



BRETTON PARISH COUNCIL

Chairperson

Councillor Mary-Ann Stanton
Unit 2, Parish Offices
Bretton
Peterborough
PE3 8NY
Tel: 01733 263019

Clerk to the Council

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

parishoffice@brettonparishcouncil.onmicrosoft.com

Agenda for Parish Council Meeting to be held on Tuesday 22nd July 2025 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.

	Open Forum
21	Apologies for absence, acceptance of Apologies & noting of resignations received.
22	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
23	To Co-opt three new Parish Councillors
24	To Approve Minutes of the last meeting held on 22nd April 2025 (24-09)
25	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
26	Reports from Committees and Representatives
26.1	Finance meeting held on 1 st July 2025
26.2	Bretton Community Festival held on 2 nd & 9 th July 2025
26.3	General Purpose meeting held on 9 th June 2025
27	To Receive Written Reports from City Councillors – Discussion for questions only
28	To discuss & Evaluation of the Bulky Waste service on 21st June 2025 & 19th July 2025
29	To discuss Duke of Edinburgh Awards – <i>standing agenda item</i>
30	To discuss youth facilities – <i>standing agenda item</i>
31	To discuss green open spaces and ground keepers - <i>standing agenda item</i>
32	To discuss issues with the library – <i>standing agenda item</i>
33	To discuss the relocation of picnic benches to open spaces in Bretton Park
34	To Review & Approve the following Procedural Documents
33.1	Planning & Environment (P&E) standing orders
33.2	General Purpose (GP) Standing order
33.3	Bretton Parish Council Policy statement
33.4	Bretton Parish Council social media Policy
33.5	Finance Regulations Procedural + Risk Assessment
33.6	Code of Conduct Policy
33.7	Complaint Policy
33.8	Bretton Parish Council Aims & Objectives
33.9	Bretton Parish Council Data Protection Policy
33.10	Bretton Community Festival Standing order (terms of reference)
33.11	Equality & Diversity Policy
34	Bretton Parish Council evaluation of the Bretton Community Festival 2025
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting
35	Staff issues
36	Community Centre & Unit 3 bookings
37	Unit 2/3 lease renewal update and approval
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential business being concluded, the Press and the Public be invited to return to the Meeting.

38.1 Category: Staffing Expenditure:

(£5,860.79 salaries for May 2025, monthly which represents payment for the Clerk, 2 Lengthsman's, Parish Council Assistant)
 (£1,206.05- LGPS for April 2025 & B&CE Pensions contributions for May 2025)
 (£1,589.79- HMRC/PAYE-NI -Month 2)
 (£5,854.38 salaries for June 2025, monthly which represents payment for the Clerk, 2 Lengthsman's, Parish Council Assistant)
 (£1,072.59- LGPS for June 2025 & B&CE Pensions contributions for July 2025)
 (£1,567.66- HMRC/PAYE-NI -Month3)

Category: Services: Misc

(£138.00 - HR services – June 2025)
 £138.00 - HR services – July 2025)
 (£80.40-payroll for May 2025)
 (£4,031.85 -Annual insurance for Parish Council including Public Liability / Employers Liability)
 (£52.66 -wall mounted ash tray, pack of 12 jumbo toilet roll, cleaning material)
 (£425.00 -battery for defibrillator machine)
 (£25.34 – bank charges for 3/5/2025 to 30/5/2025)
 (£117.72-10 mini blackboard stakes, 2 pack power bank portable charger)
 (£80.40-payroll for June 2025)
 (£1,242.00- publication of the Bretton Gazette)
 (£842.40 -distribution of the Bretton gazette)
 (£2,375.00 -Perlow Estates -rent for unit 2&3 for 24/6/2025 to 28/9/2025)
 (£112.20- Swift Fire /Safety -intruder alarm 6 monthly service)
 (£112.20 -Swift Fire /Safety -Fire alarm 6 monthly service)
 (£22.99 -sumup mobile card terminal for contactless payments)
 (£27.98 -xl size hazard barrier tapex2)
 (£1,8000-impact stages for festival)
 (£135.00 -Man with van & mics activities for festival)
 (£810.00 -portable loos –2 disabled & 6 single)
 (£660.00 -circus entertainment for festival)
 (£2,615.00 -Bourne Fun 12 various soft inflatable equipment for festival)
 (£675.00 -HLS Security – 5 SIA licensed personnel for festival)
 (£80.00 -Tapped bars reimbursement)
 (£5.25 -Aldi 36 bottles of water)
 (£5,870.85 -TMO Traffic Management for festival)
 £49.36 -200 bungee cord with balls
 £63.08 -HI Vis Vest, 10 litre all-purpose floor cleaner, 12 elbow grease, 9 bottles of bleach, 5 litre Jantex al purpose floor cleaner
 £46.79 – bank charges for 31/5/2025 to 4/7/2025
 £288.00 -PPL & PRS the music licence

Category: Services: Utilities

(£132.88-British Gas Lite - Electricity charges)
 £127.33 - British Gas Lite - Electricity charges

38.2 Community Centre**Category: Services: Misc**

(£12.20 - Initial -personal Hygiene)- 08/06/2025 to 07/07/2025) (DD)
 (£176.42 -Broadband and telephone - Community centre & office Phone & broadband monthly fee) – June 2025)
 (£1,164.71 Easy Clean cleaning services -reference-24233)
 (£112.20-intruder alarm 6 monthly service)
 (£112.20 -Swift Fire /Safety -Fire alarm 6 monthly service)
 (£12.20 - Initial -personal Hygiene)- 08/07/2025 to 07/08/2025) (DD)
 (£176.42 -Broadband and telephone - Community centre & office Phone & broadband monthly fee) – July 2025)
 £1,164.71 Easy Clean cleaning services -reference-24311

Category: Services: Utilities

(£224.21- Smartest Energy. Electricity -from 01/5/2025 -31/5/2025) (DD)
 (£6.49 - British Gas -Gas lite charges – correction 30/4/2025 to 01/06/2025) (DD)
 (£184.51 -electricity charges from 1/6/2025 to 30/06/2025)

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

(£17.40 - O2 clerks' mobile phone – May 2025)
 (£17.40 - O2 clerks' mobile phone – June 2025)

	(£760.75 -Parish Office rates for June 2025) (£450.00 -Pyramid Community centre rates for June 2025) (£760.75 -Parish Office rates for July 2025) (£450.00 -Pyramid Community centre rates for July 2025) <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> 37.4 Payments made by Government Preferment Card: Canva -£10.99, Epson subscription -£4.49, Zoom =£15.59, Cloud Next -IT Annual Domain Charge = £119.98 Total amount payable £151.05 (PAID). Microsoft -£24.72, Canva-£10.99, Epson subscription -£9.39, Lidl -cleaning items -£6.50. Total amount payable £51.60 (PAID)
39	Correspondences
40	Agenda Items for next Meeting – <i>Reminder – by law no decision can be made under this item only information exchanged.</i>
41	The date of the next meeting – to be held on Tuesday 23rd September 2025 at 7.30 p.m. Unit 3, Pyramid Shopping Centre.