

POTTON TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council held on
Tuesday 6th May 2025 at 7.05pm at the Community Centre
following a meeting of the Planning Committee

Present: Councillors Dr C. Craig, Mr J. Day, Mrs V. Gwilliam (Chairman – item 2. onwards), Mr A. Inkersole, Mrs E. Horsfall, Mr G. Horsfall, Mrs C. Leggatt, Mr D. Norman, Mr J. Price Williams (Chairman – item 1.) and Mr M. Rauf (item 5 onwards).

Absent: Councillor Mr J. Hobbs, Mr A. Macdonald and Mr A. Zerny.

Also present: The Town Clerk and three members of the public.

1. Election of Chairman

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

It was **resolved** that Cllr Vicki Gwilliam be appointed as Chairman of Potton Town Council for the forthcoming year.

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

2. Apologies for Absence

Formal apologies for absence had been received from Councillor Mr J. Hobbs.

3. Election of Vice-Chairman

The Chairman invited nominations for the position of Vice-Chairman of Potton Town Council.

It was **resolved** that Cllr Charles Craig be appointed as Vice-Chairman of Potton Town Council for the forthcoming year.

Cllr Craig signed the declaration of acceptance of office.

4. Co-option of Town Councillors

Members considered applications from electors to join Potton Town Council.

It was **resolved** to elect Mr Mohammed Rauf as a councillor of Potton Town Council.

The Chairman welcomed Cllr Rauf and invited him to sign the Declaration of Acceptance of Office and join the meeting.

It was **resolved** to elect Mr John Dollin and Mrs Valerie Leggatt-Mead as councillors of Potton Town Council.

Mr Dollin and Mrs Leggatt-Mead were not present at the meeting to sign their Declarations of Acceptance of Office.

5. 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.

New members were reminded that they have 28 days to complete the Register of Interests form and existing members should complete a new form if anything has changed. <https://www.centralbedfordshire.gov.uk/xsfp/form/490>.

6. Public Participation Session

The Chairman altered the agenda so that the residents of Bull Street, Horslow Street and Chapel Street (agenda item 31.) could address the council.

The residents have formed a community working group which is trying to take action against the traffic issues in the three roads.

The Chairman reminded members that a resident of Bull Street had previously attended a meeting of the town council in Summer 2024 to speak about his concerns in the lead up to roadworks being commenced on Station Road, and the proposal to divert vehicles via Bull Street, Horslow Street and Chapel Street.

The Chairman asked for an update from the community working group.

The issue the residents have primarily have concern with is inappropriate vehicles using the roads as an alternative route. During a road closure the problem is magnified by two or three times, but day-to-day the issue still exists causing concern for residents. A meeting took place recently on 23rd April 2025 for the community working group to engage with Central Bedfordshire Council (CBC) Highways Department.

Members noted the minutes of the meeting held on 23rd April 2025, which had been circulated.

It was felt that the meeting was useful and the representatives who attended from Highways have gone away with a very clear understanding of the issue.

The Chairman advised that the town council will support the Bull Street, Horslow Street and Chapel Street community working group, but can do little in terms of action as the issues are in the hands of CBC Highways.

It was confirmed that CBC Ward Cllrs Adam Zerny and Tracey Wye are on board and attended the meeting on 23rd April.

The Chairman asked the community working group what they are expecting to happen next?

It was clearly understood that the Highways team are basing all their decisions on data because their resources are so scarce, and they say that they have very little data about Potton as a whole and nothing on Bull, Horslow and Chapel Streets in particular. They have agreed to set up an automated traffic survey at the bottom end of Chapel Street at the junction of Station Road, and since the meeting they have been asked to do another survey at the top end of the road. Once data from this survey has been collected, Highways will then install temporary signage to discourage traffic and carry out a further survey with the temporary signage to see if it has an effect.

The surveys will be monitoring vehicle numbers, weights and speed.

The outcome of the meeting was that Highways wanted more data to be able to justify the expense of installing permanent signage or any other solutions that might be required. Highways also use national crime data (reports of speeding, vehicle damage and property damage), and advised that it is illegal for lorries to mount pavements.

The community working group were encouraged to report as many incidents as possible. Cllr Craig and the Town Clerk have also suggested that an article can be included in a forthcoming edition of the town council newsletter under Community Safety to encourage all Pottton residents to help generate the data.

A member mentioned that it needs to be pointed out that there is weight limit signage (7.5 tonnes) on Chapel Street, at the bottom of Myers Road and on Everton Road at the left hand turn on to Horslow Street.

7. Minutes

The minutes of the previous meeting held on 4th March and 2nd April 2025, which had been previously circulated, were approved and signed as a true and accurate record.

8. Town Council Committee Minutes

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

Planning Committee – 4th March, 25th March and 23rd April 2025.

Youth Council – 10th March 2025.

