

Bretton Parish Council
Minutes of the Annual Meeting of the Parish Council (Min18-01)
held on the 22nd May 2018 at 7.30 p.m. at the Pyramid Community
Centre, Bretton.

Present:

Councillors: J Bhatti, M Clements, D Defraime, J Hayes, C Lee, (presiding), S Martin, J Merrill, and S Warren

Others: B M Champness (Clerk)

Not Present: L Aldridge, P Gatward, M Gimblett and J Johnson

Open Forum	
Although residents were present there was no open forum and the meeting was formally opened at 19.31	
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
2. Declaration of Acceptance of Office for Chairperson	
2.1	Cllr Lee signed the Declaration of Office which was witnessed and signed by the Clerk.
3. Election of Vice Chairperson	
3.1	Cllr Hayes was proposed and seconded. An amendment was made to propose Cllr Merrill There was a vote for Cllr Merrill and then Cllr Hayes. Resolved that Cllr Hayes be nominated Vice Chair for the forthcoming year
4. Appointments of Committees, Working Parties and Representatives	
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, P Gatward, J Merrill, C Rudd, and S Warren. It was noted that Cllrs Rudd and Gatward would be on this committee subject to them agreeing to be on the committee
4.2	Finance Committee – 8 representatives
4.2.1	It was resolved that the following Councillors would be on this committee: - J Bhatti, M Clements, J Hayes, C Lee, 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: - L Aldridge, D Defraime, J Hayes, C Lee and J Merrill
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 would be appointed and assisted by the Clerk. It was agreed if any further help was required we could rely on Cllr Bhatti for this.
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: - <ul style="list-style-type: none"> • PCC Parish Liaison – Cllr Merrill with Cllr Hayes as deputy • Police Panel. Before we made a nomination, the Clerk was to try and ascertain when the meetings took place and where and how often.
5.	Cheque signatories and banking arrangements
5.1	It was resolved that Councillors Lee, Clements and Hayes 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.
6.	To adopt and/or amend the Standing Orders, Financial Regulations and Risk Assessment.
6.1	Since 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
7.	Apologies for absence, acceptance of Apologies & noting of resignations received.
7.1	Apologies were received from Cllr Ellis (personal) Cllr Rudd (work)
7.2	Resolved: Apologies as listed above were accepted
7.3	The Clerk explained that the notices advertising the vacancies expired on the 25 th May. If no one had asked for an election we could co-opt at the next meeting. We are 6 Councillors short.
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	Cllr Clements declared an interest in Item 14 as he knew the Applicants and Cllr Martin also declared an interest in the same matter as he was a member of the Planning Committee at Peterborough City Council
9.	Minutes of the meeting held on the 24th April 2018 (17-10)
9.1	Resolved: That the minutes of the meeting held on the 24 th April 2018 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	To note the Finance Committee meeting held on the 1 st May 2018 (Fin 17-06) Cllr Clements went through the draft minutes and there were no matters arising from them.
11.2	To note the P&E Committee meeting held on the 8 th May 2018 (P&E 17-10) Cllr Clements went through the draft minutes and there were no matters arising from them
11.3	To note the Festival Committee meeting on the 10 th May 2018 It was explained that the meeting did not take place so there were no minutes. Cllr Warren said that he had arranged transport for the elderly to get to and from the festival for a nominal sum.
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	The Clerks Report had been circulated in advance as had the financial spreadsheet. There were no questions on the Clerks Report, but a few questions were asked on the finances. The Clerk said that he wanted to know if some of the expenses which were for the Pyramid Community Centre could be included on the expenses of the Parish Council. It was agreed that this aspect could be dealt with at the Finance Committee.
14.	Planning: to consider the following applications received:
14.1	18/00715/HHFUL replacement fencing – retrospective at 15 Hyholmes. Response by 23 rd May 2018. Resolved: that we had no comments.
15.	To discuss matters raised at the Annual Parish Meeting
15.1	The general feeling was of disappointment about the failed attendance from the Police and Peterborough City Council. The Clerk was asked if he had received an explanation from the Police about their lack of local representation. He said that he had not had an explanation, but a detailed explanation had been received from Peterborough City Council. This explanation has been sent to Cllr Lee but Peterborough City Council were advised that if their apology was made known to Councillors it was possible that it might be added to social media. They were asked if they could issue a public apology, instead they sent a revised apology for Bretton Parish Council to publish, and this was circulated to all Councillors. Following a discussion it was agreed that the Clerk would write to the Police and Peterborough City Council to see if they would agree to fund and attend another meeting.
16.	Audit 2017/18
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 2017/18. 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 2017/18 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 consider whether we wish to employ a Street Warden in Bretton (Cllr Hayes)
17.1	Cllr Hayes understood that Hampton Parish Council was employing a street warden at an annual cost of £25000. The warden would work 37 hours a week. If fines were issued Hampton would receive 50% of fines paid but they would not receive any money collected from parking fines. He explained that the general feeling he got from social media was that the Bretton community would be opposed to the idea. The only way that Hampton could assess the success of this venture was engagement with residents. It was agreed that Cllr Hayes would obtain more information from Rob Hill who was assisting Hampton with employing a street warden. The Clerk suggested that if we did hold a meeting with the Police and Peterborough City Council that Rob Hill could also be in attendance to explain the scheme to residents.
18.	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.
18.1	Before a decision could be made the Clerk would see if he could obtain another litter barrow and if he could find a place for it to be stored in South Bretton. It was agreed that if the hours of employment were increased litter picking should be carried out in South Bretton.
19.	To approve payment of £1300 to allow the Youth project to continue pending further funding from Awards for All
19.1	The Clerk explained that he had received an update which had been placed on the Clerk's report. Briefly, a constituted group have been formed, they had approached a bank to open an account and an application for a grant from Awards For All has been prepared. As the funding from Bretton Parish Council had ceased the Youth club had stopped running. Resolved: The funding of £1300 be given to allow the youth club to run until they have funding in place.
20.	To consider whether we re-join CAPALC and pay the yearly subscription of £997.29
20.1	CAPALC had sent a letter asking if Bretton Parish Council would re-join at a cost of £997.29. It was felt this was rather expensive but one advantage of being a member was we would receive training through them at a discounted rate. Resolved: that we would not join.
21.	To discuss the state of the playing field near Tollgate regarding the vandalism and litter and what we can do to improve the situation
21.1	Cllr Lee had asked for this to be placed on the agenda. It was suggested that if we did employ the litter picker to work in South Bretton this could alleviate the problem with litter. In the meantime, P & E would deal with this matter.
22.	To receive an update on the rent review.
22.1	The emails passing between our agent and the landlords agent have been included in the Clerk's report for Councillors to read. The suggested reply had been sent off and we would then make a decision on what, if any, action needs to be taken.
23.	To confirm expenditure

