



## BRETTON PARISH COUNCIL

### Chairperson

Councillor Richard Strangward  
87 Tirington  
South Bretton  
Peterborough  
PE3 9XT  
Tel: 01733 263019

### Clerk to the Council

Sylvia Radouani  
Unit 2, Parish Offices  
Bretton  
Peterborough  
PE3 8NY  
Tel: 01733 263019

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

### **Agenda for Parish Council Meeting to be held on Tuesday 28<sup>th</sup> May 2024 starting at 20.00**

#### **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 19.50 to ensure a prompt start to the meeting.

|            |                                                                                                                                                                                                                       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>Open Forum</b>                                                                                                                                                                                                     |
| <b>141</b> | <b>Apologies for absence, acceptance of Apologies &amp; noting of resignations received.</b>                                                                                                                          |
| <b>142</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>143</b> | <b>To Approve Minutes of the last meeting held on 27<sup>th</sup> April 2021 (21-12)</b>                                                                                                                              |
| <b>144</b> | <b>Matters to report</b> – <i>restricted to items not listed elsewhere in the agenda</i>                                                                                                                              |
| <b>145</b> | <b>Election of Chairperson</b>                                                                                                                                                                                        |
| <b>146</b> | <b>Declaration of Acceptance of Office for Chairperson</b>                                                                                                                                                            |
| <b>147</b> | <b>Election of Vice Chairperson</b>                                                                                                                                                                                   |
| <b>148</b> | <b>Appointments of Committees, Working Parties and Representatives</b>                                                                                                                                                |
|            | <b>148.1</b> Planning & Environment Committee – 8 representatives                                                                                                                                                     |
|            | <b>148.2</b> Finance Committee – 8 representatives                                                                                                                                                                    |
|            | <b>148.3</b> General Purposes Committee – 8 representatives                                                                                                                                                           |
|            | <b>148.4</b> Press Officer Newsletter Editor                                                                                                                                                                          |
|            | <b>148.5</b> Parish Council representatives (and deputies)                                                                                                                                                            |
|            | PCC Parish Liaison                                                                                                                                                                                                    |
|            | <b>148.6</b> Police Panel Meeting                                                                                                                                                                                     |
| <b>149</b> | <b>Cheque signatories and banking arrangements</b>                                                                                                                                                                    |
|            | To adopt and/or amend the Standing Orders, Financial Regulations, the standing orders for the various committees, the Complaints Policy and Risk Assessment.                                                          |
|            | To consider if any of the policies we have in force need to be updated and or amended.                                                                                                                                |
| <b>150</b> | <b>Proposal to consider changing the Standing Orders in relation to acceptance of Parish Councillors apologies.</b>                                                                                                   |
| <b>151</b> | <b>Approval of Bretton Gazette</b>                                                                                                                                                                                    |
| <b>152</b> | <b>To discuss and evaluate the bulky waste service on 18<sup>th</sup> May 2024</b>                                                                                                                                    |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>153</b> | <p><b>To note current state of finances and agree the Bank Reconciliation /approve expenditure–</b></p> <p><b>153.1 Category: Staffing Expenditure:</b></p> <p>(£6,909.37 salaries for April –<i>which represents payment for the Clerk, Caretaker, Parish Council Assistant and two lengthsman</i>).<br/>         (£1,246.74 Pensions Contributions - B&amp;CE &amp; LGPS -April 2024)<br/>         (£1,685.31-HMRC/PAYE NI -Month 1)</p> <p><b>Category: Services: Misc</b><br/>         (£138.00 HR services – May 2024)<br/>         (110.84 -Peterborough Office Supplies)<br/>         (£42.69 -bank charges for 29<sup>th</sup> March to 3<sup>rd</sup> May 2024)<br/>         (£67.00 -APS payroll for March 2024)<br/>         £8.75 -stationery<br/>         £67.00 -APS -Payroll for April 2024<br/>         £24.98 – Lengthsman Hi Vis work clothing<br/>         £1,070.51, gross Easy Clean cleaning services -reference 23093<br/>         £842.40 -Bretton Gazette distribution for June 2024</p> <p><b>Category: Services: Utilities</b><br/>         (£177.38 - Haven Power /Drax – electricity for 1/04/2024 to 30/4/2024) (DD)<br/>         (£78.39 -Wave -19/1/2024 TO 18/04/2024)</p> <p><b>153.2 Community Centre</b><br/> <b>Category: Services: Misc</b><br/>         (£11.52 - Initial -personal Hygiene)- May1 2024)<br/>         (162.89 - Broadband and telephone - Community centre &amp; office Phone &amp; broadband monthly fee)<br/>         (£42.00 -pack of 5 buffing pads)<br/>         £59.16 -cleaning material &amp; DIY supplies</p> <p><b>Category: Services: Utilities</b><br/>         (£411.00 -Smartestenergy for 1/04/2024 to 30/4/2024) (DD)<br/>         (127.33 -British Gas -15/3/2024 to 14/4/2024)<br/>         (72.95 -British Gas -15/4/2024 to 30/04/2024)<br/>         (153.29 -Wave -19/1/2024 TO 18/04/2024)</p> <p><b>153.3 Category: Services / Renewals and Subscriptions - Payments made by Direct Debit</b><br/>         (£40.54 - O2 - Clerks Mobile phone).<br/>         (£677.00 business rates (office)<br/>         (£449.00 Business Rates (community centre)<br/>         (£403.24 -Hiscox monthly Insurance / liability payment) – May 2024)</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><b>153.4 Payments made by Government Preferment Card</b><br/>         Canva -£10.99, Booker cash &amp; carry =£11.50 Total payment = £22.49</p> |
| <b>154</b> | Correspondences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>155</b> | Agenda Items for next Meeting – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>156</b> | The date of the next meeting – to be held on <b>Tuesday 25<sup>th</sup> June 2024</b> at 7.30 p.m. Unit 3 Pyramid Shopping Centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |