

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min 20-12) held on
the 27th April 2021 at 7.30 pm on a virtual platform.

Present:

Councillors: C Burbage, A Ellis, A Gasparutti, P Gatward, C Lee (presiding), M A Stanton, J Hayes, R Strangward, M Horrell (late), C Fenner, A Fenner, J Merrill and J Bhatti.

Others: Sylvia Radouani (Clerk)

Not Present: L Aldridge,

	Open Forum – No attendees
	It was raised that meeting should not formally start early than advertised, as we should allow time for the public to join. Based on this instead of starting at 19.45, the meeting was adjourned to be scheduled to start at 20.00.
	The meeting was formally opened at 20.00
152.	Apologies for absence, acceptance of Apologies & noting of resignations received.
100.1	Apologies were received from L Aldridge (work), M Horrell -coming in late. – Both apologies were accepted. <i>There was a discussion about why Cllr Johnson was removed from the Parish Council. The committee was advised, based on the training and legislations. Members who are absent for 6 consecutive months are automatically ceased being members of the Parish Council.</i> <i>Cllr M Stanton raised that work related apologies should only be accepted for occasionally not used consecutively.</i>
153.	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.
153.1	There was nothing to declare
154.	To approve Minutes of the meeting held on the 23rd March 2021
154.1	There were no amendments - minutes were agreed as accurate.
155.	Matters to report from those minutes – <i>restricted to items not listed elsewhere in the agenda. -</i>
155.1	No matters to report
156	Reports from Committees and Representatives.
156.1	To note General Purpose meeting on 12th April 2021
	Cllr Burbage provided an overview of the GP minutes of the last meeting. <ul style="list-style-type: none"> • Good Neighbours Scheme – presentation provided by Cate Harding and Neil Boyce. Aiding the vulnerable people within the community. • Emergency plans –this is a rolling agenda item. • Car Parking -New working group has been set up to tackle this issue. • COVID Memorial – This is a rolling agenda item • Appointment of a new Lengthsman – agreed to go ahead and combine the roll as a caretaker / litter picker.

	156.2 To note the Planning and Environment meeting on 13th April 2021
	<p>Cllr Ellis provided an overview of the P&E minutes of the last meeting.</p> <ul style="list-style-type: none"> • Planning applications – Cllr Ellis provided an update on the recent planning applications they had reviewed at the last P&E meeting. There was a detailed discussion about a property which is currently having building work done without planning permission. • The planning application was withdrawn and a visit from the building controls & housing enforcement team was scheduled to take place. • Heltwate expansion application – This is a rolling agenda item. – no further updates. • Bulky Waste project – there will be 2 collections in May 2021, so that the excess rubbish can be collected. The Cllrs congratulated the Clerk for organising the bulky waste in a sufficient and timely manner. • HMO's – It was advised that multiple tenancies contribute to the issues with car parking in the Bretton.
	156.3 To note the Festival meeting on 21st April 2021
	<p>The Chair provided an overview of the festival minutes of the last meeting.</p> <ul style="list-style-type: none"> • The festival flyer was being created and will be distributed to all residents in Bretton. • All Parish Councillors will have a slot to introduce themselves, which will be showcased throughout the festival programme. All will be taped and sent to Matt Lee to process.
157	To receive written reports from City Councillors – Discussion for questions only

157.1 Cllr Ellis read out his report.

It's been a very busy Time since the last Parish Council Meeting with many Issues I have and am dealing with.

Here are some brief lowlights:

Adderley



Several dumping and litter

Langley: Overhanging Tree

Outfield:

Abandoned Shopping Trolley,
Fly tipping Hotspot,
City Fibre

Brynmore - Fly tipping and Basketball post missing hoop and net

Oxclose - Housing Issue, Dumped Mattresses

Risby - Lights and Disabled Bay

Muskham - Fly tipping

Kirkmeadow - Fly tipping

Watergall- Fly tipping

Barnstock

City Fibre and Lighting churned up grass
Car Parking & Access
Anti-Social behaviour - Cllr James Hayes also dealing with

