

# **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](mailto:clerk@bottishampc.co.uk)

Website: [www.bottishampc.co.uk](http://www.bottishampc.co.uk)

**A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 1 November 2021 at 7.45pm for the purpose of transacting the following business.**

**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.**

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

1. APOLOGIES FOR ABSENCE
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. APPROVE MINUTES OF MEETING of 4 October 2021 (Attachment 1)
4. MATTERS ARISING FROM OCTOBER MEETING

<b>Minute</b>	<b>Action</b>	<b>By whom</b>
77b	Play Area Working Group to plan consultation with local residents on a Zoom meeting at 8 pm on Monday 11 October	Cllrs Ogborn & di Lorenzo with Cllrs Buchanan, Cundell, Marsh & Martin
79	Report summarizing findings of camera surveys on Lode Rd drains to be presented to November meeting	Cllr Winkcup
80	Write to D/Cllr Ambrose-Smith, Chair of the Operational Services Committee, with copies to C/Cllr Sharp, and D/Cllrs Cane & Trapp setting out the Council's view that the funding of the Newmarket CAB needs to be maintained	The Clerk
81	Advertise the two current Council vacancies	The Clerk
82e	Investigate new sign at Newman's Farm	Cllr Wilson

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
6. CHAIRMAN'S REPORT
7. PLANNING – Attachment 2
  - a) Notifications of application received –  
21/01345/TRE – 109 High Street CB25 9BA  
T1 Walnut - Fell to 2.5m from ground level  
21/01498/TCON – 17 Stocks Close, CB25 9BY  
To comply with Condition 3 (Tree Topping, Lopping & Felling) of Decision Notice 86/01020/RMA
  - b) Planning Applications Approved –  
17/00297/DISA – 52 High Street, Bottisham CB25 9DA
  - c) Planning Appeal  
20/00296/OUM – Land to rear of 163 to 187 High Street, Bottisham  
Development of retirement care village
8. ENVIRONMENT:
  - a) Update from Cllrs on areas of responsibility
  - b) PC Faulty streetlight Jenyns Close – est replacement cost £1600+VAT
9. FINANCE
  - a) To approve payment of outstanding accounts
 

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
Jonathan Giles – Stationery, ink etc	57.87
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
Haven Power – Streetlights (paid by DD)	
E Cambs Trading Co – Grasscutting	477.75
Wave – Cemetery Water	10.54
Microsoft 365 subscription	59.99
10. UPDATE ON NEW PARISH COUNCIL WEBSITE AND EMAIL –  
Update - Cllrs Winkcup & Cundell
11. NEW CEMETERY WORKING PARTY  
Update (including latest draft plan) – Cllr Ogborn
12. PLAY AREA WORKING PARTY  
Update - Cllr di Lorenzo
13. CORRESPONDENCE RECEIVED

- Leader, ECDC Council – Newsletter
- Cambridge Waste Water Treatment Plant Relocation Project – updates on project and phase 2 traffic and access factsheet
- Sarah Smith – Wicken Fen Liaison Forum notes (30 September)
- Cambridgeshire CC – Briefing on the Queen’s Platinum Jubilee celebrations

#### CORRESPONDENCE/CONTACTS FROM RESIDENTS

- 2 residents drawing attention to update from Cambridge Fibre about extension to the date for expressions of interest in fibre broadband by residents
- Report that streetlight not working by the garages in Jenyns Close; garages in serious disrepair and could become a location for anti-social behaviour
- Updates from volunteers tending the beds near the village sign and sowing the wildflower area in the churchyard

#### 14. DATE OF NEXT MEETING

The next meeting will be Monday 6 December 2021, 7.45pm.

*Jonathan Giles*

Jonathan Giles  
Parish Clerk

#### FURTHER MEETING DATES

Monday 6 December, Tuesday 4 January, Monday 7 February

## **BOTTISHAM PARISH COUNCIL**

### **Minutes of meeting Monday 4 October at 7.45pm, in the Poppy Room, Bottisham Social Club**

#### **PRESENT:**

Cllr Ogborn- Chair. Cllrs Buchanan, Cundell, van Someren, Wilson and Winkcup  
C/Cllr Sharp; D/Cllr Trapp

#### **APOLOGIES:**

Cllrs di Lorenzo, Martin, Marsh & O'Dell; D/Cllr Cane

**ITEMS FROM THE PUBLIC:** None

**75 DECLARATIONS OF INTEREST:** None

**76 MINUTES OF MEETINGS 6 September 2021:** Acceptance of the minutes was proposed by Cllr Wilson, seconded by Cllr Winkcup and approved unanimously.

