

POTTON TOWN COUNCIL
Minutes of the Meeting of the Town Council held on
Tuesday 10th June 2025 at 7.30pm at the Community Centre
following a meeting of the Planning Committee

Present: Councillors Dr C. Craig, Mrs V. Gwilliam (Chairman), Mr J. Hobbs, Mrs E. Horsfall, Mr G. Horsfall, Mrs C. Leggatt, Mrs Val Leggatt-Mead, Mr A. Macdonald, Mr D. Norman and Mr A. Zerny.

Absent: Councillors Mr J. Day, Mr J. Dollin, Mr A. Inkersole, Mr J. Price Williams and Mr A. Rauf.

Also present: One member of the public and The Town Clerk.

1. Apologies for Absence

Formal apologies for absence had been received from Councillor Mr J. Day, Mr A. Inkersole, Mr J. Price Williams, Mr A. Rauf and Mr A. Zerny.

The Chairman welcomed Cllr Leggatt-Mead.

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.

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>.

3. Public Participation Session

No questions from the public.

4. Minutes

The minutes of the previous meeting held on 6th May 2025, which had been previously circulated, were approved and signed as a true and accurate record.

5. Town Council Committee Minutes

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

Planning Committee – 6th May, 27th May 2025.

Management Committee – 27th May 2025.

6. Planning Applications for recommendation at the meeting of the Town Council on 10.06.2025

Members noted the planning application considered by the Planning Committee on the 27th May 2025.

Application No: CB/25/01437/FULL

Location: One Acre Field Sandy Road, Potton SG19 2QP

Proposal: Erection of nine dwellings and associated garages and driveways, construction of two access points and service road, with associated landscaping, biodiversity net gain area and SUDS

Weblink:

<https://cbc.aifusion.io/planning/publicViewer.html?caseID=CB/25/01437/FULL>

It was resolved to recommend no objection with the following comments:
Soft landscape specifications and planting plans need attention. For example:

- Amenity lawn turf should be flowering lawn turf
- EM8 mix unnecessary as basin will be largely dry and free draining. EM7 mix is probably all that is needed to sow over area.
- Wildflowers grow on nutrient poor substrate and a minimum humic layer. Topsoiling specification too deep.
- Vinca minor is invasive, Bergenia not great for pollinators. Alternatives required eg: Lavender, Thyme.....

A perimeter hedge required to west-east-south boundaries. Include minimum of 25% Prunus cerasifera and 25% Ulmus glabra both distinctive species in all local hedges. The latter is a food plant for two nationally rare S41 species of principal importance Lepidoptera which have good populations in Pottton. Other locally distinctive species to include - Ligustrum vulgare.

Where is the PEA referenced in 4.4 of the biodiversity gain plan?

Why is run-off from sealed surfaces not being captured and conveyed in swales to the detention basin as opposed to pipe-basin solution?

No mention of Hedgehog highways, integral Swift boxes (4 boxes on each of 2 houses or 2 boxes on each of 4 houses) and Bat roost bricks.

It was **resolved** to accept the recommendations of the Planning Committee.

7. Reports from Central Bedfordshire Councillors

Cllrs Wye and Zerny were not present.

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

Deferred to later in the meeting, to allow the person who had submitted the application for grant funding to be present.

ii. To receive a report from the internal auditor for the year 2024/25.

Members noted the Internal Audit took place on 6th May 2025.
The council went through the internal auditor's report for the year 2024/25.

The recommendation with regards to spot checks be carried out by staff to count and verify assets that are recorded on the fixed asset register. Also ensure these are securely stored away to prevent items being stolen.

It was **resolved** to approve the final internal audit report including implementing the recommendations for the financial year 2024/25.

iii. To approve the accounts for the year 2024/25.

The council went through the accounts for the year 2024/25.

It was **resolved** to approve the draft unaudited accounts for the financial year 2024/25.

iv. To approve the annual return comprising the statement of accounts and the governance statement for the year 2024/25.

The council went through the annual return comprising the statement of accounts and the governance statement for the year 2024/25.

It was **resolved** to approve the Annual Return for the financial year 2024/25 comprising the internal audit section, section 1 annual governance statement, section 2 accounting statement and to ask the Chairman and Town Clerk to sign the return and submit it to the External Auditor with any necessary additional papers.

v. Verify Bank Reconciliations against statement 1st April – 30th April 2025.

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st April – 30th April 2025 be approved.

vi. To receive an income and expenditure by budget heading report showing progress against the budget 2025/2026 at the end of April 2025.

Members proceeded to go through the income and expenditure against budget for the period to 30th April 2025.

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

9. 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. The Chairman read out the correspondence from Cllr Zerny with regards to progress with Central Bedfordshire Council HGV Ban Petition.

Various highway issues were mentioned in addition HGV's and this included the No Entry sign being missing in the Market Square and worn out line markings.

The Chairman read out the correspondence from Cllr Zerny with regards to progress with Central Bedfordshire Council HGV Ban Petition. *'Given the potential cost of installation, it was resolved to contact Cambs to see whether they would like to extend the zone across to the east.'*

I have since discussed with Cambs ward councillors, met with Gamlingay PC, and held discussions with the Cambs political leadership to ensure all relevant are aware.

Cambs responses slowed down in the spring of this year with the election, but I got things going again as soon as this was over.

On 26th June, CBC Highways officers will be meeting with counterparts from Cambs to understand what resource/financial support if any there would be from across the border. Next steps will depend upon the results of this meeting.'

It was mentioned about making the local MP (North Bedfordshire - Richard Fuller MP), aware so that they could liaise with their counterpart in South Cambridgeshire - Pippa Heylings MP.

It was **resolved** that Cllr Zerny either provides either a written update in advance of the 22nd July 2025 town council meeting or a verbal update at the meeting.

10. Appointment of members to existing committees

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

- Environment – Cllr Leggatt-Mead.
- Events – Cllr Leggatt-Mead.
- Management – Cllrs Hobbs, Leggatt and Macdonald.
- Planning – Cllr Macdonald.

11. Moving to a .GOV.UK domain

It was noted that at the Management Committee meeting on the 28th January 2025 it was resolved for the Town Clerk to send quotes to Cllrs Inkersole, Macdonald and Price Williams to review and make a recommendation to the town council.

Cllrs Inkersole, Macdonald and Price Williams carried out a review and recommended Macintosh Electronics to the town council.

It was **resolved** that Macintosh Electronics are instructed to move the town council to a .GOV.UK domain.

12. UKSPF (UK Shared Prosperity Fund)

The following were suggested:

- Power supplies on all lampposts from the town square to the Royal Oak for Christmas Light lanterns
- Christmas Light Designs – drawn by Children
- x2 3D Christmas Lights – Presents
- Mosaic in the Market Square
- Mosaic Heritage Trail
- Lanterns for lampposts from the town square to the Royal Oak

13. Finance (Agenda item 8 continued)

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

The Chairman reminded members that the town council has awarded £1,000 of GPC monies (£500 to Potton Good Neighbour Scheme and £500 to Potton Show Committee).

The Chairman invited the member of the public to speak about the application.

The member of the public mentioned about the Community First Responders who are volunteers and are fundraising for another kit which costs around £3,500 for all the different pieces of equipment needed. Currently have two sets of kit to cover Sandy, Biggleswade, Potton and surrounding areas.

It was **resolved (i)** to consider awarding an annual amount to the Potton Community First Responders as part of the budget process. **(ii)**

to award £1,000 to the Potton Community First Responders from the General Power of Competence budget.

14. Reports from Central Bedfordshire Councillors (Agenda item 7 continued)

The Chairman invited Cllr Zerny who had just arrived to give a report.

Cllr Zerny advised about he had recently sent out a report out to the people on his mailing list.

Members raised concern about the No Entry sign which has been missing for over a year and the lack of road markings in the Marking Square.

15. 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.

16. To arrange a date of the next meeting

It was **resolved** that the date of the next meeting will be on Tuesday 22nd July 2025 following a meeting of the Planning Committee at 7pm in the Community Centre.

There being no further business, the meeting closed at 8.25pm.

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.