

Bretton Parish Council
Minutes of the Annual Meeting of the Parish Council (Min19-01)
held on the 14th May 2019 at 7.30 p.m. at the Unit 3 , Pyramid
Shopping Centre, Bretton

Present:

Councillors: L Aldridge, J Bhatti, C Burbage, W Dry, A Ellis, A Gasparutti, J Hayes, M Horrell, J Johnson, C Lee, (presiding), S Martin, J Merrill, J Riddler, K Riddler, M A Stanton, R Strangward, and S Warren

Others: B M Champness (Clerk) Tom Reason (resident) Rebecca Allen Resident)

Not Present:

Open Forum	
<p>Tom Reason wanted to address the council about transparency and openness. It seemed to him that material was not being published and without knowing why the lack of information looked suspicious. He would like the Parish Council to consider changing its outlook by saying that they would like to exceed expectations.</p> <p>He explained that he has seen that we have a Social Media policy, but he felt it was prohibitive as it seemed that Councillors could not respond to questions on social media.</p> <p>He also noted that over the last few months the attendance of Councillors at meetings had reduced fairly dramatically and whilst he understood why some Councillors could not attend, he was not impressed with what had been going on. He wondered if the Council could take a more robust approach to trying to ensure that Councillors attended. It was pointed out to him that Councillors had to give apologies and if they were not given or accepted for a continuous period of 6 months then they are excluded from being a Councillor. This was not what we had put in place, but these were the rules that we were governed by. It was suggested by a Councillor that perhaps these issues could be looked at by the GP Committee.</p>	
<p>Cllr Lee said that she thought it appropriate to point out a few things as we had 6 new Councillors. She was speaking as the existing Chair of the Council. The Council meeting was a formal meeting and Councillors had to speak through the Chair. They needed to put up their hand and wait to be allowed to speak which would prevent a free for all taking place. There would be a few items on the Agenda where people would be asked to join a committee and they needed to know that Full Council was held on the 4th Tuesday of each month excluding August and December. Finance was held on the first Tuesday of each month, P&E was held on the 2nd Tuesday of each month, GP on the 2nd Monday of each month and the Festival meeting was held on the 2nd Wednesday of each month during October to July. The Councillors were reminded that the Festival will be held on Saturday 6 July and their help and support is expected. Each Councillor would have in front of them a Councillor Pack which was a complete set of the relevant procedural documents that we acted by and there was a loose page which explained how correspondence was dealt with and should be dealt with. Cllr Lee suggested that it would be appropriate for each Councillor to formally introduce themselves which they did.</p>	
<p>The meeting was formally opened at 19.44</p>	
1. Election of Chairperson	
1.1	<p>Both Cllrs Lee and Warren were nominated and a secret ballot was held which resulted in 11 votes for C Lee and 6 votes for S Warren. . Resolved that Cllr Lee be elected as Chair for the forthcoming year</p>
2. Declaration of Acceptance of Office for Chairperson	
2.1	<p>Cllr Lee signed the Declaration of Office which was witnessed and signed by the Clerk.</p>

3. Election of Vice Chairperson	
3.1	Cllr Ellis was proposed and seconded. An amendment was made to propose Cllr Warren. A secret ballot was held which resulted in 9 votes for A Ellis and 8 votes for S Warren. Resolved that Cllr Ellis be elected 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: - A Ellis, M A Stanton, C Burbage, W Dry, S Martin, R Strangward and J Merrill.
4.2	Finance Committee – 8 representatives
4.2.1	It was resolved that the following Councillors would be on this committee: - A Warren, J Hayes, C Lee, A Gasparutti, A Ellis and J Merrill.
4.3	General Purposes Committee – 8 representatives
4.3.1	It was resolved that the following Councillors would be on this committee: - L Aldridge, J Johnson, M Horrell, M A Stanton, K Riddler, J Riddler, C Lee and C Burbage.
4.4	Festival Committee – representatives to be nominated in September. The Clerk explained that currently we only had 4 councillors on this committee with one non-councillor with a possible other member. We were looking to see if there was any Councillor wishing to join the committee until the festival on the 6 th July. Cllr K Riddler agreed to be on this committee.
4.5	Press Officer
4.5.1	It was resolved that the Clerk B Champness be appointed with Cllr L Aldridge his assistant.
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 Bhatti as deputy • Police Panel. There was no need for an appointment of a Councillor. .
5. Cheque signatories and banking arrangements	
5.1	It was resolved that Councillors Lee, Hayes, Warren and Ellis would be the cheque signatories. It was understood the Clerk should be 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, the standing orders for the various committees, the Complaints Policy and Risk Assessment.	

