

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min18-07) held on
the 22nd January 2019 at 7.30 p.m. at the Pyramid Community
Centre, Bretton.

Present:

Councillors: A Ellis, P Gatward, C Lee, (presiding), J Merrill, S Martin, C Rudd, M A Stanton and S Warren

Others: B M Champness (Clerk)

Not Present: J Bhatti and J Johnson.

	Open Forum
	There were no residents present so there was no open form and the meeting was formally opened at 19.34
121.	Apologies for absence, acceptance of Apologies & noting of resignations received.
121.1	Apologies were received from J Hayes (work) L Aldridge (ill health) D Defraime (personal)
121.2	Resolved: Apologies as listed above were accepted
121.3	It was reported that Matthew Clements had resigned from the Parish Council. We could advertise the vacancy, but we would not have to fill the vacancy as it was less than 6 months to the next election. Resolved: To leave the vacancy open until the Local Elections.
122.	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
122.1	There were no declarations of interest.
123.	Minutes of the Meeting of the Parish Council held on the 27th November 2018 (18-06)
123.1	Resolved: That the minutes of the Meeting of the Parish Council held on the 27 th November 2018 be signed by the Chair as a correct record
124.	Matters to report from those minutes– <i>restricted to items not listed elsewhere in the agenda</i>
124.1	There were no matters to report
125.	Reports from Committees and Representatives.
125.1	To note the Finance Committee meeting held on the 7th January 2019 (Fin18-05). This did not take place as the meeting was not quorate.
125.2	To note the P&E Committee meeting held on the 8th January 2019 (P&E18-05) Cllr Ellis went through the draft minutes. Cllr Gatward referred to no waiting restriction in School Close and wanted to know what our position was. The Clerk explained that he had sent a response setting out our observations and that we had been contacted by a resident who wanted the restrictions changed to the other side of the road. It was left to the City Council to decide.
125.3	To note the Festival Committee meeting on the 9th January 2019 (BFC 18-02) Cllr Rudd went through the draft minutes. There were no matters arising.

125.3.1	To approve the recommendation that the deposit to secure the Soundstage, the Climbing Wall and Laser Tag as well as the porta loos are paid now The Clerk had circulated details of the deposit and it was resolved they should be paid.
125.4	To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council. There were no reports to be given.
125.5	To receive a report from any Working Party. There was no report to give.
126.	Planning Applications: To Approve
126.1	There were no planning applications to approve.
127.	To receive a report from the City Councillors
127.1	Cllr Martin explained that the full council meeting would take place on the 23 rd January and there was nothing to report.
127.2	Cllr Ellis said that he together with Cllr's Martin and Warren had met several residents to discuss car crime in Adderley and Ellindon. This was well attended and considered to be a success. PCSO Lloyd Ledgister attended. It was understood that he was the only PCSO assigned to Bretton. Also, present was the City Council Enforcement Officer Claire George. Cllr Ellis went on to say that he understood that the Parish Council used to set aside budget for overtime for PCSOs in Bretton. The Clerk explained that for years now the various inspectors had decided against taking advantage of this offer. As a result, we have reduced the budget item to a nominal sum. Fly tipping was still a problem, but all three City Cllr's reported these issues. He explained that he has recently attended a Parish liaison meeting where it was disclosed that money was available for grants from the communities fund. We should be told about this shortly. The Clerk explained that this had been included in the Clerk's report as this information has been received. A discussion took place about whether we could apply for this grant to assist with festival costs and the cost of the MUGA. Whilst discussing the MUGA, the Clerk explained that the grant to Wren was submitted in December and he has been asked to supply further information which he has done. They have now requested further information and suggested that Peterborough City Council become the lead applicant. We have been given until the 25 th January to supply the information. It was resolved that the Clerk could send a letter to WEN confirming that the Parish Council would be responsible for the Third-Party Funding.
127.3	
128.	Clerks Report and to note the present income and expenditure report
128.1	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.
129.	For any Councillors to be appointed onto the Festival Committee, P&E Committee and Finance Committee
129.1	Cllr Lee was appointed to the Festival Committee. Cllr Stanton was appointed to the P&E committee. Cllr's Ellis and Rudd were appointed to the Finance committee.
130.	To discuss the following matters in relation to the Pyramid Community Centre:

130.1	<p>To consider the income received and expenditure made in this financial year The Clerk had circulated a report from Scribe showing the income received and spent to date. He pointed out that there was a slight discrepancy between this document and the budget spreadsheet as the spreadsheet showed that the insurance premium had been divided between the office and Community Centre, but this had not been done on Scribe. He said that Councillors should be aware that they own the building and it is down to them to ensure it is safe and well maintained. He was not convinced that the Centre should be paying for things such as the installation of the CCTV, replacing damaged windows as if a Charity was running the hall then what we be expected to pay and what would we expect or want those tenants to be paying.</p> <p>The Clerk pointed out that he had some bad news.</p> <p>Following on from the November meeting Old Court Electrical was asked to do an electrical test at the centre and they spent two days testing all circuits and sockets. Unfortunately, they found numerous faults. Although there were several C1 faults the people using the centre were not in immediate danger and it was thought not appropriate to shut down the centre until the works were completed. A decision had to be made quickly and they were asked to come back as soon as they could to rectify the faults, which they did over a two-day period on the 17th and 18th January. Most of the faults had been rectified but they would be coming back on the 31st January to complete them. It appeared that many of the faults were not down to wear and tear but by bad workmanship by the previous electrician who had signed off the report 5 years ago that the work was in good order and in a safe condition. Likewise, the recent work undertaken by Peterborough City Council did not conform to the then regulations. The Clerk suggested that once we received the bill that he be given permission to write to the Chief Executive of Peterborough City Council demanding an explanation and that they pay for some of the work undertaken. Resolved that this should be done once the account has been received.</p> <p>The Clerk also explained that the fire alarm system was now working, and he has started to do a weekly check. Unfortunately when inspecting the fire extinguishers and the intruder alarm there were a number of faults and they were coming back on the 24th to complete the work.</p>
130.2	<p>To consider the quote for carrying out work on the floor and to approve the same. The Clerk circulated a quote from Roger Hyde Flooring Ltd and explained that in his opinion the floor now needed to have work carried out on it. The floor was a good selling point on hiring out the hall and at the moment a great deal of work and time was spent on trying to keep it clean and looking good. Resolved: that in principle the Council would consider this work being undertaken but another quote was needed to be obtained.</p>
130.3	<p>To consider a request that a repayment be made regarding an overpayment of fees. The Clerk explained what has happened to warrant a request for an overpayment of fees to be refunded. There was a long discussion and eventually it was agreed that the overpayment should be correctly calculated and rather than fees to be paid back a possible solution was not to charge fees for booking until the payment had been cleared.</p>

130.4	<p>To receive an update on the planning application regarding fencing. The Clerk explained that the application for planning permission had been submitted with the help of Cllr Rudd. This had been acknowledged by Peterborough City Council. However, this morning a letter had been received stating that they could not validate the application for 3 reasons, which were:</p> <ol style="list-style-type: none"> 1. We had overpaid and they would need to refund some of the fees submitted 2. They wanted details of the fencing with a fencing specification from the manufacturer which would show the measurements and materials used and 3. The plan submitted would not be accepted as it does not show at least 2 named main roads and all surrounding buildings or land. They suggested we obtain a plan from Ordnance Survey which they could provide. <p>The Clerk explained that he had never heard that over paying the charges was a reason to not validate the application. He could understand if there was an underpayment. He had been in touch with the contractor about the fencing who would write to us or the Planning Officer direct. The Clerk had applied to Peterborough City Council for a map and paid £27 and once the plan was received this would be submitted.</p>
130.5	<p>To consider employing a gardener. The Clerk explained that he had been in touch last summer with the Community Pay Back team asking if they would cut the grassed area on a regular basis. They seemed interested but despite reminders nothing further had been heard. He explained that it was unlikely that a resident with a small lawn mower could undertake this work as the area was too large. Cllr Martin said that he had been approached by the previous tenants who complained that the grass was never being cut. The Clerk explained that it had been cut on a regular basis up until July 2018 when Peterborough City Council stopped being responsible for paying the various charges associated with the centre. It was agreed that as Cllr Warren was in touch with the Community Pay Back team he would do what he could to see if they could help out.</p>
130.6	<p>To consider request for storage space at the centre by users and whether we should charge extra for this space. There was a discussion about various users wanting cupboard space and one large cupboard had become available which could be offered to the St John Ambulance. At the moment they were using the room which was once the thrift shop as a store cupboard and office. This meant we could not hire that room out to anyone else even if we wanted to. It was agreed that they should be offered the cupboard but if they wanted to use that room then they would have to pay for its exclusive use which would compensate us for not receiving rental from another user. It was resolved that this matter be dealt with by the Finance Committee.</p>
130.7	<p>To consider installation of fridge freezer. The Clerk explained that at the November meeting it was agreed that the Lunch Club could replace the existing fridge/freezer with another new integrated fridge/freezer rather than a stand-alone fridge/freezer. Unfortunately, they had been given a new stand-alone fridge/freezer which did not fit properly. Instead of returning this they wanted to know if it could be placed in the hallway from the kitchen to the back. The Clerk explained that the latter course was not feasible as the hallway was too narrow, it had no electricity sockets and it would stop people being able to get past. Resolved that the unit would have to be returned and replaced with an integrated fridge/freezer. It should be made clear that Bretton Parish Council were very grateful to the lunch club in wanting to help out and get new equipment in and they hoped that the matter could be resolved.</p>

