



Bottisham Parish Council

Meeting Papers for:

Meeting: Full Council
Time: 7.45pm
Date: Monday 6th February 2023

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Appendix A: Clerks Report

Clerk – The Knowledge Training

The Clerk has attended a two day introduction training course on the Clerks Knowledge – 18th and 25th January 2023.

This was extremely useful and has highlighted future upcoming training opportunities:

Forthcoming training opportunities

1. [CAPALC understanding the AGAR bitesize course](#)

- Saturday, 18 March '23 9:30am – 11am GMT. Cost £30

This would be extremely useful as this is the first time that the Clerk is going to enter the Annual Governance And Accountability Return (AGAR).

2. Next steps - [SLCC | Introduction to Local Council Administration \(ILCA\)](#)

The aim of the course is to provide an introduction to the work of a local council, its councillors and the clerk. The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.

Cost £120 SLCC members

ICO

Parish Council should be registered with the ICO.

Clerks Membership of SLCC

It was highly recommended that it would be worthwhile for the clerk to become a member of the SLCC. The SLCC is a vibrant and focussed organisation which helps local council officers not only to continue, but to develop and grow professionally and so be able to better serve their councils and the communities they support. It is a useful resource for support, gaining knowledge, processes, access to documentation, especially given the lone working nature of the position and the breadth and depth of work covered. The cost is based on the clerk's salary, and full membership would be a joining fee of £8, and an annual fee of £112.

The Council is a member of CAPALC, and SLCC is an organisation for clerks.

Asset Register

- This has been updated to include the new dog bin and printer.
- Once the new bench on High Street is installed this will need to be added.

ECDC - Planning Portal Access

I have requested online access to the planning portal as a parish council consultee for applications, to streamline the comment process.

East Cambs Grant application – The aim of this grant scheme is to support the development of new or existing community services and initiatives that improve the quality of life for residents living in East Cambridgeshire.

Clerk forwarded to Red2Green, Bottisham Football Club, Bottisham Scouts, Bottisham Airfield Museum, Cambridgeshire Search and Rescue. Cllr Buchanan forwarded to Gardening Club, Bowls Club, Table tennis group, Bottisham Community Library Association.

Lloyds Bank – Debit Card

This has been received, and will be kept securely along with the pin as per the Financial Regulations.

Noticeboard

- Agendas/Draft Minutes placed
- Councillors and Clerk contact details updated
- Voter ID poster

Website

- A link to the ECDC Parish page has been added to link to the Register of Interests for councillors.
- Meetings page updated to highlight signed minutes are not accessible, and to contact clerk for accessible version.
- Various News items added. Inc ECDC grant
- February Cresset uploaded

Wave Utilities

- Online account access setup.
- This is currently an on demand bill, this could be paid via direct debit.

Clerks Phone

- Initially Clerk organised a sim only deal with Lebara. It became clear that Lebara did not offer wifi calling on all models of phones, and the reception quality was extremely poor. The Clerk has now switched to Three, at a cost of £4 a month for 24 months. Currently clerk is paying this and being reimbursed.

Cemetery

One ashes interment in January.

Cemetery regulations updated with new contact details, plus excess soil to be removed. This needs to be approved by council, and added to the website along with fees.

Three spare keys cut for the shed.

Investigating options for the removal of the spoil heap. This is made difficult due to the limited access to the site, plus what to do with the excess soil. Local farmers approached, plus gravedigger has been requested to quote.

Allotments

- Expression of interest in an allotment received by a resident.
- A comment made by a resident about previous allotments in the village was that they didn't have access to water and this made it extremely difficult.
- CAPALC offer training course for allotments. In Feb and May

Planning – monthly responses submitted to ECDC with comments from BPC following review of plans at full council meetings

Correspondence:

ECDC – Received a phonecall from Communications department, asking about the information they provide and how useful it is. They also mentioned the Council Tax letter to residents - Parish Council are able to place a flyer inside the letter if desired. The Clerk has requested cost and timescale for this for consideration for next year.

