

Bottisham Parish Council

Minutes of the Meeting of the Council, held in The Poppy Room,
Bottisham Sports and Social Club Bottisham, on Monday 3rd April 2023 at 7.45pm

Present: Cllr Wilson (Chair); Cllrs Buchanan, Cundell, O'Dell, di Lorenzo, Overton, van Someren, Swaminathan, Winkcup

In attendance: C/Cllr Sharp, D/Cllr Cane, Sam Chambers-Turner and A Bettoney (Clerk)

23-39 Chairmans Welcome

Cllr Wilson opened the meeting at 7.45pm.

23-40 Apologies for Absence

Apologies were received from Cllr Ogborn and Cllr Austin.

23-41 Councillors Declaration of Interests

Declarations of interest from Councillors on items on the agenda:	None
Requests to speak:	None
To receive requests for dispensations:	None
Grant of dispensations:	None

23-42 Public Participation

No members of the public were present.

23-43 Approval of minutes

It was **proposed** by Cllr Winkcup, **seconded** by Cllr di Lorenzo and **resolved** by a unanimous vote that the minutes of the meeting held on 13th March 2023 be approved and signed as a true record.

23-44 Matters Arising/Clerks and Councillors reports

All action items from the previous meeting had been carried out.

Action: Evidence of bad parking at the triangle should be sent to the Clerk.

23-45 Chairman's announcements

Change of Clerk - Cllr Wilson welcomed Sam Chambers-Turner to the council as new Clerk. Alice Bettoney finishes employment on the 6th April.

Councillor resignations - Cllrs Buchanan and di Lorenzo are not standing for re-election in the forthcoming elections on the 4th May 2023. Both are longstanding members of the council. Cllr di Lorenzo has been a Councillor for 7 years, and Cllr Buchanan for 50 years. The council formally thanks both for their hard work over the years.

23-46 County and District Councillor Reports

a) County Report

C/Cllr Sharp gave an update:

23-46 (a) County Councillors Report in the section on the Cambridge Connect Campaign? "".

Cambourne to Cambridge Busway - Proposal from GCP for an off road busway, with an estimated cost of £160m in 2020. It was felt that viable, cheaper on road options were not properly explored. It is contentious as Coton Orchard is on the route. Additionally there is a proposal to move the park and ride site at Madingley further out. Cllr Sharp had not seen the article and will follow-up at the next meeting

Initials

Referendum on GCP Congestion Charge - A petition of 15,000 signatures against the congestion charge was presented. A motion was proposed for a referendum on the 4th May on the issue, but this was defeated.

Greenways - Cllr Sharp had a presentation from officers for both the Bottisham and Swaffham Bulbeck Greenways schemes. There is the added issue that the bus now goes down Bell Road, and Stephenson's should be involved in consultations going forward. Councillor Sharp raised concern over the governance of the CGP as members were not elected but recruited and felt that ECDC had been unfairly excluded from making contributions to the Greenways project despite it being within ECDC's district.

Potholes on Bell Road - Cllr Sharp has received multiple phone calls and emails about Bell Road from residents. Bob Rossiter (CCC) reports that works have been ordered and should be completed within 21 days. He encourages residents to keep reporting issues.

The type of pothole repair that would be done was queried. It was noted that recent repairs where it is simply filled don't last sufficiently. The dragon patcher would be preferred for longevity. Cllrs asked what the threshold would be to resurface the entire surface of Bell Road, once the Ox Meadow development is completed.

Swaffham Heath Crossroads - Cllr Sharp is seeking confirmation of when the junction redesign works will commence and will contact the Parish Council with further information when available.

Cllr Wilson highlighted a recent news article in the Cambridge Independent, from the Cambridge Connect Campaign. A light rail network is proposed, which would include a section from the Quay roundabout running alongside the A14 and A1303.

Cllr Winkcup reported that the Lode Road flooding issue seems to have improved. Drains were blocked with leaves. They were vacuumed and then pressure washed. There are still flooding issues further down the High Street, at the triangle, and beyond.

It was noted that there had been some kerbside cleaning carried out in the village, but it was felt this wasn't as often as in pre-covid times.

b) **District Report**

D/Cllr Cane had circulated an update - attached as **Appendix 2**.

Street cleaning - This is an ECDC responsibility. Not happening as often as it should do, and not on a strict rota. It was asked how many rounds had not been done in the last year - this was not recorded. This is linked to problems with staffing for waste collection, where crews have been diverted to ensure bins are collected.

Waste collection - Two extra vehicles have been ordered, running on hydrotreated vegetable oil. This is more environmentally friendly, and it is hoped that reliability will also improve. They will have real time in-cab information, containing information about routes and missed collections. It was questioned what was happening with the rest of the fleet. ECDC are awaiting clarity from central government to decide on the strategy so the correct vehicles can be purchased.

Community Land Trust - A pot of £100k is available for Parishes.

As part of the UK shared prosperity fund, there is a fund for Pride of Place East Cambridgeshire. Can apply if there is a local space you want to enhance.

Audit committee - Cllr Cane noted that the Audit hadn't been completed for the previous financial year. The audit fee is also increasing, with a rise of 150% predicted going forward. It was queried by Councillors that black bins rather than sacks are used by other neighbouring authorities. D/Cllr Cane reported that the intention is to supply black bins to residents. ECDC are ready to order, again awaiting for clarity from government for the central strategy.

- a) No major issues were reported by Councillors in their areas of responsibility. Potholes on Bell Road had already been covered.
- b) Three quotes were sought from contractors to reduce the crown of the Horse Chestnut tree in the cemetery. Two were received. It was **proposed** by Cllr Cundell, **seconded** by Cllr Overton, and **resolved** by a unanimous vote to accept the quotation from Eastern Tree Surgery to carry out the tree works.
Action: The Clerk to advise Eastern Tree Surgery that they are authorised to carry out the works to reduce the crown of the Horse Chestnut tree in the cemetery.
- c) It was **proposed** by Cllr Cundell, **seconded** by Cllr Buchanan, and agreed unanimously by all to ask the contractor for a quotation to trim a tree overhanging a neighbouring garden whilst they are on site.
Action: The Clerk to request the overhanging branches are trimmed at the same time as the main tree work.
- d) It was **proposed** by Cllr Winkcup, **seconded** by Cllr Overton, and **resolved** by a unanimous vote to approve the purchase of a salt bin for Ox Meadow at a cost of £140 + VAT. It was proposed to place it near the bend in the road before you get to the play area, and the location to be reviewed once construction has finished of the new houses.
Action: The Clerk to organise purchase of salt bin, add it to the asset register, and register it with highways to ensure that it is filled periodically.
- e) It was **noted** that ECTC have recently issued a significant price increase for grass cutting. Unfortunately there is not enough time to go out to tender for the contract for this season of grass cutting. It was decided to prepare the grass cutting contract early and go out to tender in November.
Action: The Clerk to obtain the current grass cutting schedule from ECTC and additionally timetable going out for tender for grass cutting in November.

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. Nothing had been received at the time of the meeting. Cllrs were interested to review the original consultation from a few years ago.

Action: The Clerk to circulate the slides from the initial Swaffham/Bottisham Greenway consultation.

Action: Cllr Ogborn/The Clerk and D/Cllr Sharp to ask again for GCP officers to attend a Parish Council Meeting to present/discuss the plans for Bottisham Greenway. This meeting should also include invitations for other local parish councils to attend.

23-49 **Planning** – The planning information form circulated was **noted**, and the following update was **received** by Cllr Wilson:

- Bottisham Air Hanger - BPC comment submitted.
- Bell Road/Ox Meadow - Discharge of conditions
- Temporary access at Bell Road - Decision has not yet been published.
- Lysander Close - Discharge of conditions.
- Retirement Village
 - It was noted that a very comprehensive letter had been submitted on the application by The Countryside Charity.
 - Access issues - concerns about widening the entrance to the development. This would include the removal of the water pump and drain which are Parish Council assets.

Initials

- o Park Estate - are following up issues around access on Rowan Close.

20:54 Standing Orders were suspended.

20:56 Standing Orders were reinstated.

23-50 Neighbourhood Plan - There will be a meeting on Monday 17th April with the planning consultant.

