



# BRETTON PARISH COUNCIL

**Chairperson**  
 Councillor Catherine Lee  
 46 Benland  
 Bretton  
 Peterborough  
 PE3 8EB  
 Tel: 01733 263019

**Clerk to the Council**  
 Sylvia Radouani  
 Unit 2, Parish Offices  
 Bretton  
 Peterborough  
 PE3 8NY  
 Tel: 01733 263019

[parishoffice@brettonparishcouncil.onmicosoft.com](mailto:parishoffice@brettonparishcouncil.onmicosoft.com)

## Agenda for Parish Council Meeting to be held on Tuesday

**26<sup>th</sup> April 2022 starting at 19.30 Please note that this will be held at Unit 3 Pyramid**

### Shopping Centre

Public and Press are invited to attend, and request them to be seated by 19.25 to ensure a prompt Start to the meeting

	<b>Open Forum</b>
<b>155</b>	<b>Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>
<b>156</b>	<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
<b>157</b>	<b>To Approve Minutes of the last meeting held on 22<sup>nd</sup> March 2022 (21-09)</b>
<b>158</b>	<b>Matters to report</b> – <i>restricted to items not listed elsewhere in the agenda</i>
<b>159</b>	<b>Reports from Committees and Representatives</b>
	<b>159.1</b> General Purpose (GP) meeting held on 11 <sup>th</sup> April 2022
	<b>159.2</b> Planning & Environmental meeting scheduled for 12 <sup>th</sup> April 2022 was cancelled
	<b>159.3</b> Bretton Community Festival meeting held on 13 <sup>th</sup> April 2022
<b>160</b>	<b>To receive written reports from City Councillors</b> – Discussion for questions only
<b>161</b>	<b>Internal Audit Review</b>
	<b>161.1</b> To review, discuss and approve - Annual Internal Audit Report 2021 /22
	<b>161.2</b> To review, discuss and approve – Section 1 – Annual Governance Statement 2021/22
	<b>161.3</b> To review, discuss and approve – Section 2 – Accounting Statements 2021/22
<b>162</b>	<b>To Discuss &amp; Approve / Accessibility Changes for the Parish Council Website</b> <a href="mailto:brettoncouncil@.org.uk">brettoncouncil@.org.uk</a>
<b>163</b>	<b>Bulky Waste Evaluation of 16<sup>th</sup> April 2022 session</b>
<b>164</b>	<b>"Meet your Parish Councillors"-Evaluation &amp; Appoint New Date</b>
<b>165</b>	<b>To discuss Christmas Decorations in Bretton – <i>standing agenda item</i></b>
<b>166</b>	<b>To Discuss and Approve Regulatory Documentation</b>
	<b>166.1</b> Code of Conduct for Bretton Parish Council Employees

167	<p><b>167.1 To note current state of finances and agree the Bank Reconciliation To approve expenditure–</b>  <b>Category: Staffing Expenditure</b>  <i>(£6,809.59 salaries -March 2022 &amp; April 2022 fortnightly / monthly which represents payment for the Clerk, caretaker, cleaner, and two lengthsman. Also backdated pay.)</i>  <i>(£1,554.74 Pensions Contributions - B&amp;CE &amp; LGPS).</i>  <i>(£1,451.07 -PAYE Month 10)</i>  <i>(£1,555.12-PAYE Month 11)</i>  <i>(£2,038.92 -PAYE Month 12)</i>  <i>(£9.16 -PAYE)</i>  <b>Category: Services: Misc</b>  £24.00 –Business Watch - monthly key holding services  £1,242.00-Printers fee for March edition of the gazette  £2,375.00-Perlow Estate  £1,004.30 – Internal Auditor Fee  £23.99- Hereward Stationery -box of 200 Heavy duty black sack good strength and puncture resistance bags  £594.00 -distribution of March Gazette  £50.88 -stationery (5 realms of paper / ink cartridges)  <b>167.2 Pyramid Community Centre</b>  <b>Category: Services: Misc</b>  £24.00 –Business Watch - monthly key holding services  (£120.00-Falcon Plumber Limited -fix drain issue at Community centre)  £22.00 -Hygiene supplies (pack of 12 Tork Mini Jumbo Toilet rolls  £131.87 -refuse bags and Men’s safety gloves for lengthsman  £44.96 -cleaning materials  (£70.30 -repairs materials for community centre)  <b>Category: Services: Utilities</b>  (£232.63 -Haven Power / Drax - electricity -from 01/3/2022 to 31/03/2022)  (£594.62 - Haven Power / Drax - electricity -from 01/3/2022 to 31/03/2022 &amp; 1/02/2022 to 28/02/2022– bill is being queried).  £101.83 -Wave – from 2/01/2022 to 1/04/2022  (£139.70 -Avantigas -from 1/03/2022 to 31/03/2022)  <b>167.3 Category: Services / Renewals and Subscriptions - Payments made by Direct Debit</b>  (£277.78 - Conister Bank - Boiler Finance – 28<sup>th</sup> February 2022 &amp;31<sup>st</sup> March 2022)  (£33.68 -Clerks Mobile phone -March 2022)  (£589.25 business rates (office))  (£435.30 Business Rates (community 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>  <b>167.4 Payments made by Government Preferment Card</b> – Microsoft =£11.28/ Asda cleaning material =£23.87, / Lidl cleaning material =£4.59 The total amount payable =<b>£39.74</b></p>
168	<b>Correspondences</b>
169	Agenda Items for next Meeting – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>
170	The date of the next meeting – to be held on <b>Tuesday 24<sup>th</sup> May 2022, 7.30pm at Unit 3 Pyramid Shopping Centre.</b>