	<p>£142.27 - Came & co (additional premium to include Pyramid Community Centre) ££2043.75 – Came & Co (Insurance premium) £20.00 - J Forth (delivery of flyers) £273.00 – Europress Litho Printers Ltd (print flyer & artwork) £202.35 – PCK Marketing (distribute 2850 flyers) £1.49 – Premier Late Shop (strip plasters) £30.00 – Hereward Stationers & 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) Expenditure for Pyramid Community Centre [£609.60 – Victor (new floor buffer)] [£70.00 – Victor (red and white pads for buffer)] £26.36 – Hereward Stationers & printers Ltd (dustbeater sweeper head and all-purpose cleaner) £39.59 – Hereward Stationers & 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 Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive) £31.49 – Dickies Store (boots for litter picker) Payments made by Direct Debit - £28.80 – BT (mobile charges) - £157.91 – BES (electricity charges) £56.17 - BT (telephone charges at Centre)</p>
23.1	Resolved: That the above payments be made.
24.	Any Other Business – Reminder by Law – information exchange only no decisions can be made
24.1	Cllr Hayes explained that he had visited the guides and brownies in Unit 3 and felt that it would be beneficial to all users if the Unit was redecorated. He felt that this was something he could put onto social media to see if there would be any local volunteers who would help with this project. It was agreed that this might be a good idea. Local businesses would be contacted to see if they would be willing to provide paint and equipment. The Clerk asked that this was not publicised on social media until all users have been informed of this idea.
24.2	There being no further business the meeting was formally closed at 21.19
25.	The date of the next meeting – to be held on Tuesday 26th June 2018 at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.