

POTTON TOWN COUNCIL
Minutes of the Meeting of the Town Council held on
Tuesday 2nd September 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), Mr J. Hobbs, Mr A. Inkersole, Mrs C. Leggatt, Ms Val Leggatt-Mead, Mr A. Macdonald, Mr D. Norman and Mr J. Price Williams.

Absent: Councillors Mr J. Dollin, Mrs E. Horsfall, Mr G. Horsfall, Mr A. Rauf and Mr A. Zerny.

Also present: CBC Ward Cllr Ms T. Wye. The Town Clerk.

1. Apologies for Absence

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

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.

4. Minutes of Potton Town Council

The minutes of the previous meeting held on 22nd July 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 – 22nd July and 12th August 2025.

6. Reports from Central Bedfordshire Councillors

Cllrs Wye and Zerny were not present.

7. 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.

8. UKSPF (UK Shared Prosperity Fund)

Members noted that the Town Clerk submitted the town council's application for funding on 11th August and received purchase orders from CBC on 26th August totalling £27,500.

The Chairman invited Cllr Leggatt to give an update on the mosaic heritage trail following a meeting with Potton History Society that she attended with the Town Clerk on Monday 18th August.

The History Society gave the following suggestions for locations of places for the Heritage Trail.

1. Where Great Fire started (Spencer Close)
2. Tanyard (Braybrooks Drive)
3. Manor House (by driveway)
4. Foundry (by Jakes's View)
5. Schools (Moons Corner)
6. First fire station (Community Centre)
7. Shannon Engine Shed (on pavement on Biggleswade Road)
8. Station (near building/bench)
9. Windmill (Mill Lane)
10. Roman Road (Galley Hill - by footpath area?)
11. The Land Settlement Association (Stewart Croft)
12. The Forge (Hashtag Mechanics)
13. The monument to mark the end of the Napoleonic War in 1814 (outside the Coach House)
14. The oldest pub in Potton: I think that would be the Adam & Eve (there's a reference to it in 1623) which was at 1-2 Market Square, but I don't think we've got any images of it. In which case, maybe The Sun Inn, also 17th century (reference to it in 1668) and still very much standing.

Claire Costello has advised that she wants to start on the plan for the mosaic of the late Queen Elizabeth II week commencing 8th September, and would like the town council to provide images and details of what is required.

It was noted that the Town Clerk has applied to CBC to situate the mosaic on the West wall of the library (opposite Clayton's Butchers) under the Queen's plaque, and awaits a response.

It was suggested to contact Mike O'Keefe (Custodian of the Official Royal Image Library) for images, possibly an official portrait for the Platinum Jubilee.

A member suggested using the image used on the Potton beer commemorating the Golden Jubilee.

A member mentioned that the image used should be sensitive and flattering.

It was suggested to use a profiles of the Queen from 1952 and 2022 face-to-face and the duration of her reign.

Members were asked for ideas for Potton landmarks.

St Mary's Church was suggested.

It was **resolved** for members to submit ideas to the Town Clerk by midday on Monday 8th September.

9. **Councillors Surgery**

The Chairman invited Cllr Norman to give a report following the councillor surgery on Saturday 26th July.

Cllr Norman mentioned that a member of the public spoke to him about starting a 'man shed' in Potton.

It was suggested to put the person in touch with Luke Newman who runs the 'Men to Talk' group.

A member mentioned that Simon Auckland is looking for ideas to use the old brewery as a community space, which could be possible space for a 'man shed'.

It was **resolved** to invite Simon Auckland to a forthcoming town council meeting to discuss how the old brewery could be used within the community.

Members noted that Cllr Craig is holding a councillor surgery in the Market Square at the Autumn Four Seasons market on Saturday 20th September 2025.

Cllr Craig asked for ideas of issues to focus on for the surgery.

It was suggested to ask people what they think of the market, what they would like to see happen with the market, how they would like to see the developed? Also ask if anyone would like to be the new market superintendent? Or if the market has run its course?

It was suggested to discuss the four seasons market at the next town council meeting.

The Town Clerk advised that the Events Committee will be considering the future of the four seasons market at its meeting on 8th September.

10. **Finance**

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

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st July – 31st July 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 July 2025.**

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

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

iii. **Community First Responders**

Members noted that the Chairman of the town council met with representatives of the Community First Responders (CFRs) on Monday 28th July to discuss the resolution from item 13. i. from the 10th June town council meeting (it was resolved to consider awarding an annual amount to the Potton Community First Responders as part of the budget process).

Members considered the Chairman's recommendation to allocate £1,000 to the Draft 2026/2027 Budget for CFRs to cover their expenditure.

It was **resolved** to **i.** allocate a grant of £1,000 to the Draft 2026/2027 Budget for Community First Responders, and **ii.** to request that the Community First Responders provide a report on how they spend the grant.

It was suggested to meet with CFRs so that the town council has the opportunity to review their expenditure and adjust the grant if necessary.

It was suggested that the CFRs could provide defibrillator training.

iv. **Nationwide Building Society**

Members noted that they are required to provide additional information by 12th September.

The Town Clerk advised that, at the time of the meeting, Cllrs Dollin, G. Horsfall and Zerny have not responded.

11. Moving to a .GOV.UK domain

Members noted that the town council .gov.uk email addresses were set up on 31st July, and that from 31st August all town council emails will only be sent to .gov.uk email addresses.

Members who had contacted Macintosh Electronics for assistance in setting up their .gov.uk email addresses thanked Karl for his help.

It was noted that the town council website has yet to be migrated to the .gov.uk domain.

12. Public consultation on the Draft Greater Cambridge Planning Supplementary Planning Document

Members noted the correspondence from the Greater Cambridge Planning Policy Team with respect to the public consultation on the Draft Greater Cambridge Planning Supplementary Planning Document.

13. Central Bedfordshire Council (Potton – Footpath No. 21) Public Path Creation Order 2024

Members noted the correspondence regarding the order to create the public footpath (no. 21) from Hutchinson Rise through to Yew Tree Close, with bridge.

14. Items for the next agenda

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

- Invite Simon Auckland to the next town council meeting.
- Section 106 report from Cllr Inkersole.

The Chairman asked members to email any items for the next meeting agenda to the Town Clerk.

15. Reports from Central Bedfordshire Councillors (agenda item 6)

Cllr Zerny was not present.

The Chairman invited a report from Cllr Wye.

Cllr Wye had nothing to report.

A member asked on the progress of the Universal theme park.

Cllr Wye advised that CBC has submitted a lengthy written response to the consultation; including employment, in particular transport, where people will stay and all the logistics of it. The theme park is actually situated in Bedford Borough.

A member asked about the Potton-Sandy / Potton-Biggleswade / Potton-Gamlingay cycleways.

Cllr Wye gave an update on the funding to build the cycleways.

16. Central Bedfordshire Council HGV Ban Petition

Cllr Wye reported that Cllr Zerny is still working on the HGV ban with other council leaders for Cambridgeshire and Hertfordshire.

17. To arrange a date of the next meeting

It was **resolved** that the date of the next meeting will be on Tuesday 11th November 2025 following a meeting of the Planning Committee at 7pm in the Community Centre.

There being no further business, the meeting closed at 8pm.

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.