Benland - Churned up Grass should be being re-seeded/sorted

Stumpacre

Empty Property
Overgrown bushes
Dumping

Norburn - Street lights and City Fibre

	<p><u>Other Issues</u></p> <p>On-Going issues around Silver Jubilee demolition time frame Water Park not opening until June Ghost playground in Sprignall</p> <p><u>Cllr Burbage read out his report</u></p> <p><u>Crisp Packet Recycling</u> Following the relaxation of Covid restrictions, I am in the process of restarting the Crisp Packet Recycling programme across Bretton and have already dropped one car boot full off. This was growing in popularity and prior to lockdown, was contributing to feeding kids in the out of school hours play sessions at Crofts Corner with a hot lunch.</p> <p><u>133 Essendyke</u> After discussions with Asif Ali in PCC planning, an email was sent jointly to Lyndon Jenkins, and Gillian Beasley from myself and local residents. There should have been a visit from Building Control and Housing Regulations today (Monday 26/4) to assess the work taking place, which by Lyndon Jenkins own admittance, was not up to minimum standards required when the property was last visited. As soon as I know the outcome of the visit, I will have a clearer picture on the next steps going forward.</p> <p><u>Neighbourhood Watch.</u> Adderley and Ellindon has been re-leafleted, and I am looking forward to setting up a watch very soon. I am now Area Co-ordinator for Bretton and will be organising a meeting of existing street co-ordinators, to address issues, and look at ways to boost membership. We have seen numbers increasing across Bretton, and I wish that trend to continue, and accelerate.</p> <p><u>Notice Boards for Bretton Park.</u> The permission has been granted, and we are now in possession of all the relevant documents required from PCC to erect the noticeboards as planned. These have now been ordered, and as soon as they have been made, we will be getting them installed. This is as previously mentioned, a joint project between Friends of Bretton Park and Better Bretton, and the boards in 3 locations within the park, will carry community information, and information from local groups.</p> <p><u>Defibrillators.</u> I have been working with the Clerk for BPC and have helped to secure the Alpha Centre as a location for one of the defibrillators.</p> <p>This is in addition to all the usual street visits, fly tipping reports etc, etc.</p>
158	Election of Chair
158.1	This agenda item was discussed at the beginning of the meeting. A vote was taken, and Cllr Lee was elected Chair for Bretton Parish Council
159	Declaration of Acceptance of Office for Chairperson
159.1	Cllr Lee accepted the office of chairperson for Bretton Parish Council.
160	Election of Vice Chairperson
160.1	Cllr Hayes was elected a Vice Chairperson for Bretton Parish Council.

161	Appointment of committees, Working Parties and Representatives	
	161.1 Planning & Environment Committee - 8 representatives	
	Cllr Angus Ellis	Cllr Alan Gasparutti
	Cllr Mary-Ann Stanton	Cllr Chris Burbage
	Cllr Jason Merrill	Cllr Chaz Fenner
	Cllr Richard Strangward	
	161.2 Finance Committee - 8 representatives	
	Cllr Catherine Lee	Cllr James Hayes
	Cllr Paul Gatward	Cllr Jason Merrill
	Cllr Alan Gasparutti	Cllr Lisa Aldridge
	161.3 General Purposes Committee - 8 representatives	
	Cllr Catherine Lee	Cllr Mary-Ann Stanton
	Cllr Jason Merrill	Cllr James Hayes
	Cllr Chris Burbage	Cllr Angie Fenner
	Cllr Lisa Aldridge	
	161.4 Press Editor Newsletter Editor	
	Press Editor – Parish Clerk	
	News Editor – Cllr Catherine Lee & Parish Clerk	
	161.5 Parish Council representatives (and deputies)	
	Parish Liaisons Meetings -Cllr Jason Merrill & Cllr James Hayes (deputy)	
	Police Panel Meetings – Cllr Junaid Bhatti	
162	Cheque Signatories and Banking Arrangements	
	162 Cllr Catherine Lee & Cllr James Hayes	
163	To adopt and/or amend the Standing Orders, Financial Regulations, the standing orders for the various committees, the Complaints Policy and Risk Assessment.	
	163.1 The Chair recommended that the Standing Orders document is initially put through the General-Purpose Committee to review and then Full Council to ratify.	
164	To consider if any of the policies we have in force need to be updated and or amended.	
	164.1 The Chair recommended that all policy documents are initially put through the General-Purpose Committee to review and then Full Council to ratify	
165	Clerks Report and to note the present income and expenditure report	
	165.1 No comments made	
166	To consider the request for a grant from Mrs Nicola Carnegie (EYFS teacher and lead) at Middleton Primary School – EYFS; early years (reception).	
	166.1 The Cllrs discussed grant payments and the chair advised that payments cannot be given to the schools for educational materials as they already get funding for this. Bretton Parish Council approved the application from Middleton School for readiness workshops for parents. With the money they can provide each child (60), that started at their school in reception with a tote bag full of resources, equipment, and planned activities to help them to get ready for starting school. A grant payment of £363.78 was awarded. Clerk will liaise with the school to advise and arrange payment.	

