

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 5th April 2022, 7.10 pm in the Community Centre.

Present: Councillors 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 A. Macdonald, Mr D. Norman, Mr J. Price Williams and Mr A. Zerny.

Absent: Councillor Dr C. Craig.

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

1 Apologies for absence

Councillor Dr C. Craig.

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 for questions and representations from members of the public.

A member of the public raised a question about Mill Lane with regards to traffic and children and mentioned the speed hump was removed and a streetlight still hasn't been connected. UK Power Networks have visited the site on four occasions to connect the streetlight and each time they advised they are unable to undertake the work as the road is too narrow to legally work on and a road closure will be needed.

Members discussed about Mill Lane and the Dandara development.

It was **resolved** to contact CBC about the speed hump.

A member of the public raised about burial charges, following her mother in law's burial in March 2022. Diane Gray was laid to rest in a plot chosen and purchased in 2010 by her and her husband who also wishes to be laid to rest in the same plot. The reasons why they chose this particular place is because of the family history related to its location and the emotional feelings it brings to them in particular, and of course the rest of the family.

Derek Ernest Gray was born and raised in Potton by his parents Ernest and Emily Gray who are both laid to rest here. Emily Gray lived in Potton until she passed away at the age of 102 years. Derek and Diane visited her and cared for her until she passed away, so were regular visitors to Potton and the community. Also his grandparents (their parents) are also buried here. His mums Uncle Arthur (Daisley) who died in the Tobruk war, has his name engraved on the memorial stone by the entrance gates as a mark of respect and his cousin Barry Chinn rests with Diane in the cremation area.

Finally, the reason why I am speaking to you is to request that Derek and Diane be regarded as 'Potton people' with regards to the cost of the memorial stone which needs to be placed there. Derek has been told by the

council and Quince Stonemasons that the cost alone for permission to do this is over £1000 as they were not residents at the time of her death. Apparently the cost is 4x the amount because of this. No rules, regulations or costs were in place/discussed/mentioned at the time the plot was purchased for £165.

I would appreciate it if this could be altered due to fact that Derek and Diane have always seen themselves to be part of the Potton community.

The Chairman asked when Derek moved from Potton.

The member of public advised that Derek moved away when he was 21 and he is now 87. He moved away to live with Diane as she was not a resident of Potton.

A member mentioned that the cost was increased to cover the cost of running the cemetery. Council tax payers pay towards the running costs for the Cemetery.

Resident of Potton charges apply where the person to be interred is, or immediately before death was, an inhabitant of the town of Potton, or in the case of a still-born child, where at least one of the parents were inhabitants of Potton.

Non-resident of Potton in all other cases, the charges will be quadrupled. An exemption to quadruple fees that if the deceased had moved directly from Potton (potentially forced) outside of the town to live in a residential or nursing home, they will then be classed as a resident of Potton.

It was **resolved** that the Infrastructure Committee consider burial regulations with regards to Resident and Non-resident and make a recommendation to the town council.

Cllr Leggatt advised that Cllr Craig wanted to advise that Bedfordshire Police will be in the Market Square on Friday 8th April from 1pm to 3pm.

4 Minutes of Potton Town Council

The minutes of the previous meeting held on the 1st March 2022, which had been circulated was approved.

Matters Arising for the last meeting:

The Chairman asked for an update about the cycleway working group.

Cllr Inkersole advised CBC Cllr Wye has delayed having a meeting of the cycleway working group.

The Chairman asked Cllr Leggatt for an update with regards to the number of people who have volunteered to help during the Jubilee weekend.

Cllr Leggatt advised that a number of people have volunteered to help during the Jubilee weekend.

Cllr Macdonald volunteered Mrs Macdonald and himself to help during the

Jubilee weekend.

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 – 1st and 15th March 2022.
- Community Safety Group – 9th March

The Chairman asked about the Community Safety Facebook Group.

Cllr Gwilliam advised that Community Safety Facebook Group has been set up to keep people informed and is administered by the Town Clerk.

