

**Bretton Parish Council**  
**Minutes of the Meeting of the Parish Council (Min18-02) held on**  
**the 26<sup>th</sup> June 2018 at 7.30 p.m. at the Pyramid Community Centre,**  
**Bretton.**

**Present:**

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

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

**Not Present:** M Gimblett.

<b>Open Forum</b>	
There was no open forum and the meeting was formally opened at 19.30	
<b>26. Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>	
<b>26.1</b>	Apologies were received from Cllr Hayes (personal) J Bhatti (health) J Johnson (health) D Defraime (personal) S Martin (personal)
<b>26.2</b>	<b>Resolved:</b> Apologies as listed above were accepted
<b>27. 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</b>	
<b>27.1</b>	Cllr Warren declared an interest in Item 35 as he is on the Planning Committee of Peterborough City Council. Although not necessary to declare an interest the Clerk declared an interest in Item 39 and part of it involved him and his daughter.
<b>28. Minutes of the Annual Meeting of the Parish Council held on the 22<sup>nd</sup> May 2018 (18-01)</b>	
<b>28.1</b>	<b>Resolved:</b> That the minutes of the Annual Meeting of the Parish Council held on the 22 <sup>nd</sup> May 2018 be signed by the Chair as a correct record after Item 4.5.1 was amended to remove the word “and”
<b>29. Matters to report from those minutes– restricted to items not listed elsewhere in the agenda</b>	
<b>29.1</b>	Cllr Gatward said that he would like to mention the bulky waste collection, he was wondering if the collection could be dealt with each month in both North and South Bretton on the same day. He felt that this would reduce the amount of fly tipping. It was agreed that this matter would be referred to the P&E committee. The Clerk explained that there was a possible problem in that the cost would increase. He referred to the invoice to be approved which was considerably more than we normally paid, Amey had explained that the increase was due to the extra hours worked to clean up the fly tipping. The Clerk explained that he was going to be unable to attend the meeting on the 10 <sup>th</sup> July 2018. So, it was agreed that this would be put back to the 17 <sup>th</sup> July.
<b>30. Reports from Committees and Representatives.</b>	
<b>30.1</b>	<b>To note the Finance Committee meeting held on the 5<sup>th</sup> June 2018 (Fin18-02)</b> Cllr Clements went through the draft minutes and there were no matters arising.

30.2	<p><b>To note the P&amp;E Committee meeting held on the 12<sup>th</sup> June 2018 (P&amp;E18-01)</b> Cllr Ellis went through the draft minutes. Cllr Warren said that he wanted to mention Item 7.1 of the minutes. This involved the vandalism and litter at Tollgate, Cllr Warren stated that he wanted to see if the money that we had received from CIL could be used to with funding from other sources to install a new playground in this area. He was asked if he had engaged with the residents and whether they supported this plan. He said that he had spoken to some residents who were in support of the idea. The matter would go back to P&amp;E to consider.</p> <p>Cllr Ellis wanted to talk about item 11 and the email received from Simon Machen at Peterborough City Council. The Clerk pointed out that the email had only been sent to those on the P&amp;E committee. Cllr Ellis read the email and explained that he personally found the email dismissive. He wanted to know how we should respond and whether the reply should be from full council or just the P&amp;E committee. It was agreed that the email should be sent to all Councillors asking them to send their views or comments to either Cllr Ellis or the Clerk. It was agreed that this matter should not be advertised on social media as it was a private matter between Bretton Parish Council and Peterborough City Council.</p>
30.3	<p><b>To note the Festival Committee meeting on the 18<sup>th</sup> June 2018 (BCF18-06)</b> Cllr Lee went through the draft minutes. The only matter raised was about inviting a radio station to the festival. The Clerk explained that he had not done this but was happy for Cllr Aldridge to invite them.</p> <p>The Clerk explained that he had been in touch with a security company who could supply two security officers from 11.30am -7.30pm at a cost of £216.00 it was agreed that we would employ the security officers for the festival.</p>
30.4	<p><b>To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.</b> There was nothing to report</p>
30.5	<p><b>To receive a report from any Working Party.</b> There was no report to give.</p>
31.	<p><b>For Councillors to volunteer their services at the Community festival.</b></p>
31.1	<p>Cllr Lee said that it was important that Councillors volunteered their services on the day. The busiest times were from 8.30am -10am and from 5.30pm -6.30pm. She would be sending out an email to all Councillors explaining what work needed to be done. Cllr Lee wanted to every Councillor let her know if they could help and what times they would be available.</p>
32.	<p><b>To Co-opt a Councillor for North and South Bretton</b></p>
32.1	<p>The Clerk explained that there had been an applicant, but they were unable to attend the meeting. They have been invited to attend the next meeting.</p>
33.	<p><b>Clerks Report and to note the present income and expenditure report</b></p>
33.1	<p>The Clerks Report had been circulated in advance as had the financial spreadsheet. There were no questions and Cllr Lee signed bank reconciliation.</p>
34.	<p><b>To receive a report from the City Councillors</b></p>

