

**Bretton Parish Council**  
**Minutes of the Meeting of the Parish Council (Min18-08) held on**  
**the 26<sup>th</sup> February 2019 at 7.30 p.m. at the Pyramid Community**  
**Centre, Bretton.**

**Present:**

**Councillors:** J Bhatti, D Defraime, A Ellis, P Gatward, J Hayes, C Lee, (presiding), J Merrill,  
M A Stanton and S Warren

**Others:** B M Champness (Clerk) P Neaven (St John Ambulance)

**Not Present:** J Johnson

<b>Open Forum</b>	
Paul Neaven from the St John Ambulance wanted to address the Council regarding the application for a grant for a defibrillator. He said that he had been speaking to Head Office about the defibrillator they wanted to purchase, and he brought with him the one that they used to practice on, which would be the same model. He explained that it would come with its own unit which can be fitted to the wall. He said that it would be very difficult for someone to break into the unit, but it was not an impossibility. He would like the unit fitted by the front door of the Community Centre as there was existing hole in the wall which would allow access to an electricity supply and a telephone line. Paul explained that the unit would cost £1000 and he had spoken to a local electrician who was prepared to install it at a cost of £350. This would be a saving on the original request of £1500.00 It was explained that this matter would be considered later in the meeting and he was thanked for attending. The meeting was formally opened at 19.38	
<b>141. Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>	
<b>141.1</b>	Apologies were received from L. Aldridge (safe guarding meeting for Guides) S Martin (health) C Rudd (work)
<b>141.2</b>	<b>Resolved:</b> Apologies as listed above were accepted
<b>142. 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>142.1</b>	Every member of the Council present declared an interest in Item 146 being the owners of the Community Centre and it was their planning application.
<b>143. Minutes of the Meeting of the Parish Council held on the 22<sup>nd</sup> January 2019 (18-07)</b>	
<b>143.1</b>	<b>Resolved:</b> That the minutes of the Meeting of the Parish Council held on the 22 <sup>nd</sup> January 2019 be signed by the Chair as a correct record
<b>144. Matters to report from those minutes– <i>restricted to items not listed elsewhere in the agenda</i></b>	
<b>144.1</b>	The Clerk explained that that the bank mandate to change the signatories had been handed into the Bank and we were awaiting a reply.
<b>145. Reports from Committees and Representatives.</b>	
<b>145.1</b>	<b>To note the Finance Committee meeting held on the 5<sup>th</sup> February 2019 (Fin18-06)</b> Cllr Warren went through the draft minutes. There were no matters arising.

145.1.2	<p><b>To approve the recommendation that we grant the St John Ambulance a sum of £1500 for a defibrillator and for this to be sited on the front of the Pyramid Community Centre. Resolved:</b> that we would proceed to grant an award of £1000 to the St John Ambulance to purchase a defibrillator and the Clerk to see what Old Court Electrical would charge for installing the same. In any event we would agree to that work being undertaken for £350.00 or less.</p>
145.2	<p><b>To note the P&amp;E Committee meeting held on the 12<sup>th</sup> February 2018 (P&amp;E18-06)</b>  Cllr Ellis went through the draft minutes. Cllr Gatward explained that after the meeting of P&amp;E he went to carry out a site visit at the Alpha Centre and discovered that the trees they want to cut down were not on their land as shown on the plan but beyond the perimeter fence in the shelter belt. It was agreed that whilst it might be too late to make further comments the Clerk should write to the Planning Officer and point this out.  Cllr Ellis said that he had prepared an article about car parking for the Gazette. He said that he would like an item on the agenda for next month to consider how we start the process of dealing with residents and where the first work could be undertaken.  Cllr Merrill said that the lights at the back of Heltwate were still not working and in that area many of the lights were not working. He understood that this was possibly down to a fault which was being investigated.  The Clerk pointed out that the next P&amp;E Meeting would be on Wednesday 6<sup>th</sup> March at 19.30, Cllr Ellis said that he did not know about that as he would not be able to attend as there was a meeting for City Councillors The Clerk explained that all Councillors should have received an e-mail explaining why this and the Festival Meeting had been changed.</p>
145.2.2	<p><b>To discuss the draft Bretton Woodlands Management Plan 5-year revision 2019 and to formulate a response if one is considered necessary.</b> The draft plan had been circulated to every Councillor to give them an opportunity of reading and considering the same and if necessary, to formulate a possible response. <b>Resolved:</b> that there was no need to respond as they were happy with the contents.</p>
145.3	<p><b>To note the Festival Committee meeting on the 13<sup>th</sup> February 2019 (BFC 18-03)</b>  This did not take place as the meeting was not quorate. The Clerk pointed out that progress had been made with various acts being booked and stall holders applying for stalls. Cllr Gatward said that he understood the Classic Car Festival was being cancelled and he wondered if it was possible to have some cars at the festival. He was told we had invited vintage cars before and there was no reason why this should not happen again provided it was organised before and we knew how many cars were expected. Cllr Gatward said that he knew one of the organisers and he was invited to speak to that person to see if there was any interest in attending our festival.</p>
145.4	<p><b>To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council.</b> Cllr Bhatti said that he had attended a recent Parish Liaison meeting which was very poorly attended. As a result, it was agreed that the meetings would be advertised better, and all parish councillors given an opportunity to attend. He gave a report of the discussions that had taken place.</p>
145.5	<p><b>To receive a report from any Working Party.</b> There was no report to give.</p>
146.	<p><b>Planning Applications: To Approve</b></p>

