

Bretton Parish Council
Minutes of the Annual Meeting of the Parish Council (Min 16-01)
held on the 24th May 2016 at 8.30 p.m. at Unit 3, Pyramid Centre,
Bretton.

Present: **Councillors:** M Clements, J Hayes, J Johnson, A Liniovas, C Lee, (presiding),
J Merrill, A Richards and C Tilling.

Others: B M Champness (Clerk)

Not Present: Cllrs S Martin and D Thompson

Open Forum

There being no members of the public present there was no Open Forum

The meeting was formally opened at 20.29

1. Election of Chairperson

1.1 There was only one nomination being Cllr Lee. **Resolved** that Cllr Lee be nominated as Chair for the forthcoming year

Declaration of Acceptance of Office for Chairperson

2. 2.1 Cllr Lee signed the Declaration of Office which was witnessed and signed by the Clerk.

Election of Vice Chairperson

3. 3.1 Cllr Richards was the only nomination. **Resolved** that Cllr Richards be nominated as Vice Chair for the forthcoming year

Appointments of Committees, Working Parties and Representatives

4. 4.1 **Planning & Environment Committee** – 8 representatives

4.1.1 It was **resolved** that the following Councillors would be on this committee: - M Clements, A Ellis, J Merrill C Tilling and S Warren

4.2 **Finance Committee** – 8 representatives

4.2.1 It was **resolved** that the following Councillors would be on this committee: - M Clements, J Hayes, C Lee, A Richards, C Tilling and S Warren.

4.3 **General Purposes Committee** – 8 representatives

4.3.1 It was **resolved** that the following Councillors would be on this committee: - J Hayes, J Johnson, C Lee, J Merrill and C Tilling

4.4 **Festival Committee** – representatives to be nominated in September

4.5 **Press Officer**

4.5.1 It was **resolved** that Cllr A Ellis would be appointed and assisted by the Clerk

4.6 **Newsletter Editor**

4.6.1 It was **resolved** that the Clerk B M Champness be appointed assisted by Cllr Lee

4.7 Parish Council representatives (and deputies)

4.7.1 It was **resolved** that the following would be appointed:-

- PCC Parish Liaison – Cllr Hayes

5. Cheque signatories and banking arrangements

5.1 It was **resolved** that Councillors Lee, Clements and Richards would be the cheque signatories. It was understood the Clerk was a signatory as well but would not sign cheques but being a signatory allowed him to talk to the bank. Cllr Richards asked that her name be changed from her maiden name to her married name.

6. To adopt and/or amend the Standing Orders, Financial Regulations and Risk Assessment.

6.1 In view of the fact that the Standing Orders had recently been amended it was felt that no further changes were necessary. This also applied to the Financial Regulations. It was agreed that the Risk Assessment would be looked at by the Chair and the Clerk who would report back at the next meeting

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

7. 7.1 Apologies were received from Cllr Ellis (personal) and Cllr Defraigne (personal)

7.2 **Resolved:** Apologies as listed above were accepted

8. 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

8.1 No one declared an interest in any matter on the agenda.

9. Minutes of the meeting held on the 26th April 2016 (Min 15-10)

9.1 **Resolved:** That the minutes of the meeting held on the 26th April 2016 be signed by the Chair as a correct record.

10. Matters to report from those minutes– *restricted to items not listed elsewhere in the agenda*

10.1 Cllrs Merrill said that he had had a conversation with the Head Teacher at Heltwate School and whilst there was no definite news he indicated that if help was needed he would turn to Bretton Parish Council for help if they could. Cllr Johnson also explained that she had no news and all she had heard was rumours.

10.2 With regard to the MUGA the Clerk explained that he had met with James Collingridge as well as a youth worker and police officer to find a suitable location for the siting of the MUGA. He was then told to contact Victoria Churchill at Peterborough City Council to see if she would give permission for the installation. This was done and she replied saying it was nothing to do with her. Another e-mail went to James Collingridge asking who should now be contacted and he had replied asking for the height of the fence around the MUGA. The Clerk had replied saying that as James had sent the Clerk the specifications of the MUGA and should know the measurements but it was thought that the end fence was 3 meters high and we might have to apply for planning permission.

Cllr Merrill had been in contact with the Chief Executive of Cross Keys Homes and the local manager Jess Penman asking if Cross Keys could become partners in the purchase of the MUGA. Jess Penman had been in touch with the Clerk and they had been discussing the matter. Jess would have to get approval from the Western Panel.

- 10.3 Cllr Lee apologised for not having the results of the survey ready but she has been very involved in personal matters which she had to deal with.

11. Reports from Committees and Representatives.

- 11.1 **To note Finance Committee Minutes on the 3rd May 2016 (Fin 15-05)** Cllr Clements went through the draft minutes. A question was asked about the anti-climb paint and the Clerk understood the builder wanted to start the work this weekend. The Clerk was asked if all the other tenants had given their approval but he explained that as he had just heard from the builder he had not as yet made contact with the other tenants but he would do so before the work started.

The Clerk was asked what the position was with regard to Anna from Supported Employment and if we had heard from her regarding the cleaning of the Centre. The Clerk explained that he had heard from her last week asking what the position was and replied that he was waiting to hear from her with costings so we could put together a bid with Peterborough City Council to take over that service. She said that she would do this and speak to her manager. So far we had heard nothing.

