

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min 16-07) held on
the 6th December 2016 at 7.30 p.m. at Unit 3, Pyramid Centre,
Bretton.

Present: Councillors: M Clements, D Defraigne, M Gimblett, J Hayes, C Lee (presiding), J Merrill, A Richards, C Tilling and S Warren.

Others: B M Champness (Clerk)

Not Present: D Thompson, J Johnson

Open Forum

There were no residents present so there was no open forum. The meeting was formally opened at 19.30

110. Apologies for absence, acceptance of Apologies & noting of resignations received.

110.1 Apologies were received from Cllr S Martin (at another meeting) Cllr A Ellis (work), Cllr A Liniovas (work) Cllr C Rudd(work)

110.2 Resolved: that the apologies be accepted

111. Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item

111.1 No one declared an interest on any matter on the Agenda.

112. Minutes of the Meeting of the Parish Council held on the 22nd November 2016 (Min 16-06)

112.1 Resolved: That the minutes of the meeting held on the 22nd November 2016 be signed by the Chair as a correct record

113. To receive an update on the Pyramid Community Centre and to decide appropriate action if needed.

113.1 Prior to the meeting the Clerk prepared a list of matters to discuss and or agree. This was circulated in advance. Before this document was considered the Clerk explained that he had received an email from Caroline Rowan to say that approval had been given for a Tenancy at Will to be prepared. Legal had been authorised to prepare that document. No time had been given when we should receive that document. It was understood that Caroline was seeing Peggy on Thursday 8th December. She would be obtaining details from Peggy as to the bookings she had made for 2017 and who provided the gas electricity and telephone. After at the meeting she would meet the Clerk to update him. The Clerk also explained that he had asked for a key to the Centre before the Tenancy at Will had been signed but was told that this was not possible. He believed that to ensure that someone was able to honour the bookings and to keep the premises open Legal would get the document to us before Christmas.

113.2

- 1) Do we agree that we can sign the Tenancy at Will once this has been received from Peterborough City Council. **Resolved** that we do sign it as we are not committed to proceed any further if we decided not to proceed with either buying or leasing the property.
- 2) Do we agree that we need to instruct a Solicitor? The clerk has been in touch with Nicholas Hancox Solicitors Ltd who would charge a fixed fee of £450 plus VAT. Another quote had been received from another Solicitor who would charge £650.00 which would include VAT. **Resolved** that once the Tenancy at Will was received the Clerk would send a copy to every Councillor for them to consider and to advise whether or not we needed to instruct a Solicitor. If it was considered that we should have a Solicitor we would instruct Nicholas Hancox Solicitor
- 3) At the moment the present charity has made bookings and has told them what the cost would be. Do we agree that we should honour those bookings and the prices quoted? **Resolved** we honour the bookings and the prices quoted. We will invoice the existing operating charity for any monies paid to them in advance for bookings taking place after 3rd January 2017.
- 4) When we take new bookings do we charge the same price? If not we need to fix the charges that we will make. **Resolved** in the interim we charge the same price and we can then decide if the prices should be increased or not.
- 5) Once we have the keys should we have the locks changed? **Resolved** that all external locks be changed
- 6) Do we need to change the providers for gas, electricity and telephone? **Resolved** on the day that we move in we read the gas water and electricity meters. In the meantime the Clerk to try and find out from Peggy who the providers are and that they have been advised that the charity is vacating the premises and that the meters have been read.
- 7) If bookings have been made should we check that the electrical items have been PAT tested? **Resolved** this was agreed
- 8) We need to check if there has been a full test of the electric system. **Resolved** this was agreed and also to check whether the gas boiler had been serviced and tested. If these test have not been carried out they must be carried out, subject to the Tenancy at Will agreement which may show this to be the responsibility of PCC
- 9) The fire alarm if installed to be checked if it is working and when it was last tested. The same applies to the fire equipment. **Resolved** this is agreed. We should also check that the emergency lights are working or need to be tested and or upgraded
- 10) Check the intruder alarm and if necessary change the code and when the system was last serviced. **Resolved** this was agreed
- 11) We are to check what tests are carried out on the water and when. When we were interested in Crofts Corner we were sent a Tenancy at Will and in paragraph 4.3 it set out what tests were carried out and how often. **Resolved** this was agreed

