



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 3rd April 2023
Venue: The Poppy Room,
Bottisham Sports and Social Club, 31 Downing Close, Bottisham,
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

23-39 Chairmans Welcome

23-40 Apologies for Absence

23-41 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.

23-42 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.

23-43 Approval of minutes

To approve and sign the minutes of the meeting held on 13th March as a true record.

23-44 Matters Arising/Clerks and Councillors reports

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

23-45 Chairman's announcements

23-46 County and District Councillor Reports

- a) County Report
- b) District Report

23-47 Environment matters

- a) To receive an **update** from Councillors on any issues in their areas of responsibility.
- b) To **consider** quotes received to reduce crown of Horse Chestnut tree, and **approve** a contractor to do the work.
- c) To **approve** to ask the contractor for a quotation to trim a tree overhanging a neighbouring garden whilst they are on site, potentially to be billed at extra cost.

- d) To **approve** purchase of a salt bin in Ox Meadow, at a cost of £140 + VAT, and agree location.
- e) To **note** ECTC prices for grass cutting have increased, and **consider** going out to tender for grass cutting.
- 23-48 Transport matters**
To note that Cllr Ogborn has requested that GCP officers attend a Parish Council meeting to present/discuss the plans for the Bottisham Greenway.
- 23-49 Planning** – To **note** planning information form circulated as **Appendix C**, and **receive** an update.
- 23-50 Neighbourhood Plan**
To **receive** an update on neighbourhood plan.
- 23-51 Councillor Training** – to **consider** and **approve** the proposed Bottisham Parish Council Training Policy – **Appendix B**.
- 23-52 Finances Matters**
 - a) To consider the financial situation of the council and **approve** Bank Reconciliations for March 2023.
 - 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) In order to comply with Financial regulations, there is a need to implement two signatories for online banking, so the Clerk can set up payments, to be authorised by two Councillors. To **agree** which Councillors should be approvers and start the application process.
- 23-53 Administration Matters**
 - a) To **note** the Annual Parish Meeting takes place on Tuesday 16th May, and **discuss** what is required.
 - b) To **note** that Cllr Cundell is undertaking works to update the website and making basic changes, and Cllrs may need to **assist** and provide content.
- 23-53 New Cemetery, Lode Road**
In Cllr Ogborn’s absence - to **note** that, following design changes requested by the Flood Authority, revised documentation is being submitted and the application determination date is now set for end April. A revised draft indemnity agreement has been sent by Philip Kratz to ECDC for approval.
- 23-54 “Project Play” - Play Area working group**
In Cllr Ogborn’s absence - to **note** that a resident has offered to lead a residents working group. Cllrs di Lorenzo and Ogborn are meeting with her on 18th April to agree plans/parameters for the group. A further two residents have offered to join the group who will then be contacted.
- 23-55 Community Matters**
To **receive** an update on Coronation Celebration Plans on 7th May.
- 23-56 Change of Clerk**
To note that Alice Bettoney’s final day of employment is April 6th. To allow a period of handover, Sam Chambers-Turner’s employment commenced on 30th April.
- 23-57 Matters for future consideration**
 - Insurance renewal due 31st May 2023.

Date of next meetings:

Annual Meeting of the Parish Council – 9th May,

Annual Parish Meeting - Tuesday 16th May

Appendix 1

Finance – April 3rd Meeting

Receipts

Method	Date	Payee	Detail	Total
-	9/3/23	Lloyds	Interest	£78.04

Outstanding accounts

V No	Method	Payee	Detail	Net	Vat	Total
124	BACS	SRC Heating and Plumbing Ltd	Leaking cemetery tap	£40	£8	£48.00
125	BACS	CAPALC	Clerks: The Knowledge 2 day training session - 18th and 25th January 2023			£250
126	BACS	Tesco (reimburse A Bettoney)	Printer paper			£4.75
127	BACS	A Bettoney	Clerk and RFO - January Salary			£549.25
128	BACS	K Levitt	Jan Litter Picking (4 weeks)			£56.00
129	BACS	I Swift	Jan Litter Picking (4 weeks)			£56.00
130	BACS	CAPALC	Affiliation Fee 1 st April 23 – 31 st March 24, inc DPO advice support			£656.44
131	BACS	Post Office (reimburse J Ogborn)	Postage of dipwell meter			£15.45

Payments made via direct debits

V No	Date	Method	Payee	Detail	Net	Vat	Total
V127	20/3/23	DD	DRAX	Streetlighting (1 st Feb – 28 th Feb 2023)	£42.72	£2.15	£44.87

Payments made via Clerks delegated authority

V No	Date	Method	Payee	Detail	Net	Vat	Total
None							

Account balances at	28/3/2023
Treasurers Account	£455.13
Business Bank Instant	£21,677.82
Business Bank Instant	£142,995.70