

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min 20-06) held on
the 22nd September 2020 at 7.30pm on a virtual platform

Present: Erin McGuigan, Sylvia Radouani

Councillors: L Aldridge, C Burbage, A Ellis, A Fenner, C Fenner, A Gasparutti, P Gatward, C Lee (presiding), J Merrill, M A Stanton.

Others: Debbie Holmes (Clerk)

Not Present:

	Open Forum
	Cllr Lee introduced the new Clerk Sylvia to the Cllr's.
	The meeting was formally opened at 19.36
67.	Apologies for absence, acceptance of Apologies & noting of resignations received.
67.1	Apologies were received from J Bhatti (work), M Horrell (personal), J Johnson (technology), C Rudd (work) and R Strangward (work)
68.	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
68.1	There was nothing to declare
69.	Minutes of the meeting held on the 18th August 2020
69.1	There were minor word amendments in paragraph one of the open forum “of Ellindon” is to be changed to “in Ellindon”. The minutes were then agreed.
70.	Matters to report from those minutes– restricted to items not listed elsewhere in the agenda
70.1	There were no matters to report from those minutes.
71.	Reports from Committees and Representatives.
71.1	To note the Planning and Environment meeting on 8th September 2020
	Cllr Ellis ran through the minutes of the last meeting, he stated that the Heltwate expansion will be an ongoing agenda and he encouraged all Cllr's to look at the plans. The Clerk explained that an email had been sent to Nick Harding at the City Council but there had been no response. Cllr Ellis will chase this. The Chair queried how these plans had been allowed to be made as there is a Community Asset Plan in place which prohibits any part of Bretton Park from being sold. The Clerk will circulate the Community Asset Plan and this item will go back to P&E.
71.2	To note General Purpose meeting on 7th September 2020
	Cllr Burbage ran through the minutes of the GP meeting. It was noted that the emergency response plan and community centre were to be discussed as agenda items. The Chair stated that the new Clerk had felt that staff, as lone workers, should have access to personal alarms. This will be investigated. The acting Clerk stated that as lone workers the office direct contact with BusinessWatch and there is a code that can be entered into the alarm to raise a silent alarm with BusinessWatch.

72. To receive a written report from City Councillors	
72.1	<ul style="list-style-type: none"> • Cllr Burbage's report was opened to questions. Cllr Gasparutti asked Cllr Burbage about his discussion regarding tree felling as there are concerns that healthy trees are being removed across Bretton. Cllr Burbage confirmed that this is something he is looking into as he too believes that healthy trees are being removed. He is working with City Cllr Sandford to investigate this issue and he will update the Parish Council accordingly. Cllr Gasparutti also asked about the ghost playground initiative. Cllr Burbage confirmed that the concrete humps in the first playground areas (Muskham and Sprignall) had been removed, he will provide further updates as and when he has them. • Cllr Ellis asked to elaborate on his report, he stated that bin collections in Bretton had become a cause for concern with bin collections not happening or areas being missed. Cllr Merrill stated that he had been affected by this issue. Cllr Ellis will contact City Council to discuss this matter.
73. To discuss the emergency response plan	
73.1	<p>Cllr Lee started by commending the efforts of Cllr Burbage, Ellis and Hayes for their attendance and efforts during the emergency at Hyholmes. Cllr Burbage stated that the issue with creating an emergency response plan was what level of emergency would warrant the assistance of the Parish Council. It was generally discussed that an emergency of house fires could be considered. It was also noted that the City Council have an emergency plan, the Cresset form part of that plan and responded swiftly and accordingly. Cllr Merrill suggested the Clerk contact the Police and Fire services to discuss what emergency plans they have for the area. It was noted that the Parish Council own a community building that could be opened in emergencies. As this is a big and important discussion this matter will be passed back to the GP committee for further discussion.</p>
74. To consider signatories on the bank account	
74.1	<p>The Clerk advised that we now have access to online banking and that payments have been made using the new online account. The signatories will be updated and the mandate will be passed back to James and then uploaded and sent to the bank.</p>
75. Bretton Gazette	
75.1	<ul style="list-style-type: none"> • The Clerk has checked with the distributor of the Gazette for delivery availability. She explained that he has the first week of the month set aside for other clients and he has some planned holiday at the end of October. She suggested that the Gazette should be delivered in the second week of November so it is with residents before Christmas. • The new Clerk (Sylvia) had made suggestions that we advertise food banks and care zone in the Gazette as well as becoming drop off points for donations. It was noted that the Church of the Holy Spirit have restarted their foodbank. There was discussion about how these donations can be managed • The Clerk also advised the Parish Council that Better Bretton would like to collaborate on the Gazette, they wished to send us their newsletter so that it can be incorporated into the Gazette, they will pay the additional costs of printing and distributing. This was agreed, however, the Parish Council would like to proof read the newsletter to ensure there is no duplication between the Gazette and newsletter. <p>The deadline for the proof of both documents will need to be available at the October full council meeting</p>
76. Bulky Waste – Alternative ideas	