ECDC	January Newsletter
Resident	1971 burial enquiry
Resident	Hole in footpath on Beechwood avenue
Resident	Expressing interest about allotments at Bell Road

Residents	multiple emails expressing support for a play area
Resident	Damage to verges due to parking on Maple Close
National Highways	A14 nighttime roadworks closure
County Broadband	Bringing Full Fibre to Bottisham
Red2Green	Flowerbeds in Bottisham
Gigaclear	proposed fibre rollout
Cambridgeshire & Peterborough Combined Authority	Draft Bus Strategy Consultation
EC Community Safety Partnership	invitation to Showcase event
Stow-cum-Quy Clerk	invitation to A to B1102 Fast bus route event on Thursday 2nd February 2023
ECDC	East Cambridgeshire Community Fund – fund application window open 16 th Jan - and 27 th February 2023.
Cambridgeshire Search and Rescue	Grant request
CAPALC	Coronation Preparations
ECDC	Neighbourhood Planning in East Cambridgeshire – Emma Knights introducing herself and is able to offer support for parishes thinking about or working on Neighbourhood Plans
ECDC	Voter ID now required for election – communication resources
ECDC – Joan Cox	Election procedure
ECDC	Potential inclusion of leaflet in Council Tax Letter
CAPALC	CAPALC Special General Meeting
CPCA	Cambridgeshire & Peterborough Combined Authority Update January 2023
ECDC	Coronation of King Charles III – Inform them of events to enable emergency and

Identified future work items

Publication Schedule

- Publication schedule is required to highlight what information is available, how and where it can be found. See example here - A model template is available from the ICO. This needs to be produced by the Clerk, and published to the website when adopted by the Council.

Grant policy and application form

Cemetery Fees comparison and review

Training register

Document of professional memberships and dates of renewal

Appendix B: May Elections

- Information has been received from ECDC on the timetable for May 2023 elections.

Nomination Forms for Prospective Candidates

- Nomination papers are available for download from the District Council's website, and also from the Clerk (printed/digital).
- Nomination papers can be delivered by hand from Tuesday 28 March 2023 but **no later than 4pm on Tuesday 4 April 2023** during Office Hours of 9.00am until 5.00pm, 4.30pm on Fridays.
- ECDC are encouraging that this is done by one person. The Clerk will take all received papers to a booked appointment in this timescale. Therefore all nomination papers should be with the clerk by the previous week.
 - o Note - The date of consent of the signed nomination paper **should not be earlier** than one month before the deadline for nominations.

Election Expenses Forms

Every person that is standing as a Councillor will need to complete an election expenses form, whether they have incurred expenses or not. The Expenses form does not mean that if they have incurred any costs they will get them back, it is just a record of expenses incurred, but it is a legal obligation to complete the form and return it to the elections team. Failure to do so may result in a fine.

Information to share with residents

- Voter ID will now be required. ECDC have supplied some posters, to be displayed around the village and on the website.

Appendix C: Change of Publicised Address for the Clerk

There is a growing move (after recent incidents of harm/nuisance to public servants) to limit the personal details of councillors placed on the internet etc. There is also a concern too about the ongoing use of our new Clerk's private address for Council correspondence.

One option might be to set up a post office box address. However there are occasions when residents would like to drop things in by hand.

Cllr Ogborn has approached Bill Sunner at the Coop, to ask to ask if the CO-OP might be open to acting as a neutral address for the Council. He has kindly agreed, and he will ask staff to leave all post for the parish council in the post office to be collected periodically

The address of the shop is 12 High Street, Bottisham, CB25 9DA

Proposed Public information:

1. The publicised address/telephone numbers 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 the PC web-site (with addresses/phone numbers redacted).

Appendix D: CAPALC Email Training

From: CAPALC <office@capalc.org.uk>
Sent: 26 January 2023 09:06
To: clerk@bottisham-pc.gov.uk
Subject: 🗨️🍌 Allotment Training - Split Sessions - Tuesday 7th, 14th and 21st February 🍌🗨️



Allotment Management Course

**** This course is delivered over 3 zoom sessions ****

Tuesday 7th, 14th and 21st February - 10am til 11:30am

Course Content to include

- *History of National Allotment Society
- *Management and renting of plots
- *How to acquire new locations
- *How to make your allotment into an association, ran by a committee
- *How to deal with untidy plots
- *The assistance that the National Allotment Society can give to you
- *Tenancy Agreements and policies
- *Site facilities and health and safety
- *Self-management for Association

[Book Your Place Here](#)

Appendix E: Registration with the Information Commissioner's Office (ICO)

Every organisation or sole trader who processes personal information needs to pay a data protection fee to the Information Commissioner's Office (ICO), unless they are exempt.

The Parish Council should be registered with the ICO. The register of data controllers has been searched, and Bottisham Parish Council is not recorded.

Fee:

The fee will be £40 for this year or £35 if you choose to pay by direct debit.

Some organisations may need to appoint and register a data protection officer. However there are some exemptions which mean some public bodies do not need to appoint a DPO.

