

POTTON TOWN COUNCIL  
Minutes of the Meeting of the Town Council held on  
Tuesday 11th November 2025 at 7.10pm at the Community Centre  
following a meeting of the Planning Committee

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

**Absent:** Councillors Mr J. Day and Mr J. Price Williams.

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

**1. Apologies for Absence**

Formal apologies for absence had been received from Cllrs Day and Price Williams.

**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**

The Chairman invited the member of the public attending the meeting to speak.

The member of the public is a resident on the older part of The Ridgeway and voiced his concern about the speed of traffic leaving The Ridgeway from the Brook Gardens development, particularly around the peak times of 7.30am to 8.30am and 4pm to 6pm. He asked if it would be possible for the town council to request Central Bedfordshire Council Highways Department to carry out a traffic survey and install 20mph signs on The Ridgeway [old estate].

The Chairman advised that the town council would ask Cllr Zerny to speak to CBC Highways to request that they carry out a traffic survey, and it may be possible for CBC to work with the developer [Tilia Homes] to install some 20mph signs on the old estate to reinforce the speed restriction. Brook Gardens is under the control of the developer and will possibly not be adopted for some years, so CBC will not be able to do anything beyond the old estate.

Cllr Craig suggested that the member of the public and his neighbours can report careless/dangerous driving to the police.

The Chairman advised that the town council will contact the local PCSO to ask her to visit the estate.

It was also suggested to ask Cllr Zerny and Cllr Wye to have CBC look at the planning conditions with respect to speed restrictions on the development.

It was **resolved i.** to request that Cllr Zerny asks CBC to carry out a traffic survey on The Ridgeway, where the road feeds into the new Brook Gardens development. **ii.** to request that Potton Ward Cllrs Zerny and/or Wye request CBC's planning officer to review the planning conditions with respect to speed restrictions on the development. **iii.** for the Chairman to contact the local PCSO to request she visits the estate, particularly around the peak times of 7.30am to 8.30am and 4pm to 6pm.

The Chairman thanked the member of public.

The Chairman invited Cllr Leggatt to speak.

Cllr Leggatt mentioned that she was very disappointed by the lack of support from town councillors at the Remembrance Sunday Service and Parade. If it wasn't for the usual stalwarts helping to set up the event, both in the Market Square and at the Cemetery, the event wouldn't happen.

It was suggested to write a procedure for Remembrance Sunday and the Christmas Lights switch-on.

Cllr Leggatt agreed that written procedures would help if, for example, she was unwell, however it would be nice if town councillors thought to arrive earlier to help out with ferrying equipment from the Telephone Exchange to the Market Square, handing out leaflets and to help with clearing away afterwards.

The Town Clerk mentioned that it took over an hour to put all the equipment away after the service. The Town Clerk also mentioned that town councillors would have the opportunity later in the meeting to volunteer their time for setting up and clearing away at the Christmas Lights switch-on.

#### **4. Minutes of Potton Town Council**

The minutes of the previous meeting held on 2nd September 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:

Youth Council – 8th September 2025 – approved.

Events Committee - 8th September 2025 – approved.

Planning Committee – 2nd and 23rd September 2025, and 7th and 21st October 2025 – approved.

Management Committee – 7th October 2025 – approved.

Environment Committee – 21st October 2025 – approved.

#### **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. Sandy Road Crossing Speed Check Data**

Members were asked to review the data from the speed check carried out on Sandy Road.

The Town Clerk advised that no information has been received.

It was **resolved** to ask Potton's Ward Cllrs to chase up the speed check data for the town council to review.

**9. Planning Appeal**

Members noted the Town & Country Planning Act 1990 Appeal Under Section 78, which was considered by the Planning Committee at its meeting on 21st October, and that all representations made by the town council on this application have been forwarded to the Planning Inspectorate.

**Site address:** Land South of Hutchinson Rise, Potton, Sandy SG19 2DZ

**Description of development:** Erection of a care home (Class C2) and 8 residential dwellings (Class C3), with associated parking, landscaping and development.

**Appellant's name:** Aspire LLP

**Appeal reference:** APP/P0240/W/25/3373674

**Application reference:** CB/24/01340/FULL

**Weblink:**

<https://cbc.aifusion.io/planning/publicViewer.html?caseID=CB/24/01340/FULL>

It was **resolved** to respond to the Planning Inspectorate with the additional representation made by the Town Clerk at the Central Bedfordshire Council Development Management Committee meeting on 2nd July 2025, which was submitted by the Clerical Assistant on 24th October 2025.

**10. Planning Applications for recommendation at the next meeting of the Town Council**

Members noted that the Planning Committee considered the draft Order proposed under the provisions of the Town and Country Planning Act 1990 – Section 247.

Proposed stopping up of highway at Potton Veterinary Ltd, King Street, Potton, Bedfordshire SG19 2QT.

The Planning Committee had resolved to recommend no objection.

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

**11. Reports from Central Bedfordshire Councillors** (agenda item 6.)

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

Cllr Zerny reported that he had spoken to CBC Highways Officers on 11th November about the proposed HGV zone. They will be doing some speed checks in the new year as they have to provide some degree of information and understanding as to exactly what they believe the situation is. They will argue long and hard that there is no need for a ban on HGVs, and will attempt to highlight that the data they produce supports this.

At the CBC Traffic Management meeting at the beginning of December, Sutton cross roads will be discussed with respect to installing infrastructure to reduce speed because of the number of road accidents at the location. The majority of the public were in favour of a reduced speed limit. The speed limit through the cross roads is 40mph which means the 85th percentile is 47mph, thus approx. 15% of motorists are exceeding the speed limit by about 20%. If the speed limit is then reduced to 30mph at the cross roads, then suddenly there are many more motorists going much faster than the speed limit at which point the police start to get involved and CBC is then under slightly more pressure to come up with some further steps. The police isn't eager on SpeedWatch getting involved because of the location. Some Sutton Parish Councillors have also been in touch with Bedfordshire Police. A decision will not be made at the Traffic Management meeting in December, but residents are encouraged to attend and have their say. It is more likely a decision will be made at the next Traffic Management meeting in January 2026 or even at the Traffic Management meeting on 31st March 2026.

Cllr Craig asked what is the cause of the accidents at Sutton cross roads? Is there a general pattern?

Cllr Zerny advised that there is a lot of evidence that it is pure driver error in some situations, but it is the sheer number of them; 10 over the course of 10 years, which is what puts the Council under the most pressure. There are other locations, for example at the top of Bury Hill, but there have actually only been about three incidents in the last seven or eight years that have been pure driver error.

Cllr Craig mentioned the Sandy Road Crossing petition and asked Cllr Zerny if an inspection of the area has taken place.

Cllr Zerny responded that Highways hasn't reported back to him.

**12. Sandy Road Crossing Speed Check Data** (agenda item 8.)

The Chairman mentioned the speed check data taken for the Sandy Road Crossing and that CBC Highways Officers haven't been able to provide the data which was requested by the town council on 14th October.

Cllr Zerny could not recall that CBC Highways Officers were going to carry out a speed check, but would check the minutes of the [Traffic Management] meeting, and suggested to chase the speed check data from them again.

**13. Finance** (agenda item 11.)

i. **External Auditor – Audit for the year ending 31st March 2025**

The town council noted the correspondence received from the town council's External Auditor. A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

It was **resolved** to approve and accept the Annual Return including the External Auditor's certificate, which was presented to the town council for year ended 31st March 2025, following its return by the External Auditor now that they had given an audit opinion.

The town council thanked the Responsible Financial Officer (RFO) for his work over the last year.

The RFO asked the town council to note the minor scope for improvement at the top of page 2 of the correspondence from Forvis Mazars LLP so that the council complies with the 2015 Accounts and Audit Regulations which was as follows *'In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts the day after the AGAR was published and to do so as soon as possible after it was approved. The Council should ensure that in 2025/26 they comply with the Regulations.'*

ii. **Appointment of Internal Auditor 2025/2026**

Members discussed about the appointment of the internal auditor. The town council undergoes an internal audit on an annual basis. The council reviewed the appointment of an internal auditor.