		<p>The Cllrs discussed how they could make other schools in Bretton aware of these grants' awards. It was decided that the Clerk would contact the schools by either</p> <ul style="list-style-type: none"> • Putting an article in the gazette • Send out communication to each school via email with a grant application form
167	To consider the proposal from BT regarding the telecom account	
		<p>The Clerk advised the Cllrs of the issues with the BT account where the account has been set up incorrectly from the start. Also, the charging structure quoted in the new contract, which was taken out in August 2020 was also incorrect. Parish Council is being charged for diverted calls which increases the bill dramatically. The total arrangement is being looked into and a complaint has been raised.</p> <p>The Cllrs advised the Clerk to put forward a proposal and maybe liaise with other companies like, Virgin, City Fibre to see what they can offer. Also, to provide an update on the BT issue.</p>
168	To note current state of finances and agree the Bank Reconciliation	
168.1	To approve expenditure–	
	Category: Staffing Expenditure	
	<p>£4,595.91 salaries –31st March 2021 to 23rd April 2021 £1,129.31 Pensions Contributions - B&CE & LGPS -March 2021 £4,135.37 –PAYE &NI -Quarterly Payment – February, March, April 2021</p>	
	Category: Services: Rent	
	<p>£2,469.01 - Perlow Estate - Rent per quarter = £2,375.00, Service Charge = £94.01 Payment for 25/03/2021 to 23/06/2021.</p>	
	Category: Services: Misc	
	<p>£65.82 – Stationary and Antibac hand wipes £24.00 – Business Watch - monthly key holding services £140.73 -Amazon -Arnold Baker Local Council Administration book (CILCLA course) £400.00 -CILCA training - CAPALC</p>	
	Category: Services: Audit	
	<p>£1,112.30 -Internal auditor -provision of Accountancy and internal Audit services to BPC for financial year 2020-21</p>	
	Category: Services: Utilities	
	<p>£123.59 – Water bill – 02 January 2021 to 01 April 2021 £129.24 -BES – Electricity</p>	
	168.2 Category: Services: Repairs to Community Centre	
	<p>£369.76 - Richards Property Refurbishments limited - Supply and fit a waterproof notice board, wood effect aluminium frame with hinged top opener door with 2 support stays, fitted with 2no locks with keys. At the Copeland centre.</p>	
	Category: Services: Misc	
	<p>£3,564.00 – Qualsafe -2 x Cardiac Science Powerheart G5 - AED defibrillators and lockable cases. £24.00 – Business Watch - monthly key holding services</p>	

	<p>£500.00 – City Clearance Services -removal of the garden waste from the grounds of the Pyramid Community Centre. £104.00 - Ian Bratley – website - Uploaded minutes/agendas and news items to website -28/02/2021 to 31/03/2021.</p> <p>Category: Services: Utilities</p> <p>£13.44 – Water bill -02 January 2021 to 01 April 2021 £251.12 – Southern Electric – GAS bill 17TH December 2020 to 12th March 2021. £895.50 -southern Electric -Electricity bill from 17TH December 2020 to 12th March 2021</p> <p>168.3 Category: Services / Renewals and Subscriptions - Payments made by Direct Debit</p> <p>£138.89 - Conister Bank - Boiler Finance – April 2021 £31.20 - O2 - Clerks Mobile phone.</p> <p>[]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</p> <p>168.4 Payments made by Government Preferment Card – £110.78 - Keys cut =£44.00 / Interflora (Paul Gatward flowers) = £55.50 /Microsoft monthly bill -£11.28</p> <p>£65.00 – Supply of 2 Brown Bins for Community centre. Contract from April 2021 to 31st July 2021.</p>
	Cllrs agreed and approved all expenditure listed in point 168.1
169	Correspondences
170	Items for Future Agenda – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>
170.1	<p>Clerk informed the Cllrs that quotations are being obtained to decorate the internal & external areas of the Pyramid Community Centre. The Centre requires maintenance work, and it is an ideal time to do it now when the place is closed.</p> <p>There was a discussion on what repairs would be need like</p> <ul style="list-style-type: none"> • Repairing the door at the front • Replace the door leading into the main hall <p>There were also discussions on having a groundsman / caretaker drive around in a van General maintenance around the area.</p> <p>Meeting finished at 21.13.</p>
171	The date of the next meeting – to be held on Tuesday 25th May 2021 at 7.30 p.m. Venue to be confirmed