**BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

Clerk: Jonathan Giles, 86 High Street, Bottisham, Cambridge, CB25 9BA

Tel: 07789 012761 E-mail: clerk@bottishampc.co.uk

Website: www.bottishampc.co.uk

**A meeting will be held online on Tuesday 4 May 2021 at 7.45pm for the purpose of transacting the following business.**

**All residents are welcome to attend via Zoom. The link is:**

<https://us02web.zoom.us/j/81469940199?pwd=cjB6b0wxcHk5dHNJcXdRRlpFSjNWUT09>

Meeting ID: 814 6994 0199 Passcode: 593728

**There will be an open forum prior to the start of the meeting, for any resident to address the Parish Council or raise questions. A maximum of 15 minutes is allocated to this session with each speaker allowed a maximum of 3 minutes. It would be helpful if you could email the Clerk in advance of the meeting if you wish to speak.**

**ANNUAL MEETING OF BOTTISHAM PARISH COUNCIL – AGENDA**

1. APOLOGIES FOR ABSENCE

2. MEMBERS’ DECLARATION OF INTEREST for items on the agenda

3. ELECTION OF CHAIR FOLLOWED BY SIGNING OF ACCEPTANCE OF OFFICE

4. ELECTION OF VICE CHAIR

5. RESERVED BUSINESS: Vacancy- Co-option of Parish Councillor (The Public are excluded from the meeting for this item)

6. APPROVE MINUTES OF MEETING of 6 April 2021

7. MATTERS ARISING FROM APRIL MEETING

|  |  |  |
| --- | --- | --- |
| **Minute** | **Action** | **By whom** |
| 4b | Start date for installation of bollards to be agreed with Meads with site meeting to confirm location | Cllrs Ogborn & Martin |
| 4c | Contact Mr Neal to repaint the area in the bus shelter damaged with Graffiti | Clerk |
| 4d | Instruct Balfour Beatty to replace streetlights in Lode Road and the non-functioning one on the lane connecting Downing Close and the High Street. Lantern to be replaced in College Close | Clerk |
| 5 | Advise D/Cllr Cane of location of overgrown hedge in Jenyns Close | Clerk |
| 6 | Contact potential representative to the Wicken Fen Liaison Group | Cllr Buchanan |
| 6 | All members of the Council are asked to send suggestions of a possible location for the bench to Cllr Chetwynd | All |
| 6 | Contact the potential donor to seek permission to pass their details to Cllr Chetwynd so that he can discuss possible locations and the type of bench to be donated | Clerk |
| 7 | Respond to consultation on ECDC Proposed Single Issue review of the Local Plan 2015 | Cllr Buchanan |
| 7 | Make enquiries of CAPALC about training session on Planning | Clerk |
| 8 | Send links for fault reporting to all Council members | Clerk |
| 8 | Send location details of tree in Beechwood Avenue growing into telephone wires | Cllr Winkcup |
| 10 | Bring costed proposal for new website and email to May meeting | Cllr Winkcup/  Clerk |

8. ELECTION TO COUNCIL COMMITTEES

9. ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES

a) Local Charities

b) Bottisham Bowling Club

10. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

11. CHAIRMAN’S REPORT

12. PLANNING

a) Applications received

21/00501/FUL

17 Peacock Drive, Bottisham CB25 9EF

Proposed rear extension, window alterations and new front porch

21/00591/FUL

The Glebe, 113 High Street, CB25 9BA

Demolish single storey rear extension and replace with new. 2 replacement windows to side elevation of existing house - resubmission

21/00638/FUL

52 Lode Road, Bottisham, CB25 9DJ

Add render finish to existing property, form new vehicular access and parking; removal of existing vehicular parking and access, and erection of new boundary fencing

b) Planning Applications Approved – no notifications received

13. ENVIRONMENT:

a) Update from Cllr Chetwynd on areas of responsibility

b) Report back on Cambridge Waste Water Treatment Plant Relocation Community Working Group- Cllr Wilson

14. FINANCE

1. Motion to exempt Standing Orders requirement for 3 quotations for street light replacement and proposal to accept quotation of £3,379 + VAT for replacement of 2 streetlights and one lantern (Clerk to brief Council)
2. To approve payment of outstanding accounts

May £

Items for approval

Jonathan Giles – Salary, Pension, PAYE and NI 749.60

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Wave (Anglian Water) – Cemetery 13.12

Haven Power – Streetlights 44.48

S Neal Carpentry – Renovation of Bus Shelter 450.00

1. To note the draft minutes of the Finance Committee including revisions to the Asset Register – see attachment 2

15. DECISION ON NEW PARISH COUNCIL WEBSITE AND EMAIL – report from Cllr Winkcup attachment 2 below

16. NEW CEMETERY WORKING PARTY

17. PLAY AREA WORKING PARTY

Update - Cllr di Lorenzo

18. CORRESPONDENCE RECEIVED

a) Invitation to join Working Group in respect of the Cambridge Water Plant Relocation Project

b) 20s Plenty Cambridgeshire Briefing note

c) Wicken Fen Community Liaison Meeting notes

d) Internal Auditor – revised fees notice for 2020-21 audit

e) Meadfleet – confirmation that tree work has been completed on the scheduled Ancient Monument

f) Remittance advice for 1st instalment of the Precept

CORRESPONDENCE/CONTACTS FROM RESIDENTS

1. Concern about lack of play facilities and public open space
2. Report of dead tree on the Triangle
3. Report of 6th form students not being permitted to board overfull buses

19. DATE OF NEXT MEETING

The next meeting will be Monday 7 June 2021, 7.45pm.

Jonathan Giles

Jonathan Giles

Parish Clerk

FURTHER MEETING DATES

Monday 7 June

Monday 5 July

Monday 6 September

Monday 4 October

Monday 1 November

Monday 6 December

It is not proposed to hold a Parish Open Meeting in May due to continuing pandemic restrictions

**Attachment 1**

**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Tuesday 6 April at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, Marsh, O’Dell, Wilson and Winkcup

D/Cllr Cane and C/Cllr Shuter

**1** **APOLOGIES**:

Cllrs van Someren, Martin

**2** **DECLARATIONS OF INTEREST:**

None

**3** **MINUTES OF PARISH COUNCIL MEETING 1 MARCH 2021**

Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr Winkcup. This was agreed unanimously.

**4** **MATTERS ARISING:**

**a) Process for filling vacancy following resignation of Cllr Sunner** – The Clerk reported that ECDC had not been petitioned for a poll and that the vacancy can be filled by co-option. An advert has been posted with a closing date of 16 April.

**b) Preventing parking on the Triangle** – The Clerk advised that a revised quotation of £900 +VAT had been received from Mead.

Acceptance of the quotation was proposed by Cllr Buchanan and seconded by Cllr Chetwynd and agreed unanimously.

**ACTION:** Cllrs Ogborn & Martin to agree start date with Mead and meet them on site

**c) Repairs to bus shelter** – The Clerk had paid the invoice from Mr Neal as agreed at the March meeting. The light has also been repaired. Subsequently, graffiti has been sprayed over the new paintwork.

**ACTION:** The Clerk to contact Mr Neal for the damaged area to be repainted

**d) Parish Council Streetlights** – Although the insurer had accepted the claim to replace the damaged streetlight in Lode Road, it has subsequently advised that it is not covered as street lights are not deemed to be covered under the category of “Street Furniture”. This has been challenged since it was not clear in the documentation provided when the policy was renewed last year. There was debate about whether this light was needed but, but taking account of young people staying late at the Village College who may be using the path after dark, it was decided that it should be replaced. The non-functioning light in the lane between Downing Close and the High Street and the lantern of the light in College Close also need replacement - at a total quoted cost of £3,246.

Proposed Cllr O’Dell, seconded by Cllr Buchanan and agreed unanimously.

**ACTION:** Clerk to commission the work from Balfour Beatty

**e) Outcome of investigation into blocked drain on Tunbridge Lane** – Though there had not been further information from C/Cllr Shuter, Cllr Winkcup believes the necessary work will be scheduled for action in the financial year that has just commenced.

**f) Litter pick along the treeline between Lysander Clo and Ancient Meadows** – Cllr Winkcup had arranged for the larger items to be collected by two local families, in addition to the smaller items being collected by our litter picker. There are a few larger items which Cllr Winkcup is arranging to dispose of. Cllr Ogborn expressed thanks on behalf of the Council to all involved.

**5. DISTRICT COUNCIL REPORT**

D/Cllr Cane highlighted key points from her report (appended below). She said that a new Audit Committee had been set up to take on some of the tasks of the Finance and Assets Committee. ECDC has agreed the carry-over of funds for Community Sports and leisure facilities to support their reopening after lockdown. She advised that the Gardiner Hall in Burwell had been awarded CIL funding and encouraged similar applications from Bottisham. ECDC’s Annual Meeting has been brought forward from May to April to enable it to take place remotely. She encouraged the Parish Council to respond to the Government’s call for evidence on remote meetings.

Cllr Buchanan recorded the thanks of the Parish Council for the involvement of the two District Councillors over the planning application for the Retirement Village.

Cllr Wilson raised concern about the losses incurred and projected by the East Cambs Trading Company and asked about the impact on Council Tax Payers. D/Cllr Cane responded that recent performance had been adversely affected by the pandemic but that “the administration is confident that it will be able to meet its projected figures” for a profit of £1.8m in 2022-23.

Cllr Ogborn reported that he had advised a resident concerned about an overgrown hedge on the path between Arber Close and Jenyns Close to contact ECDC as they have responsibility for the path. The hedge itself is owned by the adjoining property.

**ACTION:** The Clerk to give location of the hedge to D/Cllr Cane

**6. CHAIR’S REPORT**

Cllr Ogborn advised that the Council has been invited to send a representative to the National Trust’s Wicken Fen Liaison Group. While there were no volunteers from within the Council, Cllr Buchanan has a contact who may be interested in this.

**ACTION:** Cllr Buchanan to contact the possible representative, then advise the Chair and Clerk if she is interested in this role

A resident within the parish has kindly offered to purchase a bench to be placed in a public area in the village.

**ACTION:** All members of the Council are asked to send suggestions of a possible location for the bench to Cllr Chetwynd

**ACTION:** The Clerk will contact the potential donor to seek her permission to pass her details to Cllr Chetwynd, so that he can discuss possible locations and the type of bench to be donated

**7. PLANNING**

**21/00439/FUL Single storey rear extension and internal alterations to 4 Lysander Close CB25 9GH:** The Council had no concerns about this application.

**20/00923/FUL & APP/V0510/W/20/3265563 Brian Mackay Commercial Vehicles:** The Council noted that the appeal against the refusal of planning permission had been rejected on the grounds that part of it falls within the Green Belt. Cllr Clarke commented that the principle of no development within the Green Belt was being consistently applied.

**ECDC Proposed Single Issue review of the Local Plan 2015**

**ACTION:** Cllr Buchanan to respond to the consultation

**Training session on Planning for Council Members:** Cllr Buchanan said that it had originally been proposed that this be delivered by a member of the ECDC Planning Team. She proposed that it may be more appropriately delivered by CAPALC and suggested the session could take place at a weekend to facilitate participation by all members.

**ACTION:** The Clerk to contact CAPALC to explore possible programme and costs

**8. ENVIRONMENT**

Cllr Chetwynd reported that various highways faults and concerns about graffiti had been notified to him. Cllr Ogborn said that it would be most efficient if Cllrs identifying such issues could report them directly to the most appropriate agency. Cllr Clarke suggested that it would be helpful to keep a log of instances identified by photographing the damage and recording the date and location.

**ACTION:** The Clerk will send the links for Highways and Graffiti reporting to Council members

Cllr Winkcup reported a problem with a large tree which is growing into telephone wires and would cause serious problems if it suffered wind damage.

**ACTION:** Cllr Winkcup to send location details to the Clerk

**9. FINANCE**

The Clerk reported that the Council’s reserves had increased from £115,296 at 1 April 2020 to £138,665 by 31 March 2021. This will reduce the amounts needing to be borrowed when the new Cemetery is developed.

Approval of the following payments was proposed by Cllr Winkcup, seconded by Cllr Wilson and agreed unanimously:

April £

Jonathan Giles – Salary, PAYE and NI 728.52

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Wave (Anglian Water) – Cemetery 28.46

Haven Power – Streetlights 44.48

S Neal Carpentry – Renovation of Bus Shelter (paid 9.3.21) 1490.00

Holy Trinity Church, Bottisham – Floodlighting 435.85

Timpson Cemetery Shed keys (reimburse Cllr Ogborn) 10.50

East Cambs Trading Co – Grounds Maintenance 366.90

Litter Picking Hoops (reimburse Clerk) 16.18

**10. CONSIDERATION OF NEW PARISH COUNCIL WEBSITE AND EMAIL**

Cllr Winkcup referred to the briefing note circulated with the agenda of the meeting. He advised that neither the current website nor the Council email is secure and is therefore not legally compliant. The current website is difficult to manage and we urgently need to consider a new provider. The best results are likely to be obtained from a provider who specialises in the particular requirements of Parish Councils, as they will have ready-made templates we can use. This will save in development cost, as well as benefitting from learning by other Councils. Three have been approached and two have responded. Cllr Winkcup and the Clerk had a Zoom meeting with "My Parish Council” who would be able to set up a secure and compliant website and email system. They would be able to transfer any records held within the existing Council email system (though not from private email accounts where Councillors are using these). The running costs would be less than those applying currently as well as offering a helpdesk for dealing with queries within 48 hours. In addition, for an additional £2 per month, we can obtain a live link to the ECDC Planning Portal to ensure that the site will be kept up to date with local planning applications at all times.

There was general support for the proposal and it was agreed that a formal proposal would be brought forward for decision in May with implementation by September.

**ACTION:** Cllr Winkcup and Clerk to bring a costed proposal to the May Council Meeting.

**11. NEW CEMETERY**

Cllr Ogborn said that a meeting had been fixed between our Cemetery Consultants and the Landscape Designer for the National Trust, with the aim of reaching agreement on a design such that the Trust would not contest a compulsory purchase. Cllr Clarke asked whether the area of the new cemetery not immediately required could be used as a play area. Cllr Ogborn indicated that this matter had been raised. However the inalienable conditions governing use of the land mean it was likely that a covenant would be placed on it at sale preventing its use for any purpose other than a cemetery. Given the concerns in the village about the lack of play provision, Cllr Ogborn indicated that he would address the matter in a forthcoming Cresset article, so the issues would be more widely understood.

**12. PLAY AREA WORKING GROUP**

Cllr di Lorenzo explained that as the composition of the Council had changed in the past couple of years, it would be valuable to outline the history of the activity undertaken to secure additional play facilities in the village.

A questionnaire was circulated to local residents in 2017 seeking both ideas and volunteers willing to work on bringing them to fruition. As a result, a residents Working Group was set up and first met in 2018. Its primary focus was the provision of play facilities for pre-school children. (While the questionnaire revealed issues with facilities for older children as well, they do have access to facilities in the both the Primary School and Village College outside normal school hours. The most obvious lack was for pre-school play facilities for families living on the north side of the village).

Discussion had been previously had with the Primary and Secondary schools, enquiring as to the possibility of leasing land for a play area in their grounds - but this had been unsuccessful. The Working Group identified two other possible sites: the “dirt hills” in the Park Estate and the open space in Ancient Meadows.

The preferred option was to place a play area on a small part of the “dirt hills’ close to the rear gates of the school. This had the benefit of being very central and convenient for parents dropping off children at the school. A meeting took place with the Park Estate Residents, who rejected a proposal to continue exploring the matter with the Parish Council by a majority of 2:1.

The history of the open space at Ancient Meadows is that it was owned by the developer who then went into receivership; after this the land was acquired by ECDC. The District Council has indicated that it would be open to leasing an area of land to the Parish Council for a play area, but would wish to see the results of consultation with local residents before considering before doing so. [for deletion]

*The land is owned by ECDC. The District Council has indicated that it would be open to leasing an area of land to the Parish Council for a play area, but would wish to see the results of consultation with local residents before doing so.*

A meeting was planned to consult with the residents of Ancient Meadows in spring 2020, but was prevented by the pandemic. Cllr di Lorenzo suggested consideration now be given to a different approach to consultation, given the recent and effective online consultation that had taken place over the fencing to the open space.

Subsequently, a new possible site has been identified at the corner of Tunbridge Lane and Lysander Close. Preliminary discussions have taken place with the owner following a recent appeal decision preventing change of use to residential - although we are unsure this will yield a positive result for the village.

Cllr Clarke observed that, while money had been secured under S.106 for Ancient Meadows and Lysander Close, it was disappointing that provision of a play area was not made a pre-condition within the planning consents.

Cllr Buchanan pointed out that there was provision for a play area and allotments in the consent for 50 houses off Bell Rd to be built.

Cllr di Lorenzo suggested that it would be important to explain the position we have reached through the Cresset notes.

**13. COMMUNITY UPDATE**

Cllr di Lorenzo advised that a number of people are keen to undertake litter picking around the village as the pandemic restrictions are lifted. He will liaise with Cllr Buchanan and the Clerk over equipment.

**14. CORRESPONDENCE**

The listed items were noted

**15. DATE OF NEXT MEETING**

TUESDAY 4 May

The meeting closed at 9.38 pm

**ACTION SUMMARY**

|  |  |  |
| --- | --- | --- |
| **Minute** | **Action** | **By whom** |
| 4b | Start date for installation of bollards to be agreed with Meads with site meeting to confirm location | Cllrs Ogborn & Martin |
| 4c | Contact Mr Neal to repaint the area in the bus shelter damaged with Graffiti | Clerk |
| 4d | Instruct Balfour Beatty to replace streetlights in Lode Road and the non-functioning one on the lane connecting Downing Close and the High Street. Lantern to be replaced in College Close | Clerk |
| 5 | Advise D/Cllr Cane of location of overgrown hedge in Jenyns Close | Clerk |
| 6 | Contact potential representative to the Wicken Fen Liaison Group | Cllr Buchanan |
| 6 | All members of the Council are asked to send suggestions of a possible location for the bench to Cllr Chetwynd | All |
| 6 | Contact the potential donor to seek permission to pass their details to Cllr Chetwynd so that he can discuss possible locations and the type of bench to be donated | Clerk |
| 7 | Respond to consultation on ECDC Proposed Single Issue review of the Local Plan 2015 | Cllr Buchanan |
| 7 | Make enquiries of CAPALC about training session on Planning | Clerk |
| 8 | Send links for fault reporting to all Council members | Clerk |
| 8 | Send location details of tree in Beechwood Avenue growing into telephone wires | Cllr Winkcup |
| 10 | Bring costed proposal for new website and email to May meeting | Cllr Winkcup/  Clerk |

Appendix

**District Councillors Report for Parish Council Meetings in April**

Finance and Assets Committee held 2 meetings in March, because there was too much business for one meeting. In an attempt to address this in the future, some responsibilities have been moved to the Operational Services Committee and a new Audit Committee has been set up, but that is not due to meet until July.

It was agreed that the buildings, including the tent, at the Mepal Outdoor Centre should be demolished. John and Charlotte, amongst others, were shocked that the buildings had been allowed to fall into such disrepair and that insurance money received had not been spent on repairing the buildings. There was no consideration given to alternative options other than to keep the buildings in their current, deteriorating, state. Nor was there any consideration of the impact of demolition on the wildlife at the site and how to mitigate disturbance. An application to demolish will now be made through the planning system.

It was unanimously agreed to carry over funds which would have gone to community sports centres in 2020-21 in order to provide financial assistance as they come out of Covid restrictions. It was also unanimously agreed to allocate CIL funding to improvements at the Gardiner Memorial Hall in Burwell.

The Business Plan for East Cambs Trading Ltd for 2021-22 was approved, despite several members expressing concern about some aspects. These concerns included that the plan shows a loss of £455k to add to the forecast loss for 2020-21 of £544k. Indeed, the company has reported losses in every year apart from 2018-19, when it reported a profit of £664k. It is forecasting a profit of £1.8m in 2022-23. The Balance Sheet and Cash Flow are Exempt items which cannot be publicly discussed. The published accounts for the year ended 31 March 2020 showed the company had Net Liabilities of £572k, with the forecast deficits for 2020-21 and 2021-22 the Net Liabilities at 31 March 2022 would be £1.6m. The Cash at Bank at 31 March 2020 was £89k. On 31 March 2021 the company repaid £5.5m of loans to East Cambs DC but took out a further £4.9m in loans from East Cambs DC. East Cambs DC has no security against these loans, unlike the Combined Authority which has a charge against the company’s assets for its loans to the company.

The Internal Audit Plan for 2021-22 was approved, subject to review by the newly established Audit Committee at its first meeting. The progress on the plan for 2020-21 was noted with some concern as several reviews have not yet been completed. We were assured that all reviews would be completed and reported to the first meeting of the Audit Committee. The Risk Register was also noted, again with concerns that it was not adequately identifying risks and detailing appropriate actions to reduce those risks.

Operational Services Committee approved the Business Plan for 2021-22 for East Cambs Street Scene. They approved a Youth Strategy and Action Plan. Ironically, given F&A’s decision to demolish the structures at Mepal Outdoor Centre, a big concern which came from the Youth survey was space for recreation and outdoor activities.

The Council Meeting on 15 April was cancelled without consultation, due to a lack of business. But shortly after this, the Council’s Annual Meeting planned for 20 May was moved to 22 April. Again, this was moved without consultation, in order to hold the Annual Meeting under the current rules allowing on-line meetings. The government have refused all-party requests from the Local Government Association and the National Association of Local Councils to extend the current arrangements beyond early May. Councils are therefore faced with bringing meetings forward or making arrangements to hold Covid safe meetings. East Cambs DC meetings have seen hundreds of people logging on during and after meetings to view on-line proceedings. This is much higher numbers than can attend meetings in person. Journeys to and from Ely for meetings have been cut, saving the Council money and saving environmental degradation. We are therefore pleased that the government is consulting on allowing on-line meetings and we hope they will reconsider. The consultation is now online at  <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence>.

Bin collections this week and after the two May Bank Holidays will be one day after the normal collection day.

**Attachment 2**

**BOTTISHAM PARISH COUNCIL**

**MINUTES OF FINANCE COMMITTEE**

**Held on Tuesday 20 April 2021 by online meeting**

**Present:**

Cllr Clarke – Chair. Cllrs Buchanan, Ogborn and Winkcup, the Clerk.

**1. APOLOGIES:**

None

**2. Minutes of last meeting (26 January):**

Acceptance proposed by Cllr Ogborn and seconded by Cllr Winkcup: Approved unanimously

**3. Matters arising:**

**a) Membership of Finance Committee:** Cllr Clarke indicated that he had spoken with Cllr Chetwynd about joining this Committee as much of the Council’s spending is on environment for which he has just taken the lead

**b) Cambridge Building Society Account:** The Clerk reported that the service over the opening of the account had been less than satisfactory. The application form states that all information will be sent to the person named as the administrator on the account, but he has received nothing except an email confirming the account had been opened – this had no details of the account number or paying in details. Cllr Clarke had received no details about operating the account online. On balance, having succeeded in opening the account and on the basis that there would be few transactions, it was agreed to continue to use it

**c) Internal Audit feedback:** The Clerk had sent the financial record for 2020-21 to the Auditor and asked for feedback about the way it is set out and operated. The Auditor asked that the Accounting for VAT be incorporated into the record and that vouchers be kept for all transactions. The Clerk confirmed that the VAT accounting had been incorporated into the spreadsheet for 2021-22 and that vouchers for all transactions had been obtained for all transactions since he took over in September. He confirmed that the litter-pickers would both be on the payroll from April

**d) Clerk Pension Contributions:** The Clerk asked whether the employer pension contributions could be paid on a monthly basis rather than as a single payment at the end of the financial year. The Committee agreed

**4. Draft Accounts 2020-21 and Draft Annual Governance & Accountability Return:**

The Clerk outlined the financial results for the year 2020-21. As a result of the pandemic there had been less expenditure than anticipated under a number of headings and therefore the balances in the Council accounts had increased by £23,000 during the year to £138,664. While this might have raised questions by the External Auditor in normal circumstances, the planning for the new Cemetery means that reserves in excess of the prudent operating reserve will reduce the amount needed to be borrowed for the Cemetery.

It was noted that there was a budget of £1500 for Traffic Calming, none of which had been spent.

**ACTION:** The Clerk will contact Claire Fullwood to ascertain whether this had been intended to cover the cost of a service agreement

The Clerk then went through the draft Annual Governance and Accountability Return. The first section requires the Internal Auditor to indicate agreement or otherwise to a series of statements about the financial controls within the Council. This is followed by a series of statements that the Council as a whole must consider and indicate its response on the form. This must be agreed and minuted prior to consideration of the summary of the financial results for the year 2020-21 in the third section of the form.

Appended to this return are two appendices: a bank reconciliation and an explanation of material variances from the previous year which includes statements about reserves. The Committee confirmed its recommendation to the Council that the reserves be designated as follows:

Play Equipment £ 20,000

New Cemetery £ 78,000

General Reserve £ 40,000

**Total £138,000**

It was proposed by Cllr Ogborn and seconded by Cllr Winkcup that the papers be submitted to the Internal Auditor. This was agreed unanimously

**ACTION:** The Clerk to submit the accounts and draft return to the Internal Auditor

**5. Asset Register:**

The Clerk indicated that the values ascribed to individual assets needed to be confirmed, so that the Council can be confident that its insurance cover is adequate when it comes up for renewal at the end of May. The items listed were checked and increased values inserted for some items

**ACTION:** Cllr Ogborn will check on the number and value of traffic calming and speed indicator devices

**6. Risk Register:**

The Committee reviewed the Risk Register and confirmed that it remains appropriate

**7. New Cemetery:**

Cllr Ogborn reported that ECDC has now agreed to undertake the compulsory purchase of the land for the New Cemetery on behalf of the Parish Council, but will seek a written agreement that the Parish Council would reimburse the costs incurred by ECDC in doing so. The District Council would tender the work to external solicitors. It is understood that the solicitor who has previously advised the Parish Council on a pro-bono basis would tender , although there is no guarantee that the firm will be awarded the work. Cllr Clarke said that the written agreement was reasonable but suggested that it should specify the upper limit of the cost to be reimbursed.

The meeting closed at 8.15pm

Attachment 3

**PC Website and Email – May ’21 update**

***Background briefing notes***

* *Existing PC website is around 7 to 8 years old, does not comply with current legislation, is not secure and existing provider support has been challenging*
* *Existing PC email provision is not secure, dated, unreliable, obsolete and support from provider has been poor*
* *Existing provider cost is around £650/pa.*

***Detail***

*Actions required*

1. *Compliance with GDPR and The Public Sector Bodies (Websites and Applications) Accessibility Regulations – WCAG 2.1 AA. Deadline for compliance for this - Sept ‘20.*
2. *Upgrade existing email and website provision and hosting to provide secure, supported infrastructure.*
3. *Identify new supplier for both email and website hosting. Create new compliant website. Transfer all email to new provider.*

***March Steps completed***

*Shopping list of requirements circulated*

1. *3 main PC website / email providers identified and contacted for initial proposals and costing*
2. *2 replies received*
   1. *Town and Parish Council Websites*
   2. *My Parish Council*
3. *No reply from ParishCouncil.net*
4. *Of the two replies received detailed review required on each proposal. In very broad outline.*

***Town and Parish Council Websites***

* *One off new website creation - £599  
  Annual hosting website and email - £240/pa  
  Email accounts: £80 set-up plus £80pa annual maintenance charge*
* *UK hosting, WCAG 2.1 AA compliant, telephone and email support, desktop and mobile, SSL cert, unclear on email provision.*

***My Parish Council*** *(initial favourite)* [*Parish or Town Council Website Home - My Parish Council*](https://myparishcouncil.co.uk/)

* *One off new website creation - £612.50  
  Domain transfer and annual hosting - £5.99/pa  
  Annual hosting website and email - £240/pa*
* *UK hosting, WCAG 2.1 AA compliant, telephone, ticket and email support, desktop and mobile, SSL cert, analytics, secure dedicated email provision, quarterly report, DDoS*

1. *Main points from initial discussions with* ***My Parish Council*** *(25 March 21)*
   1. *Can take over, upgrade to compliant template and host the existing web site*
   2. *Can port over the existing email account addresses and contents*
   3. *Can provide an additional service to scan ECDC planning portal and auto publish to PC website a summary for Bottisham*
   4. *Master template based service with free auto updates for any Gov compliance*
   5. *Automated ticket service to support Clerk*

**April Steps completed**

1. Completed a final clarification of points with My Parish Council
2. Addition of planning portal to proposal, quote attached

**May next Steps**

1. Agreement in May PC meeting to place order and commence work
2. Kick off meeting with vendor
3. Migration process to begin

**Cost Summary**

One off migration - £612.50

Annual  
 Email and website hosting - £240  
 Domain - £5.99  
 Planning portal - £24

Total - £269.99/pa

Existing supplier - £650pa – **∴** < 1.2 year payback

