

POTTON TOWN COUNCIL  
Minutes of the Annual Meeting of the Town Council held on  
Tuesday 7th May 2024 at 7.25pm at the Community Centre  
following a meeting of the Planning Committee  
and a Town Council Special meeting

**Present:** Councillors Dr C. Craig, Mrs L. Fox, Mrs V. Gwilliam, Mr J. Hobbs, Mr A. Inkersole, Mr G. Horsfall, Mr B. Kett, Mrs C. Leggatt, Mr A. Macdonald, Mr D. Norman, and Mr J. Price Williams (Chairman).

**Absent:** Councillor Mr J. Day and Mr A. Zerny.

**Also present:** Mr R. West (Chairman of Party on Potton Committee), Mr M. Williamson, and representatives from Potton Consolidated Charity – Mrs A. Adnitt, Mr D. Howard and Revd. A. Wheatley. 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 Jonathan Price Williams be appointed as Chairman of Potton Town Council for the forthcoming year.

Cllr Price Williams 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. Day.

**3. Election of Vice-Chairman**

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

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

Cllr Gwilliam signed the declaration of acceptance of office.

**4. 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.

The Town Clerk suggested that, as the proprietor of #Mechanic was not present to discuss the Hogg Hill, Brook End agenda item, the Chairman should consider altering the order of the agenda as there were other people in attendance for item 7 and members of the public who wished to raise some questions under item 8.

The Chairman advised he was going to reorganise the agenda.

## **5. Party on Potton (Agenda item 7)**

Members considered correspondence with regard to providing a semi-permanent power and water supply to Henry Smith Playing Fields for use for Party on Potton and other events.

The Chairman mentioned that Cllr Leggatt had approached him after receiving an email from Martin Williamson offering the opportunity to provide permanent services to Henry Smith Playing Fields.

The Chairman welcomed Mr Williamson and invited him to outline his proposal.

Mr Williamson explained that he has completed a similar project for other local councils. He owns a shopfitting consultancy, and lives in Potton, and has offered to get involved and provide equipment to Party on Potton.

The proposal is to provide a semi-permanent power and water supply to the field for use for Party on Potton and other events. Both supplies will be normally be turned off, and will require manual connection by way of plugging in or valve connection at point of service. Connections have been designed to be "plug and play" and will not require qualified persons to connect.

### **Power supply**

The proposal is to draw supply from either,

- 1) Existing street lighting distribution point (Subject to survey)
- 2) Potton fire station (Subject to survey and agreement)

At point of service 2no. 64 amp and 1no. 32 amp service plug will be added to the existing distribution with RCD protection.

2no. plug in 64 amp armoured cables and 1n. 32 amp will be run from point of service (route to be agreed) to an in park distribution cabinet. Likely to be located adjacent to the stream [Potton Brook]. Cabinet to be IP65 rated.

A 1200mm x 900mm x 300mm GRP lockable cabinet on a new concrete base will be provided to house the new distribution unit and connection point.

A further cable will be run to provide a 32 amp in ground and 13 amp in ground distribution point at the lane end of the park [Church Causeway].

All distribution cables will be installed in accordance with 18th edition regulations. All cables will be armoured. No excavation will be required and cables will be installed by mole based trenchless technologies.

### **Water**

A 32mm MDPE main will be installed between the fire station and park to an inground stand pipe connection point adjacent to the mains electrical distribution.

All works will be undertaken by suitability qualified persons working in accordance with RAMS [Risk Assessment Method Statement]. A "main contractor" will oversee the works and will operate site in accordance with [Construction Design and Management Regulations] CDM 2015 and other legislation. All required permits will be obtained in advance and completion certification and O & M [Operation and Maintenance] manuals will be provided.

The works will be a gift to the people of Potton by the contractors involved and shall be completed at no cost to the council.

Mr Williamson also mentioned that by installing mains power, which is increasingly coming from green sources, any event will be more eco-friendly.

A member asked Mr Williamson if he would be willing to rectify any problems with the installation in the future (e.g. if a contractor was to cut through the cables)?

Mr Williamson confirmed that, subject to economic conditions and his business still running, he would be happy to return and rectify any problems. The cables would be installed using mole based trenchless technology and 1.8 meters underground, so the cables shouldn't be affected by any surface work being carried out.

A member asked if the power supply would be metered when it is switched on?

Mr Williamson explained that there are a couple of options of where the supply comes from. The easiest option would be to come off a street light supply or from the fire station using a smart connection.

A member mentioned that the local residents will be delighted that noise pollution from diesel generators would no longer be a problem.

