

# Bottisham Parish Council

**Minutes of Meeting 27 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 7<sup>th</sup> July 2025 at 7.30pm.**

**Present:** Cllr Jon Ogborn (Chair); Cllr Steven O'Dell; Cllr Keith Morrison; Cllr Nadene Cundell; Cllr John Austin; Cllr Camelia Mihaescu; Cllr Mark Overton; Cllr Jawahar Swaminathan; Cllr Maria Socea; Cllr Savannah Laurent;

**Members 11 (1 vacancy) Quorum 4**

**Clerk:** Sam Chambers-Turner

**In Attendance:** District Councillor Trapp; County Councillor Edge.

**Members of the Public:** 1

**Meeting opened at 7.30pm**

**458. APOLOGIES FOR ABSENCE**

Cllr Rehana Shaker.

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

None.

**460. TO APPROVE MINUTES OF PREVIOUS MEETING**

It was proposed by Cllr Cundell, seconded by Cllr Overton and resolved that the minutes Of meeting 26 held on 16<sup>th</sup> June 2025 be approved and signed as a true record by those present.

**461. OPEN FORUM FOR PUBLIC PARTICIPATION**

None.

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

- Cllr Overton reported that the buses are now accepting the Tiger pass both ways.

**463. COUNTY AND DISTRICT COUNCILLORS REPORTS**

Councillors Trapp & Cane provided a written report before the meeting, that included:

- Operational Services Committee
- Finance and Assets Committee
- Local Government Reorganization

Councillor Edge had provided a written report before the meeting, that included:

- Adults and Health
- Assets and Procurement
- Children and Young People
- Community Social Mobility and Inclusion
- Household Support Fund
- Environmental and Green Investment
- Highways and Transport
- Survey on Local Government reorganization.

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

**464. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS .**

- a. **It was proposed by Cllr Overton, seconded by Cllr Morrison and resolved that the bank reconciliation for June 2025 be approved.**
- b. It was noted that the following had been received: £1336.29 bank interest.
- c. **It was proposed by Cllr Overton, seconded by Cllr Ogborn and resolved that the outstanding accounts for July be approved. Action: Clerk to set up payments for authorisation.**

S Chambers-Turner	Clerks Salary June			Confidential
V Coley	Admin Assistant Salary June			Confidential
N Cundell	Expenses	£160.90	£0.00	£160.90
Bottisham Sports & Social	Village Day	£500.00	£0.00	£500.00
S Chambers-Turner	Microsoft 365	£139.97	£0.00	£139.97
Edge IT	Cemetery Software	£110.40	£22.08	£132.48
Viking	Stationary	£108.87	£21.77	£130.64

#### 465. SCHEME OF DELEGATION

**It was proposed by Cllr Cundell 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 in conjunction with the Chairmanship/Finance group.**

#### 466. PLANNING MATTERS

##### Planning Applications

**25/00560/FUL** Spring Hall, Newmarket Road, Bottisham. Conversion and part rebuild of cart lodge to create a single dwelling and associated works. The Parish Council have no comments.

##### Planning Decisions

**25/00456/TRE**, 3 Stocks Close, Bottisham, CB25 9BY. T1 Spruce tree – fell – approved

**25/00548/TRE**, Bendyshe Hall, 84 High Street, Bottisham, CB25 9BA. T1 Cedar to be reduced by up to 2mtrs all over and crown raised to a height of 3mtrs to clear delivery vans. T2 Cedar to be reduced by up to 2mtrs all over and crown raised to a height of 3mtrs to clear delivery vans. T3 Oak to reduce the south-eastern limb by up to 3.5mtrs and to reduce the remaining crown by up to 2mtrs all over and remove the epicormic growth up to the first major union due to the size of the tree and proximity to the property. Approved.

**Action:** Clerk to report planning comments. .

#### 467. NEIGHBOURHOOD PLAN

Cllr Morrison provided an update for the Council on the Neighbourhood plan, which included the preparation required before the Regulation 14 submission. The government has recently announced that all funding for Neighbourhood plans would be withdrawn with immediate effect. The Parish Council therefore requested that a quotation be sought from Cambridgeshire Acre to be able to complete the project. Action: Cllr Morrison to request quotation from Cambridgeshire Acre and bring back to the September meeting.

#### 468. COUNCIL REORGANISATION

The Clerk informed the Council that correspondence had been received about the Local Government Reorganisation which included links to carry out a Stakeholders survey. **It was proposed by Cllr Overton, seconded by Cllr Morrison and resolved that Cllrs Cundell, Socea**

**and the Clerk should complete the survey as a Stakeholder for Bottisham Parish Council expressing the wish to go with option A of the proposed scheme of reorganisation.** A post has been created for Facebook and the website, guiding residents to where they can complete the survey as a resident.

**469. HIGHWAYS AND TRANSPORT**

- The drawings for 20mph have been reviewed further, it was hoped that the zone could be extended further down Tunbridge Lane. However, the Parish Council have been informed that this would not be possible due to the regulations covering installations of a 20mph scheme.
- County Councillor Edge reported that they had been in contact with the Greater Cambridgeshire Partnership Greenway Project Team. Confirmation has been received that the Bottisham Greenway will terminate at Wisbeach Close on Bell Road and will not be entering into the High Street. Furthermore, County Councillor Edge is pushing for some community engagement with residents, although at this stage it is unclear what format this will take

**470. ENVIRONMENT AND COMMUNITY**

- Works on the Triangle have almost been completed, one tree needs the base trimming around and the bark spreading. Cllr Cundell reported that a donation had been pledged for further works. **Action:** *Cllr Cundell to bring back suggestions to the next meeting.*
- A meeting has been held with the Community Payback Scheme to arrange for them to attend the Parish, to carry out various tasks including the Cemetery and the triangle. Over the coming months, we will agree a schedule of when they will be attending. **Action:** *Clerk to complete official paperwork and lead the schedule of works.*

**471. STAFF APPRAISALS**

Cllr Cundell reported that the Clerk's review had taken place and that the Administration Assistants would be carried out in the coming weeks as the probationary period had been passed. **Action:** *Cllr Cundell to arrange a date for the Administration Assistants review.*

**472. COUNCIL ADMINISTRATION**

- It was discussed that the Parish Council still had 1 vacancy and that it would be beneficial to reach full capacity.
- Discussion was had on the requirements for taking the New Cemetery project to the next stage and was agreed that a working group should be created to assist Cllr Ogborn. **It was therefore proposed by Cllr Cundell, seconded by Cllr Austin and resolved that a new Cemetery Working Group should be formed consisting of Cllr Ogborn, Cllr Morrison and members of the community as designated by the Parish Council.** Furthermore, it was discussed that in order to satisfy the requirements of applying for a Public Works Loan it would be necessary to carry out a residents survey, for a minimum of 1 month. It was therefore agreed that Cllr Overton and the Clerk would prepare a short survey to bring to the next meeting. **Action:** *Cllr Overton and Clerk to work on survey to bring to the September meeting.*

**473. 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.

**474. DATE OF NEXT MEETING**

Parish Council Meeting, 7:30pm **Monday 1<sup>st</sup> September 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

**Meeting closed at 9:35pm**

Minute Reference	Description	Action By
464	Set payments up for authorisation	Clerk
466	Planning Comments	Clerk
467	Request quotation from Cambridgeshire Acre	Cllr Morrison
468	Complete Local Government Reorganisation Stakeholders survey	Cllrs Cundell, Socea and the Clerk
470	Complete paperwork for Community Payback Scheme Prepare suggestions for further work at the triangle	Clerk Cllr Cundell
471	Arrange Administration Assistant Review	Cllr Cundell
472	To prepare a short survey on the New Cemetery for September meeting	Clerk/Cllr Overton