

**Bretton Parish Council**  
**Minutes of the Meeting of the Parish Council (Min 17-09) held on**  
**the 27<sup>th</sup> March 2018 at 7.30 p.m. at Unit 3 Pyramid Shopping**  
**Centre, Bretton.**

**Present:**

**Councillors:** M Clements, D Defraigne, A Ellis, P Gatward, J Hayes, C Lee(presiding), S Martin,  
J Merrill, C Rudd, and S Warren

**Others:** B M Champness (Clerk) J Bhatti

**Residents:**

**Not Present:** S Gair, M Gimblett.

**Open Forum**

There was no open forum and the meeting formally opened at 19.30

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

**129.1** Apologies were received from L Aldridge (work) C Skidmore (personal) J Johnson (health)

Commented [BPC1]:

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

**129.3** Amy Richards had resigned from the Council and notices had been placed in the noticeboards and on the website advertising the vacancy

**130. 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**

**130.1** Cllrs Lee, Merrill, and Warren declared an interest in Items 143, 144 and 145 as they were members of the Pyramid Steering Group. Although it was not necessary the Clerk also declared an Interest as he was Chair of the Steering Group

**131. Minutes of the Meeting of the Parish Council held on the 23<sup>rd</sup> January 2018 (17-07)**

**131.1 Resolved:** That the minutes of the Meeting of the Parish Council held on the 23<sup>rd</sup> January 2018 be signed by the Chair as a correct record

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

**132.1** There were no matters to report

**133. Reports from Committees and Representatives.**

**133.1 To note the GP Committee meeting on the 12<sup>th</sup> February 2018 (GP17-01) and 12<sup>th</sup> March 2018 (17-02).** Cllr Merrill went through the minutes of the 12<sup>th</sup> February 2018. There were no matters arising. Cllr Hayes went through the draft Minutes of the meeting of the 12<sup>th</sup> March. There were no matters arising other than what was on the Agenda.

**133.1.1 To accept the recommendation that the Code of Practice to provide guidance to staff and Parish Councillors in the use of online communications, collectively referred to as social media be adopted. Resolved** that the Code of Practice be adopted.

**133.1.2 To decide if we need to have name badges or an identification lanyard not just for the Annual Parish Meeting but for other events which Councillors attend. Resolved:** that we purchase badges to wear at the meeting and other events.

**133.1.3 Regarding the General Data Protection Regulation which comes into force on the 25<sup>th</sup> May 2018 whether we pay £70 to CPALC so either the Clerk or a Councillor could attend training or for the Councillors to read the documents themselves and to agree what needs to be done by the March meeting.** The Clerk explained that when this matter was on the agenda last month and the Finance agenda it was in time for the Clerk to attend. Unfortunately, the two dates when the course was to take place was the 15<sup>th</sup> and 16<sup>th</sup> March which had now passed This meant that we had no alternative but to look at the rules ourselves and make the right decisions. The Clerk explained that he was helping Middleton School with the same matter and it was hoped that he could learn something from that. As Cllr Clements was also a Governor it was hoped he too would become involved so that we had two people working together to try and get the information sorted.

**133.1.4 To accept the recommendation that the diary of meetings for 2018-19 is agreed. Resolved:** that the diary of meetings for 2018-19 be approved with the bank holiday at the end of March 2019 being removed.

**133.1.5 To accept the recommendation that the format and timings for the Annual Parish Meeting be agreed. Resolved:** that the format and timings be agreed,

**133.2**

**To note the P&E Committee meeting minutes held on the 13<sup>th</sup> February 2018 (P&E 17-07) and 13<sup>th</sup> March 2018 (P&E 17-08).** Cllr Ellis went through the minutes of the 13<sup>th</sup> February. There were no matters to report. Cllr Clements went through the draft minutes of the 13<sup>th</sup> March 2018. Cllr Ellis asked about the fly tipping notices being put up at hot spots and wanted to know what was happening. He was told that we wanted Councillors to let the Clerk know where there were hotspots in their area, so we could try and get signs put up. At the moment the hotspots were in Manton, Barnstock, Stumpacre and Kirkmeadow. If the Clerk could be given precise locations, he would see if signs could be put up.