34.1	<p>Cllr Ellis explained that he and Cllrs Warren and Martin were consulted by Crofts Corner on how to progress the long-term venture of the centre. They were struggling financially but they had someone helping them to prepare a business plan.</p> <p>There were still problems regarding car parking, landscaping and street lighting.</p> <p>There is an ongoing issue with the Silver Jubilee and residents are concerned that the premises are dangerous. It was noted that Peterborough City Council had written to the property owners asking them to make the site safe. Cllr Warren said that he had been approached by residents regarding the problem of abandoned cars and he was trying to help ensure that Bretton park and the water park are safe environments.</p> <p>Cllr Ellis said that money from the Community leadership fund had been given to help South Bretton allotments.</p>
<b>35. Planning: to consider the following applications received:</b>	
35.1	<p><b>18/00963/FUL</b> – change of use to family indoor play centre with space allocated for children’s day nursery at The Thomas Cook Business Park, Coningsby Road. Due to the fact the Cllr Warren was declaring an interest in this item the matter could not be discussed as it was not quorate. The Clerk was asked to see if he could obtain an extension of time for P&amp;E to deal with this matter. It was agreed that the meeting would take place on the 17<sup>th</sup> July instead of the 10<sup>th</sup>.</p>
35.2	<p>Notice had been received that the introduction of a disabled parking bay in Ellindon, Oxclose and Tirington had been approved. A Legal Order was made on the 21<sup>st</sup> June with it becoming legally enforceable on the 6<sup>th</sup> August 2018.</p>
35.3	<p><b>18/00715/HHFUL</b> – replacement fencing, retrospective at 15 Hyholmes and been approved.</p>
<b>36. To consider the request from Peterborough City Council regarding unpaid Service Charges</b>	
36.1	<p>A letter has been received from Peterborough City Council advising that we owe £9710.01 for unpaid service charges. It was accepted that we had not paid these charges as we had written on many occasions asking Peterborough City Council to clarify the charges and the work allegedly carried out. They had never responded to our queries or supplied the information. We have worked in conjunction with other tenants, so it was assumed that they too have received a similar invoice. It was resolved that the Clerk would raise a dispute over the invoice by addressing the bullet points raised in the original invoice. He would also find copies of the previous correspondence relating to this matter. He was also asked to check with the other tenants to see if they had received a letter and establish if they would be willing to work with Bretton Parish Council to dispute the invoices.</p>
<b>37. To receive an update on the Pyramid Community Centre:</b>	
37.1	<p><b>To discuss the request for £443.32 for a PPL/PRS licence.</b> The Clerk stated that the invoice and connecting documents had been sent to him. Section two of the documents stated that the tariff shown was not applicable to buildings owned by Parish Councils and he called PPL/PRS and queried the tariff. It was established that the Parish Council had been charged an incorrect fee and a full and thorough breakdown of music events occurring at the community centre was given. This increased the price of the music licence to £813.20. PPL/PRS stated that some items on the licence would be refunded if they had not been fully utilised at the end of the licence term, he also stated as we had queried the fees they would not backdate the licence fees and no additional charges from previous years would be applied. It was agreed that the fee of £813.20 be paid.</p>