	76.1	<ul style="list-style-type: none"> The Clerk stated that Cllr Hayes would like to lead the discussion on this. Cllr Hayes stated that fly tipping was a huge issue, he had reported six instances of fly tipping in Watergall since Sunday alone. Cllr Hayes suggested the idea of restarting community skips that could be left in areas for 24 hours so that people could dispose of their waste responsibly. Cllr Gatward stated that this could cause issues if contaminated waste was placed with general waste. If asbestos waste is found in the skips the cost to remove it is very high. Cllr Ellis suggested that a skip could be placed at a location and appointment slots could be allocated, this would have to be manned and slots of 15 minutes should be booked. There was some discussion over splitting the bulky waste collections between North and South Bretton again, however, this is not feasible given that our service providers are not offering the bulky waste service currently. Cllr Burbage suggested running a collection on a street by street basis, again, without service providers this is not feasible and would become very expensive. Cllr C Fenner had queried whether the site inspections had been carried out as per the discussion at P&E. The Clerk explained that an email had been sent out, but she had looked at the Pyramid collection site and the Heltwate collection site. Both could manage and would be workable sites for collections when they resume and managing social distancing should not prove to be a problem. Cllr Strangward had confirmed to the Clerk that he was to attend sites in South Bretton by email. It was suggested that this item be referred to P&E and all suggestions would be discussed further. Any other suggestions should be emailed to Cllr Ellis or the Clerk prior to this meeting for discussion.
	77. Litter picker equipment	
	The Clerk explained that the cost to repair the Glutton machine was £1342.88, this machine had been fixed previously by City Council and they would no longer fund the cost if the machine. The alternative to this would be to buy a second barrow at the cost of approximately £600, however, the Glutton machine was a unique piece of equipment that worked very effectively on leaves and other debris that could be found in Bretton and that there was a marked difference in the cleanliness of areas since we had stopped using it. It was agreed that the machine should be repaired and returned. Going forward the machine should not be used to collect glass or anything that may cause damage to the pipe work of the machine. This will be communicated to staff who have other means of collecting glass.	
	78. Community Centre reopening	
	78.1	The community centre for the most part has remained closed. There has been discussion about gradually returning more vulnerable groups to the centre. The Government guidelines on social gatherings have changed quite considerably since that discussion. As the centre is not manned and there is only a cleaner present for six hours a week it is not appropriate to reopen the centre. Ensuring users can run their own track and trace is not feasible. It is also noted that there will be a £10000.00 fine for the Parish Council if anyone uses the building and exceeds the capacity of six people. It was agreed that the community centre will remain closed.
	79. Change to BT in office and community centre	
	79.1	The Clerk confirmed that the BT contract had expired. There is now a new contract for both facilities and this offers the Council a saving of £130 per quarter.
	80. To discuss staffing issues	

	80.1	The Chair confirmed that the National pay agreement for Clerks was revised in August with new rates of pay being applicable to the new Clerk and acting Clerk. The Chair asked for agreement that the new Clerks wage increased be backdated to April in accordance with the increase as per the national guidelines.
81. To confirm Expenditure		
	81.1	<p>81.2 To approve expenditure– £3379.12– Staff salaries £24.00 – BusinessWatch (key holding fee) £480.00 – LGSS pension fund £9.24 – Stamps and envelopes – Debbie Holmes £17.00 – Litter picker bin bags £13.98 – Clothing for litter picker £11.98 – Large refuse sacks for litter picker £32.50 – Clothing for litter picker £276.00 – Airway air conditioning</p> <p>81.3 Payments for Pyramid Community Centre £24.00 - Businesswatch Guarding (Key holder fee) £138.89 – Conister Bank £138.89 – Conister Bank</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>81.4 Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive), £14.39 – Zoom (online meetings) 81.5 Payments made by Direct Debit – £63.85 – BT (telephone charges) £20.40 – BT (mobile charges) (see above)</p>
	81.6	All expenditure was approved.
82. Any other business		
	82.1	<ul style="list-style-type: none"> • The Chair asked for a schedule of all meetings, the Clerk confirmed that this had not been done and she will make one that runs until December 2021 • Cllr Stanton asked for funding to replace SpeedWatch equipment as the existing equipment did not work and the working group would like to restart the SpeedWatch scheme. Cllr Ellis queried if this was on behalf of the Parish Council or a political working group. It was confirmed that the group was a Parish Council group that all Cllr's had been invited to. This matter will be referred to the finance committee. • Cllr Aldridge stated that poverty was rising and local families would be looking at quite a sad Christmas. Could the Council consider buying gifts for children living in poverty. The Clerk explained that this could be quite complex to organise. This item will be added to the GP agenda. Cllr Aldridge was commended for her idea. • Cllr Gatward asked if Julie was using Unit 3, the Clerk confirmed that she was back for 2.5 days a week. It was suggested that painting and decorating could commence. The Clerk explained due to the nature of Julie's work the risk of cross contamination could be high and there is not a cleaner in place at the units at this time.
	83.	The date of the next meeting – This will be held on Tuesday 27 th October. The meeting closed at 21.36.