Events Committee – 17th March 2025.

Environment Committee – 25th March 2025.

9. Reports from Central Bedfordshire Councillors

Cllrs Wye and Zerny were not present.

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 committees will be taken to the committees for recommendation to Town Council.

12. Appointment of members to existing committees

The Chairman invited members to join the Environment, Events, Management and Planning Committees.

It was **resolved** to appoint members to committees as follows:

- Environment – Cllrs Craig, Day, E. Horsfall and G. Horsfall.
- Events – Cllrs Craig, Gwilliam, Leggatt and Rauf.
- Management – Cllrs Craig, Gwilliam, Inkersole, Norman and Price Williams.
- Planning – Cllrs Craig, Day, Hobbs, Norman and Price Williams.

It was **resolved** that the next town council meeting should consider appointment of members to existing committees as several members are not present at this meeting.

Members were asked to appoint the Chairman to the committees.

It was **resolved** to appoint the Chairman for each committee as follows:

- Environment – Ms Jill White
- Events – Cllr Leggatt
- Management – Cllr Craig
- Planning – Cllr Norman

13. Appointment of any new committees

Members were asked to consider if any new committees are necessary.

It was **resolved** that no new committees are necessary.

14. Review and adoption of appropriate Standing Orders and Financial Regulations

Members noted that NALC has updated Model Standing Order (England) 18 to comply with new procurement legislation and ensure consistency with the Model Financial Regulations, and that the changes are to 18.a.v, 18.c, 18.d, and 18.f. It was also noted that NALC has also updated Model Standing Order (England) 14 to better reflect the Code of Conduct requirements and to change the language in the document to gender-neutral terms to align with their policy and the Civility and Respect Project.

It was **resolved** to adopt **i.** the current Financial Regulations, and **ii.** with the recommended amendments, the Standing Orders 2025.

15. Review of inventory of land and assets including buildings and office equipment

The Chairman reminded members that the Councillors' Inspection Tour will take place on Tuesday 8th July 2025, when councillors will review the assets that are maintained by the town council, which include visiting the Allotments, Cemetery, Churchyard, Henry Smith Playing Fields, Mill Lane Recreation Ground, Potton Community Orchard and Potton Hall for All. The Councillors' Inspection Tour will follow a meeting of the Planning Committee on Tuesday 8th July, which will be held in the Cemetery Chapel at 6pm.

It was **resolved** to approve the asset register.

16. Confirmation of arrangements for insurance cover in respect of all insured risks

Members noted that the Town Clerk has requested and chased a quote for the 2025/2026 insurance policy which starts on 1st June.

It was also noted that there will be a significant increase (at least 20%) to the cost of the insurance policy from the quoted price of £4,794 for 2024/25.

The Clerk advised that to add just over three months for the Potton Hall for All to the town council insurance policy cost £1,000. This would make the policy for 2025/26 approximately £8,500. This does not include Mill Lane Recreation Ground, which will not be included in the town council insurance policy until the lease is in place.

17. Review of the council's and/or staff subscriptions to other bodies

Members noted the subscriptions which have been provided for in the 2025/26 budget.

It was **resolved** to approve the council's and staff subscriptions to other bodies.

18. Review of the council's complaints procedure

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

19. Requests for information

It was **resolved** that the council's procedures for handling requests for information are adopted.

20. 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 November 2023) for dealing with the press/media.

21. Determining the time and place of ordinary meetings of the full council and committees 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 in the Community Centre.

22. Finance

i. Grant funding from the General Power of Competence (GPC)

Members were reminded that at the town council meeting on 7th January 2025, it was resolved to award £500 of GPC monies to the Potton Good Neighbour Scheme in April 2025, therefore leaving £5,500 in funds available.

Members were asked to consider if they wish to make a donation from the GPC to Potton Show following receipt of an application for funding from the Potton Show Committee for their event on 6th and 7th September 2025.

It was noted that £500 was awarded to Potton Show Committee for the 2024 show in May 2024.

Potton Show Committee has not specified a sum for the 2025 show.

It was **resolved** to award £500 to the Potton Show Committee for the 2025 show from the General Power of Competence budget.

ii. Potton 3G Community Football Pitch

Members were reminded that at the town council meeting on 5th April 2022, £3,324 was placed in Ear Marked Reserve for a 3G Pitch, with a condition that 3G Pitch Ear Marked Reserve (EMR) 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).

It was noted that at the town council meeting on 3rd January 2023, it was resolved to agree to a twelve month extension until March 2024, and that a further extension was granted in May 2024 until March 2025.

Members noted the Town Clerk's suggestion to move the £3,324 from the EMR to the General Reserve.

The intention is for the 3G Pitch to now be located on Potton Primary School grounds because it is central and would make it available for everyone in the town to use.

The Chairman asked Cllr Inkersole for an update on the current situation.

