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Clerks Report - Appendix A

Website:

- Noticeboard:
 - o BPC response to draft bus strategy, BPC response to retirement village planning application, Health MOTS at BVC 6th April
- Minutes:
 - o February minutes, scanned and uploaded.
- Documents:
 - o Budget 2023/24 added
- News:
 - o Call for Councillors, Annual Parish Meeting, Coronation, 20mph funding open for all.

GCP - GCP Newmarket Rd improvements 2023 - Bottisham PC reply sent 20/3/23.

Nomination Papers – collated, checked and given to Quay Clerk to deliver.

Resident:

Feedback on new path in the church yard. Appreciated by Queens Court, as it has enabled residents to get out for walks with wheeled walkers, wheel chairs and sticks. Notes poor quality of footpath on Downing Close.

New Bench – installed during March. To be added to the asset register.

Grants – Reply sent to Table Tennis Club.

Street Light – Chased Balfour Beatty for quote to replace light between Downing Close and High Street.

Cemetery Tap – Leaking tap has been fixed. Queried with Wave about location of meter and stop tap. They report there is only one, by entrance to the church.

Correspondence:

| | |
|----------|---|
| ECDC | Offer of 5 litter picks and hi vis vests for coronation, and community involvement. |
| ECDC | ECDC press release: Concern over roads |
| ECDC | ECDC March Newsletter |
| ECTC | Notification of 2023 Prices for grasscutting |
| Resident | Open Letter regarding Neighbourhood planning |
| Resident | Self seeded trees in cemetery |
| Resident | Path condition between Downing Close and cemetery new path |
| Resident | Retirement village submission from older care perspective |
| CAPALC | Monthly Bulletin - March |
| CAPA CL | CAPALC Invitation for Affiliation 2023/24 |

| | |
|------------------------------|---|
| PKF- Littlejohn | CA0026 Bottisham Parish Council – 2022/23 AGAR external auditor instructions |
| Gigaclear | Bottisham, Stow-cum-Quy and Swaffham Bulbeck - Gigaclear proposed rollout |
| ECDC | Request for Growth and Infrastructure Fund update by 6th April 2023 |
| Resident | Removal of 2 trees for Bottisham/Bell Road Temporary site access |
| Clerk Swaffham Bulbeck | Swaffham Bulbeck's Response to the Swaffham Greenways Consultation |
| SCDC | Physical Activity workshop – at Bottisham sports centres on the 6 th April |
| Ridge Clean Energy | Proposed Six Oaks Renewable Energy Park - Community Benefit |

Proposed Bottisham Parish Council Training Policy – Appendix B

To serve our Parish best, we encourage and expect all councillors to engage in ongoing learning for key aspects of our roles. We do this via a selection of courses provided by CAPALC as follows:

For new councillors and those considering/moving into a specialist role, we use CAPALC's bespoke 'in house' training courses - currently all run online via Zoom.

Every 2 years, councillors refresh their knowledge and understanding of best practice according to their roles, taking online self-led NIMBLE e-learning courses where available, and re-taking CAPALC training otherwise.

We also ensure a reasonable additional budget allowance for councillors to request additional training, to be agreed on a case by case basis.

Specifically, we use the following courses as standard.

| Who | 'New to role' course | Refresher course every 2-4 years(??) |
|--|---|--|
| All Councillors | CAPALC Councillor Training (1 day or 3 evening sessions, £75pp) | NIMBLE Introduction to Town and Parish Councils |
| All Councillors | NIMBLE Data Protection Essentials | NIMBLE Data Protection Essentials |
| Councillors <i>not</i> in the Planning Committee | NIMBLE Introduction to Planning for Town and Parish Councils | NIMBLE Introduction to Planning for Town and Parish Councils |
| Planning Committee | CAPALC Planning (£50pp) | NIMBLE Introduction to Planning for Town and Parish Councils |
| Chairman, Vice Chairman | CAPALC Chairmanship Training (£50pp) | NIMBLE Team Leadership Essentials |
| Cemetery Officer, Clerk | CAPALC Cemetery Management and Compliance (2 sessions, £120pp) | As needed |
| Allotment Officer, Clerk | CAPALC Allotment Management (3 sessions, £60pp) | As needed |
| Environment Officer | NIMBLE Environmental Awareness Essentials | NIMBLE Environmental Awareness Essentials |
| Clerk | CAPALC Clerk's The Knowledge (2 sessions, £250pp) | Once, after 1 year in role: CAPALC CiLCA Training (5 sessions, £400pp) |

Each NIMBLE course costs £14pp.

Initial trial - assessing the courses

CAPALC have proven excellent so far. However, until we've tried the courses we're planning to use, we won't know how effective they are. We request 1-3 volunteers for each of the courses, to feed back to the council before (hopefully) approving them for full council use.

References

[Training & Events - CAPALC](#)

[Upcoming events - Booking by Bookwhen](#)

[Nimble e-learning Courses - Booking by Bookwhen](#)

Planning information form - pre-pc meeting – Appendix C

APRIL 2023

| REFERENCE | ADDRESS & WORK PLANNED | LATEST PC COMMENT DATE | DRAFT PC COMMENT |
|---------------|---|------------------------|--|
| 23/00265/FUL | Proposed demountable steel and fabric blister hanger shaped shelter (retrospective) Bottisham Airfield Museum Wilbraham Road Bottisham | | Discussed at March PC, and response already made via the Clerk |
| 23/00205/OUM | Retirement Village | | JW to give verbal update at PC meeting |
| 21/00984/DISD | Bell Rd/Ox Meadow development | | Discharge of conditions 13 (materials) and 16 (lighting) |
| 22/00890/DISA | 3 Lysander Close | | Discharge of condition 3 (roof light materials) |

JJW 27.03.23