

# **BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

Clerk: Alice Bettoney, 7 West Walk, Bottisham, Cambridge, CB25 9BH

Tel: 07881 775499

E-mail: clerk@bottisham-pc.gov.uk

Website: www.bottisham-pc.gov.uk

**A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 5 December 2022 at 7.45pm for the purpose of transacting the following business.**

**There will be an open forum prior to the start of the meeting for any resident to address the Parish Council or raise questions. A maximum of 15 minutes is allocated to this session with each speaker allowed a maximum of 3 minutes. It would be helpful if you could email the Clerk in advance of the meeting if you wish to speak.**

## **MEETING OF BOTTISHAM PARISH COUNCIL – AGENDA**

Public session: including Bottisham Football Club (see attachment 2 below)

Closed session: Questions to potential co-optee from the Council

1. APOLOGIES FOR ABSENCE: Cllrs Winkcup & di Lorenzo
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. CO-OPTION OF COUNCILLOR - Ballot
4. APPROVAL OF MINUTES OF 7 November 2022 – Attachment 1
5. MATTERS ARISING FROM NOVEMBER MEETING:

| <b>Minute</b> | <b>Action</b>  | <b>By whom</b> |
|---------------|--|----------------|
| 77 d)         | Notify Town & Country Tree Surgery Company that its quotation for specified tree work has been accepted  | The Clerk      |
| 80            | Pursue Highways with reference to making necessary renewal and /or changes to road markings to improve road safety at the junction of Bell Road with the High Street taking account of the changed bus route | C/Cllr Sharp   |
| 81            | Write to accept the donor's offer to replace the seat at the bus stop opposite the church  | The Clerk      |
| 85            | Draft an outline of core and supplementary training for the Council to consider  | Cllr Overton   |

|    |   |                       |
|----|---|-----------------------|
|    | Ensure that suitable budget provision is made within the planning for 2023-24                         | Finance Working Group |
| 86 | Confirm instruction to Mr Kratz to review the Indemnity Agreement between the Parish Council and ECDC | Cllr Ogborn           |

6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

7. CHAIR'S REPORT (including Councillor Training)

8. CANCELLATION & REPLACEMENT OF 11 & 12 BUS SERVICES - update

9. ENVIRONMENT:

- a) Update from Cllrs on areas of responsibility
- b) Offer of seat for the bus stop opposite Church – choice of Teak or recycled plastic to be determined by the Council

10. PLANNING – see attachment 3

a) Notifications of application received –

**22/01345/FUL** – Swynford Manor, London Rd, Six Mile Bottom

Construction of pergola for outdoor wedding ceremony use, and hard and soft landscaping

**22/01307/FUL** – Site to south & east of Ox Meadow, Bottisham

Construction of temporary construction access located off Bell Rd. Works will include localized removal of trees, construction of temporary site entrance (excavation, sub-base and surfacing)

**22/01291/ESF** – Six Oaks Renewable Energy Pk, Newmarket Rd, Bottisham

Installation of a renewable energy park comprising: ground mounted solar panels, access tracks, inverters, transformers; sub-station and battery energy storage system, customer cabin; underground cables and conduits; perimeter fence; CCTV equipment; temporary construction compound; and associated infrastructure and planting scheme

b) Planning Applications Approved –

**22/01233/TRE** – Bottisham Community Primary School

T20 Acer Campestre (Field Maple) – dead – fell to ground level

T22 Prunus avivum (Wild Cherry) – dead – fell to ground level

c) Planning Application Refused – None

d) Notification of Tree Preservation Order –

**TPO/E/11/22** – Howgar House, 41 Bell Road – Any objections or comments must be made by 12 December

e) Neighbourhood Plan update – see attachment 4

11. FINANCE

a) To approve payment of outstanding accounts

|  | <u>£</u>   |
|--|------------|
| Items for approval                                     |            |
| Jonathan Giles – Salary, Pension, PAYE (Nov)           | 815.40     |
| Jonathan Giles – Back pay following nat. pay agreement | 321.36     |
| Jonathan Giles – Salary to 14 Dec                      | 364.56     |
| Microsoft Subscription (reimburse J Giles)             | 66.66+VAT  |
| I Swift – Litter picking (Nov - 4 weeks)               | 56.00      |
| K Levitt – Litter picking (Nov - 4 weeks)              | 56.00      |
| Drax -Streetlighting pd by direct debit                | 47.24+VAT  |
| Bottisham Community Sports and Social Club             | 100.00     |
| Professional Sportsturf Design – New cemetery          | 950.00+VAT |
| EC Trading Co – Grounds maintenance                    | 756.53+VAT |
| Church floodlighting 2020                              | 1,285.00   |
| Church floodlighting 2021                              | 1,579.90   |

b) To consider draft budget and precept for 2023-24 – see attachment 5 for detailed report and proposed resolutions