Cllr Inkersole advised that Potton Primary School's governing body agrees that the 3G pitch will be a great asset for the school. However, the factor that is delaying matters is that back in September 2023, the land should have been transferred by CBC to the school. Before any planning and funding can be applied for, the school has to own the land. This has now been escalated within CBC and Cllr Zerny knows what the problem is and is working very hard to resolve it.

CBC is not conversing with the school and it seems that the Assets Department will not release the land to the school. Funding from the Football Association, Sport England and S106 is available. Potton Primary School sits on CBC land, but it should be transferred to the school now that it is a Foundation.

The Chairman thanked Cllr Inkersole for his update.

It was **resolved (i)** to move the £3,324 for the 3G Pitch from the EMR to the General Reserve. **(ii)** that the town council would look favourable on a grant application for the 3G pitch, when the project is ready to proceed.

iii. Verify Bank Reconciliations against statement 1st February – 28th February 2025.

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st February – 28th February 2024 be approved.

iv. To receive an income and expenditure by budget heading report showing progress against the budget 2024/2025 at the end of February 2025.

Members proceeded to go through the income and expenditure against budget for the period to 28th February 2025.

It was **resolved** to approve the detailed statement of income and expenditure against budget.

v. Mosaic

Members considered the suggestion by Cllr Leggatt to commission a mosaic to commemorate Her Majesty Queen Elizabeth II.

Cllr Leggatt has been in contact with Claire Costello, the designer of the mosaic for Langenlonsheim. Claire has confirmed that she would be willing to be involved with the production of the new mosaic, and would come to Potton so that the community could be involved in its production.

Claire has quoted £1,700 per square metre for a community, which includes all mosaic glass and ceramic, weatherproof/frostproof for outdoor use, backing for the mosaic (suitable for long term exterior display), adhesives and grout (high strength, waterproof for all weather conditions), all specialist tools and equipment.

A bespoke design service will cost £350. A one metre square metal frame will cost £300 (a frame for a 4.5 metre square mosaic will cost approximately £700). The price is negotiable. It was mentioned that the total cost of a 4.5 metre square mosaic would be approximately £8,000.

It was suggested that the mosaic should be installed on the Potton Hall for All. The mosaic should be one square metre and the design should represent the late Queen Elizabeth II's reign (1952 to 2022).

Members noted the Town Clerk's advice that the mosaic should form part of the town council's budget process for 2026/2027.

It was proposed to commission a one metre square bespoke design mosaic depicting the late Queen Elizabeth II's reign (1952 to 2022), at an approximate cost of £3,000.

The Chairman suggested that the Hall for All Management Committee should be consulted about installing the mosaic on the Hall for All.

It was **resolved i.** that £3,000 is included in the 2026/2027 draft budget for the approximate cost of a commissioned one metre square bespoke design mosaic depicting the late Queen Elizabeth II's reign (1952 to 2022), so that it is considered in the town council's budget process for 2026/2027, and **ii.** the Hall for All Management Committee should be consulted about installing the mosaic on the Hall for All.

23. Hall for All update

The Chairman gave an update on the Hall for All.

Cllr Gwilliam advised that she had informed the Hall for All Joint Steering Group that it would be wound up at the end of the municipal year 2024/2025.

The Joint Steering Group was set up to build the Hall for All, which is now complete.

The Joint Management Committee, which consists of the Hall for All Charity Trustees, various stakeholders and some town council members, has been formed.

The building is complete, with one or two snagging items to be carried out.

The Joint Working Agreement (JWA) document is the latest version which incorporates both the town council's and charity's requirements.

The JWA was explained by Cllr Price Williams. The document will most likely need to be amended during the first year.

A member asked when the meeting(s) of the Hall for All Management Committee will take place?

Members of the committee are:

Cllrs Charles Craig, John Hobbs and Jonathan Price Williams.

Hall for All Trustees: Liz Smith, Craig Gant, Phill Banks and Kim Gutteridge. Marcia Jackson, Claire Darlow and Sally Wileman.

The Town Clerk mentioned that there have been two meetings of the Hall for All Management Committee so far, one in March and another in April with the next meeting on Wednesday 7th May.

Currently, the Hall Trustees are managing the Hall, opening and locking the building for hirers, etc. At some stage staffing will need to be considered.

The town council will monitor how the Hall for All affects town council staff workloads.

The Hall for All is open and being used. If residents are interested in booking the hall they need to contact hall4allpotton@gmail.com.

It was proposed for the town council to sign the current version of the Joint Working Agreement.

It was **resolved** for the town council to sign the current version of the Joint Working Agreement.

The Chairman mentioned that a draft lease has been circulated.

24. Community Governance Review 2025

The correspondence from Brian Dunleavy, Democratic Services Manager at Central Bedfordshire Council was noted.

