

## 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 **Monday 1st July 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*

26<sup>th</sup> June 2024

Clerk to the Parish Council

### AGENDA FOR MEETING 13

- 241. **Apologies for Absence**  
(LGA 1972 s 85 (1))
- 242. **Members Declaration of Interest for Items on the Agenda and Requests for Dispensation.**  
(Localism Act 2011 s 31, s 33)
- 243. **To Approve Minutes of Previous Meeting**  
**Proposal: To Approve Minutes of Meeting 14 held on 12th June 2024.**
- 244. **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.
- 245. **Matters Arising/Clerks and Councillors Reports (for information only)**
- 246. **County and District Councillors Reports**
  - a. County Councillors Report
  - b. District Councillors Report
- 247. **Finances Including Approval of Payments of Outstanding Accounts Led by Cllr Wilson.**
  - a. **Proposal: To Approve Bank Reconciliation for June 2024**
  - b. To Note Receipts
  - c. **Proposal: To Pay July 2024 Accounts.**
  - d. **To approve forward payment for tree surgery (Eastern Tree Surgery) around cemetery**

Method	Payee	Item	Net	VAT	Total
<b>Payments made since the last meeting</b>					
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
<b>Current</b>					
BACS	Simon Handyman	Removal of vegetation around lamp post	£250.00	£0.00	£250.00

- 248. Scheme of Delegation**  
**Proposal: To delegate powers to the Clerk to carry out the function of the Parish Council in the absence of an August meeting with the approval of the Chairmanship and pay outstanding accounts with the approval of the Finance group.**
- 249. Planning Matters Led by Cllr Wilson**  
**Planning Applications**  
None received
- 250. Temporary Traffic Restriction Orders**  
To discuss received temporary traffic restriction orders.
- 251. Neighbourhood Plan**
- Cllr Wilson to update Parish Council on latest activity
  - To approve estimate Nupremis for consultancy work in 2024/2025
  - To review Assets of Community Value (ACV) and action required relating to those
- 252. New Cemetery**  
Cllr Ogborn to update Parish Council on latest activity
- 253. Project Play**
- Cllr Laurent to update Parish Council on latest activity.
  - Detail to be provided around Parish Council responsibility of play provision off new development at Bell Road.
  - To consider request from Bottisham Primary School regarding play equipment.
- 254. Environment**
- To consider quotation received for tree works in the Cemetery.
  - Councilors to update on areas of responsibility and consider creating a template for monthly checks and consider reporting methods.
  - Environment working group update on areas for environmental improvement
  - To consider flag raising commitment and improvements to flagpole.
- 255. Policies and Procedures**  
**Proposal: To Adopt the Standing Orders, Financial Regulations, Code of Conduct and Data Protection Privacy Policy for 2024/2025.**  
**Proposal: To adopt the Risk Management Policy and approve risk assessment document.**
- 256. 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.*
- 257. Date of Next Meeting**  
Parish Council Meeting, 7.30pm on **Monday 2<sup>nd</sup> September 2024** at The Poppy Room, Bottisham Sports and Social Club, Downing Close, Bottisham.