37.2	<p><b>To receive details of the increase in the insurance premium due to the increase in the reinstatement costs.</b> The Clerk explained that a full valuation of the community centre had been carried out to ensure that the insurance for the community centre was fully reflective of the rebuild costs. It was explained that if the building was underinsured then the amount received would be less what the building was insured for. Due to the accurate reflection of the rebuild costs there was an increase in insurance premium of £406.83 which was agreed.</p>
38.	<p><b>To confirm expenditure</b>          [£251.20 – Litter Picker (salary)]          {£363.98 – Litter Picker (wages)]          £6.22 – The Peoples pension (Pension contributions)          £801.00 – The Outdoor Education Company (balance for Climbing Wall)          £807.60 – Soundstage One (balance for stage at festival))          £504.00 – Enviro Loo (balance of payment)          £630.00 – Tom Puckett (fee for attending festival)          £1350.00 - Bourne Fun (fee for attending festival)          £4221.00 – TMO Highways (Traffic management for festival)          £1800.00 – Perlow Estates Ltd (Rent 2<sup>nd</sup> Qtr.)          £600.00 – Barrett Corp Harrington (Reinstatement cost assessment)          £1212.00 – Enterprise Managed services (Community Freighter)          £90.00 – Cleaner (salary)          £2201.63 – B M Champness (salary)          £1206.64 – Cambridgeshire County Council (pension contributions)          £3000.00 – HMRC (PAYE &amp; NI)  <b>Expenditure for Pyramid Community Centre</b>          £418.00 – Peterborough City Council (rates)          £32.40 – B M Champness (3 sets of keys for Centre)          £25.00 – Target Cleaning Services (Cleaning windows at centre)          £102.36 – Direct365 (waste collection charges)          £150.00 – Cleaner (salary)          [ ]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  <b>Payments made by Government Preferment Card</b> – £11.28 – Microsoft (One Drive) £20.99 – Dickies Store (shirts for litter picker) £150.00 – Deeping Van Hire (van hire for festival)  <b>Payments made by Direct Debit</b> - £28.80 – BT (mobile charges)          - £144.54 – BES (electricity charges)          £56.17 - BT (telephone charges at Centre)          £131.16 – Direct365 (waste collection charges)          £3.71 – The Peoples Pension (pension contributions)</p>
38.1	<p><b>Resolved:</b> That the above payments be made after the Clerk explained that the correct figure to HMRC was £2540.44.</p>
	<p><b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC:</b> 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</p>
39.	<p><b>To discuss staffing issues and a building strategy</b> Agreement was reached in relation to staffing issues and changes. It is noted that this discussion is sensitive in nature and discloses personal information of staff, therefore the exact nature of the discussion will not be included in the minutes.          In relation to the building strategy it was agreed that this would be referred to P&amp;E to deal with.</p>

	<b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC:</b> 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.
<b>40.</b>	<b>Any Other Business – Reminder by Law – information exchange only no decisions can be made</b>
<b>40.1</b>	Cllr Clements said that he had heard that the Cats Protection League put up a notice on occasion saying that they were reserving a parking spot for their van in Eyrescroft.
<b>40.2</b>	Cllr Aldridge explained that a festival Facebook page had been opened and she was looking for photographs. She asked for any Councillor who had some to send them to her.
<b>40.3</b>	There being no further business the meeting was formally closed at 21.55
<b>41.</b>	The date of the next meeting – to be held on <b>Tuesday 24<sup>th</sup> July 2018</b> at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.

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