**133.3 To note the Festival Committee meeting minutes held on the 19<sup>th</sup> February 2018 (BCF 17-02) and 14<sup>th</sup> March 2018 (BCF 17-03)** Cllr Warren went through both sets of minutes. There were no matters arising although Cllr Lee pointed out the date of the Festival and hoped all would be able to attend.

**133.4 To approve the proposed response to the grant request from Platform 8.** It was explained that the suggestion was that rather than to give the full amount they were requesting we should give them £360 to help subsidise 90 tickets at £4 a ticket and to pay the hire charges of £40 to the community centre. The Clerk said that he understood that it was hoped that one of the local schools would be attending and as such they had hoped for a sell-out. As it was there were only about 20 people who attended. **Resolved:** that we would find out how many tickets were sold and subsidised and once we knew that we would pay that sum up to £360.00 as well as paying the £40 hire charges.

**133.5 To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.** There was no report.

**133.6 To receive a report from any Working Party.** There was no report to give although it was made clear that attempts were made to have a meeting to deal with the Vision for Bretton but unfortunately the meeting did not take place, but it was hoped another date would be fixed soon.

**134. To receive a report from the City Councillors**

**134.1** Cllr Ellis said that there was good news in that, with the help of residents and petitions, the Water Park had been saved at least for this year and hopefully longer. The Water Park was going to be run by Vivacity and he would like a meeting with them to find out their long-term intentions. He understood that there would not be charges to use the facility. The bad news was that there was still a problem with fly-tipping and with Travellers camping in Bretton illegally. Both were being investigated. Cllr Hayes said that he had been approached by Peterborough City Council, as a local resident, to see if he had any suggestions what could be done to avoid a great deal of money being spent on trying to move the Travellers on. Peterborough City Council had already approached the businesses who had made suggestions such as putting in place large boulders, speed humps and gates. Cllr Hayes said that he would welcome any suggestions from any Councillor and if they had a proposal they should contact him, and he would forward the suggestions. Cllr Martin agreed with everything that Cllr Ellis had said.

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

**135.1** Junaid Bhatti had completed an application form which was circulated. He was asked to address the Council on why he wanted to be a Councillor and what he could bring to the Council. He explained his employment background and felt that this could bring some expertise to the Council. He was asked by the Clerk if he was an undischarged bankrupt or had a criminal record and he was able to answer that he was not and did not. Councillors asked him some questions and he was asked to leave the room whilst a decision was made. He left with the Clerk. **Resolved:** that he be co-opted onto the Council. He was welcomed by the Chair and asked to take a place at the table. He duly signed the Notice of acceptance of Office which was witnessed by the Clerk. He was told he would be sent a Code of Conduct and Register of members Interest form which he needed to complete and return.

**136. Clerk's Report and to note the present income and expenditure report**

**136.1** The Clerk's Report had been circulated to all Councillors. There was no spreadsheet to circulate as the accounts had not yet been finalised.

**137. Planning: to consider the following applications received:**

**137.1 18/00412/HHFUL** – demolition of existing garage, proposed two storey and single storey front and side extension with balcony and single storey integral garage to front at 81 Hyholmes. **Resolved:** no comments.

**138. To approve the clerk attending a RoSPA Approved Managing Health & Safety training session at Milton Keynes or Bury St Edmunds at a fee of £203 + VAT.**

**138.1** Details of the training had been circulated. The Clerk explained that when this went onto the agenda last month the course was in Peterborough. That had now passed and the next two were either in Milton Keynes or Bury St Edmunds. The price would remain the same, but travel expenses were to be added to the cost. **Resolved:** that the clerk book onto one of those courses.