<b>146.1</b>	<b>19/00071/FUL</b> erection of 2.4 m high green V mesh security fencing to match that of the existing at Watergall school and to supply and fit a 1.2m wide gate , 2,4m high to match that of the fencing, retro fit an emergency push paddle exit bar to gate to include on site welding of additional plates to secure paddle and cut back required shrubbery and prepare ground levels at 120 Watergall (Pyramid Community Centre) . <b>Response:</b> by 7 <sup>th</sup> March 2019. <b>Resolved:</b> That as everyone present had declared an interest in this matter, and that the Council were the owners of the Centre and it was there application we would not discuss the application and leave the decision to the Planning Officer.
<b>147. To receive a report from the City Councillors</b>	
<b>147.1</b>	Cllr Martin was not present and had not sent a report.
<b>147.2</b>	Cllr Ellis said that there were several matters that he had been dealing with as follows: <ol style="list-style-type: none"> <li>1. Fly Tipping</li> <li>2. Car parking issues. It seemed hospital staff were parking in Bretton and walking across to work. There were also problems with parking in and around schools.</li> <li>3. Peterborough City Council were pressing on with trying to resolve the issue of the derelict Silver Jubilee Public House.</li> <li>4. It was understood that the Roundhead Public House together with the car park had been sold and would now form part of the planning application to turn that site into housing with car parking spaces.</li> </ol>
<b>147.3</b>	Cllr Warren reported on the following: <ol style="list-style-type: none"> <li>1. He had had meetings with residents at Heltwate regarding traffic and parking issues and has contacted the Masons to ask for help with a parking plan.</li> <li>2. He is also looking at the issue of beggars at Bretton Centre and encourages residents to contact the Outreach team if they are concerned about anyone begging.</li> <li>3. He reports that there is a meeting next week regarding the possibility of extending the 40mph from Bretton Way to include the Marholm Crematorium. Scott is also looking at the issues of the Silver Jubilee and paths in Bretton Park and South Bretton playing fields. He is currently lobbying PCC about getting all the parking bays in Bretton painted with white lines to improve parking.</li> <li>4. He has requested that Letco look at replacing the missing bins in Bretton Park and in the on playing fields near Drayton. He has also requested that we have bins from the underpass in Norburn/Risby to Bretton Park where there is currently no provision.</li> <li>5. Cllr Warren would like to thank the public for the information that they provided in help bust the ten drug dens in Bretton this month and asks that residents please keep up this valuable intelligence.</li> <li>6. He reports that the third phase of the City Council budget is due to be discussed at full council next week. The budget is more focussed around procedures and processes than any direct cuts. The cuts to the bus services will not affect any of the current services that are operating in the area.</li> </ol>
<b>148. Clerks Report and to note the present income and expenditure report</b>	
<b>148.1</b>	The Clerks report has been circulated and there were no questions. He had also circulated the budget spreadsheet showing what we have spent and received to date.
<b>149. To discuss a request from Charity Scope, helping to find new locations for, and to further expand their network of textile recycling banks</b>	
<b>149.1</b>	An e-mail from Scope had been circulated in advance. In view of the lack of time it was agreed that if any Councillor had a suggestion where the recycling banks could be sited, they should let the Clerk know. He would then send those details on.
<b>150. To discuss the following matters in relation to the Pyramid Community Centre:</b>	