6.1	The Standing Orders had not 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. The Standing Orders for various committees and the Complaints Policy would be referred to GP to deal with and to make a recommendation to the Full Council.
7. Apologies for absence, acceptance of Apologies & noting of resignations received.	
7.1	There were no apologies as all were present.
7.2	The Clerk explained that the he had taken advice from Peterborough City Council on whether or not we had to advertise the three vacancies in South Bretton giving the residents the opportunity to call for an election or whether we could advertise the vacancies and which would be filled by co-option. Peterborough City Council advised we could advertise for the vacancies to be filled by co-option which would mean we could co-opt at the June meeting.
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	No one declared an interest on any matter on the Agenda although Cllr Warren and Ellis said that they had spoken to the person who was applying for the grant under Item 21
9. Minutes of the meeting held on the 28th March 2019 (18-09)	
9.1	Resolved: That the minutes of the meeting held on the 28 th March 2019 be signed by the Chair as a correct record after Item 170 was amended to show that the Annual Meeting of the Parish Council would be held on the 14 th May and the Annual Parish Meeting would be held on the 21 st May.
10. Matters to report from those minutes– <i>restricted to items not listed elsewhere in the agenda</i>	
10.1	There were no matters to report on those minutes
11. Reports from Committees and Representatives.	
11.1	To note the Finance Committee meeting held on the 15th April 2019 (Fin18-08) Cllr Hayes went through the draft minutes and there was nothing to report.
11.2	To note the P&E Committee meeting held on the 9th April 2019 (P&E18-08) This meeting did not take place
11.3	To note the Festival Committee meeting on the 10th April 2019 (BFC 18-04) Cllr Aldridge went through the draft minutes. One question was asked about how it was expected that cakes would be left in a cool place. It was explained that contestants would be told the cakes would be left in a tent and it was down to them to keep them in a cool place.
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 consider the Training Policy and what training councillors can or must attend.	

	12.1	It was explained that we had a training policy in which it was agreed that Councillors old and new would undertake such training as was considered appropriate whether you were a Councillor, Chair of the Council or Chair of a Committee. As we had 6 new Councillors it was felt that if and when training became available, they would attend or alternatively we could hold training sessions in Bretton and invite other Council to attend. This would reduce our costs as they would have to pay us a fee for attending. Once details of training courses became available Councillors would be informed
13. To consider whether we re-join CAPALC and pay the yearly subscription of £1099.50		
	13.1	The Clerk explained that he had placed this on the agenda rather than correspondence as it was connected to the above item. At the moment we were receiving advice from LALC through the Clerk's involvement with another Parish Council in Lincolnshire. Unfortunately, we could not take advantage of their training sessions as we were in another County. The Clerk had been in touch with CPALC to see what the cost of training would be if we were not members and they had supplied cost for both being and not being a member. The costs of training was halved if we were member and although the joining fees were rather high we would save a substantial amount of money in training fees if we booked these sessions. Resolved that we would join CPALC at the cost of £1099.50 and a training course would if possible be arranged in Bretton.
14. To consider whether or not we adopt the General Power of Competence and if so to agree that the Clerk undertake the additional module in CiLCA		
	14.1	The Clerk had circulated a rather complex paper explaining the rules relating to General Power of Competence. He had received an easier to read and understand document that he would circulate to all. Briefly at the moment we were restricted on how we spent our money as we had to have a power to do so and if not, we had to use Sec 137 of the Local Government Act 1972 which was rather restrictive. The General Power of Competence gives a council the power to do anything that individuals generally may do.as long as they do not break the law. It made decisions that much easier and the Clerk did not have to find ways of ensuring that we had a power to make a payment. There were two criteria for eligibility to use this power. One was that the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of Councillors, which we did in Bretton. The other was for the Clerk to be qualified. He had spoken to SLCC who had advised that whilst he had passed a module of CiLCA to use the Power of Well Being this did not cover the General Power of Competence. CPAPC would let him know once a training session became available. Resolved: that we formally agree that we should adopt and use the General Power of Competence once the Clerk obtains the necessary qualification.
15. To consider if any of the policies we have in force need to be updated and or amended.		
	15.1	The Clerk pointed out that he had recently received a letter at his home address with a request under the Freedom of Information Act. The letter also explained that the e-mail address was wrong and e-mails sent would be sent back as the address was not recognised. There might be more policies that need amending/updating. It was agreed that the policies would be looked at by GP.
16. Clerks Report and to note the present income and expenditure report		

	16.1	The Clerk explained that he had prepared a Clerks Report for last month, but all of the correspondence was old and not relevant at this time. He had not completed one for this month as this was a very busy meeting but would include the correspondence in next month's report. He said that he wanted to report the fact that he had received a number of requests under the Freedom of Information Act and he was dealing with them. The first request was for details to be provided of the attendance of Councillors at meetings. He had taken the advice of LALC on the various requests and now we have been asked to provide copies of the communications we had with LALC. In any event once the Annual Parish Meeting was concluded next week, we could get the Annual report prepared which would contain the details of Councillors' attendances at meetings.
17. To receive a report from City Councillors on matters that relate to Bretton.		
	17.1	Cllr Elis reported that he had been busy on matters relating to the election, but he could report the following: <ul style="list-style-type: none"> • Fly tipping was still a problem and the problem was worse when the bulky waste was to take place • Regarding the Silver Jubilee there was a possibility that this could form part of Heltwater School. There was concern about the state of the building • The Annual Meeting at Peterborough City Council is on 20 May. • He was on the Scrutiny Committee and would be able to report back on decisions made.
	17.2	Cllr Burbage said that this was his first week in post so there was not much to report but he was working on a problem of dog theft in Outfield. He had been in touch with the local PCSO and was hopeful of getting the matter resolved.

17.3

Cllr Warren reported the following

South

Following reports about the amount of dog fouling and loose dangerous dogs in South Bretton. I have liaised with city council to arrange weekly dog warden patrols in the area to combat this threat and try to limit the dog fouling.

Disability forum

Working with Disability Peterborough I have arranged a localised disability forum at the Holy Spirit Church on 13th June at 2pm till 4pm. The forum is discussing issues about inclusion of this sector of the community.

Glass on pavements

Investigating the problem with broken glass appearing on the Spine Path from Copeland to Bretton Centre.

Homelessness

I have been made aware of a homeless lady hang around Tyesdale flats who may have some mental health issues unfortunately before I could arrange to get the help that is needed, she disappeared. If you spot her, please could do you get in touch.

Abandoned camp

At the back of Middleton, we found abandoned camp. We have managed to get the camp cleared up and will be periodically checking this area to make sure that the camp does not return. If the camp does will try to get help for the people concerned.

North

Shouting Man

As you may have seen on Facebook there is guy going from St Jude's church to Bretton Centre in a loop shouting all weird things. I would like to get help some professional help to this guy. The problem is that here is no set pattern is regards time of the morning, the day he does his walkabouts and where he is doing his walkabouts. If anybody has information about this guy, please feel to get in touch.

Stumpacre

I am currently looking at the main through road in Stumpacre and Kirkmeadow with a view to easing the congestion on the road.

Dykes

I have asked that the dykes by the rugby park field to be cleaned up from all the debris that has been tipped in them.

Heltwate bridge

You should be aware that a tough decision was made about the trimming of several trees around Heltwate school. When trimming the trees the wooden bridge by Heltwate school was heavy damaged in the process of felling the trees. I can report that the bridge has been repaired to back to original condition and safe to use.

Lights

I have now had confirmation the the repair work on the wiring to the lights in Bretton park is to be carried out in next few weeks and once the work has been completed on the new housing development (Saxon grange) work will start on repairing the wires on the lighting in Flaxland.

City

As you should be aware Aragon has taken over fully from the Amey contract as of the beginning of May, with a view to hopefully improving the services around Peterborough and I will certainly push for better bin provision in Bretton especially replacing the missing bins.