**139. To approve continued funding for the Youth Project for a further 6-8 weeks pending obtaining funding from Awards for All.**

**139.1** Details of the proposals being put forward by Can Do Communities had been circulated in advance. There was some concern that funding had not yet been applied for which was understood to have been done some months ago. After discussion it was resolved that we would fund the £1500 so the youth project could continue but payment would only be made once we had seen sight of the grant application to be submitted to Award for all and proof that it had been submitted.



- 143.2** The Clerk handed out a copy of the accounts that related solely to the Pyramid Centre and explained that this did not include invoices to be issued for this month and there were still some outstanding invoices from February. As for the outgoings we had to add in a few telephone bills but it should show that we had a surplus of around £6000. A comment was made that the accounts were set out in a way that was difficult to read and wondered if they could be set out with income first and below that the expenditure. This was not practicable, given the accounts package we are using. Cllr Clements asked why the expense of the cctv for the centre was taken from the money we had set aside as a contingency fund. The Clerk explained that he had done this as the cctv was to ensure that the building was safe from vandalism, and as we were going to be the new landlord, it was in our interest to keep the place secure. It was agreed that as the Pyramid Centre had a surplus of funds this cost should come out of those funds. It was also felt that a committee should set about deciding whether the Parish Council should have the expense of running the centre. This would be referred to GP. The Clerk explained that in his opinion as the Parish Council were responsible for running the centre and all payments and receipts went through their accounts, then they should make decisions on whether payments could be made. It was thought that as a steering group ran the centre and there was a surplus the steering group could be responsible for approving payments. Any issues affecting the fabric of the building should still be referred to the Parish Council for approval.
- 143.3** The Clerk wanted an assurance that once all payments had been made the surplus would not be used by Bretton Parish Council to pay for other projects. He wanted an assurance that this money would and could be used by the Steering Group either to pay bills, purchase goods or set aside for a building fund. It was agreed that this assurance would be given.
- 144. To approve the purchase of a new buffer and cleaning equipment for the Community Centre**
- 144.1** The Clerk explained the reason why this was on the agenda and it was agreed that we could buy the equipment and that those costs could be used from the surplus.
- 145. To approve the quote for work to be carried out to make the Centre more secure.**
- 145.1** The Clerk explained that we had had a number of incidents at the Pyramid Community centre with children climbing onto the roof. At the moment they climb up and down the gate at the side of the building. A local builder had been contacted to see if he could see how we could prevent this from happening again. He had sent a quote for work which would extend the gate posts to a height of 700mm and to install V mesh security panels to match the existing fence at the school. The total cost would be £402.00 plus VAT of £80.40. Resolved: that the work should be done and the cost to come from the money received from hiring the Centre.
- 146. To consider any information to place in the next edition of the Gazette.**
- 146.1** It was explained that the next edition had been printed and was being delivered. If anyone had anything to place in the edition which will going out in May/June they should send the article to the Clerk