	<p><b>150.1 To receive an update.</b> There were several updates which were:</p> <ol style="list-style-type: none"> <li>1. The work on the floor in the main hall was starting on Monday 4<sup>th</sup> March and would take a week to complete which included two days for the floor drying. All regular users had been informed and some were cancelling whilst others were using the smaller rooms.</li> <li>2. At the weekend Denise was helping by opening and closing the centre. She reported to the Clerk that when she went to lock up there was a group still in the hall. This was clearly well beyond the time they had booked, and she did not know what to do about it.</li> <li>3. The boiler in the kitchen, under the sink, had been replaced.</li> <li>4. In view of the fact that we had paid for the electrical work we had spent to date, including the payments on the agenda, the sum of £20,403.53 and we had received the sum of £16,982.00 in this financial year. The Clerk explained that we had still not been paid for some of the January invoices and we still had to send out the invoices for this month. A copy of the accounts was circulated.</li> <li>5. The Clerk had, had a recent meeting with BusinessWatch and signed a contract allowing them to be responsible for maintaining and servicing the intruder alarm, fire alarm, fire extinguishers and CCTV as well as the security lighting. The Clerk was asked to give a name for the main key holder and gave his details and that of Debbie Holmes as the secondary key holder. This meant that in the case of a burglary or fire the Clerk would be contacted first and if he was not contactable, they would telephone the Assistant Clerk. It was suggested that BusinessWatch could take over that responsibility and as we were an established customer, we would get a discount for the office and community centre. An e-mail was received setting out the cost which was: <ul style="list-style-type: none"> <li><b>Description of Services</b> Provide the first response and keyholder service to all intruder and fire alarm activations, liaise with the emergency services as necessary. We would require 2 sets of keys to each building</li> <li><b>Benefits to BPC</b> This would mean that Bernard and Debbie would not be going out to potentially dangerous situations in the middle of the night.</li> <li><b>Investment Costs</b> Keyholder registration and service fee £ 25 + VAT per premises per month One off installation of POLICE approved key-safe £ 145 + VAT ( this provides the response units to be dispatched straight to site )</li> <li><b>Discount</b> We are very happy to provide you with a 20% discount on all of the above pricing due to our long-term relationship and there are 2 premises. This makes the new monthly cost £40 + VAT per month and one-off installation costs of £ 232 + VAT</li> <li><b>Resolved:</b> that the quote be accepted but the Clerk to ascertain first if there could be one key safe as both buildings were very close to each other and this would save some money</li> </ul> </li> </ol>
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150.2	<p><b>To consider the quote for a new gas boiler and the yearly service charge.</b> The Clerk had been looking on the internet for companies who installed boilers. This prompted one to telephone him and to explain that at the moment the boiler could be replaced with a grant of 25% from the government. They had been out to see the present boiler and to provide a quote for a new one. The quote had been circulated in advance to the Councillors. It was explained that the Clerk had also been in touch with Peterborough City Council to try and see if there was any funding available from the Council and if they knew how old the boiler was. They had come back to say the boiler was installed in 1985. At the moment they were looking to see if there was any funding available. <b>Resolved:</b> That before a final decision is made the Clerk to obtain 2 more quotes as it was felt that the price quoted would be inflated by the fact that we are being offered interest free terms. The Clerk was also to ascertain if we could apply to the Community Fund grant for help with paying the balance after receiving the grant from the Government.</p>
150.3	<p><b>To consider a quote for grass cutting.</b> The Clerk explained that he had met with a person from the Community Payback Team to see if they would help and cut the grass. On arrival at the centre he said that he could not commit to cutting grass. As a result, the Clerk contacted a Chris Harris who cuts the grass at Thurlby Cemetery to see what he would charge and or if he was interested in undertaking the work. He came out to see the grassed area and said that as the grass had not been cut for some time now and shrubs were starting to grow in the grass the first cut would take longer, and he would charge £50 for that cut and thereafter £40 a cut. Mr Harris said that he anticipated cutting the grass once every three weeks. <b>Resolved:</b> That the quote be accepted on the basis that it is to be ascertained that Mr Harris had public liability insurance in place.</p>
150.4	<p><b>To receive an update on the electrical testing and our dealings with Peterborough City Council.</b> The Clerk explained that he had received a very detailed report from Old Court Electrical and this showed that they had found 122 faults which needed to be resolved. Rather than writing direct to Mrs Beasley the Clerk contacted Bill Tilah and Cate Harding giving them notice that he had instructions to write to Mrs Beasley, but he was giving them notice first to see if there was any possibility that a resolution could be found. This met with a favourable response as he had met with Gareth Scott-Bell who had taken a copy of the report and said that he would be investigating this. The Clerk pointed out that someone from Old Court Electrical would be willing to meet with someone to go through the report and explain what in their opinion was work that should have been dealt with before the Transfer. The Clerk is still waiting for an update.</p>

