

Bottisham Parish Council

Minutes of Meeting 15 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 1st July 2024 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Nadene Cundell; Cllr Mark Overton; Cllr Maria Socea; Cllr Rehana Shaker; Cllr Camilia Mihaescu; Cllr Stephen O'Dell; Cllr John Wilson; Cllr Savannah Laurent; Cllr John Austin.

Members 11 (1 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

Meeting opened at 7.30pm

241. APOLOGIES FOR ABSENCE

Cllr Jawahar Swaminathan.

242. MEMBERS DECLARATION OF INTEREST OF ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATION

None

243. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Overton, seconded by Cllr Shaker, and resolved that the minutes of Meeting 14 held on 12th June 2024 be signed as a true record.

244. OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public was present to discuss that the new Vicar is due to be moving to the village very shortly.

245. MATTERS ARISING/CLERKS AND COUNCILLORS' REPORTS (FOR INFORMATION ONLY)

None

246. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillor Trapp had provided a written report for the meeting which included:

- Operational Services
- Finance & Asset Committee Issues

Councillor Sharp had provided a written report for the meeting which included:

- Highways
- Buses
- Education Transport

Full reports are available from the website or upon request from the Clerk.

247. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a. Due to the bank statement being unavailable, as is only produced on 1st day of the month, the June reconciliation will be reviewed by the Finance working group and approved at the next meeting. **Action:** Clerk to circulate bank reconciliation to finance working group upon completion.
- b. It was noted that following receipts were received:
Bank Interest: £1425.79
- c. It was proposed by Cllr Cundell, seconded by Cllr Laurent and resolved that the outstanding accounts for July be approved and settled.

- d. It was agreed that, in accordance with our Financial Regulations further quotations would need to be sought for a quotation of this size. Therefore, the payment for tree works in the Cemetery was considered not to be appropriate until after receipt of two further quotations. Action: Clerk to seek further quotations and Finance group to review and select Contractor in accordance with Financial Regulations.

Method	Payee	Item	Net	VAT	Total
BACS	Mrs S Chambers-Turner	Clerk's Salary			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
BACS	Community Action Suffolk	Insurance	£719.54	£0.00	£719.54
BACS	Simon Handyman	Removal of vegetation around lamp post	£250.00	£0.00	£250.00

248. SCHEME OF DELEGATION

It was proposed by Cllr Socea, seconded by Cllr O'Dell and resolved that powers should be delegated to the Clerk to carry out the functions of the Parish Council in the absence of a meeting in August, with approval of the Chairmanship and to pay outstanding accounts with the approval of the Finance group.

249. PLANNING MATTERS

None received.

250. TEMPORARY TRAFFIC RESTRICTIONS ORDERS

The Parish Council had received multiple Temporary Traffic Restriction Orders for works to be carried out by Opals/Gigaclear. All of the orders had errors on the application, which was raised with the Cambridgeshire County Council Permit Officer. Assurance was given that when granted the correct information would be included. The Parish Council raised specific concerns over the impact on the school buses and service buses on closure of Bell Road and contact should be made by the applicant to give prior warning. It was also discussed that the Parish Council wish to have correct documentation to share with residents, warning of the closures.

251. NEIGHBOURHOOD PLAN

- Cllr Wilson provided the Parish Council will an update on the work that the Neighbourhood Plan working group had been undertaking and will provide a monthly report as the project progresses. It is expected that the Section 14 consultation paperwork will be ready around March 25. The group are currently applying for additional funding to be able to carry out the work required before the completion of the paperwork.
- An estimate for the work to be undertaken by Nupremis. It **was proposed by Cllr Cundell, seconded by Cllr Overton and resolved that the quotation from Nupremis be accepted subject to the approval of the grant application.**
- A member of the Neighbourhood Plan Working Group is in the process of preparing a list of assets that are of community value. These are not physical assets owned by the Parish Council, but those that bring value to the community such the library, pub, shops and open spaces to name a few.

252. NEW CEMETERY

Cllr Ogborn gave the Parish Council a brief update on the status of the New Cemetery. All conditions of the planning application have now been met. The parties have almost reached agreement on the process for the Compulsory Purchase Order to proceed. Further details are expected at the next meeting.

253. PROJECT PLAY

- Cllr Laurent provided an update to the Parish Council which included that communications are being held with Accent in relation to funding for extra equipment on Bottisham Meadows play area. We are awaiting the transfer of the adjacent woodland to ECDC before any actions will be taken in relation to developing this area. It was confirmed that the Spinney was now considered not viable for a play area.
- It was confirmed that the play area at Bottisham Meadows would be the responsibility of East Cambs District Council and there will be no responsibility placed on the Parish Council for this provision.
- A request had been received from the primary school for a contribution towards the maintenance of the play equipment at the school. An agreement was entered into previously by the Parish Council to contribute towards the costs, providing that the community had access to the site during the evenings and weekends. It was noted however, that during the holidays the site is sometimes closed when clubs are taking place on the field. It was suggested that negotiations should be held with the school to ensure that site remains open as per the agreement previously signed. **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Parish Council would contribute £267.60 toward the cost of repairs of the play equipment on the proviso that the gates stay open as per the agreement.**

254. ENVIRONMENT

- As previously discussed in the financial section, further quotations will be obtained for the tree works in the Cemetery. **It was proposed by Cllr O'Dell, seconded by Cllr Shaker and resolved that authority would be delegated to the Finance group to review the quotations when received and appoint a contractor.**
- It was discussed that each Councillor has an area of responsibility that requires monthly review and reporting back to the Council. It was noted that concerns have been raised by residents on different issues that have not been raised by Councillors. It was therefore agreed that it would be beneficial to prepare a template for Councillors to use to ensure that all areas are uniformly assessed. **Action: Clerk to prepare template for review by Chairmanship.**
- **It was proposed by Cllr Cundell, seconded by Cllr Laurent and resolved that the quotation for maintenance of the flagpole be accepted. Action: Clerk to arrange for works to be carried out.**

255. POLICIES AND PROCEDURES

It was agreed that as the Standing Orders and Financial Regulations were adopted in May 24 that the new versions would be reviewed later in the year.

It was proposed by Cllr Wilson, seconded by Cllr Laurent and resolved that the Code of Conduct be approved.

It was proposed by Cllr Mihaescu, seconded by Cllr Overton and resolved that the Data Protection Policy be approved.

It was proposed by Cllr Wilson, seconded by Cllr O'Dell and resolved that the Risk Management Policy be approved.

It was proposed by Cllr Shaker, seconded by Cllr O'Dell, 9 for, 1 abstention, so carried that the Risk Assessment for 2024 be accepted.

256. AGENDA ITEMS FOR NEXT MEETING

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

257. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 2nd September 2024** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:34pm

Minute Reference	Description	Action By
247a	Circulate bank reconciliation after meeting to finance working group.	Clerk
247c	Set payments up for authorisation	Clerk
254	Prepare template for review by Chairmanship of area of responsibility check list	Clerk
254	Instruct contractor to carry out works on flagpole	Clerk