Exemptions:

Section 7(3) of the DPA 2018 says that the following are not public authorities for the purposes of the UK GDPR:

- a parish council in England;
- a community council in Wales;
- a community council in Scotland;
- a parish meeting constituted under section 13 of the Local Government Act 1972;
- a community meeting constituted under section 27 of that Act;
- charter trustees constituted
 - o under section 246 of that Act,
 - o under Part 1 of the Local Government and Public Involvement in Health Act 2007, or
 - o by the Charter Trustees Regulations 1996.

You do not need a data protection officer.

Your organisation can voluntarily appoint a DPO. But if you do, you need to register them with us. Although you may not need to appoint a DPO, it's still important to have someone in your organisation who is responsible for data protection.

Appendix F: Resident comment – damage to grass verges on Maple Close

Resident emailed to comment on the damage that is being done due to cars parking on the verges, or passing parked cars, due to the narrowness of the road, on the verge.

Resident requests –“Could a solution be to have a single white line, the length of the grassed area, placed on each side of the road?”



Appendix G: Cemetery Regulations

CEMETERY REGULATIONS: BOTTISHAM PARISH COUNCIL

1. The Cemetery is administered by the Parish Clerk to Bottisham Council under the general direction of the Cemetery Committee. All matters concerning burials, graves or memorials should be addressed to the Clerk. All payments should be made to the account of Bottisham Parish Council and delivered to the Clerk. A Table of Fees is available from the Clerk at clerk@bottisham-pc.gov.uk or calling 07774 490607
2. A register of burials and deposits of cremated remains is kept and may be inspected free of charge and copies of entries obtained for a fee by arrangement with the Clerk.
3. The cemetery is open to the public daily. No person in the cemetery shall do anything that does, or is likely to, interfere with the proper conduct of any interment or ceremony.
4. No person may plant any tree within the cemetery and no shrub that in normal growth exceeds five feet (1.5metres) in height may be planted on any grave space; nor may plants spread outside the boundary of the allotted grave space.

Rights to a grave or memorial space

5. The purchaser of an exclusive right of burial in any grave space shall have the right to deposit as many inhumations within that space as are specified in the grant of the right and in addition may deposit cremated remains provided that for each such deposition the appropriate notice is given, due payment made and that no previously deposited remains are disturbed.
6. Allotted grave spaces within the cemetery are only available for the remains of those who were residents of the Parish of Bottisham.
7. If any activity is requested in respect of a grave or memorial space in which an exclusive right has been granted the Clerk will require evidence that the person making the application has the proper authority.
8. No memorial may be placed on any grave space unless an exclusive right of burial has been granted to the person making the application.
9. The owner of any memorial must keep it in good repair so that it is safe and in a neat and tidy condition and the owners of any exclusive right of burial must ensure the same. If any owner fails to fulfil the obligations imposed by this regulation, the Committee will take any reasonable steps to make good any deficiency including, if necessary, the removal of any memorial or other object.

Approvals required

10. All gravestones, monuments, memorials and inscriptions are subject to the approval of the Parish Council. A copy of any proposed inscription and a drawing showing the material, shape and dimensions of any memorial must be deposited with the Clerk at least 30 days before work on the memorial is commenced or the inscription is to be cut or the memorial placed.

11. Where an inscription or memorial is to be placed in the part of the cemetery consecrated according to the rights of the Church the person intending to place the inscription or memorial must also ensure that it meets with the approval of the relevant diocesan regulations. The Clerk to the Council will have delegated authority for the most popular designs and will advise on special requirements.

Work in the cemetery

12. No deposition of a body or of cremated remains may commence before ten o'clock in the morning or after 30 minutes before sunset nor at any time on a Sunday.
 - * Deposition of a body means burial in a grave or placement in a vault or walled grave or in a mausoleum or catacomb.
 - * Deposition of cremated remains (ashes) means by scattering – distribution on the surface of the ground; by strewing – distribution beneath a layer of turf; by burial – placing in a hole in the ground or a vault or walled grave below ground; by placement – placing in a columbarium niche or mausoleum or catacomb above ground.
13. No-one other than a person acting with accredited authority – such as a funeral director or memorial masonry firm – shall dig or carry out memorial masonry work in the cemetery nor open any vault or walled grave or catacomb or columbarium niche. Any accredited person working in the cemetery must take all reasonable steps to secure that no injury or damage is caused by any person or property, and to leave the area in a safe, neat and tidy condition.
14. Any excess soil must be removed from the cemetery by the grave digger.
15. Notice of any intended work within the cemetery must be given to the Clerk at least three days in advance, to enable the necessary permission to be given and permits issued.
16. Any fees due shall be paid at the time the notice is delivered to the Clerk.