- 113.3** We need to arrange the temporary provision for the following.
- 1) A cleaner. **Resolved** that on a temporary basis Zoe Champness be employed as a cleaner
 - 2) We will need someone to open the centre in the evenings and or at week-ends if there is a booking in the day the clerk can open and close the centre. An alternative would be to have keys cut and handed to the person who has booked the hall to let themselves in and out of the centre. **Resolved** that long term hirers should be given a key to let themselves in and out. They would be charged a deposit for the key. For the casual hirer who wanted a late booking they would be charged an extra £5.00 if they left before 10.pm and £15.00 if they left at midnight. This money would then be given to whoever locked up. Cllr Defraime said that she would be willing to help if she was free.
 - 3) At moment the present occupier charges £10 per hour for the large room and £5 per hour for the smaller rooms. If they need to use the kitchen they are charged £5. A charge of £15 is made for cleaning. **Resolved** that in the interim we charge the same. For casual hirers requiring a booking up to 10.pm they would be asked for a £50.00 deposit and for later bookings a £200.00 deposit
 - 4) We need to agree a letting agreement for a casual hirer and a long term hirer. It was agreed that Cllr Lee and the Clerk would meet and make amendments to the agreement for Crofts Corner.
 - 5) The present occupier makes bookings in a diary as they have no computer. The clerk has made enquiries about buying a software programme to do this. Avalon Bookings Manager is an easy to use room, hall and venue bookings, invoicing and customer database application running on a PC, or PC Local Area Networks in your home or business. **Resolved** that we do not purchase a software programme but instead purchase a large diary. It was noted that the automated booking system used by Copeland Community Centre may be installed at the Pyramid Centre. Cllr Tilling will investigate.
 - 6) With regard to insurance we need to see what the Tenancy at Will stated as to who is responsible for insuring the building and the contents.
 - 7) It was **resolved** that we call a meeting after Christmas of all those who had expressed a wish to be involved with the Pyramid Centre, with a view to creating a new operating committee for the centre.
 8. The Clerk was to check whether or not there was a license to sell alcohol and to see if we needed to apply for the license to be transferred to us.

114. Planning:

- 114.1** To consider application (Re-Consultation) **16/01796/R4FUL** erection of 68 dwellings along with associated roads, footpaths and infrastructure – at land at Bretton Woods, Flaxland. **Response** by 12th December 2016. **Resolved** that we object to the application using the same objections as in the original application. It was accepted that amendments had been made to various parts of the application, although no consideration had been given to protecting the pedestrian. Also we still objected to the large fence as it would be out of character with the surrounding area. It was noted that trees would be cut down in front of the main block of flats near the entrance. We would prefer that trees and bushes are planted to form a divide between the development rather than having a fence erected
- 114.2** After the agenda had been posted another plan was received. The reference number is 16/02098/FUL and is for Siting of 2x 40ft Steel containers for storage purposes (retrospective) at 14-20 Alpha Business Centre Mallard Road. **Response** by 20 December 2016. **Resolved** that we deal with this application tonight and the Clerk be given delegated authority to deal with it. Had this application been on the agenda then the Clerk would be told to write and say that we had no objections

114.3 Two applications were received in relation to new parking restrictions in an area of Norburn and to introduce new parking restrictions in Stamper Street. Responses were required by 19th January 2017. **Resolved** that we deal with these application tonight and the Clerk be given delegated authority to deal with them. Had these applications been on the agenda then the Clerk would be told to write and say that we had no objections.

115. To confirm Expenditure

[£126.00 – Enviro Loo (deposit for hire of loos for 2017Festival)]

[£267.00 – Outdoor Education Co (deposit for climbing wall and laser tag)]

[£251.20 – P J Hammond (salary)]

[£201.00 – C Rowe (salary)]

£376.75 – PCK Marketing (distribute Gazette)

£260.65 – Europress Litho Printers Ltd (artwork and print Gazette)

£251.20 – P J Hammond (salary)

£201.00 C Rowe (salary)

[]denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed

Payments made by Government Preferment Card

Payments made by Direct Debit - £100.80 – BT (Broadband charges)

115.1 Resolved: That the above payments be made. The Clerk pointed out that there were other payments to be made. Details were given of those payments which if paid would be included in the agenda for the Finance Committee

116. Any Other Business – Reminder by Law – information exchange only no decisions can be made

116.1 The Clerk explained that he had received notification that the planning application at Fitzwilliam Hospital had been approved. He thought that a letter had been received explaining that this application had been withdrawn by the developer. He was asked to check this out and then take this matter up with Peterborough City Council

116.2 Cllr Lee said that she had received an e-mail from Kathy Shaw which said “We discussed building up community information in different ways, getting a Bretton Community Facebook page going, which someone has offered to do. Maybe some social media courses, a what’s on page as an insert to the Gazette, more networking between organisations, using the library as a hub to meet and exchange information, better use of information boards. In effect, trying to build up the information networks, from different sources, people and organisations rather than a centralised arduous task of an all- encompassing newsletter.

In your capacity as Parish Councillor and as part of Friends of the Library, it’d be good to get any ideas and support for this taking this forward from yourself or your colleagues. Please let me know your thoughts or of any persons who would be interested.

Cllr Lee said that we could give this some thought after Christmas, probably involving the General Purposes Committee and the Friends of Bretton Library..

116.3 There being no further business the meeting was formally closed at 21.18

117. The date of the next meeting – to be held on **Tuesday 24th January 2017** at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.