

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min19-06) held on
the 28th January at 7.30 p.m. at the Unit 3, Pyramid Shopping
Centre, Bretton

Present:

Councillors: C Burbage, A Ellis, A Fenner, C Fenner, A Gasparutti, M Horrell, C Lee (presiding), J Merrill, C Rudd, M A Stanton, R Strangward, S Warren

Others: Debbie Holmes (Assistant Clerk), C Harwood, J Buckle, L Dale, S Goodliffe, S Brown, T Brown, D Gowen

Not Present:

	Open Forum
	<ul style="list-style-type: none"> • S Goodliffe was present to discuss parking issues in Turrington. He stated that he has had meetings with Cllr Fitzgerald regarding the parked cars on verges, this is causing damages to the green space which needs repairing. He stated that he believed there to be a lack of funding to resolve parking issues, however, he wondered if BPC and Cross Keys would be able to fund a solution. Cllr Ellis explained that there is an ongoing working party that are looking at parking in Bretton as a whole. The working parties are distributing surveys and collating information about parking issues, to include ideas for resolution. Cllr Ellis pointed out that there is a lack of funding. • C Harwood (on behalf of Better Bretton) wanted to draw attention to the Health and Safety issues at the Community Centre. The chair advised that these issues were on the agenda. • L Dale wanted to discuss cleaning of the Community Centre, it was advised that this was also on the agenda. n
	The meeting was formally opened at 19.40
109.	Apologies for absence, acceptance of Apologies & noting of resignations received.
109.1	Apologies were received from L Aldridge (health), J Bhatti (work), W Dry (work), J Hayes (health), J Johnson (personal).
109.2	Resolved: Apologies be accepted
110.	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
110.1	No one declared an interest in any matter on the agenda.
111.	Minutes of the meeting held on the 26th November 2019 (19-06)
111.1	Resolved: The minutes were not recorded at the meeting as the Assistant Clerk had not provided them, they have since been circulated and approved.
112.	Matters to report from those minutes – <i>restricted to items not listed elsewhere in the agenda</i>
112.1	There were no matters to report from those minutes.
113.	Reports from Committees and Representatives.
113.1	To note the Finance Committee meeting on the 6th January 2020 (Fin19-06) There were no matters to report from those minutes.

	113.2	To note the GP Committee meeting held on the 13th January 2020 (GP19-05) There were no matters to report from those minutes.
	113.3	To receive a report from any Working Party. There was nothing to report.
114.	To co-opt two Councillors for Bretton North.	
	114.1	There have been no applications for co-option.
115.	To receive a written report from City Councillors on matters that relate to Bretton.	
	115.1	See attached the report from Cllr Burbage:
	115 .2	See the attached report from Cllr Ellis:.
	115.3	See report from Cllr Warren attached.
	Cllr Ellis stated that there was a consultation for the Heltwate Expansion planned for the 10 th February 2020 from 3.30 -7.30pm. Cllr Burbage was asked about his plans for a ghost playground, Cllr Rudd mentioned that Katy Hawkins had been involved in ghost playgrounds and may be able to offer some assistance. Cllr Burbage will be contacted by email for further information.	
116.	Clerks Report and to note the present income and expenditure report	
	116.1	Due to illness and limited staff cover the Assistant Clerk has been unable to provide expenditure reports and the Clerk report. Cllr Merrill asked if this could be circulated by email. The Assistant Clerk stated that was not possible at this time.
117.	Rent for unit 3	
	117.1	The Assistant Clerk explained that the rent for Unit 3 was agreed at the hourly rate that had been discussed with the Parish Council It was also agreed that this rent would be paid for 8 hours a day over 4 days a week. Any time taken out of the unit would be used as holiday as previously discussed, It was noted that the person renting the unit will pay for agreed use only and not split the fees over the course of the year at £840.00 a month. The Assistant Clerk explained that this would sometimes mean that more than the £840.00 a month would be paid. Resolved: Rent increase agreed.
118.	To consider a flyer for Bulky Waste dates	
	118.1	The Chair stated that there was need for a flyer detailing the new dates and times of the bulky waste collection. There was some conversation about what should accompany the dates and times and cover the back of the flyer. Some discussion took place about whether there needed to be a flyer for this. Resolved: It was agreed that the festival would also be advertised on this flyer, it was further agreed that the flyer should be circulated around the whole of Bretton and that using social media alone would not be of any benefit as some residents do not have access to the Bretton Community Page or social media. It was noted that more could be done to ensure that Parish Council posts were scheduled onto the Community Facebook page, so they are more accessible to residents. Cllr Strangward agreed that the page was running smoothly and that this can be done. It was agreed in this case that a flyer was necessary to avoid confusion over the new dates and times of the collection. The flyer will go to print and be distributed prior to the next meeting.
119.	DBS check all staff	

