

## Bretton Parish Council

### Minutes of the Meeting of the Parish Council (Min18-05) held on the 23<sup>rd</sup> October 2018 at 7.30 p.m. at the Pyramid Community Centre, Bretton.

**Present:**

**Councillors:** L Aldridge, M Clements, D Defraine, P Gatward, J Johnson, C Lee, (presiding), J Merrill, C Rudd, M A Stanton and S Warren

**Others:** B M Champness (Clerk) C Heap and A Gasparutti

**Not Present:** J Johnson

| Open Forum  |  |
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|             | <p>Alan Gasparutti was present and wanted to discuss the position regarding the planning application at Bretton Court. He explained that there were several posts on Facebook about this issue and he wanted to know why the Parish Council had opposed it and why parking was an issue. He personally thought there was a need for sheltered accommodation in Bretton and was in support of the development. The Clerk explained who he was as Mr Gasparutti had asked him to respond to his posts. He said that he had copies of the two letters we had sent to Peterborough City Council and in both we stated that we were not objecting but supported the application but had comments that needed to be addressed. The main problem was that Peterborough City Council had certain planning laws that dealt with car parking matters on any development and they had to abide by those rules. The application was for sheltered accommodation and we simply pointed out that we would expect a care taker or social worker to be attending the premises and as such there was no provision for one car parking space. We then questioned whether the application was for sheltered accommodation together with other questions which Peterborough City Council had sent to the developer and who had replied that it was not for sheltered accommodation. This made the matter worse as under the present planning laws any development had to provide a car parking space for every two bedroomed dwelling and there was no provision for any parking within the application. Mr Gasparutti said that he did not understand why we objected as there was a car park behind the building where they could park. It was explained that the car park did not belong to Peterborough City Council and was owned by the company that owned Bretton Centre. The developer had a duty to provide car parking spaces on the development site and it was down to them and Peterborough City Council to negotiate with the owners as to whether or not they could use the existing car park. This they had not done and as a result we pointed out that the application was totally inaccurate and wrong and if it was not for sheltered accommodation then they had to provide car parking spaces in accordance with Appendix V of the local plan. It would appear that the application was refused because the application was not accurate and there were no parking facilities.</p> <p>Mr Gasparutti said that he wanted matters to be resolved quickly as he was concerned that winter would be upon us soon and this sort of housing was needed. It was pointed out to him that we had no say over these matters as that was down to Peterborough City Council and the developer.</p> |
|             | The meeting was formally opened at 19.44   |
| <b>83.</b>  | <b>Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>   |
| <b>83.1</b> | Apologies were received from A Ellis (ill health) J Bhatti (personal) S Martin (personal) J Hayes (personal)   |
| <b>83.2</b> | <b>Resolved:</b> Apologies as listed above were accepted   |
| <b>84.</b>  | <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  |

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|            | <b>84.1</b>  | There were no declarations of interest.   |
| <b>85.</b> | <b>Minutes of the Meeting of the Parish Council held on the 25<sup>th</sup> September 2018 (18-04)</b> |   |
|            | <b>85.1</b>  | <b>Resolved:</b> That the minutes of the Meeting of the Parish Council held on the 25 <sup>th</sup> September 2018 be signed by the Chair as a correct record   |
| <b>86.</b> | <b>Matters to report from those minutes– restricted to items not listed elsewhere in the agenda</b>    |   |
|            | <b>86.1</b>  | <ul style="list-style-type: none"> <li>The Clerk said that he wanted to clarify the grant application made by the Sunday Lunch Club. The application was going to be a new venture and they were looking for help financially. After the meeting the Clerk contacted them to explain what the Council had granted and at the same time asked a question about having insurance in place as we could not be responsible, and we might not be covered under our Insurance Policy. They tried to get insurance but were only able to get cover through the policy used by the North Bretton Lunch Club. This means that they are not a new user group but part of the North Bretton Lunch Club which is part of Age UK</li> <li>Regarding the grant to the St Johns Ambulance an e-mail was received today stating, "I have just spoken with Paul and he can confirm that the Bretton Unit will have cover for your event." After clarification of that statement they replied "I have just had confirmation from the Events team that your event is all up on our systems and it will be processed free of charge"</li> <li>A question was asked about the lights on Bretton Way and whether the work had been completed. To which the Clerk was able to reply that in the P&amp;E minutes this matter had been dealt with. He also reported that some of the lights were not working. A number of Councillors said that the lights were still not working, and Cllr Gatward said that he had reported other lights out direct with Mr Dedman and they had not been repaired. The Clerk was asked to chase this matter up. It was also noted that there are no numbers on the new lamp posts, making it difficult to report any faulty lights.</li> </ul> |
| <b>87.</b> | <b>Reports from Committees and Representatives.</b>  |   |
|            | <b>87.1</b>  | <b>To note the Finance Committee meeting held on the 2<sup>nd</sup> October 2018 (Fin18-04)</b> Cllr Clements went through the draft minutes. The Clerk pointed out that Finance met every two months, but it had been agreed that as we were responsible for the Pyramid Community Centre it was decided that on the months we did not have a meeting we would hold one just dealing with the Pyramid Centre. He also explained that he was waiting for quotes and reports on the fencing around the Centre, the gas boiler and the flat roof.   |
|            | <b>87.2</b>  | <b>To note the P&amp;E Committee meeting held on the 9<sup>th</sup> October 2018 (P&amp;E18-04)</b> Cllr Rudd went through the draft minutes. The Clerk pointed out that the Vicar of the Alpha Centre had written saying that he was very impressed with the service and the men from Amey were very, very helpful and friendly. It was agreed that the Clerk should write to Amey and advise them of these kind words about the workmen. The Clerk also pointed out that we were looking to find an alternative dropping off site in place of the Scout Hut. It was always poorly attended, and it was some distance from the houses. At the moment it was down to the members of P&E to find an alternative site, but the Clerk felt that this should be widened up to all Councillors. The Clerk was asked if he had been in touch with Mike George, but Cllr Gatward admitted he had once again forgotten to bring the information with him. The Clerk explained that he was unable to take the matter further as he was waiting for this information and suggested that rather than leaving it to this one contact then he should be instructed to write to three contractors to ask for a quote. Resolved that this was the way forward.   |

