

POTTON TOWN COUNCIL  
Minutes of the Meeting of the Town Council held on  
Tuesday 22nd July 2025 at 7.20pm at the Community Centre  
following a meeting of the Planning Committee

**Present:** Cllrs Dr C. Craig, Mr J. Day, Mr J. Dollin, Mrs V. Gwilliam (Chairman), Mr J. Hobbs, Mrs E. Horsfall, Mr A. Inkersole, Mrs C. Leggatt, Ms Val Leggatt-Mead, Mr D. Norman, Mr J. Price Williams and Mr A. Zerny.

**Absent:** Cllrs Mr G. Horsfall, Mr A. Macdonald and Mr A. Rauf.

**Also present:** The Town Clerk.

**1. Apologies for Absence**

Formal apologies for absence had been received from Cllrs Mr G. Horsfall, Mr A. Macdonald and Mr A. Rauf.

The Chairman welcomed Cllr Dollin.

**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.

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.

Cllr Craig made councillors aware that he has been asked by a resident, who has been running a petition for a pedestrian crossing on Sandy Road, to represent her at a Central Bedfordshire Council (CBC) meeting of the Traffic Management Committee on 29th July 2025.

Cllr Craig also mentioned a potential planning enforcement issue with respect to the Brook Gardens Development. Two quarry lorries were turning right out of Sutton Mill Road towards the town centre instead of using the directed route out of Potton.

The Chairman asked Cllr Craig to give an update on some of the comments on the responses received from Tilia Homes with respect to the enforcement of traffic management for the development. The traffic management plan (which formed part of the planning application, and is therefore enforceable) stipulates lorries should access site from the West not the East.

Cllr Zerny confirmed that under the planning conditions there must be a plan in terms of traffic management for the development, which the developer must adhere to.

A resident has recently reported that the site banksman sometimes parks their car on the corner of Sutton Mill Road, which makes it difficult when turning right out of The Paddocks.

There is 'no entry' signage at the junction with The Paddocks and Sutton Mill Road which directs vehicles left into The Paddocks, however it is not clear that this is for site traffic only.

Cllr Zerny recommended that Planning Enforcement should be contacted so that they can take action.

The Chairman clarified that the Sandy Road petition is for a zebra crossing.

Cllr Zerny mentioned that CBC will argue that whenever speed checks have been carried out along the section of road on Sandy Road, the speeds have been relatively low.

A discussion ensued regarding the low number of controlled crossings in Potton.

#### **4. Minutes**

The minutes of the previous meeting held on 10th June 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 – 10th June and 8th July 2025.

Environment Committee – 24th June 2025.

#### **6. Reports from Central Bedfordshire Councillors**

The Chairman invited reports from Potton's Central Bedfordshire councillors. Cllr Wye was not present.

Cllr Zerny had nothing to specific to report.

#### **7. Central Bedfordshire Council HGV Ban Petition**

The Chairman invited Cllr Zerny to give an update on the progress of the CBC HGV Ban petition.

Cllr Zerny advised that the cost for CBC Highways to install signage in the entire zone would be approximately £100,000 given the volume of signs required. Also the issue of HGVs exiting the A428 at Caxton Gibbett and Eltisley through to Waresley and Gamlingay and arriving at the edge of Potton only to realise that they have to turn round would be dealt with.

Initially Cambridgeshire Council Highways did not appear to be interested, however following a meeting of both Councils, it is hoped that there will be a collaboration in the scheme following some investigations into costs. Cllr Zerny expects that CBC will hear back from Cambridgeshire Council in the next month or so.

#### **8. On-street parking in Chapel Street, Potton**

Members were asked to consider correspondence from a resident in Chapel Street, Potton.

Cllrs discussed the residents of Chapel Street's parking protocols.

It was **resolved** for the Town Clerk to respond suggesting the residents take it up with CBC Traffic Management.

**9. Potton's speed indicator signs**

Members were asked to note the correspondence from CBC's Highways Service Director with respect to the two speed indicator signs on Bury Hill and Gamlingay Road which have been out of action for approximately 12 months.

It was confirmed that the two units are owned by CBC.

Cllr Zerny has asked Highways to investigate if they have the capital funds to replace the units on Bury Hill and Gamlingay Road and for a plan of when they will be replaced, but also mentioned that CBC has purchased 10 portable units and the benefits of using them.

A member mentioned that the trees in the vicinity of the unit on Gamlingay Road [if it is replaced] will need to be cut back so ensure the solar panel gets light.

A member mentioned that it would be more beneficial for CBC to install average speed zones before entering Potton, which would be much more effective on traffic speeds.

Cllr Zerny advised that the cost will mean that average speed cameras will only be installed in places where this is history of lots of collisions, which Potton doesn't have. CBC's argument for putting up future devices is based on, and should be based on data.

A member mentioned that the Youth Council has mentioned on many occasions how unsafe they feel trying to cross roads in Potton, and asked does there have to be a fatality before CBC acts?

Cllr Zerny advised that CBC will not do anything single spot just because an accident could happen as they don't have the budget. They will only act on data and, frustratingly, there isn't any data for near misses.

The Town Clerk mentioned the Rural Match Fund which town and parish councils could identify up to three areas that they thought were of risk, but CBC no longer seems to offer this, possibly due to budget constraints.

Cllr Zerny advised that it was the Rural Match Fund was based on a town or parish council's wish list that it was prepared to put up the money for that CBC then felt obliged to match fund. This led to SIDS (Speed Indicator Devices) being installed where the speeds don't really justify it.

**10. UKSPF (UK Shared Prosperity Fund)**

Potton Town Council has the opportunity to benefit from some funding from CBC's allocation of the UK Shared Prosperity Fund for 2025-26.

At the last meeting, members were asked to consider a list of options suggested at the Management Committee meeting on 27th May 2025.

Members were asked to decide which project(s) to apply for from the grant funding.

The Town Clerk reminded councillors that he had forwarded an email from CBC to all members on 17th July with regards to what several of the larger towns had done with their monies.

It was mentioned that it is an aspiration of the Christmas Lights Sub-Committee to extend the Christmas lights further out from the Market Square to the Royal Oak Public House.

Another idea was to incorporate a heritage mosaic trail in a footpath on the opposite side of Henry Smith Playing Fields to the Millennium path together with a new mosaic in the Market Square. Claire Costello will design the mosaics and, like the mosaic for Langenlonsheim, it would be a community project.

Cllr Zerny advised that the items suggested by the Management Committee may not fit the UKSPF narrative, but to check with Cllr Wye on what projects elsewhere had money. Also to read the press release at [https://www.centralbedfordshire.gov.uk/news/article/1371/a\\_year\\_of\\_impact\\_how\\_the\\_ukspf\\_is\\_transforming\\_central\\_bedfordshire](https://www.centralbedfordshire.gov.uk/news/article/1371/a_year_of_impact_how_the_ukspf_is_transforming_central_bedfordshire) to get all the examples of things that money was allocated to last time.

A member asked if the Cemetery improvements (footpaths and cleaning of the War Memorial) would qualify for funding from the UKSPF?

The Town Clerk advised that the Cemetery improvements would not qualify as it is not in the town centre. The town council has to apply for something new, not something that has either already got a budget or work that has already been completed. Any work would also have to be completed by the end of March 2026.

It was suggested that the MUGA (Multi-Use Games Area) could benefit from UKSPF funding, but would not be achieved in the timescale.

Another suggestion was to have a Changing Places facility in the town.

The Town Clerk mentioned that Houghton Regis Town Council had Christmas lights in their UKSPF.

The Town Clerk advised that the deadline to apply for the funding is Friday 1st August.

The Chairman suggested that the town council decides the projects it wants to allocate the funding for and she will then contact Cllr Wye before formally applying.

A member asked if the listed project suggestions have been costed?

The Town Clerk advised some of them have been costed, the difficulty is the heritage trail (start and finish points, length etc).

Cllr Zerny suggested to contact Potton History Society for advice on locations based on the History Walk they have at Party on Potton.

It was **resolved** to apply for all of the suggested projects for the allocated funding.

## **11. Potton Hall for All**

### **i. Draft Lease**

Members were asked to consider correspondence from Woodfines LLP and the draft lease.

It was **resolved** to organise a meeting with the Potton Hall for All Management Committee to go through the lease.

### **ii. Additional storage**

Members were also asked to consider the request for additional storage from the Potton Hall for All CIO (charitable incorporated organisation).

The lease already says that the lessee is entitled, with permission, to improve the building. The building has to be handed back to the town council in the same condition or better.

It was **resolved** that the town council supports the request for additional storage.

Members discussed about Party on Potton (POP) running the bar at events at Potton Hall for All. The Hall for All want to generate income so have not been very receptive to the idea.

It was **resolved** for the Cllr Gwilliam to arrange for a letter to be sent to the Hall for All describing the service POP would provide, prices and donation amount.

### **iii. Landscaping scheme**

Members discussed the landscaping scheme for the Hall for All and the Town Clerk's recommendation that the town council approves quotations to carry out two of the elements for landscaping of the Potton Hall for All (Quotation 1 – Soil, and Quotation 2 – Sleeper Wall) at a total cost of £10,656.25, and that the work is completed by mid-September, so that sowing is completed at the optimum time. To then obtain further quotations to deliver the remainder of the landscaping scheme (planting trees and shrubs) by the March 2026 deadline.

It was **resolved** that **i.** the town council approve Quotation 1 at a cost of £4,977.50, and **ii.** as the town council with the assistance of CBC is seeking a refund from Tilia Homes, the rest of the landscaping scheme is put on hold.

## **12. Potton Consolidated Charity**

Members noted that the four outgoing town council trustees for the Charity are all willing to be nominated.

It was **resolved** that the four-town council nominated trustees of the charity are as follows:

Cllr Angus Macdonald

Anna Adnitt

Alan Leggatt

Terry Woods

**13. Latin motto for Potton**

Members considered a written request from Cllr Craig for Potton to adopt a Latin motto.

It was **resolved** to not proceed with a Latin motto for Potton.

**14. Finance**

**i. Verify Bank Reconciliations against statement 1st May – 31st May 2025.**

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st May – 31st May 2025 be approved.

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

Members proceeded to go through the income and expenditure against budget for the period to 31st May 2025.

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

**iii. Verify Bank Reconciliations against statement 1st June – 30th June 2025.**

Members proceeded to go through the Bank Reconciliation.

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

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

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

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

**15. Moving to a .GOV.UK domain**

Members noted that at the last meeting it was resolved that Macintosh Electronics are instructed to move the town council to a .GOV.UK domain, and noted the Town Clerk's update on progress so far.

The town council staff emails have been migrated to .gov.uk.

The town council website has yet to be redirected to .gov.uk.

The Town Clerk will be advising all councillors of their .gov.uk email addresses in due course.

Cllr Dollin volunteered to assist with the town council's website SEO (Search Engine Optimisation) to improve its visibility and ranking in search engine results pages .

**16. Citizens Advice Mid-Bedfordshire - Potton Report 24/25**

The report from Citizens Advice Mid-Bedfordshire showing how their advice helped the residents of Potton between 1st April 2024 and 31st March 2025 was noted.

**17. 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 mid-August.

**18. To arrange a date of the next meeting**

It was noted that the date of the next meeting will be on Tuesday 2nd September 2025 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.