Councillors aware.

13 'Men's shed' in Potton

The Chairman had received correspondence with regards to Men's shed in Potton.

The Chairman asked in advance of a meeting he has later that week as to whether the town council would be interested in support a Men's shed.

Members mentioned that the Men's shed would need to be open to all and suggest an alternative name for the group is chosen.

It was **resolved** that the Chairman passes on and express our wishes to support and obtain further details.

14 Appointment of Internal Auditor 2021/22

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

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2021/22.

15 Review of the effectiveness of the Internal Audit

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 effectiveness of the Internal Audit.

16 Financial and Management Risk Assessment

Members had been provided with a copy of the 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.

The Chairman advised he would be taking an appraisal policy to the next Management Committee.

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

A request was made that the Financial and Management Risk Assessment table is sorted in order of value of risk and then risk name.

17 Confidential Commercial Matter (Agenda item 25)

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.

18 Finance (Agenda item 17)

i. Verify Bank Reconciliations against statement 1st October – 31st October 2021.

Members proceeded to go through the Bank Reconciliation. It was **resolved** that the Bank reconciliation for 1st October – 31st October 2021 be approved.

ii. To receive an income and expenditure by budget heading report showing progress against the budget 2021/22 at the end of October 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 October 2021.

iii. Verify Bank Reconciliations against statement 1st November – 30th November 2021.

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st November – 30th November 2021 be approved.

iv. To receive an income and expenditure by budget heading report showing progress against the budget 2021/22 at the end of November 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 30th November 2021.

v. Verify Bank Reconciliations against statement 1st December – 31st December 2021.

Members proceeded to go through the bank reconciliation.

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

vi. To receive an income and expenditure by budget heading report showing progress against the budget 2021/22 at the end of December 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 December 2021.

19 Sluice Crossing (Ford) (Agenda item 19)

The Chairman spoke about the recommendation from the Management Committee which was *'that the spoil in the Horse Brook is removed, stacked and then taken away from site at a cost of approximately £18,500.'*

It was noted that Richard Lawrence (BRCC, Ecologist), Cllr Day and the Town Clerk had met in HSPF on the 27th January 2022 to discuss the crossing, Horse Brook and Potton Brook and that the Ecologist and Cllr Day had made the following recommendations:

- where vegetation is present, that one metre width of vegetation and spoil is left in the Horse Brook on either side of the brook in the wider parts and one metre width of vegetation and spoil is left in the Horse Brook on the HSPF side in the narrower parts of the brook.
- that a one metre width of vegetation and spoil is placed by all the concrete drainage outflows.

It was **resolved (i)** that the clearing of the Horse Brook is carried out as per recommendation from the Management Committee at a cost of £18,637.50, whilst bearing in mind the recommendations from the Ecologist and Cllr Day. **(ii)** that the Sluice Crossing (Ford) is installed at a cost of £9,450.

20 Internal Audit (Agenda item 19)

Members went through the Internal Audit report for 1st April 2021 – 30th September 2021.

It was **resolved** to approve the Internal report 1st April 2021 – 30th September 2021.

21 The Queen’s Green Canopy & Tree Planting Surgery (Agenda item 20)

It was **resolved** that the The Queen’s Green Canopy & Tree Planting Surgery item is considered by the Environmental Committee, so that the committee can give recommendations to Town Council.

22 Consultations (Agenda item 21)

1. It was noted that Central Bedfordshire are currently consulting on the 2022/23 Budget.
2. It was noted that Bedfordshire Fire and Rescue Service are currently consulting on the budget and Action Plan.

23 CBC-Highway Improvement Scheme (Agenda item 22)

Members noted the correspondence from CBC.

- i. Highways Improvement Scheme.
- ii. Rural Match Fund guidance and Application form.
- iii. Speed indicator Device guidance document.

The Chairman mentioned about an additional footpath for Henry Smith Playing Fields and asked that the town councillors bring forward proposals with regards to Highway Improvements for the next town council meeting.

It was **resolved** that the CBC-Highway Improvement Scheme item is considered at the next town council meeting.

24 Police and Crime Commissioner – Council Cluster (Agenda item 23)

Members noted the correspondence with regards to Cluster sessions with the next session scheduled for Wednesday 16th March 2022 at 6.30pm on Microsoft Teams. Cllr Craig volunteered to attend the Cluster sessions.

It was **resolved** that Cllr Craig attends the Police and Crime Commissioner Council Cluster sessions.

25 Items for the next agenda (Agenda item 24)

No items were raised. The Chairman requested Councillors to send any items they would like included on the next meeting via email to the Town Clerk.

26 To note the date of the Next Meeting

The next meeting of the Town Council has been arranged for Tuesday 1st March 2022 in the Community Centre and will take place in-person.

The meeting closed at 9.36pm.