#### **77 MATTERS ARISING FROM JULY MEETING:**

**a) Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located:** Cllr di Lorenzo confirmed that the parcel of land in question is owned by the Park Estate (Bottisham) Residents Association Ltd. The Clerk has advised the company of the potential problems arising from the tree branches growing into the telecommunications wires

**b) Play Area: Draft letter and plan consultation with local residents:** Cllr di Lorenzo has drafted the letter. The consultation will be planned in a Zoom meeting of the Working Group to take place at 8 pm on Monday 11 October

**ACTION:** Cllrs Ogborn and di Lorenzo to set up meeting and invite Cllrs Cundell, Marsh and Buchanan

**c) Local Highways Improvement Fund Application:** Cllr Wilson confirmed that the application had been submitted, together with the information garnered from a traffic monitoring exercise in Lode Road, the location of the proposed speed limit reduction to 30 mph. The Council recorded its thanks to Tony and Rosemary Jolley who had undertaken the exercise with Cllr Wilson.

**78 ELECTION OF VICE CHAIR:** Cllr Ogborn announced that he had had one expression of interest in the office of Vice Chair from Cllr Wilson. He proposed and Cllr Cundell seconded his nomination, which was passed unanimously. Cllr Ogborn advised that he had asked Cllr Wilson to be Chair of the Finance Committee following the resignation of Cllr Clarke.

**79 COUNTY COUNCIL REPORT:** C/Cllr Sharp advised that the Highways & Transport Committee had approved the plan to create a staggered junction where Swaffham Heath Road meets the A1303. This follows a recent serious accident at this location and 15 other collisions over the last five years. C/Cllr Sharp is now the representative for East Cambs on the Highways Improvement Board, which meets 6 weekly to oversee the work of Highways. He said that his postbag is heavily laden with concerns about gully cleaning and potholes.

In relation to the Children & Young Persons Committee, on which he also serves, he noted that the Special Educational Needs budget remains under severe pressure.

Cllr Winkcup advised that he had just received two reports on camera surveys of drains in Lode Road. He will study them and summarise the findings. Cllr Buchanan highlighted that the flooding problems in Lode Road were not due to the new buildings on the Bottisham Village College site.

**ACTION:** Cllr Winkcup will provide a summary report for the November meeting

C/Cllr Sharp said that a paper on Transport within the County had been pulled from the Overview and Scrutiny Committee due to the illness of the Director. He has booked a briefing call and will update the Council on this next month. The Audit Committee has called for the report on the Farmgate Enquiry to be published in full. In his role as Co-Chair of Governors at BVC, he advised that the Sports Centre is temporarily closed as a result of staff shortages. It is hoped to re-open in November. He is in touch with the Clubs who regularly have sessions at the Centre. The College has invested in a new air conditioning unit for the Centre, which was installed over the summer.

**80 DISTRICT COUNCIL REPORT:** The District Council report is appended to these minutes, but D/Cllr Trapp drew attention to a procedural change requiring members to give advance notice of questions to be answered at Committee. This is a problem because papers are only published a week before the meetings and questions have to be submitted days in advance. It also prevents follow up questions being asked.

He also shared his concern at the review of ECDC's funding of the Newmarket CAB. It is clear that the majority of people seeking advice in this part of the District find Newmarket more accessible than Cambridge. In addition there is a question about whether people with issues relating to the Council's own services would feel confident using an in-house service to resolve their problems.

**ACTION:** The Clerk will write to D/Cllr Ambrose-Smith, Chair of the Operational Services Committee, with copies to C/Cllr Sharp, and D/Cllrs Cane & Trapp setting out the Council's view that the funding of the CAB needs to be maintained.

D/Cllr Trapp said that the Finance & Assets Committee is considering its medium term financial strategy. While the District element of Council Tax has been maintained without increase for several years, there will be a budget shortfall of £4m within two years.

Cllr Ogborn asked about parking enforcement. C/Cllr Alan Sharp explained that, unlike other District Councils, ECDC has not wanted to take on the role of civil parking enforcement. The main reasons for this are that when the commitment is made it cannot be revoked, and, as it would have to be self-financing, would entail the introduction of parking charges. He said that illegal parking was rife in Ely, because people know restrictions will not be enforced. Cllr Ogborn expressed the view that many parish councils would be prepared to buy into a scheme whereby enforcement was carried out for a few hours per week to deal with dangerous parking. D/Cllr Trapp advised that an attempt had been made to re-occupy the Denny in Swaffham Bulbeck, but the offending vehicle had become stuck on the bund. He confirmed that he will be attending the Parish Meeting on 14 October.