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2025/2026.

iii. **Review of the effectiveness of the Internal Audit**

Members had been provided with a copy of the town council's review of the effectiveness of the Internal Audit for them to carry out a review of its effectiveness. Members then discussed and reviewed the effectiveness of the Internal Audit.

It was **resolved** to approve the review of the effectiveness of the Internal Audit.

iv. **Financial and Management Risk Assessment**

Members had been provided with a copy of Potton Town Council's Financial and Management Risk Assessment for them to carry out a review.

The role of Deputy Town Clerk was mentioned and it was confirmed that the position will be interviewed on Thursday 13th November.

It was **resolved** to approve Potton Town Council's Financial and Management Risk Assessment.

v. **Verify Bank Reconciliations against statement 1st August – 31st August 2025.**

Members proceeded to go through the Bank Reconciliation.

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

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

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

- vii. **Verify Bank Reconciliations against statement 1st September – 30th September 2025.**

Members proceeded to go through the Bank Reconciliation.

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

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

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

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

- ix. **Everton Road Allotment Track**

Members noted the request from an allotment tenant regarding the erosion of the track which has led to vehicles bottoming out.

The two estimates received were considered.

Members were asked to consider if the work to the allotment track should be carried out and to what extent.

It was suggested to obtain a quotation to remove the middle section and with a JCB and bucket and dump the spoil, which will cost far less. The allotment land is owned by the Diocese of St Albans and permission to carry out the work will need to be sought.

It was **resolved** for the Town Clerk to obtain a quotation to remove the middle section of the track.

- x. **Grant funding from the General Power of Competence**

The Chairman reminded members that the town council has awarded £2,000 of GPC monies (£500 to Potton Good Neighbour Scheme, £500 to Potton Show Committee and £1,000 to the Potton Community First Responders) leaving £4,000 in funds available.

Members were asked to consider if they wish to make a donation to the BHECCS Charity (Beds & Herts Emergency Critical Care Scheme) from the General Power of Competence (GPC) following a request received for grant funding.

It was suggested that before granting an award to the Charity, the

town council should find out more about what the BHECCS does. The Charity should be required to provide data on how often the BHECCS has been out to the Potton area, as the town council needs to understand how the BHECCS benefits Potton. A representative from the Charity should be invited to a forthcoming town council meeting.

It was **resolved** for the Town Clerk to request data from the Charity on how many people they have treated in Potton.

xi. **Budget**

Members noted the report from the Responsible Financial Officer (RFO) with regards to the budget. Members also noted the General Reserve and Ear Marked Reserves.

The Chairman asked the RFO if there were any comments he wished to make.

The RFO advised he had sent an email out earlier today highlighting five significant differences in the draft budget for 2026/27.

The significant differences in the draft budget were discussed, this included Potton Hall for All's request for funding for admin hours and Party on Potton request for funding for the 2026 Big Weekend.

It was mentioned that Central Bedfordshire Council are looking at making further savings in their budget and this may have an impact on services they provide especially post the current council administration.

It was **resolved** to request that Potton Hall for All and Party on Potton provide financial information to support funding requests in advance of the town council considering the 2026/27 budget in January 2027.

xii. **Potton Hall for All Financial Losses**

Members noted the report from the Town Clerk and the correspondence sent to Tilia Homes with regards to costs incurred by the town council due to Tilia Homes and CBC's failure to arrange for services (Electric, Gas, Telephone and Water) to be installed up to the boundary of Potton Hall for All, as per the Section 106 agreement. The town council has now received correspondence from untypical Group (Tilia Homes) and a copy of the correspondence has been sent to the CBC planning manager.

*The s.106 agreement 'Definitions and Interpretation - Serviced means that the Community Hall Land shall have service connections ..... so as to connect it to surface water drainage facilities and to mains foul drainage water gas electricity and telecommunications .....*

*The s.106 agreement 'Part 2 - The Owner's obligations to the Council - Provision of Community Hall Land 16. The Owner will obtain approval from the Council of details of the location layout of and of the Services to be provided to the Community Hall Land prior to Commencement'*

It was mentioned that James Griffiths from Kier Homes had advised that the services were installed up to the boundary. Kier Homes was

rebranded as Tilia Homes and Tilia Homes is now part of the untypical Group.