Regulations

17. This cemetery is one to which the Local Authorities Cemeteries Order 1977 applies and accordingly the provisions of Schedule 2 to that Order, a copy of which may be inspected by arrangement with the Clerk.
18. Where any provision is made by the Regulations, whether in respect of any time limit or in some other way, it may be varied in a particular case by the Committee (provided the Committee is satisfied that the variation will not be detrimental to the interests of any other person). Applications for a variation should be made to the Clerk accompanied by reasons in support of the request. The Committee shall not be obliged to grant any variation.

The members of the Parish Council with particular oversight of the cemetery are:

Cemetery Lead: Cllr Steven Odell - steven.odell@bottisham-pc.gov.uk

Updated 26/01/2023

Adopted at Parish Council Meeting - XXX

Minute No - XXXX

Appendix H - BOTTISHAM NEIGHBOURHOOD PLAN

A very helpful meeting with Alison Brown from Cambridgeshire ACRE, the key points being:-

1. AB advised me to withdraw our Grant application/Expression of Interest as anything unspent at March 31 2023 will need to be refunded. Strongly recommended that we apply for the grant in early April 2023 for £10k to cover consultants/professional bodies, literature printing, questionnaires, banners etc.
2. AB confirmed that the first step must be a village-wide questionnaire (expressed as broadly as possible) to get to grips with the real views and requirements of residents. This will be an adaptation of the Cllr Di Lorenzo's "old" questionnaire coupled with a more recent one conducted by Swaffham Bulbeck PC as a template. Target timing will be to agree the content by mid-March to go into the April Cresset: JJW to liaise with the Editor.
3. AB offered ACRE's assistance at a Project Meeting at which all those who have offered their involvement in the NP would be invited. ACRE will supply two expert planning consultants who will assist in the structure of the NP, and the delegation of tasks and subjects to the volunteers. The cost of this would be £750 + VAT and can be offset against the £10k grant. Suggested that we arrange a 2-hour evening meeting with all interested parties and their consultants.
4. There would be extra costs if ACRE were involved in the "Evidence Base", i.e. demographic review, housing needs survey, layout, illustrations, mapping etc; alternatively we may have the skills to do this ourselves.
5. It is important to involve ECDC throughout. Richard Kay has been involved and is fully aware of our plans; a new assistant to RK has been appointed (Emma Knights) and I have made contact. Her prime responsibility is assisting PCs with NP preparation, ensuring that they fit in with ECDC's Local Plan.
6. The stages for the NP are:-
 - i. NP area designation: already done.
 - ii. Extensive consultation with the community.
 - iii. Meeting with Working Group and consultants.
 - iv. District Council involvement.
 - v. Pre-submission consultation period to incorporate views of other bodies, i.e. Highways, English Heritage, Environment Agency, local businesses, Primary Care Trust, Schools, other local organisations
 - vi. Submission of draft Plan to ECDC to determine validity
 - vii. Submission of the draft NP by ECDC to an independent examiner
 - viii. Village referendum and adoption.
7. The overall process could take 2 years.

JJW 27.01.23

Appendix I - Planning information form - pre-pc meeting February 2023

REFERENCE	ADDRESS & WORK PLANNED	LATEST PC COMMENT DATE	DRAFT PC COMMENT
23/00017/FUL	Site South Of 2 Parsonage Barns Bottisham (Millworks) Erection of outdoor covered storage area and extension to existing building to form staff welfare facilities and associated works	17.02.23	See comments below
21/00984/DISA	Site To South And East Ox Meadow Bottisham Discharge of conditions 3, 4 & 14		Cond 3= Management & maintenance of the streets Cond 4= Construction Traffic Plan Cond 14= Culvert Drainage (water vole existence?)
Enforcement order	Bottisham Airfield, A1303		Noted that building of an aircraft hangar had commenced without a planning application. Pre-app advice from ECDC was that planning consent would be needed. Enforcement Order issued 27.01.23

Millworks: Cllrs Buchanan & Wilson met with the applicant before Christmas. The main issues are:-

1. The area concerned would be roofed but open-sided to allow access for trucks and forklifts.
2. It will only be used for storage of raw materials (wood) to reduce weather damage.
3. There will be no production within the new extra roofed area. They are allegedly seeking to retain volume and market share, not to increase sales and production.
4. There would be no increase in noise resulting from this application.
5. By roofing the storage area, Millworks would be able to reduce the untidy secondary storage area south of the A1303
6. It was suggested that moving the entire operation out of Parsonage Barns to an industrial park and out of the Green Belt would be more appropriate: the applicant claimed that the cost would be prohibitive.
7. Separately, the applicant agreed that a fence to the north-west side of the plant (adjacent to the PROW) would be ideal to discourage further vandalism and theft from the site. This would need an additional application as it would involve the removal of some of the trees.

JJW 28.01.23