A member raised a concern about vandalism from antisocial behaviour activity.

Mr Williamson explained that the cables would be 1.8 meters underground and where they emerge they will be encased all the way up in concrete.

Mr West mentioned that he had discussed with Mr Williamson the possibility of the services being installed before the 2024 Party on Potton Big Weekend.

The Chairman asked how much disruption would be caused?

Mr Williamson explained that there would be minimal disruption using trenchless technology. He would need support from the town council and to consult with Central Bedfordshire Council Highways as the cable would be installed under the B1042 from the fire station. They would be on site for four to five days initially (which is to do the 'moleing', bring the cable up and cast the concrete base), the concrete will take seven days to cure. They will then return to put the housing on, make everything live and test.

A member asked if the installation will affect the newly installed Millennium footpath?

It was confirmed that the Millennium footpath will not be affected by the installation.

The Chairman asked if Mr Williamson knows what other installations (cables, pipes, sewers) are under the field?

Mr Williamson advised that a survey will be carried out in the area.

The Chairman asked what support Mr Williamson will need from the town council?

Mr Williamson advised that Central Bedfordshire Council (CBC) may want to see plans, etc. The survey will be carried out on Friday 10th May, and he will consult with the fire station. A marked up drawing, risk assessments and method statements will be provided by Friday 17th May. Mr Williamson will need the town council to assist with CBC.

The Town Clerk mentioned that Mr Williamson might need to get permission from the IDB (Internal Drainage Board) if the installation is less than seven meters from the brook.

Mr Williamson will be accompanied by his Mechanical & Electrical consultant, and the groundworks contractor. They will suggest a location, but Mr Williamson suggests that the best place for it would be behind the skatepark, seven meters away from the brook.

A member asked if the installation could be used to light the skatepark from time to time?

Mr Williamson advised that a 32 amp inground supply would be required to provide the facility to light the skatepark in the future. This could be installed at the same time so the infrastructure is there for later use.

Mr Williamson mentioned that the earliest they can be on site to carry out the works will be the Spring Bank Holiday week.

The Town Clerk mentioned that the Spring Bank Holiday week will be the busiest time in Henry Smith Playing Fields before the Summer holidays.

It was **resolved** to take up Mr Williamson's offer to install permanent power and water supply in Henry Smith Playing Fields.

The Chairman asked Mr Williamson to contact the Town Clerk when surveys are complete and all information is available.

The Chairman thanked Mr Williamson for his time.

## **6. Public Participation Session (Agenda item 8)**

The Chairman asked if members of the public had any questions and if members had any questions from the public for the town council.

Three members of the public were present who were residents of Horslow Street, Bull Street and Chapel Street. They have been made aware by Cllr Zerny of Tilia's plans to lay electric cables between the junctions of Willow Road and Station Road and Station Road and Biggleswade Road. According to Cllr Zerny, this will involve a ten day closure of that section of road between 22nd July and 2nd August. The official diversion route is B1040 to Biggleswade, on to the A1 to Sandy and return to Pottton on the B1042. The concern as residents of the streets immediately adjacent to the road closure is that drivers will completely ignore the five mile detour and instead drive up Willow Road and Horslow Street and vice versa. There are already issues with unsuitable vehicles using the road, as well as the sheer volume of traffic the closure will generate. Horslow Street, Bull Street and Chapel Street are all narrow and constricted with parked cars. In March 2020 lorries were using Bull Street and Chapel Street to bypass a closure on Blackbird Street, and a lorry hit the corner of no. 14 Bull Street which sustained substantial damage. More recently, in 2023 no. 8 Bull Street sustained damage to its hanging first floor bay window struck by a lorry that was trying to get down the street and avoid parked cars.

Given that CBC has approved the road closure, what are the options to prevent vehicles bypassing the road closure? What are the options to increase signage, to restrict traffic flow with barriers or signs? Could a potentially permanent solution, e.g. 'No entry except for residential access' signs be added?

Would it be possible to have a 'no traffic neighbourhood' subject to residents approval, by putting a physical barrier in place at a convenient point to make it a no through road. Would there be any access restrictions available as a council enforced option?

The Chairman advised that the town council does not have any control over CBC Highways.

Residents have experienced buses using Horslow Street when King Street had a recent road closure in place. On a daily basis delivery vans bump up on to pavements to get past parked cars causing pedestrians to move off of the pavement into residents' driveways to avoid them.

It was suggested that Carthagena Road could be an option for the diversion.

It was suggested that the town council contacts CBC Highways and offer alternative routes for the diversion and ask for signage to prevent HGVs coming through Potton.

It was suggested that Highways could put 'Access only' signage up on the affected roads to try to prevent traffic bypassing the road closure.

A member suggested that the developer (Tilia) should provide a banksman at the end of each the road for the duration of the works from 7am to 6pm for the safety of Potton residents.

A member advised that all traffic indiscretions should be reported to the police, giving the registration number of the van/lorry.

The Town Clerk advised that he receives and reviews all road closure notices for Potton and the local area and will contact Highways, if the proposed diversion route is unsuitable, to suggest an alternative route.

It was **resolved i.** for the Town Clerk to contact CBC Highways with suggestions of other ways to help with the issues mentioned, and **ii.** to make Cllrs Wye and Zerny aware so that they operate on the town's behalf.

A member requested the Town Clerk to contact CBC to arrange collection of two fridges which have been dumped at the junction of Old Bedford Road and Newtown.

The Chairman mentioned that he has been contacted by the Chairman of the Rotary Club Sandy (Dudley Smith), who would like to sponsor a defibrillator for the Potton Hall for All. The town council will be required to contact the Rotary Club when the build is complete.

On the subject of defibrillators, the Chairman of the Community Safety Working Group mentioned that he has contacted Mr Avison for dates to provide defibrillator training and is awaiting a response.

## **7. Potton Consolidated Charity – Mill Lane Lease (Agenda item 6)**

Members noted correspondence from Potton Consolidated Charity (PCC) with regard to the future of Mill Lane Pavilion.

The Chairman welcomed the representatives of the PCC.

The Chairman mentioned that over time there seems to be an element of miscommunication between the town council and the charity. Originally there used to be two members of the council who were on the charity, so there was better two-way communication and sharing of information. There was also an understanding by the council of the charity's position and what it stood for. Over time, there has been a change of councillors and current councillors do not necessarily understand the original relationship between the charity and the council.

The Chairman invited representatives of the charity to explain its position and how it works to that the council understands more about the PCC.

Anna Adnitt advised that the Charity is solely for the benefit of the residents of Potton. It has been funded by charitable donations that have run for over 500 years; the very first donation was in 1558, which was the giving of cottages for the people of the town. Originally it was a number of charities that in 2000 were merged and formed Potton Consolidated Charity. There was a number of people who had left money, property or land to the people of Potton. The assets of the charity tend to be agricultural land, some cottages in Horslow Street and investments in churches/charities and local authority funds, which are managed under the charitable status. The charity has nine trustees, four of whom are nominated by the town council. The charity has income from the underlying investments that they are required to spend the surplus of the income on charitable objectives on a year-on-year basis. Unless monies have already been allocated, the charity are unable to carry over money, it has to be spent. As part of the charitable status and as part of the charity, 25% of the money the charity can spend on grants has to go to relief of hardship; 35% is for advancement for young people under the age of 25; 1% goes to the church; 39% is for general benefits (e.g. tennis courts, individuals who apply for certain specific requirements, etc).

The charity is unable to spend its investment capital, only the interest on the capital is utilised so if there isn't much interest on the capital, the amount for trusts, benefits and grants diminishes.

The land of the original recreational grounds on Sandy Road was owned by the charity, with an agreement (lease) in place for the town council to manage/maintain the facility. When the land was sold for development, Mill Lane Recreation Ground was purchased as the replacement. It was not possible for Mill Lane Recreation Ground to be given to the town council, because of the way the land was left to the charity. So the current lease to the town council, that has been in place for the last 20 years, and is due to expire in September 2024, was based on a peppercorn rent. The issue with the regard to the rental change, which needs to cover the insurance, was not a charity requirement, it was raised by the charity's [new] accountant under the Charity Commission rules as it has been overlooked for a number of years.

The charity is keen for the relationship to continue and be maintained in the future. It is appreciated that discussions need to take place to get the [new] lease finalised, which would be better suited to be addressed at a separate meeting.

It was **resolved** to arrange a separate meeting to discuss and finalise the Mill Lane Pavilion lease.

A member asked how the charity maintains its capital in the face of high inflation?

The charity has fund managers managing the capital on its behalf, who provide quarterly reports. The capital has to be invested in a balanced investment portfolio, nothing exceptionally high risk. The investment is monitored and reported, but the charity is restricted because there are certain requirements it has to abide by within the constitution of the charity. The amount the charity has available to spend fluctuates on a regular basis.

The fund managers do an amazing job; they moved a lot of the charity's UK assets and do a lot more investment around the World. If the charity is given individual donations, those donations are used for grants, but individual donations are not received very often.

The Chairman mentioned that the charity and town council exist and work for the benefit of the people of Potton, and that the way the town council and the charity communicate needs to improve.

The Chairman thanked the PCC representatives for attending the meeting and explaining how the charity works.

#### **8. Hogg Hill, Brook End (Agenda item 5)**

Members were asked to consider the three quotations provided to carry out the works to the land outside the #mechanic premises on Hogg Hill, which is subject to flooding, and what the town council is willing to contribute towards the overall cost of the work.

The proprietor of #mechanic wasn't in attendance at the meeting.

It was **resolved** to defer the item to a future meeting of the town council.

#### **9. Minutes**

The minutes of the previous meeting held on 5th March 2024, which had been previously circulated, were approved and signed as a true and accurate record.

#### **10. Town Council Committees**

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

Planning Committee – 5th March, 26th March and 16th April 2024.

Youth Council – 18th March 2024.

Events Committee – 18th March 2024.

Environment Committee – 26th March 2024.

A member asked which committee the Christmas Lights Sub-Committee reports to?

The Town Clerk advised it reports to the Events Committee.

It was queried as to whether the decision to combine the Winter Four Seasons Market and Christmas Lights Switch-on market on Saturday 30th November had been minuted at an Events Committee meeting. The combined markets were minuted at the meeting of the Christmas Lights Sub-Committee on 7th January 2024 and approved at the meeting of the Events Committee on 22nd January 2024. The Events Committee minutes of the meeting on 22nd January 2024 were accepted at the meeting of the town council on 5th March 2024.

A member advised that he had been approached by three members of the public who were not in favour of the combined markets.

The Chairman of the Events Committee advised that she is aware of a petition against the Winter Four Seasons market being combined with the Christmas Lights Switch-on market. A decision was made to combine the markets as Christmas is a busy time of year for town councillors and staff.

**11. Potton Neighbourhood Planning Sub Committee**

Members considered a recommendation from the Potton Neighbourhood Planning Sub Committee that Annex H, which has been amended by Potton Neighbourhood Planning Sub Committee, is adopted by the town council.

It was **resolved** to adopt the amendment to Annex H of the Potton Neighbourhood Plan.

**12. Tall Trees Public Open Space (POS)**

Members were asked to consider a request from the Environment Committee for the Town Council to meet with Tilia Homes, so that a senior representative(s) of Tilia Homes can explain the reason(s) for the delay in the transfer of the ownership of the POS to the town council.

It was **resolved** for the Town Clerk to invite a senior representative(s) of Tilia Homes to the next town council meeting on Tuesday 18th June 2024.

**13. Reports from Central Bedfordshire Councillors**

Cllrs Wye and Zerny were not present.

**14. 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.

**15. 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.

**16. 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, Fox, Horsfall and Kett.
- Events – Cllrs Craig, Gwilliam, Leggatt and Macdonald.
- Management – Cllrs Craig, Gwilliam, Hobbs, Leggatt, Macdonald, Norman and Price Williams
- Planning – Cllrs Craig, Day, Hobbs, Macdonald, Norman and Price Williams.

The Chairman advised that nominations for the position of Chairman of the Environment, Events, Management and Planning Committees would be deferred to the relevant committees.

The Town Clerk mentioned that the Chairman could invite nominations for the position of Chairman to the relevant committees at this meeting.

It was **resolved** to defer the appointment of Chairmen to the first meeting of the relevant committees.



**17. 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.

**18. Review and adoption of appropriate Standing Orders and Financial Regulations**

It was **resolved** to adopt the current Standing Orders and Financial Regulations.

The Town Clerk advised that he had received a copy of the new Financial Regulations in draft form on 7th May 2024. The town council should continue with its Financial Regulations and then review and amend them during the year.

**19. Review of inventory of land and assets including buildings and office equipment**

The Council noted the Council Deeds are available to view in the town council office, if required.

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

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

Members noted that the Town Clerk had received a quotation for insurance cover for a total of £4,794, and that the town council is committed to a long-term deal until June 2026.

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

Members noted the subscriptions which have been provided for in the 2024/25 budget.

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

**22. Review of the council's complaints procedure**

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

**23. Requests for information**

It was **resolved** **i.** to remove *Register of Member Interests Book* from item 2 of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018, and **ii.** the council's procedures for handling requests for information with the above amendment are adopted.

**24. 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.

A councillor questioned why the council's current policy was being reviewed at this meeting, given that it had been reviewed in November 2023?

The Town Clerk explained that it is a requirement under the town council's Standing Orders that the item is considered at the first meeting of the council.

The councillor asked why the policy had been reviewed in November?

The Town Clerk advised that there was something that happened that changed it in November, and it is a requirement to review it again in May.