130.8	<p>Should we have baby changing facilities and if so will the Parish Council fund this? The Clerk explained that his daughter pointed out that we had a few groups who had babies and toddlers using the centre, but we did not have baby changing facilities. He did not know if this was a legal requirement and if it was not should we have one installed. Resolved that a quote be obtained to have one installed in the disabled toilet.</p>
131. To receive an update on the Copeland Community Centre	
131.1	<p>The Clerk said that he had a meeting last month at the Copeland Community Centre with members from Peterborough City Council and from the group that ran that Centre. Whilst nothing to do with the centre there was one criticism from the group and that was that Bretton Parish Council did not do anything for South Bretton as it appeared to them that their only interest was North Bretton. The Clerk tried to point out what we did and were doing in South Bretton.</p> <p>After a long discussion the group were told that as from 1st April 2019 Peterborough City Council would not be paying any of the outgoings on the Centre and this would have to be the responsibility of the group. Peterborough City Council said that they wanted to see that a well run and thriving community centre was retained but they did not want to continue as the landlord of the building and were suggesting this to given to Bretton Parish Council and the group continue to run the centre as they do now. The group said they had never received any documentation from Peterborough City Council regarding a lease or transfer. This was denied by Peterborough City Council so it was left that the committee be sent another copy of the paperwork they had previously sent out so they could consider if they were happy to proceed on either option.</p> <p>The committee came back a few days later to say they did not want to work with either Peterborough City Council or Bretton Parish Council and were going to discontinue running the centre. Peterborough City Council were now going out to tender to find a charity willing to run the centre but on the basis that they would like Bretton Parish Council to be the landlord.</p> <p>The Clerk explained that a decision by the council was not needed but they should be aware of the situation as it was likely we would soon get a message asking us to make a decision.</p>
132. To consider a clothing policy for Lengthsman/volunteers	
132.1	<p>The Clerk explained that he was being asked if Bretton Parish Council could provide clothing and in particular waterproof clothing for the lengthsman. Currently we have no policy in place and the Clerk felt that a policy should be in place. He had purchased a coat for one of the workers in July 2017 and both had been given appropriate footwear. In principle it was agreed that we should provide waterproof coats, but it was agreed that this matter be referred back to the Finance committee to deal with.</p>
133. To appoint cheque signatories	
133.1.	<p>As Matthew Clements had resigned, we needed at least two more signatories. It was explained that we wrote very few cheques now, but signatories were still needed. The present signatories were the Clerk and Cllr Lee. It was agreed that Cllrs Hayes and Warren would be added as signatories.</p>
134. To appoint a Councillor to check through Standing Orders and Direct Debit Payments as well as the bank statements.	
134.1	<p>It was explained that Cllr Clements had previously dealt with this and it was agreed that Cllr Warren would now undertake this task.</p>
135. To consider any project we could spend funds on using the CIL received.	

135.1	<p>It was explained that this item was and had been on the P&E agenda, but it was felt it should be opened up to the full council. The following suggestions were made for the Clerk to check with Peterborough City Council as to whether or not we could use CIL:</p> <ol style="list-style-type: none"> 1. Help towards the MUGA 2. For undertaking work on refurbishment at the Community Centre 3. A marquee for use at the festival each year
136. To consider whether Clerk and Assistant Clerk should attend the SLCC Practitioners Conference on the 14th and 15th February 2019	
136.1	<p>The agenda for the two-day conference was circulated for Councillors to consider. The Clerk explained that we had £700 in the budget for this. Resolved: that one or both the Clerk and assistant Clerk attend this conference.</p>
137. To consider the request for assistance for asylum seekers	
137.1	<p>Cllr Hayes had been contacted by someone who was a Trustee at Extended Hands for financial help for Asylum seekers. The e-mails had been circulated in advance. The Clerk explained that he had sought advice from the SLCC who said that we could help and had powers under Sec 137 (3) which states that a financial contribution can be made to any charitable body in furtherance of its work in the UK or that the funds of any body which provides any public service on the UK otherwise than for the purposes of gain. We could not under this power make a financial provision for one person. It was agreed that we would send them a grant application and the application would be considered on its merits.</p>
Cllr Rudd left the meeting at 21.30	