**147. To confirm Expenditure**

[£49.50 – APS (payroll charges Oct to Dec)]  
[£96.00 – Jupiter Play (Replaced damaged seat of outdoor gym equipment)]  
[£4.34 The Peoples Pension (Pension contributions)]  
[£251.20 – Litter Picker (salary)]  
[£452.52 – Litter Picker (salary)]  
[£4.46 – The Peoples pension (Pension contributions)]  
[£251.20 – Litter Picker (salary)]  
[£452.52 – Litter Picker (salary)]  
[£4.46 – The Peoples pension (Pension contributions)]  
[£2787.54 – HMRC (PAYE & NI + interest)]  
£1500.00 Can Do Communities CIC (setting up and facilitating Youth Forum)  
£2150.77 – B M Champness (salary)  
£1157.33 – Cambridgeshire County Council (pension contributions)  
£881.52 – Enterprise Managed Services Ltd (hire of freighter)  
£881.52 – Enterprise Managed Services Ltd (hire of freighter)  
£1.49 – B M Champness (batteries)  
£24.00 – Jason Merrill (expenses to meetings)  
£240.00 – Pyramid Community Centre (fee for hire of hall for youth provision up to January 2018)  
£29.99 – B M Champness (boots for litter picker)  
£33.14 – B M Champness (drain rods and gloves)  
£5640.00.00 – Peterborough City Council (rates payable after 1<sup>st</sup> April 2018)  
£267.00 – Outdoor Education Company (Deposit for climbing wall and laser tag)  
£807.60 – Soundstage One (deposit for stage for festival)  
£100.00 – The Cresset (hire of hall for Annual meeting)  
£5.00 – Target Cleaning Services (clean Unit 2 & 3 windows in and out)  
£251.20 – Litter Picker (salary)  
£402.32 – Litter Picker (salary)  
£3.42 – The Peoples Pension (pension contributions)  
£1800.00 – Perlow Estates (Rent 1<sup>st</sup> Qtr.)  
£2150.77 – B M Champness (salary)  
£1157.33 – Cambridgeshire County Council (pension contributions)  
£251.20 – Litter Picker(salary)  
£274.78 – Litter Picker (salary)  
£0.88 – The People's Pension (pension contributions)  
£2725.56 - HMRC (PAYE & NI)  
£56.10 – APS (payroll services)  
[] 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*

#### **Expenditure for Pyramid Community Centre**

[£50.00 – Slimming World (refund of overpayment)]  
[£58.82 – BT (Telephone charges)]  
[£99.07 – Hereward Stationers & Printers Ltd (bleach, hand wash and loo rolls)]  
£229.30 – PCVS (Fee for help and support in relation to Pyramid Centre)  
£72.00 – Richards property Refurbishments Ltd (unblock toilet)  
£72.00 – Richards property Refurbishments Ltd (unblock toilet)  
[£50.00 – Catherine Lee (security personnel attending function)]  
£4176.00 – Peterborough City Council (rates for Community Centre payable after 1<sup>st</sup> April 2018)  
£102.36 – Direct365 (trade waste and feminine hygiene)  
£149.00 – OvenGleamers (cleaning oven in Centre)  
£16.31 – Hereward Stationers & Printers Ltd (bleach and sweeper head)  
£50.00 – Target Cleaning services (clean windows in and out)  
£251.27 – SSE (gas charges)  
£341.42 – SSE (electricity charges)  
£21.59 – Hereward Stationers & Printers Ltd (bumper blue roll)  
£35.00 – GMA Electrical Services (supply & fir diffuser)  
£58.34 – BT (telephone charges) (DD)  
**Payments made by Government Preferment Card** -£11.28 – Microsoft Office (Office 365)  
£35.00 – Information Commissioner (annual fee), -£11.28 – Microsoft Office (Office 365)  
**Payments made by Direct Debit –**  
£28.80 – BT (mobile charges)  
£28.80 – BT (mobile charges)  
£176.16 – Direct365 (Trade waste collection)  
£334.55 – BES (electricity charges)  
£264.94 – BES (electricity charges)

**147.1 Resolved:** That the above payments be approved after the Clerk explained that the payment to Catherine Lee was not £50 but £75. Regarding the latest payment to one of the litter pickers, this was based on him being on sick leave and getting Sick Pay, His operation did not go ahead so he has been in work all week. The wages have altered from £274.78 to £416.24 to reflect this fact. It was also pointed out that the figure for Council Tax for the Community Centre was for the whole year, but as it was hoped we might get a rate rebate we should pay monthly and so the figure for next month was £414.00

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

**148.1** Cllr Ellis said that the website needed to be looked at and updated and wondered if GP could undertake that work. This was agreed, and GP would look at this at their next meeting.

**148.2** Cllr Merrill said that he was still in discussion regarding the new disabled parking bay near to his property as it was still much larger than the other parking bays allotted.

**148.3** There being no further business the meeting was formally closed at 21:37

**149.** The date of the next meeting – to be held on **Tuesday 24<sup>th</sup> April 2018** at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.