12. NEW CEMETERY WORKING PARTY – update  
- Indemnity Agreement

13. PLAY AREA WORKING PARTY – update

14. ANTI-SOCIAL BEHAVIOUR MINI-FORUM – update

15. CORRESPONDENCE RECEIVED

- ECDC – Waste Service Update
- Bottisham Football Club – Presentation to Parish Council
- Swaffham Bulbeck Community Land Trust – Info from Community Consultation
- ECDC – Rough Sleeping estimate
- ECDC – November Newsletter
- Six Oaks Renewable Energy Park – funding for Warm Hubs initiative
- Inaugural Meeting notes – Community events to celebrate the Coronation
- Correspondence with ECDC (inc D/Cllr Cane) regarding resurfacing the path from Beechwood Ave to Ancient Meadows followed by invitation to apply for Facilities Improvement Grant

17. DATE OF NEXT MEETING

The next meeting will be **Tuesday** 3 January 2023, 7.45pm.

*Jonathan Giles*

Jonathan Giles  
Parish Clerk

FURTHER MEETING DATES: Monday 6 February, Monday 13 March (NB this is the 2<sup>nd</sup> Monday)

# BOTTISHAM PARISH COUNCIL

## Minutes of meeting Monday 7 November at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

### PRESENT:

Cllr Ogborn – Chair; Cllrs Buchanan, Overton, van Someren, Winkcup;

C/Cllr Sharp; D/Cllr Cane

### APOLOGIES:

Cllrs Cundell, O'Dell, Swaminathan, Wilson; D/Cllr Trapp

**NOT PRESENT:** Cllr di Lorenzo

**PUBLIC SESSION:** Dr Stuart Field advised that the Parochial Church Council had been awarded a grant of £200 from Redrow to plant bulbs in the Churchyard. He also thanked the Council for the work to resurface the section of the path on the North side of the church.

**75. MEMBERS DECLARATION OF INTEREST:** None

**76. APPROVAL OF MINUTES OF 3 OCTOBER:** It was proposed by Cllr Overton and seconded by Cllr Buchanan that the minutes be approved. This was agreed unanimously.

**77. MATTERS ARISING FROM THE OCTOBER MEETING:**

- 1. Communicate concerns about Stagecoach's decision to cease bus services to Lucy Frazer, MP:** The matter was raised with her when Council members visited the house of commons on 6 October.
- 2. Review Councillors Areas of responsibility:** Cllr Ogborn has circulated the new allocation. He is responding to a request to swap the areas allocated to Cllrs Cundell and Swaminathan
- 3. Send correspondence to D/Cllr Cane regarding the path from Ancient Meadows to Beechwood Avenue:** This was done and Cllr Cane has responded that the responsible officer in ECDC is exploring whether there is an another funding option to resurface this path
- 4. Quotations for work identified in the recent tree survey:** The Clerk had circulated the three quotations received from local firms. All three responded to the specification for the work set out in the survey. As all are established local firms it was recommended that the

cheapest quotation be accepted. The proposal to commission the work from Town & Country Tree Surgery was made by Cllr Winkcup and seconded by Cllr Buchanan. This was agreed unanimously.

**ACTION:** The Clerk will notify the contractor

5. **Follow up the offer to purchase trees under the Queen's Green Canopy for Anglesey Abbey:** Following contact established by Cllr Ogborn, Cllr Cundell has agreed with the Site Manager that the PC will pay for 1 Limetree Tilia and a Japanese Flowering Cherry which will be recorded as donated by the Parish Council for the Queen's Platinum Jubilee. It was further suggested to the Abbey that an Acer Crimson King be ordered for the King's Coronation as it would have to be bought in advance. This was supported by the Council
6. **Send letter regarding the Ancient Meadows Play Area consultation to Maggie Camp:** This was done and a response was received from Ms Camp raising some further questions. A reply has been sent stating that, on the understanding ECDC would not agree to a Play Area being developed given the lack of local support, the Parish Council will seek to purchase another suitable site locally. The PC is seeking reassurance that the £45,000 of s106 held by ECDC on behalf of Bottisham, will be available to purchase play equipment for such an alternative site.

**78. DISTRICT COUNCIL REPORT:** D/Cllr Cane referred to the report she had circulated (attached below). Whilst organizer that there have been difficulties with the replacement bus services, Stephenson's did take them on at very short notice and they are now settling in. The situation has not been helped by the roadworks on Newmarket Road. She encouraged Councillors to respond to the Greater Cambridge Partnership proposals, including a congestion charge to drive into Cambridge.

The Finance and Assets Committee received a report that the EC Trading Company had made a surplus. The Council itself is forecasting an overspend of £100,000 on its revenue budget, but a £2m underspend on capital. The latter largely arises from not being able to secure new lorries for waste collection until the government has published the required specification. The Council is proposing additional Council Tax on empty homes to encourage them being brought back into use.

The Planning Committee has already met once this month to determine its response to the Sunnica Solar farm development. As this is determined nationally rather than locally, the Committee recorded its objection to the proposal and identified conditions it would wish to apply if the objection is overruled. She noted that the Committee has now agreed to support the Compulsory Purchase Order for the purchase of the land for the new cemetery in Bottisham.

The next District Councillor Surgery is scheduled for 23 November in Swaffham Prior.

The Parish Council noted the responses from the Planning Enforcement Team to concerns raised in respect of events taking place at Spring Farm. The District Council has relatively little leverage

over the granting of Temporary Event Licenses. It appears that the only effective route in the event of events causing disturbance, would be to call the Police.

The other questions raised concerned the number of empty homes owned by Sanctuary within the village. D/Cllr Cane said that Sanctuary are resuming visits to empty properties, which had been suspended during the pandemic, but is struggling to recruit maintenance staff.

**79. COUNTY COUNCIL REPORT:** C/Cllr Sharp reported that the Local Highways Improvement Fund had opened for new applications on 31 October. He noted that the Greater Cambridge Partnership consultation was open until 23 December. He is concerned that the consultation asks “leading” questions and is not totally open to hear the concerns of respondents. He is also concerned that the quoted sum of £60m to run the proposed transport services is not supported with detailed costings. He noted that the City Council is consulting on increasing parking charges by 9% - their budget assumptions may be undercut by the GCP proposals.

The County Council is projecting a budget gap of £28m for the next financial year.

He noted the continuing correspondence with Highways regarding flooding in the village. The Highways Officer has indicated that any further work within the vicinity of the Village College will need to take place in consultation with local householders as the pipes go under their properties.

**80. BUS SERVICES:** C/Cllr Sharp expressed gratitude for the work of the A to B1102 Group which had been a very effective voice for local concerns. Cllr Buchanan noted that the new services are only commissioned until March 2023, so a longer term solution will need to be found in that time – ensuring transport to and from school must be the key priority. It was organizer that Stephenson's have not previously operated in this area, so drivers are unfamiliar with the routes. The remaining local issue is that the reconfigured service no longer provides a link between Bottisham and neighbouring villages. The Clerk had received representation from Stephenson's about parking in the vicinity of the Bell Road junction, which causes difficulty as the new route requires buses to turn that tight corner. Highways had said that the changes they suggested were only possible if requested by the Parish Council. C/Cllr Sharp suggested that they were required for road safety reasons and would pursue with Highways on that basis.

**ACTION:** C/Cllr Sharp

He reported that the Combined Authority will be considering a paper on Transport issues in November. He is hoping that it will be shared with the Highways and Transport Committee of the County Council to gather its view before presentation to the Combined Authority.

**81. CHAIR'S REPORT:** Cllr Ogborn said that the Council had been asked to avoid the 23 May 2023 for the Parish Meeting as the Gardening Club has already fixed its AGM for that date.

It was agreed to seek information from BCSSC as to the availability of the hall in the week beginning 15 May.

The Council has received a generous offer to replace the seat by the bus stop opposite the Church with a new one in memory of the Donor's father. Given that the current seat already has a plaque, the donor is suggesting that this plaque also be transferred to the new seat, so that both will be able to be seen. Attempts have been made to find the original donor's family but as these have drawn a blank it was agreed that the offer should be gratefully accepted as proposed by the new donor.

**ACTION:** The Clerk to write to the Donor accepting the kind offer

Cllr Ogborn said that the group being convened by Mr Jolley to consider how the Parish will celebrate the King's Coronation will meet for the first time on 16 November. While this initiative is not led by the Council, Cllrs Cundell and Wilson have agreed to attend. The Coronation will take place on Saturday 6 May followed by a Bank Holiday on Monday 8 May.

Cllr Overton pointed out that the elections for the Parish Council will be taking place on 4 May. In that context it was proposed that Annual Meeting of the Parish Council take place on Tuesday 9 May.

Cllr Wilson has invited Council members to his home on either 3<sup>rd</sup> or 17<sup>th</sup> December. The latter date was preferred, which Cllr Ogborn will relay to Cllr Wilson.

Cllr Ogborn reported that Cllr Swaminathan had accepted his invitation to take the Lead role for Environment.

**82. ENVIRONMENT:** Cllr Ogborn noted that the bus shelters on the A1303 are now potentially redundant as the 12 service is coming through the village. Once the new routes have been permanently established the Council can consider whether these should be removed.

Cllr Winkcup reported that, following issues arising in the vicinity of Arber Close, a new Neighbourhood Watch scheme had been established in conjunction with the area organizer. He drew attention to the notes of the October Police Community Engagement Meeting circulated by Cllr Cundell. He explained that these quarterly meetings are open to local people to join and it was agreed that reference would be made to them in the Chair's Report for the December Cresset.

He noted that the local forum where the Police, School, and Parish Council representatives meet has become a model for other locations with a Village College. It was noted that, while a minority have caused problems locally, this is not unique to Bottisham and most other localities have experienced similar issues from time to time.

### 83. PLANNING

#### a) Notifications of application received –

**22/01157/VARM** – Site to south and east of Ox Meadow, Bottisham

To vary condition 11 (landscaping) of previously approved 21/00984/RMM for Approval of Reserved Matters application for access, landscaping, appearance, scale and layout of 16/01166/OUM for Outline planning application for residential development of up to 50 dwellings, new vehicular and pedestrian access from Ox Meadow, public open space including allotments and associated infrastructure.

1. The Planning Group noted that the only change on this application was to enlarge the pond at the NW of the site to improve drainage. No concerns were noted.

**22/01260/FUL** – 136 High Street, CB25 9BA

Construction of single storey rear extension

2. The Planning Group had no concerns with this application

#### b) Planning Applications Approved –

**22/00890/FUL** – 3 Lysander Close, CB25 9GH

Loft conversion including 2 front-facing dormers and rooflights to front and rear elevations

**22/00936/TPO** – 133 High Street, CB25 9BB

T1 Conifer – Prune away from property to give 2m clearance

**22/01133/TRE**- 133 High Street, CB25 9BB

G1 Beech – cut back to boundary to give 1.5m clearance from garage

#### c) Planning Application Refused – None

#### d) Neighbourhood Plan update: To follow in December

- e) **Ridge Clean Energy Update:** Cllr Wilson has circulated notes of the meeting with Richard Barker of Ridge Clean which took place on 26 October. The only significant change to the proposed application was to amend the location of solar array so that the lowest grade of land was used for this purpose. Cllr Ogborn said that the company plans to distribute funding of £25k per year to support the local achievement of zero carbon output; a considerable portion would be for Bottisham as the majority of the site falls within the parish boundary.

### 84. FINANCE:

Cllr Winkcup proposed and Cllr Overton seconded the proposal that the following payments be approved. This was agreed unanimously.



|   | £            |
|---|--------------|
| Jonathan Giles – Salary, Pension, PAYE and NI (Oct) | 762.26       |
| I Swift – Litter picking (Oct – 5 weeks)            | 70.00        |
| K Levitt – Litter picking (Oct – 5 weeks)           | 70.00        |
| Grays Surfacing – Churchyard Path                   | 4,000.00+VAT |
| E Cambs Trading Company – Grounds maintenance       | 437.26+VAT   |
| Lexis Nexis – Book: Local Council Administration    | 131.99       |
| EPS – Soakaway testing, new cemetery                | 1,750.00+VAT |
| K Hutchinson & Son – new cemetery grasscutting      | 140.00+VAT   |
| Wave – Churchyard Water                             | 15.42        |
| Drax -Streetlighting                                | 45.74+VAT    |
| Human Capital Dept Ltd                              | 57.50+VAT    |
| Navigate Planning                                   | 443.80+VAT   |

**85. CAPALC TRAINING COURSES – Routines and Budgeting:** In response to questions from Cllr Overton it was acknowledged, that while there is a small budget to support Councillors taking courses run by CAPALC, there is no training plan as such to identify what might constitute core training for all Councillors with supplementary elements identified for those taking on particular roles for the Council.