18.	Planning applications:
18.1	19/00672/FUL – proposed replacement plant compound in courtyard of existing building at Fitzwilliam Hospital, Milton Way. Response by 23 rd May 2019. Resolved: that we have no comments
19.	To receive an update on the Copeland Community Centre and to decide if we are prepared to take the discussion further with Peterborough City Council regarding ownership of the premises.
19.1	The Clerk explained that Peterborough City Council had now taken over the running of the Copeland centre and had gone out to tender to find a group who would run it as a commercial concern. They had found a group and they now wanted to enter into a discussion with Bretton Parish Council about becoming the landlord and agreeing a lease with the group. We had agreed initially that the Clerk could talk to Peterborough City Council to see just what they wanted from us and it was agreed that this could happen, but the exercise was effectively carrying out a feasibility study. Now Peterborough City Council wanted to take matters further to see if we could now talk about becoming the owner/landlord of the premises and to consider agreeing a long-term lease with a tenant. After a considerable discussion it was resolved that the Clerk could enter into more detailed discussion but on the understanding that he could not agree anything, and that Bretton Parish Council were not committed to agreeing to the proposal.
20.	To receive an update on the application for a grant for the MUGA
20.1	The Clerk gave a brief explanation of how this matter came about and what had happened and how we were taking the matter further. He was pleased to say that a new grant had been agreed in principle, but more information was needed. They did not want to release the grant money only to find that the MUGA was not what was needed and was not used by the residents. The Clerk had spoken to WREN a few times and was able to ascertain just what was required and this was in hand. He had also spoken to Peterborough City Council who were also involved and reached an agreement on how we would advertise the project after the grant was finally approved.
21.	To consider the request for a grant from The Hackspace CIC
21.1	The Clerk had circulated the grant application form together with an e-mail from Hackspace explaining what the money was being used for and how it benefited residents of Bretton. He had also sought the advice from SLCC and that advice was included. Resolved: that we refuse the request but provide details of who they might be able to contact for a start up grant and to advise them that they could re-apply this time next year when it was hoped they could give more details of how the money would benefit the residents of Bretton.
22.	To confirm expenditure
22.1	To note current state of finances – this would be provided next month

22.2	<p>To approve expenditure– £4981.25 – Staff Salaries £1327.47 - Pension Contributions £16.32 - HMRC (Attachment Order) £576.00 – Scribe (Accounts and Planning software licence) £71.30 – BT (Telephone charges in March) £139.20 – Business Watch Guarding (install police key safe) £24.00 – BusinessWatch Guarding (monthly key holding charges April) £24.00 – BusinessWatch Guarding (monthly key holding charges May) £400.00 - Pension Regulator [£4.49 – Simon Hayes (yard broom)] £30.00 – Hereward Stationers & Printers (paper for printing) £131.16 – Direct365 (waste collection charges) £71.40 – B M Champness (6 litter pickers) £5526.12 – FCC Recycling UK (3rd party costs for MUGA) £881.52 – Enterprise Managed Services Ltd (freighter for North Bretton) £347.24 – Enterprise Managed Services Ltd (inspection of gym equipment) £1.49 – B M Champness (refuse sacks for Copeland) £10.50 – B M Champness (tea towels for Copeland) £30.99 – Dickies Store (new boots for litter picker) £30.00 – Europress Litho Printers Ltd (Artwork for Councillor booklets) £178.80 – Europress Litho Printers Ltd (printing & collating 20 councillor booklets)</p>
	<p>22.3 Payments for Pyramid Community Centre £ 7.19 – Hereward Stationers & Printers Ltd (mop handle) £49.76 – Hereward Stationers & Printers Ltd (floor pads and cleaning tool) £427.00 – Peterborough City Council (Rates for May) £6.80 – Debbie Holmes (keys cut for thrift shop) £24.00 – BusinessWatch Guarding (monthly key holding charges) £24.00 – BusinessWatch Guarding (monthly key holding charges) £36.00 – BusinessWatch Guarding (locking up centre) £22.79 – Hereward Stationers & Printers (waste sacks) £107.99 – Direct 365 (waste collection charges – April) £107.99 – Direct 365 (waste collection charges – May) £61.02 – Old Court Electrical (replace broken defuser) £36.00 – B M Champness (3 combination locks for fire doors) £15.59 – Hereward Stationers & Printers (bleach) £53.27 – WAVE (water rates) £50.00 – C S Harris (cut grass) £36.00 – BusinessWatch Guarding (locking up centre) <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> 22.4 Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive) 22.5 Payments made by Direct Debit – £66.60 – BT (telephone charges – April) £66.60 – BT (telephone charges – May) £20.40 – BT (mobile charges) £239.16 – BT (telephone and Broadband charges) £169.81 – BES (electricity charges April)</p>
23.1	Resolved: That the above payments be made.
23.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
24.1	There being no further business the meeting was formally closed at 21.30

24.	The date of the next meeting – to be held on Tuesday 25th June 2018 at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.

DRAFT