

# BRETTON PARISH COUNCIL



## Chairperson

Councillor Catherine Lee  
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## Clerk to the Council

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**The Meeting of Bretton Parish Council will be held on Tuesday 27<sup>th</sup> April 2021 starting at 19.30 p.m. This meeting will be held on a virtual platform.**

Public and Press are invited to attend, and it is requested they are seated by 19.15 to ensure a prompt start to the meeting.

Open Forum	
152	<b>Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>
153	<b>Declaration of Interest</b> – 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
154	<b>To Approve Minutes of the last meeting held on 23<sup>rd</sup> March 2021 (20-11)</b>
155	<b>Matters to report</b> – <i>restricted to items not listed elsewhere in the agenda</i>
156	<b>Reports from Committees and Representatives</b>
	156.1 To note the General-Purpose meeting on 12 <sup>th</sup> April 2021
	156.2 To note the Planning and Environment meeting on 13 <sup>th</sup> April 2021
	156.3 To note the Festival meeting on 21 <sup>st</sup> April 2021
157	<b>To receive written reports from City Councillors</b> – Discussion for questions only
158	<b>Election of Chairperson</b>
159	<b>Declaration of Acceptance of Office for Chairperson</b>
160	<b>Election of Vice Chairperson</b>
161	<b>Appointments of Committees, Working Parties and Representatives</b>
	161.1 <b>Planning &amp; Environment Committee</b> – 8 representatives
	161.2 <b>Finance Committee</b> – 8 representatives
	161.3 <b>General Purposes Committee</b> – 8 representatives
	161.4 <b>Press Officer Newsletter Editor</b>
	161.4 <b>Parish Council representatives</b> (and deputies)
	161.5 PCC Parish Liaison Police Panel Meeting
162	<b>Cheque signatories and banking arrangements</b>
163	To adopt and/or amend the Standing Orders, Financial Regulations, the standing orders for the various committees, the Complaints Policy and Risk Assessment.
164	To consider if any of the policies we have in force need to be updated and or amended.
165	Clerks Report and to note the present income and expenditure report
166	<b>To consider the request for a grant from Mrs Nicola Carnegie</b> (EYFS teacher and lead) at Middleton Primary School – EYFS; early years (reception).
167	<b>To consider the proposal from BT regarding the telecom account</b>
168	<b>To note current state of finances and agree the Bank Reconciliation</b>

**168.1 To approve expenditure—**

**Category: Staffing Expenditure**

£4,595.91 salaries –31<sup>st</sup> March 2021 to 23<sup>rd</sup> April 2021  
£1,129.31 Pensions Contributions - B&CE & LGPS -March 2021  
£4,135.37 –PAYE &NI -Quarterly Payment – February, March, April 2021

**Category: Services: Rent**

£2,469.01 - Perlow Estate - Rent per quarter = £2,375.00, Service Charge = £94.01  
Payment for 25/03/2021 to 23/06/2021.

**Category: Services: Misc**

£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

**Category: Services: Audit**

£1,112.30 -Internal auditor -provision of Accountancy and internal Audit services to  
BPC for financial year 2020-21

**Category: Services: Utilities**

£123.59 – Water bill – 02 January 2021 to 01 April 2021  
£129.24 -BES – Electricity

**168.2 Category: Services: Repairs to Community Centre**

£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.

**Category: Services: Misc**

£3,564.00 – Qualsafe -2 x Cardiac Science Powerheart G5 - AED defibrillators and  
lockable cases.  
£24.00 – Business Watch - monthly key holding services  
£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.

**Category: Services: Utilities**

£13.44 – Water bill -02 January 2021 to 01 April 2021  
£251.12 – Southern Electric – GAS bill 17<sup>TH</sup> December 2020 to 12<sup>th</sup> March 2021.  
£895.50 -southern Electric -Electricity bill from 17<sup>TH</sup> December 2020 to 12<sup>th</sup> March  
2021

**168.3 Category: Services / Renewals and Subscriptions - Payments made by  
Direct Debit**

£138.89 - Conister Bank - Boiler Finance – April 2021  
£31.20 - O2 - Clerks Mobile phone.

*[ ] 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*

**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**

	£65.00 – Supply of 2 Brown Bins for Community centre. Contract from April 2021 to 31 <sup>st</sup> July 2021.
<b>169</b>	Correspondences
<b>170</b>	Any other business – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>
<b>171</b>	The date of the next meeting – to be held on <b>Tuesday 25<sup>th</sup> May 2021</b> at 7.30 p.m. Venue to be confirmed.