- 11.2 **To note GP committee Minutes on the 9th May 2016 (GP 15-05)** Cllr Merrill went through the draft minutes. There were no matters arising.

- 11.3 **To note the P&E Committee meeting 10th May 2016 (P&E 15-10).** In the absence of Cllr Ellis Cllr Clements went through the draft minutes. There was only one thing to record and that was that the planning application dealt with under Item 148.1 had been withdrawn by the applicants.

- 11.4 **To note the Festival Committee meetings on the 12th May 2016 (BCF 15-08).** In the absence of Cllr Defraigne Cllr Lee went through the draft minutes. The Clerk was asked how he was getting on in getting a copy of a map of Bretton and Bretton Park and he said that he would chase this up. Cllr Lee also explained that we really did need volunteers to help on the day of the festival. It was agreed that the busiest time was first thing in the morning and later in the evening putting up and taking down of the tents. Help was also needed throughout the day regarding movement of cars, collecting tickets and generally helping out when others might be busy elsewhere.

- 11.5 **To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.** There were no reports

- 11.6 **To receive a report from any Working Party.** There was no report to give.

12. To Co-opt a Councillor for North and South Bretton

- 12.1 Two people had applied to be co-opted onto the Council. Unfortunately one of the people could not attend as they were involved in a car accident that day. The other person was Scott Warren and his application form had been circulated in advance. He confirmed he was not an undischarged bankrupt and did not have a criminal record. He was invited to address the Council which he did and was then asked to leave the room for a decision to be taken. He left with the Clerk and was then invited back. **Resolved:** that he would be co-opted onto the Council. He was invited to take a seat at the Council. He completed an Acceptance of Office form which was witnessed by the Clerk. He was given a copy of the Code of Conduct and a Register of Members Interest form which he was asked to complete within a week and to return it to the Clerk.

13. Clerks Report and to note the present income and expenditure report

- 13.1 A report had been circulated to all Councillors as was the budget spreadsheet showing what we had spent to date and how much income we had received and what money was left.

14. Planning: to consider the following applications received:

14.1 No plans had been received for a decision.

15. To discuss matters raised at the Annual Parish Meeting

15.1 The following were points that needed to be dealt with:

1. Let people know when the next Steering Group meeting was to take place.
2. Cllr Merrill said that he would have a word with the CAP Chair to see if there was anything they could do to speed up the process with regard to the asset transfer.
3. It was pointed out that to get a petition before Cabinet all you needed was 20 signatories. This matter would be given some consideration and all we needed were non-parish councillors to sign. The Clerk would deal with this matter.
4. It was suggested that the Supported Employment Team should be approached with regard to holding a Café at the centre on a daily basis.

16. To discuss the matters raised by Watergall School in relation to community engagement.

16.1 An e-mail had been received from the Head Teacher at Watergall School and this had been circulated in advance. The Clerk explained that he had been to the school to give the children, who helped with the Litter Pick on the weekend of the Clean for the Queen campaign, a Commemorative Coin to celebrate the Queen's 90th birthday. He then had a long conversation with the Head Teacher who was keen for the school to become more involved within the community. In the e-mail were a number of matters which she wanted the school to do. The first two related to the school being at the festival to perform in the arena and having a stall. The next related to doing more litter picks. The Clerk would help if required and attend with the Glutton Machine. This was agreed to. The Clerk was invited to attend the School Council to explain what work we did as a Council. This was also agreed to. Finally they wanted to develop links with the elderly in the Sheltered Housing scheme in Norburn. If Bretton Parish Council could help with that then they would.

17. To confirm Expenditure

£68.64 – Fire Safety Express (Fire Extinguisher annual service)

£298.80 – Europress Litho Printers Ltd (print small Gazette)

£171.25 – PCK Marketing (distribute Gazette in South Bretton)

£10.00 – Jason Merrill (expenses to meeting)

£1962.98 – B M Champness (salary)

£1031.89 – Cambridgeshire County Council (pension contributions)

£80.00 – Zoe Champness (cleaning Units 2 & 3)

[] 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 – £9.95 (Live Drive)

Payments made by Direct Debit - £28.80 – BT (mobile charges)

- £123.45 – BES (electricity charges)

17.1 **Resolved:** That the above payments be made.

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

18.1 Cllr Lee mentioned that this year was likely to be the last year that the Willow festival would take place on the Embankment. She was just wondering if it might be possible to move the venue to Bretton. There followed a discussion and it was felt that at the moment there was little if anything that we could do but it might be worth considering later.

- 18.2** The Clerk explained that the lady who had applied for a grant for a plaque on a bench in memory of a young lad who had died had been in touch and eventually he got her and James Collingridge to start talking direct to each other. She had proposed a plaque on the side of the Skate Park and this had been agreed in principle by Peterborough City Council. Whilst there was some reservation about where it would go and whether it would cause an injury it was pointed out that Bretton Parish Council no longer needed to be involved as the parties were in discussion with each other.
- 18.3** Cllr Merrill said that former Parish Councillor Ray Cave had told him that the Skate Park was not being looked after properly as the surface was cracking and the grass needed cutting. The Clerk would report this
- 18.4** There being no further business the meeting was formally closed at 21.34
- 19.** The date of the next meeting – to be held on **Tuesday 28th June 2016** at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.

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