

Bretton Parish Council

Minutes of the General Purposes Meeting held on the 12th March 2018 (GP17-02) at 7.30 p.m. at Unit 2, Pyramid Centre Shopping, Bretton.

Present: Councillors: L Aldridge, J Hayes, and C Lee

Others: Bernard Champness – Clerk

Not Present:

Open Forum

There was no open forum and the meeting was formally opened at 19.30. In the absence of Cllr Merrill J Hayes acted as Chair for the evening.

14 Apologies for absence, acceptance of Apologies

14.1 Apologies were received from C Rudd (personal) Cllr Johnson (health) J Merrill (personal)

14.1.1 Resolved: That the apologies be accepted.

15 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.

15.1 No one declared an interest in any item on the agenda.

16 To approve minutes of the meeting held on Monday 12th February 2017 (GP17-01)

16.1 Resolved: that the minutes of the 12th February 2018 be agreed as a true record and duly signed by the Chair.

17 Matters to Report (restricted to those items not listed on the agenda)

17.1 There were no matters to report from the minutes

18 Item deferred from Full Council –

18.1 There was nothing deferred from Full Council.

19 To consider a lone worker Risk Assessment

19.1 The Clerk had circulated and handed around copies of a model Lone Working Risk Assessment, and a guide for Working Alone prepared by the Health & Safety Executive. The Clerk explained that Cllr Hayes had also sent to him the Peterborough City Council guidance to lone working and violence at work document. It was agreed that in principle the model Lone Working Risk Assessment should be accepted but before this was signed off as agreed we had to ensure certain steps were in place to ensure the safety of the Clerk. The Clerk was asked to check the following:

1. Who we could have as a key holder to the office as we would need at least three to ensure access could be made to the office
2. Check with Cross Keys Homes if we could have use of a Life Line fob. We still had a number of fobs which we had given to them
3. Make enquires with BusinessWatch to see if they had anything that could be set up as an alarm with the Police
4. Enquire about Solo Protect and what they had to offer.

The biggest concern was not violence from a visitor to the office but the Clerk falling down or becoming ill and not being able to get to the telephone or door. Until we were able to reduce that risk to low or medium we would not sign and risk assessment.

20 To approve a diary of meeting for 2018-19

20.1 Prior to the meeting the Clerk had sent out a copy of the diary of meeting for 2018/19 and handed out copies to those present. Cllr Lee explained that there was a GP meeting after every month there was a Full Council meeting and that was why there was no GP meetings in September and January but there was a meeting in August and December. There would not be a P&E meeting in those months although if required this could be requested and an emergency meeting can take place. **Resolved:** that a recommendation be made to Full Council that the diary of meetings be agreed.

21 To set out a schedule of how the Annual Parish Meeting will take place and the format

21.1 The Clerk explained that it was easier for a small committee to work out how the Annual Parish Meeting should be run rather than a large group at Full Council. As it was the Annual Parish Meeting we had to follow a procedure whereby the Minutes of the last Annual Parish Meeting had to be agreed. The Chair would give a report of the activities of the Council for the last year and the Clerk would give a financial report. Usually copies of the reports and minutes were circulated but it might be that we would have to read them. It was agreed that to save time the documents would be printed and circulated.

The Clerk felt that the Officer from Peterborough City Council would not want to speak as there was nothing really to say. We were seeking the Parishioners views on what proposals they had to improve the parking situation and for the Officer then to say whether or not the work could be done and at what cost. If Peterborough City Council could not afford it we would then have to explain that we could, but only if the Parishioners agreed that we could increase the Precept to fund the work over something like a 10 year period.

After considering the format, the following was agreed subject to Full Council approving the same:

1. 7 - 7.15 Welcome, Approve minutes of previous meeting Chair and Treasurers report.
2. 7.15 – 7.45 Police to speak
3. 7.45 – 8.15 Questions
4. 8.15 – 8.30 coffee break
5. 8.30 – 9.00 Peterborough City Council re Parking

22 Correspondence

22.1 There was no correspondence that was received other than what had been discussed at this meeting.

23 Any other business- *Reminder by Law – information exchange only no decisions can be made*

23.1 Cllr Aldridge explained that she had been asked by many people if they could book a party to end at midnight. It was explained that we decided at the last meeting to stop parties going on that late and instead for them to finish at 10 p.m. She went on to explain that after the last party the place was a mess and both she and Debbie Holmes had spent hours cleaning the place up and felt that both should be given at least £40 each for that work. She felt that we could start a small claim in the courts for £1000 to pay for the damage that was done, and we should be pursuing them for this money. She was told that they did not get their deposit back and on Monday even more time was spent in trying to get the place back to a reasonable state. Cllr Lee said that if she wanted to request payment she should put this in writing to the clerk who would bring that request to the Steering Group and not Bretton Parish Council

23.2 There being no other business the meeting was closed at 20.55

24 Date of Next Meeting

13.1 The date of the next meeting – to be held **on Monday 16th April 2018 at 19.30 p.m.** at Unit 2 Pyramid Shopping Centre, Bretton.

DRAFT