- Potton Youth Council – 21st March
- Commemorations and Celebrations Working Group – 21st March
- Potton Hall for All Steering Group – 22nd March
- Ukraine Working Group – 22nd March

6 Reports from Central Bedfordshire Councillors

The Chairman invited the Central Bedfordshire Councillor to give a report

- Cllr A Zerny –

Cllr Zerny advised apologies for the delay in Cllr Wye attending. Working on the planning application for Sutton Road and the appeal for the Ridgeway. A discussion about Land Settlement Association in Potton with regards to the Sutton Road planning application.

A question was asked by the Chairman of the Planning Committee (Cllr Lean) with regards to the planning appeal for Ridgeway and the six days for the appeal.

The Chairman of the Planning Committee requested that the planning appeal for Ridgeway is included on the next Planning Committee agenda.

Cllr Zerny advised that the Planning Inspectorate will allocate a day and time for people to speak.

A question was raised about the Neighbourhood Plan and the number of houses.

Answer if the Ridgeway is approved the number of houses would be above what is agreed in the Neighbourhood Plan.

The Chairman thanked Cllr Zerny for the report.

The Chairman advised he would allow Cllr Wye to give a report when she arrives later this evening.

7 Town Councillor Surgery Notes

The February surgery notes from Cllr Lean were noted.

8 Cllrs Surgeries

The Chairman asked for volunteers for Cllrs surgeries for June to August 2022. Members volunteered as follows:-

June (18th)	Gwilliam	
July	Hobbs	Norman
August (27th)	Macdonald	

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

9 Planning Applications for recommendation at the meeting of the Town Council on 5.04.2021

Application No: CB/TCA/22/00132

Location: 20 Chapel Street, Potton, Sandy SG19 2PT

Proposal: Works to trees within a Conservation Area: T1: Robinia Tree to be reduced by approximately 25-30% to suitable growth points to contain the size and shape of the tree as it's situated close to the house. T2-T4: These 3 Silver Birch trees need to be reduced by approximately 20-25% to suitable growth points to maintain and contain the trees size and shape for their location and continue to enhance their amenity value. T3: This Silver Birch adjacent the gates is to have the smaller stem removed to the lowest growth point. This stem is becoming suppressed over by the main stem and will start to encroach the fence and onto the access road.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/22/00132>

The Planning Committee resolved to recommend to support, subject to the approval of the Trees and Landscape Officer.

It was **resolved** to agree with the recommendation of the Planning Committee.

Application No: CB/TCA/22/00143

Location: 4 Horslow Street, Potton, Sandy SG19 2NS

Proposal: Works to trees within a Conservation Area: remove two large evergreen Conifer Trees.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/TCA/22/00143>

The Planning Committee resolved to recommend no objection, subject to carrying out a bat survey, a check for nesting birds and the approval of the Trees and Landscape Officer.

It was **resolved** to agree with the recommendation of the Planning Committee.

Application No: CB/22/01041/FULL

Location: 25 Royston Street, Potton, Sandy SG19 2LP

Proposal: Single storey rear infill with internal alterations.

Weblink:

<http://cbstor.centralbedfordshire.gov.uk/publicportalviewer/publicViewer.html?caseID=CB/22/01041/FULL>

The Planning Committee resolved to recommend no objection.

It was **resolved** to agree with the recommendation of the Planning Committee.

10 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, though he could advise that a box has appeared on the outside of the library.

11 Potton School

The Chairman asked Cllr Inkersole to give an update.

Cllr Inkersole advised that he, Cllrs Hobbs and Price Williams attended a meeting with Hannah Bartram, Chair of Governors and Charlotte Coppenhall Interim Headteacher. It was agreed that they (Potton Federation) would work with us (Potton Town Council) on plans to develop the school. The Cllrs put forward the town councils suggestion about a town councillor being in advisory position on the governing body and representatives from the school will arrange for this suggestion to be discussed at the next governing body meeting.

12 Reports from Central Bedfordshire Councillors

The Chairman invited the Central Bedfordshire Councillor to give a report

- Cllr T Wye –

Cllr Wye advised she has met with the agent of Pegnut Wood and a further meeting will take place later this month. The Police will be in the Market Square on the 8th April 2022.

The Chairman thanked Cllr Wye for the report.

