
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 **Wednesday 10th May 2023 at 7.45pm**. 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

3rd May 2023

Clerk to the Parish Council

AGENDA FOR MEETING 1

- 1 To Elect a Chairman
- 2 Chairman to Sign the Acceptance of Office
- 3 Elect Vice Chairmen
- 4 Vice Chairman to Sign the Acceptance of Office
- 5 All Councillors to Sign Acceptance of Office to the Council
- 6 Apologies for Absence
(LGA 1972 s 85(1))
- 7 Members' Declaration of Interest for Items on the Agenda and Requests for Dispensation
(Localism Act 2011 s 31 s 33)
- 8 To Approve Minutes of Previous Meeting
Proposal: To Approve Minutes of Meeting held on 4th April 2023.
- 9 Open Forum for Public Participation (10 minutes)
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.
- 10 Matters Arising/Clerks and Councillors Reports (for information only)
- 11 County and District Councillors Reports
 - a. County Councillors Report
 - b. District Councillors Report
- 12 Finances Including Approval of Payment of Outstanding Accounts
 - a. **Proposal: To Approve Bank Reconciliations for April 2023.**
 - b. **Proposal: To Approve Year End Accounts for 2022/2023 for submission to External Auditor.**
 - c. To Note Receipts

First Instalment Precept £ 27569.50

d. Proposal: To pay May Accounts.

e. Proposal: To delegate powers to the Clerk to arrange payment of outstanding Coronation expenditure with the approval of the Chairman and Vice Chairmen.

Method	Payee	Item	Net	VAT	Total
BACS	Mrs S Chambers-Turner	Clerk's Salary			Confidential
BACS	Miss A Bettoney	Clerk's Salary			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
BACS	Miss K Levitt	Litter Picker			Confidential
BACS	Sports & Social Club	Coronation Entertainers	£470.00	£0.00	£470.00
DD	Drax	Street Lighting	£2.51	£0.12	£2.63
DD	Drax	Street Lighting	£7.24	£0.36	£7.60
DD	Drax	Street Lighting	£37.51	£1.87	£39.38
BACS	LGS Services	Payroll	£58.00	£11.60	£69.80
BACS	Sports & Social Club	Proxy - Table Tennis Grant	£400.00	£0.00	£400.00
BACS	N. Cundell	Coronation Expense	£74.59	£0.00	£74.59
BACS	M. Langdon	Coronation Expense	£100.08	£0.00	£100.08
BACS	Sports & Social Club	Room Hire	£100.00	£0.00	£100.00
BACS	Navigate Planning	Professional Services	£792.40	£158.48	£950.88
			£2042.33	£172.43	£2214.96

13 To Delegate Members to Working Parties and Committees.

To Reaffirm Memberships to Working Parties and Committees.

14 To Review Policies

Proposal: To adopt Standing Orders and Financial Regulations.

Proposal: To form a working group to review policy documents and prepare documents for adoption including Model Publication Scheme.

15 Finance Working Group

a. To receive a report from the Finance Working Group.

b. Proposal: To approve the EMR Reserves for 23-24

c. Proposal: To approve and sign the Annual Governance Audited Accounts for Year End 22-23.

16 Planning Matters

Planning Applications

23/00255/FUL, 68 High Street, Bottisham. First floor rear dormer.

23/00399/FUL Laburnum House, 6 Tunbridge Lane, Bottisham. Two storey rear extension.

23/00421/FUL Howgar House, 41 Bell Road, Bottisham. Construction of 1no. 3/4 bedroom, two storey dwelling, with off street parking for two vehicles on garden land.

Approvals

22/01307/FUL, Site to South and East Ox Meadow, Bottisham. Construction of a temporary construction access.

23/00179/FUL, 22 High Street, Bottisham. Relocate front door, replace and alter windows and doors, replace corrugated plastic roof to plain tile, install photovoltaic panels and internal alterations.

17 Bottisham Greenways

To receive an update on the meeting with Greater Cambridgeshire Partnership

18 New Cemetery

To receive an update from Councillor Ogborn.

19 Project Play

To receive a report from Councillor Ogborn on the current working group arrangements.

20 Neighbourhood Plan

To receive an update from Councillor Wilson.

21 Noticeboards and Signs

- a. To receive a report and quotations from Councillor Swaminathan on the noticeboard located at the shops on the High Street.
- b. **Proposal: To purchase a new noticeboard to replace the existing damaged board.**
- c. To discuss other village signage and noticeboards.

22 Environment

To receive an update on Areas of Responsibility from Councillors and reallocate members.

23 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.

24 Date of Next Meeting

Parish Council Meeting, 7.45pm on 5th June 2023 at The Poppy Room, Bottisham Sports and Social Club, Downing Close, Bottisham.