150.5	<p><b>To receive an update on the position of applying for a grant for work to be carried out.</b> An application for a grant was being prepared but the contractor asked to see the asbestos report. This was made available and it became clear that there was asbestos in the boards above the canopy at the front and back of the building. As a result, they were reluctant to do any work in either place until the asbestos had been removed. The Clerk had been in touch with Peterborough City Council about this matter and that resulted in a meeting taking place with the asbestos expert from Amey and the contractor. The Clerk was asked to get a quote for the removal of the asbestos and he met with another contractor he pointed out that the report said that it was not definite that asbestos was in the boards but that it was presumed and that it was not a licensed asbestos which meant that the cost of removal would be less than licensed asbestos. We are awaiting a quote, but the clerk was informed that it was likely to be in the region of £2500 for removing the boards back and front. Peterborough City Council were made aware of this and Amey have arranged to carry out their own inspection. The Clerk explained that he had written to Peterborough City Council explaining that if they did not remove the asbestos, as we could not afford to do so, we could not even re-decorate the boards as no one would want to work on them despite the paint peeling away from the boards. So whatever work we had done in trying to make the place look inviting there would still be a very scruffy entrance. He was hopeful that a favourable decision would be made soon.</p>
150.6	<p><b>To discuss the quote for a baby changing facility to be installed in the disabled toilet.</b> The Clerk explained that he had been in touch with Richards Refurbishments for a quote. They have come back saying that the cost of the Horizontal wall mounted baby changing table is £ 200 + vat = £240.00. The cost of fitting the above-mentioned changing table is £ 150.00 + vat = £180.00. <b>Resolved:</b> that the Clerk obtain 2 more quotes as the one obtained seemed to be on the high side.</p>
<p><b>151. To discuss matters relating to Unit 3 to include:</b></p>	
151.1	<p><b>Putting up items on the walls.</b> An e-mail passing between Pyramid Pioneers and Guides had been received and circulated to all Councillors. Apparently, any item put on the wall by the Guides was taken down by Pyramid Pioneers and allegedly with the permission of the Chair C Lee. The Guides felt very let down by the lack of support from the Parish Council. It was pointed out that last summer it was agreed that nothing should be placed on the wall as it was damaging the plaster. This was still the case, but it was not the case of saying it was because of the content of the information but simply because of the walls being damaged. It was suggested, as before, that we supply and fit three large boards on the wall for each user of Unit 3 having one each to use with no other user being able to remove anything from another's board</p>
151.2	<p><b>To consider a request from Pyramid Pioneers for a new Hoover.</b> In view of the fact that no one from Pyramid Pioneers was present it was agreed that this matter be adjourned.</p>
151.3	<p><b>To consider replacing the carpet squares for alternative flooring.</b> The Clerk had been in touch Roger Hyde Flooring as they did various floor coverings and they had replied with various suggestions. This had been circulated in advance. The Clerk explained that one of the suggestions should be ignored as it was the same as the material at present in the unit around the kitchen area. It was agreed that he would take the measurements and send that to the contractor and get a price before a decision is made. This matter to left in abeyance until we knew if we intended to stay in Units 2 and 3 and if we were going to increase the rent.</p>
<p><b>152. To consider any project we could spend funds on using the CIL received.</b></p>	