138.	<p>Matters of Finance –</p> <p>138.2 To approve expenditure–</p> <p>£5456.98 – Staff salaries (December)</p> <p>£1279.45 – Pension contributions (December)</p> <p>£22.56 – HMRC (attachment payments) (December)</p> <p>£3074.78 - HMRC (PAYE & NI) October November & December)</p> <p>£25.38 – Hereward Stationers & Printers Ltd (year planner and note pads)</p> <p>£881.52 – Enterprise Managed Services Ltd (Bulky waste collection in South Bretton)</p> <p>£330.00 – Enterprise managed Services Ltd (inspection of play equipment)</p> <p>£1006.74 – Glasdon UK Ltd (spaceliner orderly barrow payable from CIL monies)</p> <p>£960.00 – Old Court Electrical (3-year electrical inspection at Unit 2)</p> <p>£46.98 – Old Court Electrical (3-year electrical inspection in Unit 3)</p> <p>£0.99 – Mrs D Holmes (cards for staff members)</p> <p>£75.00 – B M Champness (gift vouchers for volunteers)</p> <p>£622.80 – Europress Litho Printers Ltd (Art work and printing of Gazette)</p> <p>£25.20 – Europress Litho Printers Ltd (3 bin stickers for new barrow)</p> <p>£112.68 – Europress Litho Printers Ltd (artwork, fitting and providing one-way vision for Access Community Radio)</p> <p>£585.75 – PCK Marketing (distribute Gazette and Better Bretton insert)</p> <p>£ 7.33 – B M Champness (cleaning materials for office)</p> <p>£5.00 – B M Champness (gloves for cleaning purposes)</p> <p>£867.52 – BusinessWatch (various yearly testing charges)</p> <p>£103.38 – Cartridge Save (image drum for Oki printer)</p> <p>£1800.00 – Perlow Estates (4th Qtr rent)</p> <p>£494.02 – Perlow Estates (Insurance contribution)</p> <p>£173.79 – Perlow Estates (service charges)</p> <p>£175.44 – Wave (water rates)</p> <p>£69.30 – APS (payroll services)</p> <p>£119.98 – Hereward Stationers & Printers Ltd (ink for coloured printer)</p> <p>£74.40 – Hereward Stationers & Printers Ltd (black ink for coloured printer)</p> <p>£251.00 - Planning Portal (planning application fee)</p> <p>£2.29 – B M Champness (cleaning materials for office)</p> <p>138.3 Payments for Pyramid Community Centre</p> <p>£1711.44 – SSE (gas for Centre)</p> <p>£323.86 – SSE (electricity for Centre)</p> <p>£94.80 – Office Furniture (chair trolley)</p> <p>£14.60 – B M Champness (set of keys for Centre)</p> <p>£71.95 – Hereward Stationers & Printers Ltd (cleaning materials for Centre)</p> <p>£22.79 – Hereward Stationers & Printers Ltd (bumper blue rolls)</p> <p>£1.50 – Mrs D Holmes (refund of charges paid by customer)</p> <p>£418.00 – Peterborough City Council (Rates)</p> <p>£102.36 – Direct 365 (waste collection charges)</p> <p>£3.00 – B M Champness (battery for shutter in kitchen)</p> <p>£135.95 – Wave (water rates)</p> <p>£36.00 – BusinessWatch (security fees)</p> <p>£36.00 – BusinessWatch (security fees)</p> <p>£354.00 - Dalrod (survey plumbing system)</p> <p><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>138.4 Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive)(January)</p>
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	<p>138.5 Payments made by Direct Debit – £60.54 – BT (telephone charges) £192.29 BES (Electricity charges for office December) £162.41 – BES Electricity Charges January) £11.28 – Microsoft (Microsoft office) (Card) £99.85 – Cartridge Save (toner cartridge) (card) £118.56 – BT (broadband and internet) £20.40 – BT (mobile charges x 2) £61.02 – BT (telephone charges) £146.80 – Direct365 (trade waste fees) £238.44 – BT (Telephone & Broadband for Centre</p>
138.1	<p>Resolved: That the above payments be made with the exception of the following payments as they would be correct and included in the Finance agenda next month: £5456.98 – Staff salaries (January) £1279.45 – Pension contributions (January) £22.56 – HMRC (attachment payments) (January</p>
139.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
137.1	There being no further business the meeting was formally closed at 21.35
140.	The date of the next meeting – to be held on Tuesday 26th February at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.