

Bretton Parish Council
Minutes of the Annual Meeting of the Parish Council (Min 17-01)
held on the 23rd May 2017 at 8.30 p.m. at the Pyramid Community
Centre, Bretton.

Present:

Councillors: M Clements, M Gimblett, J Johnson, C Lee, (presiding), J Merrill, A Richards, C Rudd, C Skidmore and S Warren

Others: B M Champness (Clerk)

Not Present: S Gair, and S Martin

Open Forum

Mr Glasgow was present and wanted to talk about the problem of parking by parents in front of his house when they drop off or collect their children at Watergall School. When asked to move the parents were offensive and abusive. He had taken it up with the school and Police but no one seemed interested. This would be referred to P&E to deal with. We could ask the school to put something on Parent Mail to advise parents to park considerately.

The meeting was formally opened at 20.35.

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, M Gimblett, J Merrill, C Rudd, C Skidmore 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, 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 Rudd

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

4.5 **Press Officer**

4.5.1 It was **resolved** that Cllr C Rudd and A Richards 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 Merrill with Cllr Hayes as deputy

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) Cllr Liniovas (work) Cllr Hayes (ill health) Cllr Defraigne (personal)

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

7.3 It was noted that Cllr Tilling had resigned from the Council and the various committees he was on for personal reasons. Peterborough City Council had been notified and we were awaiting the notices to place in the noticeboards.

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 25th April 2017 (16-11)

9.1 **Resolved:** That the minutes of the meeting held on the 25th April 2017 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 There were no matters arising.

11. Reports from Committees and Representatives.

11.1 **The Finance, GP and P&E meetings did not take place due to insufficient business to transact.**

- 11.2 To note the Festival Committee meeting on the 11th May 2016 (BCF 15-08).** Cllr Lee went through the draft minutes. Although there were no matters arising Cllr Lee pointed the involvement with Peterborough Presents (Vivacity) and was hoping what they might bring could improve the quality of the festival. They might not be able to help in 2018 but funding might be available from the Arts Council.
- 11.3 To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.** There was nothing to report
- 11.4 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** No one at this stage had come forward so this would remain on the agenda until the posts had been filled.
- 13. Clerks Report and to note the present income and expenditure report**
- 13.1** A report had been circulated to all Councillors. The spreadsheet was not yet finished as after it was reported at the last meeting we had a large invoice from BT the Clerk had taken this matter up with them. They had amalgamated the two accounts as one and they were asked to separate these as the Parish Council was one entity and the Community Centre was another. They said they would do this but it would take a little time. It was explained that we had never received an invoice and they e-mailed one across. We had been charged £130 for a missed appointment but they wrote on the 19th January saying the clerk had missed the appointment on the 31st January. They also charged £120 for a new telephone line so the clerk explained that this was not necessary and when the engineer called he had no idea why he had been asked to attend. After taking instructions the lady at BT said they would refund the 2 payments and asked whether we wanted this being used as credit or sending back,. The Clerk asked for it to be refunded now. To date it had not been refunded. The Clerk explained that he was trying to work out from the account what amounts should be charged against the Parish Council and Community Centre.
- 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 one matter that needed to be discussed related to the Community Centre. The Clerk wanted to know if this meeting could deal with the Heads of Terms now or refer it to either GP or Finance. He also wanted to know if we could instruct the Solicitor now to look at this document. **Resolved:** that we clarify matters with Peterborough City Council and the Heads of terms to go the next Full Council meeting in June before the papers were sent to the Solicitors.
- 16. Audit 2016/17**
- 16.1 To note Internal Auditors Report.** The Internal Auditors report had been circulated in advance and it was **resolved** that the report was noted.
- 16.2 To approve the Annual Governance Statement 2016/17.** The Annual Governance Statement had also been circulated in advance and the Clerk went through the matters to answer. **Resolved** that this was approved and could be completed.

16.3 To accept the Accounting Statements 2016/17 as a true record

This had also been circulated in advance. **Resolved:** that the Accounting statements were a true record.

16.4 To sign Annual Return and submit for Audit. Resolved: that the Annual return be signed and the papers submitted for audit.

17. To discuss whether to accept a quote from PCVS of £600 plus expenses for a Consultant to assist in completing and submitting an application to form a CIS to run the Pyramid Community Centre.