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| 87.3 | <b>To note the Festival Committee meeting on the 10<sup>th</sup> October 2018.</b> Cllr Rudd went through the draft minutes. It was pointed out that the day of the Festival was Saturday 6 <sup>th</sup> July 2019. Councillors were asked to make a note in their diary. The Clerk said that he had managed to get quotes for Soundstage, the Climbing Wall and Laser Tag and the porta loos.  |
| 87.4 | <b>To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.</b> There was no written report,  |
| 87.5 | <b>To receive a report from any Working Party.</b> There was no report to give.  |
| 88.  | <b>To receive a report from the City Councillors</b>   |
| 88.1 | Although Cllr Martin was not present he had sent a small report which stated:<br>I have been pushing Medesham Homes to have a meeting with the three Bretton Ward councillors on what is happening with Bretton Court. The answer seems to be that they appear not to know yet.<br>As the owners of the "Silver Jubilee" site appear to be unable to make the site secure, or develop it, I have requested that the council looks at making a compulsory purchase and build houses and flats of the kind across the road from it.  |
| 88.2 | Cllr Warren reported the following: <ul style="list-style-type: none"> <li>• The times for Cab local hubs is Tyesdale Community Centre every Thursday between 1pm and 4pm</li> <li>• Bretton Library between 1.30 pm and 4.30pm</li> <li>• He was happy to have this submission printed in the gazette as well as any other information the other city councillors have.</li> </ul>  |
| 89.  | <b>To Co-opt a Councillor for North and South Bretton</b>  |
| 89.1 | The Clerk had circulated an application submitted by Christopher Heap who lived at 156 Watergall, Bretton. Mr Heap was present and was invited to address the Council and give a brief resume of who he was and why he wanted to become a Councillor. The Clerk then asked him if he was an undischarged bankrupt or had a criminal record. He was able to answer no to both. Councillors were then invited to ask Mr Heap any questions after which he was asked to leave the room with the Clerk. <b>Resolved:</b> that he would not be co-opted at this stage due to the fact that there was going to be an election in May 2019.   |
|      | Cllr Clements left the meeting at 20.35  |
| 90.  | <b>Clerks Report and to note the present income and expenditure report</b>   |
| 90.1 | A report had been circulated as had the financial spreadsheet showing income received to date and the money spent.<br>There were several other letters received which were: <ul style="list-style-type: none"> <li>• A letter from CAPALC asking if we wanted to re-join them and pay an annual fee of £997.29. It was agreed that the Finance committee deal with this matter</li> <li>• A letter had been received from the Valuation Office Agency regarding the Community Centre. They needed a reply by the 11<sup>th</sup> November. The Clerk had responded, and they had acknowledged the reply.</li> <li>• The other matter related to the comments on the Bretton Community Facebook page regarding the alleged decision of Bretton Parish Council to oppose the development taking place in Bretton Court. As this was discussed in the open forum it was agreed that an article would be placed in the next Bretton Gazette. In addition the Clerk would draft a reply to go on Facebook.</li> </ul> |
| 91.  | <b>For any Councillors to be appointed onto the Festival Committee</b>   |

