



# BRETTON PARISH COUNCIL

## Chairperson

Councillor Catherine Lee  
46 Benland  
Bretton  
Peterborough  
PE3 8EB  
Tel: 01733 263019

## Clerk to the Council

Bernard Champness  
Unit 2 Pyramid Centre  
Bretton  
Peterborough  
PE3 8NY  
Tel: 01733 263019

[brettonparishcouncil@btconnect.com](mailto:brettonparishcouncil@btconnect.com)

**The Annual Meeting of Bretton Parish Council will be held on Tuesday 22<sup>nd</sup> May 2018 starting at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton,**

Public and Press are invited to attend and it is requested they are seated by 19.25 to ensure a prompt start to the meeting

	<b>Open Forum</b>
1.	<b>Election of Chairperson</b>
2.	<b>Declaration of Acceptance of Office for Chairperson</b>
3.	<b>Election of Vice Chairperson</b>
4.	<b>Appointments of Committees, Working Parties and Representatives</b> <b>Planning &amp; Environment Committee</b> – 8 representatives <b>Finance Committee</b> – 8 representatives <b>General Purposes Committee</b> – 8 representatives <b>Festival Committee</b> – representatives to be nominated in September <b>Press Officer</b> <b>Newsletter Editor</b> <b>Parish Council representatives (and deputies) –</b> <ul style="list-style-type: none"> <li>• PCC Parish Liaison</li> <li>• Police Panel Meeting</li> </ul>
5.	<b>Cheque signatories and banking arrangements</b>
6.	<b>To adopt and/or amend the Standing Orders, Financial Regulations and Risk Assessment.</b>
7.	<b>Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>
8.	<b>Declaration of Interest</b> – 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.
9.	<b>Minutes of the last meeting held on the 24<sup>th</sup> April 2018 (17-10)</b>
10.	<b>Matters to report</b> – <i>restricted to items not listed elsewhere in the agenda</i>
11.	<b>Reports from Committees and Representatives</b>
	11.1 <b>To note the Finance Committee meeting held on the 1<sup>st</sup> May 2018 (Fin 17-06)</b>
	11.2 <b>To note the P&amp;E Committee meeting held on the 8<sup>th</sup> May 2018 (P&amp;E 17-10)</b>
	11.3 <b>To note the Festival Committee meeting on the 10<sup>th</sup> May 2018</b>
	11.4 <b>To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.</b>
	11.5 <b>To receive a report from any Working Party.</b>
12.	<b>To co-opt a Councillor for North and South Bretton</b>
13.	<b>Clerks Report and to note the present income and expenditure report</b>
14.	<b>Planning applications:</b> 18/00715/HHFUL replacement fencing – retrospective at 15 Hyholmes. <b>Response</b> by 23 <sup>rd</sup> May 2018
15.	<b>To discuss matters raised at the Annual Parish Meeting</b>
16.	<b>Audit of Accounts 2017/18:</b> 16.1 <b>To note Internal Auditors Report</b> 16.2 <b>To approve the Annual Governance Statement 2017/18</b> 16.3 <b>To accept the Accounting Statements 2017/18 as a true record</b> 16.4 <b>To sign Annual Return and submit for Audit</b>
17.	<b>To consider whether we wish to employ a Street Warden in Bretton (Cllr Hayes)</b>
18.	<b>To consider whether one of the litter pickers can increase their hours by working an extra hour a day and to receive a pay rise.</b>

19.	<b>To approve payment of £1300 to allow the Youth project to continue pending further funding from Awards for All</b>
20.	<b>To consider whether we re-join CAPALC and pay the yearly subscription of £997.29</b>
21.	<b>To discuss the state of the playing field near Tollgate regarding the vandalism and litter and what we can do to improve the situation</b>
22.	<b>To receive an update on the rent review.</b>
23.	<p><b>To confirm Expenditure</b></p> <p>£142.27 - Came &amp; co (additional premium to include Pyramid Community Centre)  £2043.75 – Came &amp; Co (Insurance premium)  £20.00 - J Forth (delivery of flyers)  £273.00 – Europress Litho Printers Ltd (print flyer &amp; artwork)  £202.35 – PCK Marketing (distribute 2850 flyers)  £1.49 – Premier Late Shop (strip plasters)  £30.00 – Hereward Stationers &amp; Printers Ltd (paper)  £152.00 – Ian Bratley (uploading items onto website)  £171.00 – Ian Bratley (Hosting fees)  £19.99 –Office outlet (pin badges for Councillors)  £4.00 Flying Tiger (notebook and pens)  [£251.20 – Litter Picker (wages)]  [£380.37 – Litter Picker (wages)]  £7.06 – The Peoples Pension (pension contributions)  [£115.00 - Cleaner (wages)]  [£251.20 – Litter Picker (wages)]  [£225.78 – Litter Picker (wages)]  £2201.63 – B M Champness (salary)  £1206.64 – Cambridgeshire County Council (pension contributions)  £250.00 – Cleaner Wages May)</p> <p><b>Expenditure for Pyramid Community Centre</b>  [£609.60 – Victor (new floor buffer)]  [£70.00 – Victor (red and white pads for buffer)]  £26.36 – Hereward Stationers &amp; printers Ltd (dustbeater sweeper head and all-purpose cleaner)  £39.59 – Hereward Stationers &amp; Printers Ltd (mini jumbo roll)  £20.00 –Community Action Peterborough (annual subscription)  [ ]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</p> <p><b>Payments made by Government Preferment Card</b>– £11.28 – Microsoft (One Drive) £31.49  –Dickies  Store(boots for litter picker)</p> <p><b>Payments made by Direct Debit</b> - £28.80 – BT (mobile charges)  - £157.91 – BES (electricity charges)  £56.17 - BT (telephone charges at Centre)</p>
24.	Any other business – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>
25.	The date of the next meeting – to be held on <b>Tuesday 26<sup>th</sup> June 2018</b> at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.

**Cut off time for the meeting is 21.30. Further information can be obtained from the Clerk using the details above**

Signed...*B M Champness*(Clerk) Dated 16<sup>th</sup> May 2018