17.1 It was pointed out that the Clerk had met with a representative from PCVS and they would help us without charge but if we wanted a consultant to help us prepare and submit the papers it would cost £600. They had sent a link to the form that needed to be completed and Cllr Lee had been sent that to consider whether we were capable of completing this ourselves. She said that she was more than happy to spend an hour with the Clerk to see if this was feasible. There were two schools of thought. One was that we should do as Cllr Lee suggested but if it transpired that we could not complete it then we should instruct a Consultant. The other was that we should not attempt this ourselves but to instruct the Consultant straight away. Cllr Clements said that he was of the view that we were trying to do too much at one time. There was the Heads of Terms, and agreeing whether we would be prepared to purchase the property. He was not sure that we should do this extra work until we knew whether the purchase was going to proceed. **Resolved** that we shelve making a decision now.

18. To consider whether one of the litter pickers can increase their hours by working an extra day a week.

18.1 The Clerk pointed out that he had been approached by Charlie Rowe to see if he could increase his hours by working 5 days a week. More work has been undertaken as we had a volunteer who regularly worked with them and they were starting to litter pick in South Bretton. Charlie would continue this and would go further than School Close. It was agreed that the work that was done by the litter pickers was making a difference to Bretton and there was the need for this work to be undertaken. **Resolved:** that we increase the hours for Charlie to 5 days a week for 5 hours a day.

19. To discuss whether we purchase clothing and footwear for the Litter Pickers

19.1 The Clerk pointed out that a request had been made for footwear and clothing as we had not provided this since they started in November. Cllr Richards said that we had an obligation to kit them out with the proper protective footwear and clothing. **Resolved:** that we supply a new set of boots for the litter pickers and in respect of clothing if they could let us know what was required and why we would consider this again at the next meeting. Consideration would be given to see if we could put on the clothing the fact that they were working for Bretton Parish Council.

20. To confirm Expenditure

- [£5475.50 – Peterborough City Council (Rates)]
- [£462.00 – Scribe 2000 Ltd (Software accounts license)]
- [£114.00 – Scribe 2000Ltd (annual planning software license)]
- [£30.00 – Europress Litho Printers Ltd (posters for Celebrate Youth fun day)]
- [£1170.00 – Guardian Surveyors LLP (Building Survey of Pyramid Community Centre)]
- [£2.74 – Thunder Fix Hardware (T bar key for waste bin on square)]
- [£1.49 – Premier Late Shop (cleaning items)]
- [£900.00 – Can Do Communities (delivery of Job Club in March)]
- £66.00 – APS (payroll services)
- £68.64 – Fire Safety Express (service fire equipment)
- £1.30 – Premier Late Shop (2 first class stamps)
- £192.50 – Cartridge Save Ltd (2 high capacity toner cartridges)
- [£309.00 – C Rowe (salary)]
- [£251.20 – P J Hammond(Salary)]
- £2050.04 B M Champness (salary)
- £257.50 – Zoe Champness (salary)
- £1030.60 – Cambridgeshire County Council (pension contributions)
- £774.30 – Mr G S Parkes (Internal Audit fee)
- £694.99 – Enterprise Managed services Ltd (hire of freighter for bulky waste collection (April))
- £309.00 – C Rowe (salary)
- £251.20 – P J Hammond(Salary)

Expenditure for Pyramid Community Centre

- [£265.37 – EON (final electricity account)]
- [£96.56 – Direct365 (Trade waste and Feminine Hygiene disposal)]
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- [£409.20 – Peterborough City Council (Non domestic Rates April)]
- [£405.00 – Peterborough City Council (Non domestic Rates May)]
- [£50.62 – Hereward Stationers & Printers Ltd (toilet rolls and soap)]
- [£3.40 – Firstaid.co.uk (accident record book)]
- [£16.99- The Body Source (90 piece first aid kit bag)]
- £135.00 – Richards Property Refurbishments Ltd (supply and fit new lock on office door and extra keys)
- [£15.00 – Genny Hagger (repayment of fees)]
- [£100.00 All Saints Marthoma Church (refund of deposit)]
- £405.00 – Peterborough City Council (Non domestic rates June)

[]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)
- £101.62 – BES (electricity charges)

20.1 Resolved: That the above payments be made.

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

21.1 There being no further business the meeting was formally closed at 21.43

22. The date of the next meeting – to be held on **Tuesday 27th June 2017 at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.**