23-51 Councillor Training - Cllr Overton briefed the council on the draft training policy. The proposed policy uses courses offered by CAPALC for main training, and Nimble courses to top up. There is allowance in this year's budget for Councillors to undertake a significant amount of training. It was noted that although courses are generally online, face to face training will resume. It was identified that "Code of Conduct" training is essential for Councillors and that the Finance working group should undertake "Understanding the AGAR". It was suggested that it would be sufficient for Councillors to review training in conjunction with the election cycle, every four years.

The resolution that Cllr Overton will review the policy in conjunction with suggestions from the Clerk to include additional essential courses, was **proposed** by Cllr Cundell, **seconded** by Cllr Buchanan, and **resolved** by a unanimous vote.

Action: The Clerk and Cllr Overton to coordinate review of Council training policy.

23-52 Finances Matters

- a) The financial situation of the council was reviewed. It was **proposed** by Cllr Winkcup, **seconded** by Cllr di Lorenzo, resolved by a unanimous vote to **approve** the Bank Reconciliations for March 2023.
- b) Payments made since the last meeting were noted. It was **proposed** by Cllr Winkcup, **seconded** by Cllr di Lorenzo, and **resolved** by a vote of 8, with one abstention due to financial interest, to approve invoices for payment as listed in Appendix 1.
- c) It was **noted** that in order to comply with Financial Regulations, there is a need to implement two signatories for online banking. The Clerk will set up payments, that will then be authorised by two Councillors.

It was **Proposed** by Cllr Cundell, and **seconded** by Cllr di Lorenzo, that the Chair, Vice Chair, and the two members of the current finance committee should be added to the bank account to authorise payments. This was **resolved** by a unanimous vote.

Action: The Clerk and Alice Bettoney to fill in mandate forms to give Councillors access to the bank account and amend the authorisation process to now be dual signatory.

23-53 Administration Matters

- a) It was **noted** that the Annual Parish Meeting takes place on Tuesday 16th May. Representatives have been invited and it will be a rerun of the successful format from last year.
- b) It was **noted** that Cllr Cundell is undertaking work to update the website and making basic changes. Nothing is needed from Cllrs at the moment.

23-53 New Cemetery, Lode Road

In Cllr Ogborn's absence, it was **noted** 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, it was **noted** 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.

Initials

Ancient Meadows residents have requested feedback on the consultation with ECDC.

Action: D/Cllr Cane will chase Maggie Camp for feedback, following consultation with residents at Ancient Meadows.

23-55 Community Matters

An update on Coronation Celebration Plans for the 7th May was given - Three pages of events have been included in the latest edition of The Cresset.

It was noted that parish council have purchased a tree that has been planted in Anglesey Abbey for the Coronation. There is a ringfenced budget of £2000 (contribution from Bottisham Players) that can be put towards entertainment for the village.

It was questioned what else the Parish Council would like to do to contribute to the events.

It was **proposed** by Cllr Cundell, and **seconded** by Cllr Wilson, and **resolved** by a unanimous vote, that BPC will liaise with the Coronation committee to purchase bunting and mugs.

Action: Cllr Cundell to liaise with the Coronation committee to purchase bunting and mugs.

23-56 Change of Clerk

It was noted 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 March.

23-57 Matters for future consideration

It was noted that the insurance renewal is due 31st May 2023.

Action: The Clerk to investigate insurance options, due for renewal on 31st May 2023.

It was **noted** that there had been some resident feedback to councillors about the recent precept increase. The reasons for this are the new cemetery, and provision for purchase of land for a play area. Residents are able to inspect the accounts if they would like more information.

Action: Cllr Ogborn to update the council on current and projected costs for the cemetery.

It was **noted** that the noticeboards and the village sign are looking very tatty. There is a need to look at what improvements can be done to improve the quality and appearance of the village.

Action: The Clerk to investigate what can be done to upgrade/replace the noticeboards and signs.

Meeting closed at 21:29.

Date of next meetings:

Annual Meeting of the Parish Council – **Wednesday 10th May**. Note this has changed from the original date of Tuesday 9th May.

