



Bottisham Parish Council
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Chairman: Jon Ogborn Vice Chairman: John Wilson Clerk: Alice Bettoney

Notice of Meeting: Full Council
Time: 7.45pm
Date: Monday 6th February 2023
Venue: The Poppy Room,
Bottisham Sports and Social Club, Bottisham, 31 Downing Close CB25 9DD

To All Members of Bottisham Parish Council

You are hereby summoned to attend the Full Council Meeting of Bottisham Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

Quorum: 4 Members: 11 Vacancies: 1

The meeting is open to members of the public (including the press), but is not a public meeting.

Alice Bettoney

Alice Bettoney – Clerk/Proper Officer **DATE 1/2/2023**

23-1 Apologies for Absence

23-2 Councillors Declaration of Interests

- To receive declarations of interest from Councillors on items on the agenda.
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any).
- To grant any requests for dispensation as appropriate.

23-3 Public Participation – (Open Session – 15 minutes in total)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 15 minutes in total.

23-4 Approval of minutes

Proposal: To approve and sign the minutes of the meeting held on 3rd January 2023 as a true record.

23-5 Matters Arising/Clerks and Councillors reports

For information only. Items for decision will be discussed as agenda items. Circulated Clerks Report as **Appendix A**

23-6 Chairman's announcements

23-7 County and District Councillor Reports

- a) County Report
- b) District Report

23-8 May Elections

- a) To note the report on Election timetable for May 4th 2023 elections. Circulated as **Appendix B**.
- b) To note that potential Councillors will deliver nomination papers to the Clerk by Friday 24th March. Any papers not with the clerk will have to be delivered by the potential councillor to Ely.

- c) To note that the Clerk will hand deliver nomination papers on the appointment date agreed with ECDC – between Tuesday 28 March 2023 but no later than 4pm on Tuesday 4th April 2023.

23-9 Environment matters

- a) To receive an update from Councillors on any issues in their areas of responsibility.
- b) To resolve that all future burials/interments include the removal of excess soil from the cemetery.
- c) To approve the updated cemetery regulations to incorporate this requirement – **point 14, in Appendix G.**
- d) To note the outcome from the tree works in the cemetery by Town and Country Tree Surgery Company:
Reported: “We inspected T15, 16 & 18 once the ivy was removed and all three trees were sound and no further work required”.
- e) To note resident correspondence about damage to grass verges due to parking and consider a response – **Appendix F** for pictures.
- f) To note that an expression of interest has been received for an allotment plot from a resident.

23-10 Transport matters

- a) To receive an update following the “A to B1102 Proposed Fast Bus Route” meeting on 2nd February 2023.
- b) To consider and provide a PC response to the “Cambridgeshire & Peterborough Draft Bus Strategy”.

23-11 Parish Council Published Address

- a) To consider report in **Appendix C** and to approve the following proposal:
1. The publicised address/telephone number of the Parish Council are the CO-OP address and Clerk's mobile.
 2. Published Parish Councillors details - only email addresses supplied in the Cresset and on the PC web-site. The Clerk can pass on requests for phone contact on application.
 3. A link to ECDC register of interests is on BPC website (phone numbers redacted). We understand Councillors addresses may be excluded from the Register of Interests after May elections.

23-12 Planning

- a) To note the planning information form circulated as **Appendix I.**
- b) To note applications received and provide BPC response to ECDC.

23/00017/FUL	Site South Of 2 Parsonage Barns Bottisham	Erection of outdoor covered storage area and extension to existing building to form staff welfare facilities and associated works
21/00984/DISA	Site To South And East Ox Meadow Bottisham	To discharge condition numbers 3 (Future Management And Maintenance Of The Streets), 4 (Construction Traffic Management Plan), 14 (Culvert, Soakaway/Pond And Drainage Ditch Inspection)

- c) To note planning applications approved

22/01430/TRE	1 Bottisham Place	T1Oak
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23-13 Neighbourhood Plan

- a) To note and consider Neighbourhood plan update following Cllr Wilson’s meeting with Cambridge Acre on the timetable for the key stages of a neighbourhood plan – circulated as **appendix H.**
- b) To note support offered from Emma Knight, ECDC to support Parish Councils thinking about or working on neighbourhood plans.