**ACTION:** Cllr Overton will draft an outline of core and supplementary training for the Council to consider. The Finance Working Group will ensure that suitable budget provision is made within the planning for 2023-24

**86. NEW CEMETERY WORKING PARTY:** Cllr Ogborn confirmed that ECDC have now agreed that they will undertake the Compulsory Purchase Order on behalf of the Parish Council. In the meantime, we have now received the draft Indemnity Agreement. Given that this is a complex legal document, Cllr Ogborn proposed and Cllr Winkcup seconded a motion that Philip Kratz, a solicitor who has previously advised the Council on the new cemetery, be instructed to review it for the Parish Council for which a fee of £150 would be payable. This was agreed unanimously.

**ACTION:** Cllr Ogborn to confirm instruction to Mr Kratz

Cllr Ogborn advised that the results of the infiltration tests were not as good as we had hoped. The consultant is proposing a modification to the design of the drainage to the Flood Prevention Authority. If this is accepted it is hoped that the planning application can be determined by the end of November.

**87. PLAY AREA WORKING PARTY:** The follow up letter to Maggie Camp (as described under Matters Arising **77.f**) has been sent.

**88. ANTI-SOCIAL BEHAVIOUR MINI FORUM:** Cllr Ogborn reported that he will be referring to this in the December Cresset article and that Cllr Cundell is preparing an advert for the same issue. It is then planned that a flyer be sent to each household in January.

**89. DATE OF NEXT MEETING:** Monday 5 December at 7.45 pm in the Poppy Room. The meeting closed at 9.25 pm



## BOTTISHAM FOOTBALL CLUB

[www.bottishamfc.co.uk](http://www.bottishamfc.co.uk)



### Affiliation Number Season 2022-23 – Y-CAM1679

---

Bottisham Football Club has been a key part of the community since 1985.

We now have nearly 250 registered players at the club with teams from Under 7 through to Under 17 age groups, including four girls' teams, and an established Men's Veterans Team.

The club continues to grow, and we currently have 45 volunteer coaches. We have recently been successful in securing a grant for £10,000 over 5-years from Agility Life Sciences to invest in developing and growing girl's and women's football at the club. We are also starting the process of seeking maintenance funding for the grass pitches we use at the Village College. We are also always looking for local businesses to sponsor kits for teams.

We work closely with the Village College and the Sports Centre to make best use of the artificial 3G pitch and the grass pitches.

As the club grows, we are now looking at wider funding opportunities to maintain and update the community football facilities, such as the Sports Pavilion (see photo) behind the Village College. The Pavilion was built in the 1980s and working with the Village College we are now progressing plans for upgrading/replacing the building to develop our facilities for the children. This will include applications for seeking funding, such as The National Lottery Community Fund.



We would welcome support from the wider community and the Parish Council in the following areas:

- Building an ongoing relationship of mutual support to community activities;
- Raising the profile of our activities within the community, with Councillors, and East Cambridgeshire District Council;
- Support any opportunities for securing funding;
- Providing feedback and engagement in our initiatives; and
- Promote club needs with East Cambridgeshire District Council in terms of plans for the village.

More information is available at [www.bottishamfc.co.uk](http://www.bottishamfc.co.uk)

Thank you

Adam Bridgland – Chairman  
Adrian Hames – Club Welfare Officer

## Attachment 3

| REFERENCE    | ADDRESS & WORK PLANNED  | LATEST PC COMMENT DATE | DRAFT PC COMMENT  |
|--------------|---|------------------------|---|
| 22/01345/FUL | Swynford Manor, London Rd, Six Mile Bottom<br><br>Construction of pergola for outdoor wedding ceremony use, and hard and soft landscaping   | 12 Dec 2022            |   |
| 22/01307/FUL | Site To South And East of Ox Meadow Bottisham<br><br>Construction of a temporary construction access located off Bell Road, Bottisham. Works will include localised removal of trees, construction of temporary site entrance (excavation, sub-base and surfacing)  | 14 Dec 2022            | This will yield less disruption for residents of St Peters Field & Ox Meadow. However, we should seek reassurance that no vehicle parking will be permitted on Bell Road during the construction phases |
| 22/01291/ESF | Six Oaks Renewable Energy Park Newmarket Road Bottisham Cambridgeshire<br><br>Installation of a Renewable Energy Park comprising: ground mounted solar panels; access tracks; inverters, transformers; substation and battery energy storage system; customer cabin; underground cables and conduits; perimeter fence; CCTV equipment; temporary construction compound; and associated infrastructure and planting scheme | 23 Dec 2022            | Please see my meeting notes form 26 October and the latest presentation document from Ridge Clean Energy  |

## Attachment 4

**Neighbourhood Plan update at 27.11.22**

Alison Brown, Head of Business Services at Cambridgeshire ACRE, has provided links to the “Locality Roadmap” guidance for producing the NP, as well as grant funding of up to £10k for this. An “Expression of Interest” form has now been completed and returned. ACRE can also supply a Consultancy service although an initial meeting cannot be arranged until the New Year.