The town council is wanting to recover financial losses, and costs of £74,669.81 incurred by Potton Town Council due to Kier / Tilia Homes Limited not providing services prior to commencement.

It was suggested that the town council should contact Jeremy Howson at Peter Bushnell Associates to see if he can offer any advice.

Cllr Zerny advised he would speak to Andrew Davie at Central Bedfordshire Council.

It was **resolved** to contact Jeremy Howson at Peter Bushnell Associates to see if he can offer any advice.

**14. Councillors Surgery** (agenda item 12.)

A written report from Cllr Craig, following the councillor surgery on Saturday 20th September 2025 was considered.

The Chairman asked Cllr Craig if he had anything he would like to mention following the surgery.

Cllr Craig mentioned:

- Various footpaths have weeds and are overgrown with vegetation.
- Parking on Blackbird Street on the single yellow line and the need for additional parking enforcement.
- Parking in the Market Square.
- Zebra Crossing on Station Road and the crossing on Biggleswade Road.
- HGV's in Bull Street.

Members were reminded if they would like to hold a councillor surgery, that they should contact the office to advise date, time and venue of the surgery.

**15. Potton Section 106** (agenda item 13.)

At the meeting of the town council on 6th May 2025, members noted the Section 106 funding allocated to Potton projects, which had been reviewed by Cllr Inkersole. At the last meeting of the town council on 2nd September 2025, Cllr Inkersole requested the Potton Section 106 report is considered at the town council meeting on 11th November.

It was mentioned that a significant amount of money is available in Section 106 for Potton.

It was **resolved** that Potton Infrastructure Working Group is set up to consider Potton Section 106.

**16. Local Green Space** (agenda item 14.)

It was noted that the Potton Neighbourhood Plan Working Group (PNPWG) is looking for guidance from the town council with respect to designating Local Green Space as part of the development of CBC's Local Plan. At the meeting of the Management Committee on 7th October, it was resolved that the PNPWG put forward the areas it thinks should be designated as Local Green

Space by 31st October 2025, so that it can be considered at the town council meeting on 11th November.

It was **resolved (i)** to support the Local Green Spaces put forward by Potton Neighbourhood Plan Working Group. **(ii)** that Cllr Inkersole and the Town Clerk submit the Local Green Spaces that the town council would like to be designated.

**17. Cemetery Benches** (agenda item 15.)

The town council noted it has received two requests for permission to install wooden benches at the Cemetery. The cemetery has numerous benches, some provided by the town council and several provided by families.

Concern was raised with regards to liability for benches.

It was **resolved (i)** that no benches are permitted. **(ii)** that the Potton Cemetery Burial Regulations are reviewed and updated advising that no benches are permitted.

**18. Christmas Lights Switch-on** (agenda item 16.)

Cllr Leggatt, Chairman of the Events Committee was asking Cllrs to volunteer to assist at the Christmas Lights Switch-on event especially with setting up and packing away.

The following members volunteered;  
Cllr John Dollin from 7pm – 8pm.

**19. Community Governance Review Consultation – Second Stage** (agenda item 17.)

The correspondence from the CBC Community Engagement Team with regards to the Community Governance Review Consultation – Second Stage was noted.

The draft recommendations included in the Community Governance Review are

1. that the parish name of Potton should remain unchanged
2. that the number of parish councillors on Potton Town Council are reduced from 15 to 11

It was mentioned that is better to be elected on the council, rather than sitting on the council in an uncontested election.

**20. Items for the next agenda** (agenda item 18.)

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

**21. Date of the next meeting** (agenda item 19.)

Tuesday 6th January 2026 following a meeting of the Planning Committee at 7pm in the Community Centre.

Members noted that the Bedfordshire Police and Crime Commissioner, Mr John Tizard will be joining the meeting on 6th January.

There being no further business, the meeting closed at 9.20pm.

Signed: ..... Date: .....  
Chairman

Mission Statement

The aim of Pottton Town Council is to serve the people of this town to the best of its ability.