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| <b>91.1</b> | The Clerk pointed out that we had four Councillors on the committee and one other from outside the Council but felt that we still needed a few more members. No one put their name forward, but this would remain on the agenda.  |
| <b>92.</b>  | <b>To consider a request from Eyrescroft Primary School that Bretton Parish Council attend their Christmas Fayre on the 6<sup>th</sup> December</b>   |
| <b>92.1</b> | It was explained that Eyrescroft School were holding a Christmas Fayre on the 6 <sup>th</sup> December and they had suggested to Debbie Holmes that it would be a good idea if Bretton Parish Council were at the event. They thought it would be good if the Parish Council had a presence at their Fayre. The Clerk and Assistant thought it was a good idea having considered the implications of Community Engagement bearing in mind some Parish Councils had a Community Engagement Policy. The school simply wanted a presence there and it was a good opportunity to let people tell us what they would like us to do rather than us trying to second guess what they wanted us to do. The Clerk said that if a Councillor could not attend then he and Debbie were happy to attend. He was advised that we were not Councillors and that it was better for a Councillor to attend. Cllrs Rudd and Aldridge said that they could go as could Cllr Warren. The Clerk was to write back to the school and advise them that we would like to attend. If this was successful we could ask the other schools in Bretton if we could attend similar functions at their schools.   |
| <b>93.</b>  | <b>To consider the request from the Senior Friday Lunch Club for funding until they are able to obtain another grant from Awards For All</b>  |
| <b>93.1</b> | The Clerk explained that a grant was obtained through Awards for All to run a lunch club where the residents who attended received a free fish and chip dinner and before and after some entertainment. It soon became apparent that this was a huge success and the residents were asked to donate a £1 to help towards ensuring that the club ran for a few weeks longer as funds were going to run out. People were not forced to donate but almost everyone in attendance did. After a while when the numbers increased the donation was increased to £2. Again, the residents were happy to pay this. Unfortunately, funds will soon run out and the members who attend would like the club to continue. Marvin Symes had sent a proposal form, and which had been circulated in advance. The group had applied for a further grant from Awards for All and in the meantime, they wanted to know if funds could be made available from Bretton Parish Council until such time the grant was dealt with. A bid had been prepared and circulated to all councillors. This matter was discussed at length and there was concern that the fees for the facilitators was rather high and that there was not included a request for fees to hire the hall. There was concern also that the lottery bid might not be successful and if that failed what would happen to the club. The Clerk said that unless we funded the club it would close. Various suggestions were made on how much we would or would not pay but in the end it was agreed that the Clerk would ask these questions and have the Finance Committee meeting deal with the request. |
| <b>94.</b>  | <b>To consider the request from Peterborough City Council that Bretton Parish Council become the landlord of the Copeland Community Centre by way of a Community Asset Transfer and to agree in principle that we will explore this possibility to decide if doing so is feasible.</b>  |