The prime purpose of the NP is to show where the village feels that housing development would be appropriate for the period of the current ECDC Local Plan (i.e. not just a statement of what we do not want). We need to consider all sites which may become available, over and

above the Ox Meadow/Bell Road site for 50 houses. This will be augmented by a further vision of how we want the neighbourhood to look at the end of the Plan period, to include non-planning issues.

Key to the Plan is therefore the forward housing possibilities within the village; we need to determine where we can identify possible sites within the Parish boundary which do not conflict with our protection of the Green Belt.

The NP Working Party will consist of the following volunteers, a mix of Councillors and residents:-

|                |   |
|----------------|---|
| Jon Ogborn     | NP overview   |
| Neil Winkcup   | Land availability, BVC                                      |
| Mark Overton   | Land availability   |
| Hilda Buchanan | Assistance re land ownership & history of past developments |
| Nadene Cundell | Technical assistance on NP layout and illustrations         |
| John Wilson    | NP lead   |
|                |   |
| Tony Jolley    | Land availability   |
| John Harris    | Land availability   |
| John Austin    | Land availability & connectivity                            |
| Jim Hill       | Grant funding & sports facilities                           |
| Brian Lewis    | Sports & Social Club  |
| Jenny Rankine  | BVC   |
| Sarah Brown    | Environmental issues  |

Richard Kay at ECDC knows that we are proceeding and has confirmed that we were “designated” for NP purposes in 2016. Hard copies of “made” Neighbourhood Plans for Isleham, Swaffham Bulbeck and Cottenham have been obtained and will form a basis for the outline of the Bottisham Neighbourhood Plan. The Chair of Swaffham Bulbeck PC has also offered telephone help to avoid any of the problem areas that they experienced.

Community engagement from the outset is key to this project. A draft questionnaire is being put together; we will need to discuss the mechanics of circulating this, and we may need to have a dedicated online form for return, in addition to the completed the paper form.

JJW 27.11.2022

---

## **BOTTISHAM PARISH COUNCIL BUDGET 2023-24**

**Introduction:** In setting its precept, a parish council is required to ensure that it secures sufficient funds for the following purposes:

- a) Next year's expenditure, including an allowance for contingencies
- b) Outstanding expenditure incurred in previous years
- c) Expenditure likely to be incurred before the precepted sum becomes available (for example, interest on an overdraft)
- d) Payments to financial reserves

In broad terms, this means that there must be budget to cover employment and administrative costs, as well as the environmental maintenance for which the Council has a continuing responsibility. As the Council enters into the development phase for the cemetery and seeks to secure resources to purchase land for a Play Area, it needs to take into account how it builds up reserves, as well as the ability to repay capital and interest on any loans taken out for these purposes.

The remainder of this report highlights variations proposed to the revenue budget for 2023-24 as compared with that for 2022-23 and also separates the costs associated with the Capital projects for the new Cemetery and Play Area which are likely to arise during the period. (The details of this budget are set out in the spreadsheet which forms the appendix to this report.)

The report then considers how the overall expenditure for 2023-24 would be funded from the precept, reserves and loans.

There is a section illustrating the impact of the increased precept and finally a recommendation for redesignation of the reserves that the Council estimates it will carry forward from the current financial year into 2023-24.

### **Proposed revenue budgets for 2023-24 with comments on significant variations**

The revenue budget for the current year was £37,343 after removing a £20,000 contingency for constructing a Play Area (a capital item). The proposed Revenue expenditure for 2023-24, including a contingency, is £37,094.

Under the headings of administration and employment, apart from a contingency of £2,000 in case the May 2023 election is contested, there are savings in other areas, notably a grant budget of £1000 vs £3,500 in 2022-23 bearing in mind that only £200 has been taken up during the year to date. A specific budget line has been added to use the Bottisham Players fund as a grant towards the cost of events to celebrate the Coronation.