13 Ukraine Response Potton

It was noted that Cllr Kitchener had requested Ukraine Response Potton be included as an agenda item for this meeting.

The Chairman invited Cllr Kitchener to speak about the item.

Cllr Kitchener advised that an initial meeting of Ukraine Response Potton had taken place and a second meeting is taking place on the 6th April 2022. At this stage no Ukraine evacuees have arrived in Potton. A facebook page has been setup for people to offer help and a page will be added to the town council website.

14 Sun Street and Market Square

It was noted that this item was requested at the last town council meeting.

The report from the Town Clerk was noted.

Various suggestions were made and these included a priority system, an area wide weight restriction and alternative routes.

It was **resolved** that Cllr Zerny contacts Central Bedfordshire Council about a priority system for Potton Market Square for King Street and Sun Street and an area wide weight restriction.

15 Veg Box Donation Scheme

The request from the Veg Box Donation Scheme to place a large shed in the allotment car park was noted.

The report from the Town Clerk was noted.

It was **resolved** whilst the town council support the scheme, it does not support a shed being located at the allotments.

16 Proposed Potton 3G Facility

Correspondence from Steve Judd was noted.

The report from the Town Clerk was noted.

It was suggested that if the town council was to make a donation to the 3G facility that it must be open other groups and to the community.

It was **resolved** to defer the item to Finance Year End.

17 Finance

i. Verify Bank Reconciliations against statement 1st February – 28th February 2022.

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank reconciliation for 1st February – 28th February 2022 be approved.

ii. To receive an income and expenditure by budget heading report showing progress against the budget 2021/22 at the end of February 2022.

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 2022.

iii. Year End

The report from the Town Clerk was noted.

It was **resolved (i)** to obtain quotations to resurface the Millennium Path and the installation of surface level lighting at the edge of path which is suitable for bats. **(ii)** that the General Reserve is a minimum of 3 months net revenue expenditure (a minimum of £135,000). **(iii)** the Ear Marked Reserves were amended as follows. **(iv)** that 3G Pitch Ear Marked Reserve is only available until the end of March 2023 and the facility is open to the community (open to public use / other groups other than just Potton United).

EMR Name	Opening Balance	Increase / Decrease	Closing Balance
Community Centre	659	3791	4450
Cemetery	19113	1561	20674
Cemetery Extension	6273	4115	10388
Neighbourhood Plan	8696	5697	14393
Town Plan	2084	(2084)	0
Green Wheel	1000	3084	4084
Grants	23324	(23324)	0
3G Pitch	0	3324	3324
Mill Lane Play Area	6587	3636	10223
HSPF Play Equipment	7606	4620	12226
Millennium Path	0	95000	95000
Carpark	15276	604	15880
Skatepark Replacement	9780	9854	19634
Public Conveniences	1775	1226	3001
Website	2050	122	2172
Training	2479	1440	3919
Legal Fees	12130	3090	15220
Elections	4130	500	4630
Trees	9543	2998	12541

18 Meeting Schedule

The number of meetings that the town council has had in the last twelve months was noted.

It was mentioned that the town council has far too many meetings and these need to be reduced, no meetings during school holidays as meetings not always quorate and restructure the existing committees.

It was suggested about amalgamating the Infrastructure and Management committees.

An Events Committee was suggested to amalgamate Christmas Lights with Commemorations and Celebrations.

It was mentioned that amalgamating Christmas Lights with Commemorations and Celebrations wouldn't work.

It was suggested that the town council could employ an additional member of staff to assist with facilitating the meetings.

It was suggested that the number of town council meetings is reduced from eleven meetings per year to six meetings per year. This would require the

terms of reference for planning committee to be changed. It was suggested about having a timed agenda.

It was **resolved** that the Town Clerk produces a draft meeting schedule, based on planning committee being on the 1st and 3rd Tuesday except August and six meetings of Town Council per year.

19 Items for the next agenda

The Chairman asked Councillors if they had any items for the next agenda.

No items were put forward for the next meeting.

20 Confidential – Employment

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

21 To note the date of the Next Meeting

The next meeting of the Town Council has been arranged for Tuesday 3rd May 2022 in the Community Centre and will take place in-person.

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.