152.1	It was agreed that there were no projects on-going at the moment other than our request for a grant for a MUGA and as such we should see how that is resolved before we consider this aspect further.
<b>153. To consider a date and speaker for the Annual Parish Meeting and a date for the Annual Meeting of the Parish Council (year of election)</b>	
153.1	The Clerk pointed out that this was on the agenda as the rules were slightly different in the year of an election. The rules state that in normal years the Annual Meeting of the Parish Council must take place in May but in the year of an election this must take place on the fourth day after the election or within 14 days thereafter. <b>Resolved:</b> that the Annual Meeting of the Parish Council would be held on Tuesday 14 <sup>th</sup> May 2019. With regard to the Annual Parish Meeting it was agreed that every Councillor would give careful consideration and thought to a possible subject for discussion or a possible speaker. The matter to be dealt with at the March meeting.
<b>154.</b>	<p><b>154.1 To note current state of finances</b></p> <p><b>154.2 To approve expenditure–</b>  £881.52 – Enterprise Managed Services Ltd (Bulky waste charges in South Bretton)  £881.52 – Enterprise Managed Services Ltd (Bulky waste charges in North Bretton)  £830.84 - Can Do Communities (Seniors lunch club support)  £1650.00 – Roger Hyde Flooring Ltd (50% deposit for work to be undertaken)  £25.00 – Europress Litho Printers Ltd (flyer for community radio)  £5.15 – Hereward Stationers &amp; Printers Ltd (command hanging strips)  £50.81 – Old Court Electrical (Remove and replace new cooker in Unit3)  £171.00 – Enviro Loo (25% deposit for hire of loos for festival)  £3687.15 – Staff salaries  £1255.84– Pension Contributions  164.99 -Direct365 (waste collection charges &amp; duty of care)</p> <p><b>154.3 Payments for Pyramid Community Centre</b>  £354.00 - Dalrod (survey plumbing system)  £15.59 – Hereward Stationers &amp; Printers Ltd (power bleach)  £23.99 – Hereward Stationers &amp; Printers Ltd (Blue paper for cleaning)  £75.26 – Hereward Stationers &amp; Printers Ltd (toilet rolls and cleaning materials)  £1378.69 – Old Court Electrical (electrical rectification works)  £56.94 – Old Court Electrical (PAT testing)  £107.99 – Direct365 (waste collection charges)  <i>[ ]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</i></p> <p><b>154.4 Payments made by Government Preferment Card –</b> £11.28 – Microsoft (One Drive)  <b>154.5 Payments made by Direct Debit –</b> £392.15 - BES (Electricity charges)  £20.40 – BT (mobile charges)</p>
154.1	<b>Resolved:</b> That the above payments be made:
<b>155. Any Other Business – Reminder by Law – information exchange only no decisions can be made</b>	
155.1	Cllr Bhatti said that he thought our website looked rather tired and dated and needed updating. The Clerk pointed out that if there was an item that was either out of date or needed to be amended then he should be informed, and he would ensure that the information was amended. The Clerk was told that this was not the real problem as it was a site that was difficult to navigate and looked out of date. It was agreed that this matter be put to GP to deal with.
155.2	There being no further business the meeting was formally closed at 21.35

<b>156.</b>	The date of the next meeting – to be held on <b>Tuesday 26<sup>th</sup> March</b> at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.

DRAFT