**81 CHAIR'S REPORT:** Cllr Ogborn reported that the Council now has permission to co-opt to the two vacancies.

**ACTION:** The Clerk will advertise the vacancies and Cllr Cundell will draw attention to this on the Bottisham Community Facebook page

Cllr Ogborn reminded the Council of the Parish Meeting on 14 October. For the second session, tables will be set up for individuals to discuss issues with County and District Councillors and the two schools in the village. To date, there has been no response from the Police despite several contacts. It was agreed that the Parish Council would have three tables as follows:

- a) New Cemetery Plans – Cllr Ogborn, with Mike Young and Tony Jolley
- b) Planning – Cllrs Wilson and Buchanan
- c) Environment & Communications – Cllrs Cundell, Winkcup and the Clerk

It was concluded that Cllr Ogborn's report should be made available on the website as the default option, while information would be given to individuals about how to contact the Clerk if they wish to have a paper copy. An A5 handout will give details of the new website to minimise the wastage of printing numerous paper copies

## **82 PLANNING:**

a) **17/00297/DISA – 52 High Street CB25 9DA:** Completion of driveway approved in 2017.

The Enforcement Officer had advised the applicant to submit written plans for the drive gateway and positioning, as required by Condition 3 of the original consent. Cllr Wilson proposed that, provided the gate is 5 metres from the highway edge and of a standard compatible with the property, this should be supported by the Parish Council. This has now been approved by ECDC.

b) **Cambridgeshire Affordable Housing Project:** Cllr Wilson advised that Cambridgeshire ACRE, of which the Council is a member, is offering to undertake a survey of the local need for affordable housing. This would be at no cost to the Council. It was agreed that this would be valuable information – either it would confirm that the imminent development of the site off Bell Road is sufficient to meet this need or quantify the extent of any further requirement.

**ACTION:** Cllr Wilson will advise Cambridgeshire ACRE that the Council wishes the survey to be carried out

c) **Swaffham Bulbeck Neighbourhood Plan:** The draft plan has been shared with the Council for consultation.

**ACTION:** Cllr Wilson will review and advise if there are any implications for Bottisham in the plan

d) **Meeting with Rebecca Saunt:** Cllr Wilson reminded members that this is taking place on Monday 15 November. He said that it is unlikely that Richard Kay, who has the lead for Neighbourhood Planning will be there. His advice is that such a Plan is only necessary if there is new development that the Council wishes to encourage. Otherwise there is protection from unwanted development as the development off Bell Road is imminent, the village lies within the Green Belt, and, on a district level, there is a 5 year land supply.

e) **New sign, Newmans Farm:** It was noted that a new sign has been erected but there appears to have been no planning application.

**ACTION:** Cllr Wilson will investigate

**83 ENVIRONMENT:** Cllr Ogborn asked that faults identified by Councillors in their designated patches should be reported by them to the appropriate body.

**84 FINANCE:** It was proposed by Cllr Winkcup, seconded by Cllr Wilson and unanimously approved that the following payments be approved:

Jonathan Giles – Stationery, ink etc	57.87
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
Haven Power – Streetlights (paid by DD)	47.82
E Cambs Trading Co – Grasscutting August	573.30
Wave – Cemetery Water	10.54
Zoom subscription – 12 months	143.88
CAPALC – Conference delegate fee	75.00
Balfour Beatty – Streetlight replacements	4055.98
Professional Sportsturf Design – New cemetery	1200.00
E Cambs Trading Co – Grasscutting September	573.30
BCSASC- room hire – July to September	60.00

**85 UPDATE ON NEW PARISH COUNCIL WEBSITE AND EMAIL:** Cllr Cundell reported that the new website is ready to go live in the week beginning 11 October. She and the Clerk will be receiving basic training on website maintenance this week. She has also carried out a trial run with the email system. The provider will make a document available guiding members on how to upload the new email. Cllr Cundell asked members to let her know what devices and software they use. She will then ensure that the guidance provided is appropriate.

**86 REPORT ON LUCY FRAZER MEETING:** Referring to his written report, Cllr Wilson said that Ms Frazer had indicated that all the possible sites for the replacement Waste Water Treatment Plant lie in her constituency and all fall within the Green Belt. She said that she favours a new access route running directly to the new plant from the A14. She has also said that she will represent the Parish Council’s views on the proposed Retirement Village at the forthcoming appeal to the Planning Inspectorate.

**87 NEW CEMETERY UPDATE:** Cllr Ogborn said that he will be meeting with Cllr Wilson and the Clerk to develop a fuller project budget for the new Cemetery to be presented at the next Council meeting.

**88 CORRESPONDENCE:** The correspondence listed was noted

**89 DATE OF NEXT MEETING:** Monday 1 November at 7.45 pm in the Poppy Room  
The meeting closed at 9.35 pm

