**Graphical user interface, text, application, table, Excel

Description automatically generatedBottisham Parish Council**

41 Stow Road, Stow cum Quy, CB25 9AD **Tel:** 07369248998

[clerk@bottisham-pc.gov.uk](mailto:clerk@bottisham-pc.gov.uk) [www.bottisham-pc.gov.uk](http://www.bottisham-pc.gov.uk)

**Chairman**: Jon Ogborn **Vice Chairmen**: John Wilson; Nadene Cundell **Clerk**: Sam Chambers-Turner

# NOTICE OF A MEETING OF THE PARISH COUNCIL

**To Members of the Council:**

I hereby give notice that a meeting of Bottisham Parish Council will be held at **The Poppy Room**, Bottisham Sports and Social Club, 31 Downing Close, Bottisham on **Thursday 16th May 2024 at 7.30pm.** Members of the public and press are invited to attend. Any member not able to attend should send their apologies before the meeting.

***You are hereby summoned to attend for the purpose of transacting the following:***

***Sam Chambers-Turner***

**10th May 2024**

**Clerk to the Parish Council**

# AGENDA FOR MEETING 13

1. **To Elect a Chairman**

**Proposal: To elect a Chairman and sign the Acceptance of Office.**

1. **To Elect Vice Chairmen**

**Proposal: To elect a Vice Chairman and sign the Acceptance of Office.**

1. **Apologies for Absence**

(LGA 1972 s 85 (1))

1. **Members Declaration of Interest for Items on the Agenda and Requests for Dispensation.**

**(Localism Act 2011 s 31, s 33)**

1. **To Approve Minutes of Previous Meeting**

**Proposal: To Approve Minutes of Meeting 12 held on 8th April 2024.**

1. **Open Forum for Public Participation**

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.

1. **Matters Arising/Clerks and Councillors Reports (for information only)**
2. **County and District Councillors Reports**
3. County Councillors Report
4. District Councillors Report
5. **Finances Including Approval of Payments of Outstanding Accounts Led by Cllr Wilson.**
6. **Proposal: To Approve Bank Reconciliation for April 2024**
7. To Note Receipts
8. **Proposal: To approve the year end accounts for 23/24 and the Annual Governance and Accountability Return for signing by the Chairman and Clerk.**
9. **Proposal: To Pay May 2024 Accounts.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Method** | **Payee** | **Item** | **Net** | **VAT** | **Total** |
| **Payments made since the last meeting** | | |  |  |  |
| BACS | Mrs S Chambers-Turner | Clerk's Salary |  |  | Confidential |
| BACS | Mr Isaac Swift | Litter Picker |  |  | Confidential |
| BACS | Navigate Planning | Professional Fees New Cemetery | £274.50 | £54.90 | £329.40 |
| **Current** |  |  |  |  |  |
| BACS | TEEC | Website Hosting and Email Provision | £528.00 | £105.60 | £633.60 |
| BACS | CAPALC | Training Cllr Socea | £14.00 | £0.00 | £14.00 |
| BACS | Anglian Learning | Room Hire | £40.00 | £0.00 | £40.00 |
| BACS | J Ogborn | Mileage to Ely | £17.10 | £0.00 | £17.10 |
| BACS | LGS Services | Payroll 23/24 | £108.00 | £21.60 | £129.60 |
| BACS | S Chambers-Turner | Lanyards and card | £27.17 | £0.00 | £27.17 |
| BACS | S Chambers-Turner | Keys | £18.00 | £0.00 | £18.00 |
| BACS | S Chambers-Turner | Postage Stamps & Pens | £27.35 | £0.00 | £27.35 |

1. **Scheme of Delegation**

**Proposal: To delegate powers to the Clerk to carry out the functions of the Parish Council in the absence of a June meeting, with the approval of the Chairmanship.**

1. **Internal Audit**

* To note the receipt of the Internal Auditor report.
* To note the dates of the notice of Public Rights.

1. **Policies**

**Proposal: To Adopt the Standing Orders, Financial Regulations and Publication Scheme for 2024.**

1. **Annual Parish Meeting Led by Cllr Ogborn**

To receive feedback on the Annual Parish Meeting

1. **Membership of Working Groups**

* To delegate members to the working groups.
* To reaffirm areas of responsibility**.**

1. **Rubbish on High Street at bus stop**

To receive a request for an additional bin.

1. **Terms of Reference**

To discuss the implementation of Terms of Reference for all workings groups**.**

## **New Cemetery & Project Play Led by Cllrs Ogborn & Laurent**

To receive an update on progress with the New Cemetery & Project Play.

## **Defibrillator – Led by Cllr Ogborn**

To receive an update on progress of the donation of a defibrillator by Lindum Homes.

## **New Bus Service – Led by Cllrs Austin & O’Dell**

To approve the text of the letter to the Mayor about the proposed new bus service.

## **Planning Matters Led by Cllr Wilson**

**Planning Applications**

**Approvals**

**24/00182/FUL** 19 Pound Close Bottisham Alterations to the ground floor layout to create an enlarged kitchen and study. Extension to porch. Replace flat roof with pitched roof over the altered and extended spaces. Install solar panels and rooflights**.**

**24/00243/TCON** Dunkeld 70 Tunbridge Lane Bottisham. To comply with Condition 6 (Tree Topping, Lopping & Felling) of Decision Notice 98/00604/FUL Removal of leylandii trees in garden to improve light.

**24/00271/FUL** 41 Beechwood Avenue Bottisham. Single storey front extension small ground floor extension

**Refusals**

**23/00887/FUL** Spring Hall, Newmarket Road, Bottisham. Change of use of barn to events venue – retrospective.

**Proposal: To delegate authority to the Clerk to respond to planning applications in the absence of the June meeting with the approval of the Chairmanship.**

## **Agenda Items for the Next Meeting**

*Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.*

## **Date of Next Meeting**

Parish Council Meeting, 7.30pm on **Monday 1st July 2024** at The Poppy Room, Bottisham Sports and Social Club, Downing Close, Bottisham.