The rest of the revenue expenditure is focused on the environment: the Parish Council arranges for verges to be cut on behalf of County Council Highways and provides bus shelters, 7 street lights, speed indicators and flood lighting to the Church. The budget provisions on the particular lines have been adjusted to reflect the experience of the past couple of years when they were not used to their full capacity.

The other areas for which the Parish Council is responsible are the cemetery and the churchyard. The number of budget headings has been reduced as the invoices from EC Trading Company do not permit the expenditure to be analysed in the detail previously set out. Nevertheless, the overall bills have been less than budgeted and some reductions have been made to reflect this. The other area where expenditure is expected to reduce next year is tree surgery: the triennial survey was carried out in the current year and the identified work commissioned. It is not expected that significant surgery should be required between now and the next survey in 3 years time.

The additional requirement for the revenue budget arises from the requirement to repay interest and capital on loans and is considered further below following the budget for Capital expenditure.

### **Capital Expenditure 2023-24**

- a) **New cemetery:** The anticipated capital expenditure on this project falls into two distinct phases. The first relates to securing planning permission and then purchasing the land through a Compulsory Purchase Order made on the Council's behalf by ECDC. The figure of £139,010 is the remaining budget for the purchase of the land, and the associated legal and professional fees. The figure of £361,306 is the construction budget. It is hoped that the construction will begin during the year 2023-24 but even if not, it is likely that the loan application will have to be made and it will be necessary to make budgetary provision for the repayment of capital and interest which is discussed further below. (Details of the budgeted expenditure for these two phases can be seen on tabs 2 & 3 of the appendix spreadsheet.)
- b) **Play Area:** Given that, following extensive consultation, Ancient Meadows, the only possible site in public ownership, has been ruled out as a location for a play area, it is clear that the only solution will be the purchase of a suitable site. A notional budget of £100,000 has been identified for this purpose. Once a site has been purchased, it will be possible to draw down £45,000 of s.106 money retained by ECDC for the purchase of play equipment.

### **Loan Funding**

As the Parish Council's spending on the above capital projects exceeds its available reserves, it will need to borrow funds from the Public Works Loan Board. These are available for terms up to 50 years at an interest rate which is fixed for the term of the loan at the time it is taken out. The rate has increased substantially over the past few months and is 4.63% as at 9 November 2022.

On this basis, a loan of £361,306 to finance the construction of the cemetery would entail capital and interest payments of £18,616 per year for 50 years. The total of capital and interest for this loan would therefore be £930,815 over the whole term.

Similarly, a loan of £100,000 in respect of a play area would cost £5,157 per year over 50 years and cost in total £257,843 over the whole term.

### **Overall Budget requirement for Expenditure 2023-24**

If this budget is approved, the overall expenditure for the year 2023-24 would be £668,183 made up as follows:

|                      |          |
|----------------------|----------|
| Revenue expenditure: | £ 37,094 |
| Loan payments:       | £ 23,773 |
| Capital expenditure: | £608,316 |

### **Anticipated reserves at 31 March 2023**

It is anticipated that reserves available to carry forward to the year 2023-24 will be approximately £164,000. It is proposed that they should be designated as follows:

|                                     |  |
|-------------------------------------|--|
| Bottisham Players fund (restricted) | £ 2,000.00   |
| CIL                                 | £ 6,213.57 (to be applied to the new Cemetery project) |
| New cemetery                        | £132,786.43  |
| Operational reserve                 | £ 23,000.00  |

### **Funding expenditure for 2023-24**

The following headings show the sources of funds totalling £669,429 which would cover the budget requirement of £669,183:

|                                      |          |
|--------------------------------------|----------|
| Precept:                             | £ 60,000 |
| Local Authority Grant                | £ 1,123  |
| VAT refund for 2022-23 (est)         | £ 6,000  |
| Drawdown from reserves               | £139,000 |
| Drawdown from Bottisham Players Fund | £ 2,000  |
| PWLB Loans                           | £461,306 |

### **Impact of precept on Band D properties**

The precept for 2022-23 was £50,000 which, on a tax base of 869.2 band D properties, meant an average annual charge of £57.52 per property. If the precept is increased to £60,000 for 2023-24, the tax base of 879.5 band D properties would mean an average charge per household of £68.22; an increase of 18.6% which would equate to an additional 89p per property per month. This would still be below the average levy across the ECDC area which was £78.32 for the year 2020-21.