	119.1	The Assistant Clerk noted that all staff should now have DBS checks to include a vulnerable adults check. Resolved: It was agreed that this should take place and the Assistant Clerk should put this in place.
120.	To consider advertisement for Clerks Role	
	120.1	The Assistant Clerk provided all Councillor's with the advised job advert for the Clerk's role. Resolved: It was noted that the advertisement did not contain details of the salary. This was to be amended and the advert was to be placed with the relevant people at the beginning of February.
121.	Planning applications: GRD/JA/T5-24-234	
	121.1	Resolved: There were no comments to make on the plans except for restrictions in Manton. Cllr Ellis will contact City Council directly with his queries and refer back to P&E.
122.	To receive an update on the Pyramid Community Centre	
	122.1	The caretaker was introduced to all Councillors. It was his request that the Council purchase some basic tools so that he can conduct jobs in the Centre. This was agreed and Cllr Lee agreed to purchase this.
	122.2	The Assistant Clerk explained that there is a new gate at the community centre, this gate poses a risk as it is locked. The garden of the community centre is the fire safety evacuation point. In the event of a fire people could not get out of the grounds as nobody is aware of the code for the gate. Resolved: It was agreed that the Assistant Clerk would get quotes for a proper fire safety gate lock.
	122.3	It was noted that there needed to be an adequate fire safety inspection carried out in the community centre. Cllr Rudd stated he had contacts of fire inspectors. Resolved: The Assistant Clerk would arrange for a fire inspection to be carried out.
	122.4	Better Bretton suggested of having a community centre noticeboard placed on the wall of the community centre. This would be for all users to promote what happens in the centre. Resolved: It was agreed that a board could go outside of the community centre. However, measurements would have to be taken and quotes would need to be gathered. The Assistant Clerk will do this in due course.
	122.5	Issues were raised over the cleanliness of the hall and kitchen. It was noted that Health and Safety inspectors have asked the Parish Council to ensure that there is a cleaning rota present in the kitchen at all time. This was agreed and issues surrounding cleaning and the potential need for additional cleaning hours were to be discussed at the next GP meeting.
	122.6	Deep cleans should take place at both the Parish Council Offices and the community centre. This issue was being passed to GP with the Assistant Clerk making preliminary enquiries about cost beforehand.
123.	To confirm expenditure	
	123.1	To note current state of finances – The Assistant Clerk has not had the opportunity to reconcile the bank accounts.

	123.2	<p>To approve expenditure £1514.08 – Staff salaries £5.99 – Debbie Holmes WD40 £89.40 – Catherine Lee Keys for centre and office £20.40 – BT – Mobile £176.16 – Direct365 (Waste disposal) £881.52 – Peterborough Limited – Bulky Waste (Sept 2019) £881.52 – Peterborough Limited – Bulky Waste (Oct 2019) £881.52 – Peterborough Limited – Bulky Waste (Nov 2019) £3731.93 – Oslo Group – Rent</p> <p>107.3 Payments for Pyramid Community Centre £427.00 – Peterborough City Council – Service Charges £138.89 – Conister Bank £107.99 – Direct365 (Waste collection charges)</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>107.4 Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive)</p> <p>107.5 Payments made by Direct Debit – £63.85 – BT (telephone charges) £20.40 – BT (mobile charges) (see above)</p>
	123.3	Resolved: That the above payments be made.
	124.	Any Other Business – <u>Reminder by Law</u> – information exchange only no decisions can be made
	91.1	There being no further business the meeting was formally closed at 20.55
	125.	The date of the next meeting – to be held on Tuesday 25th February 2020 at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough