

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min18-03) held on
the 24th July 2018 at 7.30 p.m. at the Pyramid Community Centre,
Bretton.

Present:

Councillors: L Aldridge, M Clements, A Ellis, P Gatward, J Hayes, C Lee, (presiding),
 J Merrill, and S Warren

Others: Debbie Holmes (Acting Clerk) Mary-Ann Stanton (resident)

Not Present: J Johnson

Open Forum	
There was no open forum and the meeting was formally opened at 19.30	
42. Apologies for absence, acceptance of Apologies & noting of resignations received.	
42.1	Apologies were received from Cllr Defraime (personal) J Bhatti (work) S Martin (health) and Cllr Rudd (Personal).
42.2	Resolved: Apologies as listed above were accepted. Apologies had been received from the Clerk and in his absence the Minutes were taken by Debbie Holmes
43. 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	
43.1	There were no declarations of interest.
44. Minutes of the Meeting of the Parish Council held on the 26th June 2018 (18-02)	
44.1	Resolved: That the minutes of the Meeting of the Parish Council held on the 26 th June 2018 be signed by the Chair as a correct record
45. Matters to report from those minutes– <i>restricted to items not listed elsewhere in the agenda</i>	
45.1	It was noted that item 34.1 refers to South Bretton, this should be North Bretton.
45.2	An update was requested regarding the current position with the Silver jubilee. It was reported that the City Council now knew who the owners of the pub were and had been in contact with them. There had been a site inspection and Jamie McFarlane from Peterborough City Council had attended and confirmed that the site was safe. It was noted that this was not the case as children had been seen leaving the site earlier that day. Cllr Warren will go back to Peterborough City Council.
46. Reports from Committees and Representatives.	
46.1	To note the Finance Committee meeting held on the 3rd July 2018 (Fin18-03) Cllr Clements went through the draft minutes. There were no matters arising.
46.2	To note the P&E Committee meeting held on the 17th July 2018 (P&E18-02) This meeting did not take place as only three Councillors could attend.

46.3	To note the Festival Committee meeting on the 27th July 2018 and to receive a report on the Festival The last meeting was held on an informal basis and there is nothing to report. The Clerk was asked to arrange a meeting to discuss the Festival.
46.4	To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council. There was no written report, however, Cllr Merrill stated that he had attended a Parish Council liaison meeting at the Town Hall. There was a presentation given about the change to the GDPR. It was advised that the presentation will be sent to Cllrs Merrill and Ellis, this would then be sent to the Clerk. It was stated that the presentation should be discussed at a Full Council meeting. Cllr Ellis also stated that the Liaison meeting was well attended, and that Bretton Parish Council were well represented on the Scrutiny committees-.
46.5	To receive a report from any Working Party. There was no report to give.
47. To receive a report from the City Councillors	
47.1	Cllr Warren highlighted an issue with an illegal encampment at Muskham. He is also carrying out community work with the Coopers pub in South Bretton. He reported that there were car parking issues in North Bretton. He also reported that the travellers near Bounce have moved on. There were a number of questions on these issues that he attempted to answer. Cllr Ellis reported that he has been engaging with the residents in Eyrescroft about parking issues, tree roots and fly tipping. He also reported that he has engaged with residents in Oldbrook and Mewburn. Cllr Ellis stated that he and Cllr Martin have also been running their surgery at the local library. He also answered questions on these issues.
48. To Co-opt a Councillor for North and South Bretton	
48.1	There was one application which was from Mary-Ann Stanton. The application had been circulated in advance. The acting Clerk asked whether she was an undischarged bankrupt and whether she had a criminal record. She was able to answer no to both. A number of questions were asked of her and the Chair went through the job description and she was asked to leave the room when her application would be considered. On her return she was told that she was successful and was invited join the Parish Councillors. She was handed a notice of acceptance which she signed, this was witnessed by the stand in Clerk. She was also handed a copy of the code of conduct and the register of members interest form. She was asked to complete and return them to the Clerk within a week.
49. Clerks Report and to note the present income and expenditure report	
49.1	Debbie Holmes on behalf of the Clerk apologised for their being no Clerks Report. This was due to the amount of work being done in respect of the Festival and Good Citizens Award as well as having to look after his wife. The financial spreadsheet had been circulated in advance as had the Bank Reconciliation up to 30 th June 2018. Cllr Lee was asked to sign this which she did. There were no questions
50. Planning: to consider the following applications received:	
51.1	18/01115/HHFUL – first floor extension above existing garage, conversion of attached garage to workshop, construction of new garage to front of site and external alterations to dwelling house at 55 Dunsberry. Response by 25 th July 2018. Resolved: No objections were raised.

51.2	<p>Since the agenda was posted notice has been received of permissions granted: 18/00497/FUL - Demolition of first floor office space and existing atrium, subdivision of units and creation of new offices in each unit, over cladding all units with new windows, doors and loading doors, provision of new concrete yards to units 15-18, re-planning roads/paths around the estate with new security gates and bollards/barriers and reconfiguration of entrances with new security hut.at 1 - 3 The Thomas Cook Business Park Coningsby Road Bretton 18/00927/ADV - Rebranding from AMF to Hollywood Bowl - 3 x internally illuminated fascia signs and 2 x non- illuminated fascia signs at AMF Bowling Sturrock Way Bretton.</p>
51. To discuss the application by Peterborough City Council for a disabled parking bay in Adderley, Bretton and an application to amend the existing parking restrictions in Flaxland, Bretton.	
51.1	Regarding the application for a disabled parking bay in Adderley it was resolved that no objections were made
51.2	The application for the existing parking restrictions in Flaxland was considered and it was resolved that no objections were made.
51.3	<p>After the agenda was posted a number of letters had been received from Judi Anderson which related to the following:</p> <ul style="list-style-type: none"> • Parking restriction in Middleton. As there have been a number of objections this is being withdrawn from the Legal Order. • New Parking restrictions in Heltwater. No objections received so recommending the proposal is made. • New Parking restrictions in Essendyke. No objections received so recommending the proposal is made. • New Parking restrictions in Manton. As there have been a number of objections this is being withdrawn from the Legal Order • New Parking restrictions in King Henry Chase and Strawberry Avenue. As there have been a number of objections this is being withdrawn from the Legal Order • Proposes parking restrictions in Tollgate. No objections received so recommending the proposal is made. • Proposed parking restrictions at Copeland. As there have been a number of objections this is being withdrawn from the Legal Order
52. To discuss the state of the playing field near Tollgate regarding the vandalism and litter and what we can do to improve the situation (Cllr Warren)	
52.1	This was on the agenda as at the last meeting Cllr Warren said that he would bring this up at P&E but he had now resigned from that committee. To ensure it was considered the Clerk felt that this needed to be dealt with at this meeting. Resolved: This matter will be passed back to the P&E committee to be dealt with once a resolution has been reached over the MUGA in North Bretton.
53. To discuss the distribution of the Gazette (Cllr Aldridge)	
53.1	Cllr Aldridge had asked for this item to be placed on the agenda. Cllr Aldridge stated that she has had reports from residents that their Gazette was delivered late or did not arrive at all. Cllr Aldridge stated that she could arrange for volunteers to distribute the Gazette. Resolved: It was agreed that notice would be given to the public via social media about the due date of the next Gazette. Feedback on delivery would then be encouraged. It would track if there were any problem areas. The distributor will continue to deliver the gazette.
54. To consider what action to take following the reply from Simon Machen	

54.1	Cllr Ellis had drafted a letter back to Mr Machen which was read to the Councillors. As previously reported he thought the reply we had received was very negative. A long discussion took place about the problems with parking in Bretton and what actions we could take to get them resolved. It was then resolved that the draft letter be approved, and the matter would be referred back to P&E
	Cllr Aldridge left at 21.10 hours.
55.	To receive an update on the Pyramid Community Centre:

DRAFT

55.1

The grass was not cut when the grassed areas in the vicinity was, so this matter was taken up with Bill Tillah as well as a number of outstanding matters. He has replied, and the e-mail was circulated but set out below

For the first time since January 2017 when the fire /alarm was tested the lights were also tested. I was told that this should have been done once a month. *Amey Services are employed by the City Council to carry out the statutory testing services for the community centres. When they identify works from the testing that need doing they ask NPSP for approval and then if approved the work is carried out. Amey should supply the certifications direct to the centre and copy to City Council.*

I have just been back to the centre and there are now 6 lights in the foyer not working. They emit a light pink glow. Can these be fixed? *From the comment above I would expect they tested the emergency escape lighting while doing the fire alarm. Usually green lights above the doors. You said 6 lights in the foyer – so that sounds like normal lighting – and if six are on low glow that is probably a circuit issue. Yes – as good will I will ask for electrician to take a look and fix*

Whilst writing I would mention that on the 21st April the boiler in the cleaning cupboard burst causing a flood. The water was cut off and there is no hot water in the ladies' loos. I have written about this quite a few times, but nothing has been done. *I can only repeat that I do not manage Amey Services. They have been asked to complete all outstanding works to the centre – since the transfer. They are paid a 12% commission to arrange manage and complete the works.*

The other jobs that need doing are:

- Grass cutting – *that was a liaison with Amey Services directly and James Collingridge is aware*
- New fire doors at the side – *a very old order / chased numerous times. One door replacement in metal was recorded as completed and I recall had just been painted grey*
- New fire extinguishers. – *if it was on the agreed spreadsheet it should have a work reference number and Amey should have done it by now*
- Since the asbestos was sorted in the main hall the set of lights by the entrance has never worked. – *was that on the agreed spreadsheet?*
- The light by the entrance to the kitchen is still not working– *if it was on the agreed spreadsheet it should have a work reference number and Amey should have done it by now*

I will check the spreadsheet to see if anything else needs completing. *It would be best to chase Amey Services directly for the above works to complete – via their helpdesk propertypeterboroughhelpdesk@amey.co.uk or 01733 425425. As you are aware I have taken a lot of time chasing them to complete works and prepared schedules to assist tracking. I have copied in Michael Rob for his information – part of Amey Services information - as all the works should have been completed by now and some are 6 months or older*

The Clerk was to take these matters up with Amey.

55.2	St John's Ambulance have asked if they can install a large screen into the main hall of the community centre to use for training videos. The screen will sit above the notice boards and will be a pull-down screen. It will not interfere with anyone else's displays and would not impact on the use of the hall in anyway. St John's Ambulance will only be using the screen to show their own videos and will not be requiring any entertain licence. Resolved: It was agreed that a screen may be put up in the hall if no-one's displays were affected. It was also agreed that Bretton Parish Council would not be liable for any loss of or damage to the screen if it is left in the hall.
56.	<p>To confirm Expenditure</p> <p>[£251.20 – Litter Picker (salary)] [£380.37 – Litter Picker (salary)] £7.06 – The Peoples Pension (pension contributions) [£100.00 – Spitfire Avian Pest Control Ltd (display at festival)] £47.34 – Fire Safety Express (hire of firefighting equipment for festival) £42.83 – Hereward Stationers & Printers Ltd (bulk pack toilet tissue) £4.02- B M Champness (stamps) £14.23 – B M Champness (diesel for hired van) £2.98 – B M Champness (batteries for clocks and heating units) £12.60 – B M Champness (travel expenses) £170.00 Sandra Stout (First Aid cover at festival) £139.50 – Chromasport Schools & Teamwear Ltd (shields and engraving for Good Citizens award) £585.75 – PCK Marketing (distribution of Gazette/Annual report) £94.50 – Zoe Champness Cleaning Units and helping with festival) [£251.20 – Litter Picker (salary)] [£380.37 – Litter Picker (salary)] £7.06 – The Peoples Pension (pension contributions) £2201.63 – B M Champness (salary) £1206.64 – Cambridgeshire County Council (pension contributions) £3000.00 – HMRC (PAYE & NI)</p> <p>Expenditure for Pyramid Community Centre</p> <p>£418.00 – Peterborough City Council (Rates) £102.36 – Direct365 (waste collection charges) £100.22 – Wave (water rates) £178.50 – Zoe Champness (cleaning centre)</p> <p>[]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>Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive)</p> <p>Payments made by Direct Debit - £28.80 – BT (mobile charges) - £140.26 – BES (electricity charges) £56.17 - BT (telephone charges at Centre) £131.16 – Direct365 (waste collection charges) £206.76- BT (telephone charges for Centre) £63.68 – BT (office telephone)</p>
56.1	<p>Resolved: That the above payments be made after the clerk pointed out that details for the last set of figures for salaries were different. With the increase and additional time one litter-picker was paid £465.46 which increased the payment to The Peoples Pension to £11.44. The other litter picker who worked at the festival was paid £297.54. The Clerk was paid £2325.40 and the amount to be paid to Cambridgeshire County Council was £1099.48. The payment to HMRC should be disregarded as payment was previously agreed.</p>

	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting
57.	To discuss staffing issues. There were two issues to be resolved. Cllr Hayes offered to assist in talking to staff and finding a satisfactory solution. The second issue related to recruitment of an Assistant Clerk, It was agreed that we would start the process of advertising the vacancy.
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential business being concluded, the Press and the Public be invited to return to the Meeting.
58.	Any Other Business – Reminder by Law – information exchange only no decisions can be made
58.1	A letter had been received from Cambridgeshire Police giving details of the changes to personnel and their contact details. It was agreed that notices would be sent out giving notice of the meetings we held and inviting them to attend.
58.2	There being no further business the meeting was formally closed at 21.38
59.	The date of the next meeting – to be held on Tuesday 25th September 2018 at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.