### **Update following advice on the Council's application to ECDC's Growth & Infrastructure Fund**

At its meeting on 24 November, the Finance & Assets Committee accepted the officer's recommendation that Bottisham PC's bid for £105,000 to the Growth & Infrastructure Fund to cover the purchase of land for the new cemetery and associated legal costs be awarded in full. This decision is open to "call-in" by any elected member of the District Council up until 8 December. The decision should therefore be finalised prior to the PC meeting on Tuesday 3 January at which provisional decisions about the precept can be confirmed prior to the required submission date of 16 January 2023.

The implications for the budget set out in this report would be as follows:

- The loan required for the new cemetery would be reduced from £361,306 to £256,306
- The annual cost of servicing the loan would be reduced from £18,616 to £13,206
- The precept requirement could therefore be reduced by £5,400 to £54,600. This would reduce the average charge per band D household from £68.22 to £62.08, an increase of 7.9%.

### **Risk Assessment**

The overall size of the 2023-24 budget is over seven times larger than that for 2022-23. In addition, decisions need to be made by January 2023 on a budget where a number of costs cannot be known for certain at this stage. In that context, it is prudent to consider the additional risks that may occur in the next financial year and how they might be mitigated. The risk assessment is appended to this report.

### **Resolutions:**

The following resolutions are proposed by Cllr Wilson and seconded by Cllr Overton:

- a) That the Council approves the budget strategy of making provision to maintain the Council's current commitments in its revenue budget from 2022-23 with the addition of sufficient income to repay capital and interest on loans to cover the development of the new cemetery and play area
- b) That the Council approves the planned expenditure as set out in the draft budget for 2023-24
- c) That the Council approves the proposed redesignation of the reserves remaining at the end of the financial year 2022-23 as set out in this report and that any variation be managed by adjustment of the Operational Reserve
- d) That the Council approves the draft risk assessment appended to this report as a basis for deciding how to act should any of the contingencies arise
- e) That the Council provisionally approves a precept of £60,000 for the year 2023-24 which will be revised down to £54,600 if confirmation of the grant has been received before the PC meeting of 3 January 2023.

## Appendix

### BOTTISHAM PARISH COUNCIL: 2023-24 BUDGET RISK ASSESSMENT – DECEMBER 2022

| <b>Risk</b>   | <b>Potential effect on residents and Council</b>   | <b>Likelihood</b> | <b>Impact</b> | <b>Mitigation</b>   |
|---|--|-------------------|---------------|---|
| Tendered prices may exceed provision made within the capital budget, particularly in relation to cost of materials and labour | Budget provision may be insufficient to complete the project   | 3                 | 4             | <ul style="list-style-type: none"> <li>• Build contingency funds into budget</li> <li>• Increase size of PWLB loan</li> <li>• Phase construction across into financial year 2024-25</li> <li>• Consider precept increase for 2024-25</li> </ul>   |
| Increase in interest rate levied by the PWLB above that of 4.63% as at 9 Nov 2022   | Capital and interest repayments would exceed budgeted provision  | 4                 | 3             | <ul style="list-style-type: none"> <li>• Given that drawdown is likely to be after the beginning of April only one instalment will be payable in 2023-24</li> <li>• Build additional cost into 2024-25 budget</li> </ul>  |
| Delay in drawdown of loan funds dependent on grant of planning permission, completion of land purchase and receipt of tenders | Reserves arising from the Precept may be temporarily increased<br>Space for burials may become exhausted in current cemetery | 3                 | 3             | <ul style="list-style-type: none"> <li>• Excess reserves can be used to reduce the amount borrowed once the loans are taken out</li> <li>• Cremated remains will still be able to be buried in either the cemetery or the churchyard</li> <li>• Burials to be made in cemeteries outside the village</li> </ul> |
| Inflation increases beyond provision made in the revenue budget   | Some items of expenditure may need to be reduced or cut  | 3                 | 3             | <ul style="list-style-type: none"> <li>• Draw down revenue reserve</li> <li>• Increase precept for following year</li> </ul>  |
| Overall budget for 2023-24 is 7 x larger than that for 2022-23 in an uncertain economic climate                               | Reduced certainty about adequacy of the budget   | 3                 | 3             | <ul style="list-style-type: none"> <li>• Maintain regular budget monitoring</li> <li>• Draw on contingency funds and reserves</li> <li>• Re-phase planned expenditure to subsequent financial years</li> </ul>  |
| Lack of available land delays development of a play area  | Non-provision of facilities for children within the village  | 3                 | 4             |   |

Scale: 1= Low Likelihood/Impact; 5= High