Members discussed the Community Governance Review which will be conducted in the Central Bedfordshire Council area commencing 30th June 2025.

It was proposed to not request any amendments to the boundaries of the parish of Potton.

It was **resolved** to not request any amendments to the boundaries of the parish of Potton.

25. Potton Section 106

Members noted the Section 106 funding allocated to Potton projects as reviewed by Cllr Inkersole.

The Town Clerk advised that he has on two occasions written to the Spend Officer within Bedfordshire, Luton, Milton Keynes Integrated Care Board (BLMK ICB) of Section 106 monies within the NHS. The Officer liaises with Greensands Medical Practice in Potton.

It was suggested for the town council to invite the Greensand Medical Practice partners and practice manager(s) to find out their opinions on the Section 106 funds available to them, what their plans are to spend it, and to see how the town council can support them.

It was **resolved** for the Town Clerk to contact the senior partner's secretary to arrange a meeting with Greensands Medical Practice to discuss the Section 106 funding available to them.

26. Potton Neighbourhood Plan

Members were asked to approve the revised Potton Neighbourhood Plan (PNP).

Cllr Inkersole explained the updates to the PNP, which were carried out to:

1. add to the PNP to show that it has been reviewed;
2. bring it in line with the December 2024 National Planning Policy Framework (NPPF); and
3. make some amendments which were confusing in the published plan.

Cllr Inkersole advised that CBC's Neighbourhood Plan officer, Jane Hubbard has confirmed that if town council approves the revised PNP and presents it to CBC, it

would not require a referendum as the policies, visions and plans are not changing.

On carrying out the minor (non-material) review the following amendments to the PNP were made:

Document page number	Description of change	Reason for change
PNP – page 3	Paragraph added to describe the 2025 review.	Give context to the update.
PNP – pages 34-40	Updated NPPF references.	To reference NPPF Dec 2024.
PNP – pages 46-53	Remove “Annex” references in page headings. Remove “Annex G” vision graphics.	To clarify that these pages are a synopsis of the Annexes and not the annexes themselves. This avoids confusion. The “Annex G” graphics were removed because they were in fact a duplication of page 11 onward of the plan and were repeated in the actual Annex.
PNP – pages 30,31,48,49	Updated site assessment graphic.	To show development progress to date.
PNP – page 56	Updated website address.	NP is now hosted on the PTC website. https://www.pottontowncouncil.co.uk/n-plantown-plan/

It was proposed to approve the April 2025 reviewed Potton Neighbourhood Plan (PNP) 2016 – 2035 with the amendments as mentioned in the above table.

It was **resolved (i)** that the Potton Neighbourhood Plan (PNP) 2016 - 2035 which was adopted in 2019, which has had a minor (non-material) review in April 2025 to take in to account revisions in the latest edition of the NPPF (National Planning Policy Framework 12th December 2024) is approved with the amendments as mentioned in the above table. **(ii)** That the reviewed PNP is submitted to the Local Planning Authority (LPA) Central Bedfordshire Council (CBC), so that CBC can consider publishing the reviewed PNP.

27. Tilia Homes

Members noted that the Town Clerk has sent a letter to Tilia Homes and CBC seeking to claim for the recovery of financial losses and costs of £74,669.81 incurred by Potton Town Council due to Kier/Tilia Homes not providing services prior to commencement of the Hall for All build.

It was also noted that the Town Clerk had not received a response from Tilia Homes, but had received correspondence from Jon Sheldon (Planning Manager North) at CBC and was formulating a response to Mr Sheldon.

28. Draft lease – Mill Lane Recreation Ground

Members noted the draft lease, summary report and official copies of the register and title plan for Mill Lane Recreation Ground.

Members discussed the Town Clerk’s queries about the draft lease.

It was proposed to accept the lease.

It was **resolved** to accept the lease.

29. Central Bedfordshire Council HGV Ban Petition

Cllr Zerny was not present at the meeting to give an update on the progress of the CBC HGV Ban petition.

It was **resolved** to defer the HGV Ban petition progress update to the next meeting of the town council on Tuesday 10th June 2025.

30. Improved Patient Parking

Members noted that the Town Clerk has sent correspondence to the BLMK ICB and Greensands Medical Practice with respect to promoting the idea of improved patient parking, and that no responses have been received.

31. Road Issues Potton Bull Street, Horslow Street & Chapel Street

Members considered the road issues Bull Street, Horslow Street and Chapel Street during the public participation session.

32. Items for the next agenda

Members were asked to consider items for the next meeting agenda.

The Chairman asked members to email any items for the next meeting agenda to the Town Clerk by 9am on 27th May 2025.

33. To arrange a date of the next meeting

It was **resolved** that the date of the next meeting will be on Tuesday 10th June following a meeting of the Planning Committee at 7pm in the Community Centre.

There being no further business, the meeting closed at 9pm.

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.