23-14 Finances Matters

- a) To consider the financial situation of the council and approve Bank Reconciliations for October, November and December 2022.

- b) To receive and approve invoices for payment as listed at the end of the agenda and note payments made since the last meeting.
- c) To approve Wave Utilities account for Church and Churchground to be changed from a quarterly paper water bill paid on demand to a variable direct debit. (The Financial Regulations 7.5)
- e) To approve registration with The Information Commissioner (ICO), see **Appendix E**, at a cost of £35 a year if paid by direct debit. (Financial Regulations 6.7)
- f) To approve the Clerk's phone package (Three - £4/month) and printer ink subscription (HP – 300 pages/month £9.99/month), can be paid by direct debit rather than reimbursement (Financial Regulations 6.7)
- g) To approve the current account balance to be raised from £306.21 to £500 following payments due to the additional direct debits.
- h) To approve the grant request from Cambridgeshire Search and Rescue.

23-15 Training

- a) To approve the Clerk to attend in March **CAPALC understanding the AGAR bitesize course**, at a cost of £30.
- b) To approve membership of SLCC (Society of Local Council Clerks) for the Clerk, to be renewed annually, at a cost of a joining fee of £8, and an annual fee of £112 (based on Clerks salary).
- c) To approve the Clerk to do **Introduction to Local Council Administration (ILCA)**, at a cost of £120 (once a member of SLCC).
- d) To approve the training offered by CAPALC - Allotment Management Course, to be undertaken in May or a later date, at a cost of £60.

23-16 New Cemetery, Lode Road

- a) To receive an update on the progress of the new cemetery.

23-17 Play Area working group

- a) To receive an update on the progress of the play area working group.

23-18 Bottisham Community Safety Open Forum Event – 8th March

- a) To receive an update on the upcoming BCSP event.

23-19 Matters for future consideration

Date of next meeting: Monday 13th March 2023 (NB this is the 2nd Monday), 7.45pm.

FURTHER MEETING DATES: Monday 3rd April 2023, Tuesday 9th May 2023

Any business and payments, to be considered by Bottisham Parish Council must be delivered to the Clerk for inclusion at least 7 days prior to the next meeting.

Finance Appendix

Receipts

Method	Date	Payee	Detail	Total
BACS	06/01/23	Ivett & Reed	Fees Smythe	£40

Outstanding accounts

V No	Method	Payee	Detail	Net	Vat	Total
v106	BACS	A Bettoney	Lebara Phone line rental Jan			£2.50
v107	BACS	A Bettoney	Royal mail postage – Lloyds change of address			£0.68
V108	BACS	Navigate Planning	Professional services for New Cemetery	£396.20	£79.24	£475.44
V109	BACS	Cambridgeshire ACRE	Annual Membership			£60.00
V110	BACS	A Bettoney	Timpsons - 3 cemetery keys cut			£16.00
V111	BACS	A Bettoney	Clerk and RFO - January Salary			£549.25
V112	BACS	K Levitt	Jan Litter Picking (5 weeks)			£70.00
V113	BACS	I Swift	Jan Litter Picking (5 weeks)			£70.00
V114	BACS	Town & Country Tree Surgery Company	Cemetery Tree work carried out in December	£390	£78.00	£468.00

Payments made via direct debits

V No	Method	Payee	Detail	Net	Vat	Total
V115	DD	DRAX (1 st Dec – 31 st Dec)	Streetlighting	47.24	2.35	49.59

Payments made via Clerks delegated authority

V No	Method	Payee	Detail	Net	Vat	Total
V116	BACS	Wave Utilities	Church and Churchground water			£13.79