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| 94.1   | <p>The Clerk explained that he had been approached by Peterborough City Council about the possible Asset Transfer of the Copeland Community Centre to Bretton Parish Council. This would be a sale rather than a lease with the cost being £1. It was proposed that we would become the landlord and the existing group now in place at the centre be given a 50-year lease. A meeting had taken place between the Clerk and Sylvia Radouani and Bill Tillah. They made it clear they would like the Parish Council to become the landlord and they would like to know if the Parish Council would like to explore this proposition. If we did they would then arrange a meeting with the existing tenants to see what arrangements could be made. Bill Tillah had sent various documents to us about the transfer and the lease as well as the licence to use the premises in the interim. The Clerk explained that at the moment Peterborough City Council were paying the utility bills which possibly meant there might be a short fall in the amount of money received and spent by the existing tenants but there could be a solution to this. The children's centre was not being occupied and it might be a possibility that this could be leased to a group and the additional money could make up the difference once we become responsible for paying the utility bills. After discussing the matter, it was <b>resolved</b> that the clerk be given authority to continue to talk with Peterborough City Council with a view to ascertaining whether or not we wish to proceed with the Asset Transfer.</p> |
| <b>95. Planning applications:</b>  |   |
| 95.1   | <p>There were no plans to approve although after the agenda was posted an application was received. The application number was <b>18/01811/FUL</b> for the proposed replacement plant compound in undercroft of existing building at Fitzwilliam Hospital Milton Way. We had until the 7<sup>th</sup> November to respond and the next P&amp;E Meeting was on 13<sup>th</sup> November. We had several choices. One was to ask for an extension of time to allow P&amp;E to deal with it but the request might be refused and the other was to give the Clerk delegated authority to respond. <b>Resolved:</b> that the Clerk be given delegated authority to respond and after looking and considering the planning application it was <b>resolved</b> that we would have no comments.</p>   |
| <b>96. To receive an update on the Pyramid Community Centre</b>  |   |
| 96.1   | <p>The Clerk explained that little had changed since the Finance meeting other than that he had ascertained that we had one group that hired the hall had not paid any of their accounts since December 2017. The Clerk had taken this matter up with them and they promised to pay in August, but they had not. He did not want to make a decision of what action should or could be taken as the centre belonged to Bretton Parish Council and they should make the decision of what action could be taken. A Councillor said that if the Clerk was able to provide a figure of what is owed they would take this matter up with the group. This suggestion was agreed to.</p>  |
| <b>97. To approve the updated Social Media Policy and for each Councillor to sign that they have read the policy and will abide by it.</b> |   |
| 97.1   | <p>Cllr Bhatti had spent a considerable amount of time redrafting the Media Policy and with the pack provided that evening was a copy as well as a form asking the Councillor to sign that he/she had read the policy and was happy to abide by its terms. Resolved: that the policy be adopted in full and each councillor should retain the copy which they should sign and to sign the agreement form and hand that back to the Clerk. Any Councillors not present at this meeting should receive the Policy as soon as practicable and be asked to sign the agreement form</p>  |
| <b>98. To consider a further quote from another company about running HR issues for the Parish Council</b>                                 |   |
| 98.1   | <p>The Clerk circulated details of the work that this company provided and what their charges would be. After considering the information it was <b>resolved</b> that we would not take up the offer .</p>  |

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| 99.   | <b>To consider if there are any matters that need to be considered when the 2019-20 budget is prepared</b>   |
| 99.1  | The Clerk suggested that if anyone had any thoughts on what we could provide money for or to be included in the budget they should let him know as he had started to prepare the budget for 2019-20  |
| 100.  | <p><b>To confirm Expenditure</b><br/> £4843.44 - Staff Salaries<br/> £1275.72 – Pension contributions<br/> £15.04 – DWP<br/> £881.52 – Enterprise Managed Services Ltd (hire of freighter)<br/> £15.00 - Hereward Stationers &amp; Printers Ltd (5 reams of paper)<br/> £542.40 – Hereward Stationers &amp; Printers Ltd (new table and chair)<br/> £658.50 – Europress Litho Printers Ltd (print Gazette &amp; art work)<br/> £302.39 – Wave (water rates)<br/> £390.50 – PCK Marketing (delivery of Gazette)<br/> £3.78 – B M Champness (hand soap and air freshener)<br/> £23.99 – Hereward Stationers &amp; Printers Ltd (Bin liners for Glutton)</p> <p><b>Expenditure for Pyramid Community Centre</b><br/> £75.76 – Hereward Stationers &amp; Printers Ltd (cleaning materials)<br/> £418.00 – Peterborough City Council (Rates for November)<br/> £654.00 – BusinessWatch (maintenance /testing in Centre)<br/> £102.36 – Direct 365 (Waste collection and feminine Hygiene disposal)<br/> £181.09 Wave (water rates)<br/> £1.50 - B M Champness (window cleaner)<br/> £17.38 – Booker Ltd (bin liners and toilet paper)<br/> [ ]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) £41.49 (Dickies Store (clothing for litter picker)</p> <p><b>Payments made by Direct Debit</b> - £20.40 – BT (mobile charges)<br/> - £139.04 – BES (electricity charges)<br/> £274.42- BT (telephone charges at Community Centre)</p> |
| 100.1 | <b>Resolved:</b> That the above payments be made.  |
| 101.  | <b>Any Other Business – Reminder by Law – information exchange only no decisions can be made</b>   |
| 101.1 | Cllr Aldridge said that she had still not received her copy of the Gazette. The Clerk said that he would check with the distributor.   |
| 101.2 | Cllr Aldridge said that she had received many calls and messages from residents complaining that the Gazette was full of adverts. She had no idea why they were calling her and she could not comment as she had not received her copy. She was asked why she had not directed these complaints to the Clerk.  |
| 101.3 | There being no further business the meeting was formally closed at 21.33   |
| 102.  | The date of the next meeting – to be held on <b>Tuesday 27<sup>th</sup> November 2018</b> at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.  |