Annual Parish Meeting - Tuesday 16th May

Signed:

Date:

Chairman

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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 - March Salary			£549.25
128	BACS	K Levitt	Mar Litter Picking (4 weeks)			£56.00
129	BACS	I Swift	Mar 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 dip 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

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Appendix 2
District Council Report to Parish Councils

Parish Council report April 2023

The Operational Services Committee had a presentation from the CCC Youth and Community Coordinator, Lizzi Wales, as well as from Sergeant Pike of Cambridgeshire Constabulary, and they mentioned their involvement with youth in the County. They cited how they were able to reduce youth anti-social behaviour in Bottisham, and their Road Safety Awareness courses; their approach was to work in partnership with local communities, and they have a programme of Summer Detached/Outreach youth work project. Well worth discussing with them any concerns over youth ASB - Email: Lizzi.Wales@cambridgeshire.gov.uk

The District may be having black bins for general waste, and a sum of money has been set aside for this; it rather depends on the directive from central Government on how waste is to be collected. The Committee also approved the purchase of new HVO-fuelled waste vehicles for our waste fleet; HVO (Hydrotreated Vegetable Oil) fuel has almost the same emissions of carbon dioxide as electric vehicles, but the capital cost is about 40% of the cost of electric vehicles. This will reduce the Council's carbon footprint significantly. It was also decided to introduce in-cab technology for routing, a feature that had been advocated by Charlotte and John almost a year ago.

At the Finance and Assets Committee, there was a bid for £10,060 from Kennett CLT for funding towards their completing the development and purchase off the developer. This is a fund set up by ECDC to help CLTs start their ventures into providing affordable housing for the community. Any CLT may bid for start-up funds from the pot of £100,000 that was set aside for this purpose.

The bid from Kennett CLT shows how complicated the finances of ECTC are. ECTC took the planning proposals to ECDC for outline planning permission. Once they had permission, the land, with permission, was sold to Bellway homes who are now developing the site. ECTC received significant financial benefit from this arrangement. But now the CLT must make payments to Bellway Homes, for which ECDC is giving them a grant. So there is money coming in to one ECDC pot and going out from another ECDC pot. Where there is money coming in from ECTC which is genuinely additional, it is often money which would come from any developer – eg CIL payments. It is therefore really difficult to see what, if any, financial benefit is coming to ECDC from ECTC.

Also at the same Committee, it was reported that ECDC was successful in its bid from UK Shared Prosperity Fund and was allocated £839,851 (sic). £180,000 was set aside for a *Pride of Place East Cambridgeshire* fund to enable Parishes to create or improve local spaces for the pride of the local residents and for access to improve health and well-being. There was also funds set up for Business Growth (£208,000), Local Enterprise Support Scheme for start-up businesses (£111,851), for more cycle feasibility studies (£150,000), for promoting East Cambridgeshire as a place to visit and explore (£100,000), and for promoting Digital Inclusion (£90,000). Information about bids for these funds will be forthcoming.

The Audit Committee met mainly to review the Statement of Accounts for 2021/22 and the external audit report. The external audit report sent out with the papers was incomplete and we were given a verbal update which was very hard to follow. Even with that update, the audit was not complete – including the work on how the two trading companies had been included in the accounts. This is an area where the auditors have found material errors in previous years. Charlotte proposed that the Committee should meet again to consider the final audit report and the post audit Statement

Initials

of Accounts, but this was defeated, and the accounts were approved subject to any changes resulting from the audit “that, in the opinion of the Section 151 Officer, do not impact on the overall substance of the Accounts.” Charlotte did at least succeed in getting it agreed that the final audit report would come back to the Committee, as the Forward Agenda had made no provision for this.

The Accounts for 2021/22 have still not been published, even though the 2022/23 financial year has finished. This is not unique to ECDC it is a national problem which has been getting worse year on year since the government scrapped the Audit Commission in 2015 and transferred its responsibilities to the private sector. According to the National Audit Office in 2015/16 97% of local authorities published their accounts on time, by 2019/20 just 47% of local authorities published on time. The NAO also predicts that audit costs will rise by 150% for 2023/24 onwards compared to 2022/23 fees - [Progress update: Timeliness of local auditor reporting on local government in England \(nao.org.uk\)](https://www.nao.org.uk/news/press/2022/08/2022-23-local-authorities-audit-costs-to-rise-150/)

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