**25. 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**

A councillor asked if three meetings per year of each committee is enough?

The Chairman mentioned it is within the curfew of the chair of each committee to call extra-ordinary meetings as and when required, as long as they are minuted and reported back appropriately.

A councillor asked if it would help to word it as a minimum of three meetings per year?

The Town Clerk advised that the number of required meetings are considered under each committee's terms of reference.

It was **resolved** that town council meetings take place after the Planning Committee which starts at 7pm in the Community Centre.

**26. Finance**

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

Members were reminded that i. the town council paid £5,400 towards the 2024 Big Weekend via the 2023/24 General Power of Competence budget, and ii. the budget for GPC in 2024/25 is £6,000 of which £3,600 is allocated to the 24 Big Weekend leaving £2,400 in funds available.

Earlier in the meeting the town council were to have considered a funding request for Hogg Hill, Brook End for a contribution towards improving drainage and tarmacking Hogg Hill (agenda item 8), following receipt of quotations from the proprietor of #mechanic by the Town Clerk.

The proprietor of #mechanic did not attend the meeting, and the item was therefore deferred to a future meeting of the town council.

**a. Potton Show Committee**

Members were asked to consider if they wish to make a donation from the General Power of Competence (GPC) for Potton Show following receipt of an application for funding from the Potton Show Committee for their event on 7th and 8th September 2024.

It was noted that the town council awarded £150 to Potton Show for the 2023 show in June 2023, and the Potton Show Committee is requesting a sum of £500 for the 2024 show, which the Town Clerk feels is an acceptable amount.

It was **resolved** to award £500 to Potton Show for the 2024 show.

**b. Good Neighbour Scheme**

Members were asked to consider if they wish to make a donation from the General Power of Competence (GPC) for the Good Neighbour Scheme.

It was noted that the Good Neighbour Scheme is requesting a sum of £500 to allow the service to continue.

It was **resolved** to award £500 to the Good Neighbour Scheme.

**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 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.

Members noted the correspondence from Potton Community Football, and were asked to consider if they will permit an extension to the end date. The Town Clerk suggested an extension of one year to the end date of March 2025.

It was **resolved i.** to agree to a twelve month extension until March 2025, and **ii.** for the Town Clerk to request an update from Potton Community Football.

**iii. Verify Bank Reconciliations against statement 1st February – 29th February 2024.**

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st February – 29th February 2024 be approved.

**iv. To receive an income and expenditure by budget heading report showing progress against the budget 2023/2024 at the end of February 2024.**

Members proceeded to go through the income and expenditure against budget for the period to 29th February 2024.

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

**v. Verify Bank Reconciliations against statement 1st March – 31st March 2024.**

Members proceeded to go through the Bank Reconciliation.

It was **resolved** that the Bank Reconciliation for 1st March – 31st March 2024 be approved.

**vi. To receive an income and expenditure by budget heading report showing progress against the budget 2023/2024 at the end of March 2024.**

Members proceeded to go through the income and expenditure against budget for the period to 31st March 2024.

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

**vii. Balance Sheet**

Members noted the balance sheet for the period to 31st March 2024.

**27. Hall for All update**

The Chairman invited Cllr Gwilliam to give an update on the current progress on the Hall for All.

Cllr Gwilliam reported that building commenced on Monday 15th April with the breaking of the ground for the Potton Hall for All. Groundworkers were on site from 7th May 2024; the land has been cleared and the attenuation pond has been excavated. Soil levels have been adjusted to take into account the drainage for the building. As of the start of week three on site, contractors were a few days ahead of programme on site. Cllr Gwilliam cannot see any reason why the date to draw down the S106 monies (end of May) can't be achieved and have the foundations in place. Confidence is high that the building will be completed by Christmas 2024. A few details with the mechanical and electrical design are yet to be agreed.

There haven't been too many complaints from local residents. There were some complaints with respect to vibrations from the ground stabilisation.

A member asked if there has been any damage to Hutchinson Rise? Cllr Gwilliam confirmed there has been no damage to Hutchinson Rise.

Cllr Gwilliam mentioned that the only other issue is the access across for drainage; it will either go through the Community Orchard or down through the Cricket Club.

A member asked if the town council has taken legal advice on the access for drainage?

It was confirmed that town council has requested legal advice.

A member asked if the town council is keeping a photographic record of the build?

It was confirmed that the town council is keeping a photographic record of the build.

The Chairman thanked Cllr Gwilliam for her update.

**28. 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 11th June.

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

It was **resolved** that the date of the next meeting will be on Tuesday 18th 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.