

Bottisham Parish Council

Minutes of Meeting 34 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 2nd March 2026 at 7.30pm.

Present: Cllr Jon Ogborn; Cllr Keith Morrison; Cllr Nadene Cundell (Chair); Cllr Maria Socea; Cllr Savannah Laurent.

Members 8 (4 vacancies) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: District Councillor Trapp, County Councillor Jonny Edge.

Members of the Public: 3

Meeting opened at 7.30pm

573. APOLOGIES FOR ABSENCE

Cllr Rehana Shaker, Cllr Steven O'Dell, Cllr Jawahar Swaminathan .

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

None

575. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Ogborn, seconded by Cllr Morrison and resolved that the minutes of meeting 33 held on 2nd February 2026 be approved and signed as a true record by those present.

576. OPEN FORUM FOR PUBLIC PARTICIPATION

Members of the public were present to discuss:

- Parking, road markings/ lines at the shop area on the High Street and environmental concerns.
- Proposed cycle links with the Wilbrahams.

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

- None

578. COUNTY AND DISTRICT COUNCILLORS REPORTS

District Councillors Trapp and Cane provided a written report, which was circulated before the meeting. This included:

- A public consultation on Local Government Reorganisation
- Greater Cambridge Development Company consultation
- Licensing Committee
- Increase in Mepal Crematorium contingency budget

County Councillor Edge provided a written report before the meeting. This included:

- Business plan and budget
- Local Government Reorganisation
- Cambridge Biomedical Campus
- Two new special schools for Cambridgeshire

- New system to combat poverty across Cambridgeshire

Copies of the reports are available from the website or upon request from the Clerk.

579. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS .

- It was proposed by Cllr Laurent, seconded by Cllr Ogborn and resolved that the bank reconciliation for January 2026 be approved.
- It was noted that the following had been received:
None
- It was proposed by Cllr Ogborn, seconded by Cllr Laurent and resolved that the outstanding accounts for March be approved. Action: Clerk to set up payments for authorisation.

S Chambers-Turner	Clerks Salary			Confidential
V Coley	Admin Assistant Salary			Confidential
Cambridgeshire Acre	Membership	£62.08	£12.42	£74.50
Simon Handyman	Bus Stop works	£480.00	£0.00	£480.00
Create Signs	Bus Stop Artwork	£874.00	£174.80	£1048.80
N Cundell	Materials Bus Stop	£193.75	£0.00	£193.75
Engineering & Design	Perspex Bus Stop	£355.28	£71.06	£426.34
Swaffham Bulbeck PC	Training Morrison	£56.77	£0.00	£56.77

580. PLANNING MATTERS

Planning Applications

26/00184/TRE, 115 High Street, Bottisham. T1 Laburnum – Fell, T2 Laburnum – Remove a leaning stem, T3 Laburnum – Reduce by 2m in height, T4 Prunus – Fell, T5 Yew – reduce by 2m in height, T6 Photinia – reduce by 1.5m in height. **The Parish Council had no comments on this application.**

26/00178/FUL Unit 2 to 5, 56 High Street, Bottisham. Replacement of existing entrance doors with external lighting, installation of 1 x new security/fire door in existing opening and 2 x ventilation grilles. Application for signage, door replacement, fire door, and LED downlights following refusal of 25/01207/FUL. Bottisham Parish Council does not object to the works in principle but requests that determination be deferred until concerns about ventilation are addressed. The passive grilles face towards 52 High Street and no assessment of odour or air quality has been provided. The Council also requests that any permission is strictly conditioned to Units 2–5, with no benefit to other units on the site.

26/00179/ADI Unit 2 to 5, 56 High Street, Bottisham. Installation of new signage including 1 x illuminated front fascia sign and 1 x illuminated wall panel sign. Resubmission of signage application following refusal of 25/01208/ADI. The wayfinding sign has been

removed. Bottisham Parish Council **objects** on the following grounds; The consent must be strictly limited to Units 2–5; signage must not benefit other units whose planning status is unresolved, Proposed luminance of 800 cd/m² exceeds the legal maximum of 600 cd/m² and must be corrected, The scale and illumination of the signs are disproportionate, out of character with the village, and impact neighbouring residential amenity, particularly 52 High Street.

The Council requests that any consent is strictly conditioned to Units 2–5, limits luminance to 600 cd/m², and requires signs to be switched off outside business hours.

581. CEMETERY

Cllr Ogborn and the Clerk had produced a report on the project, which was circulated to the councillors prior to the meeting. The report included information on the project consultations, engagement event and current cemetery information. Although the survey had previously provided positivity towards the project, when the Parish Council presented the newly obtained information about the development costs and recent downturn in coffin burials, the engagement event and subsequent correspondence indicated that the residents did not agree with the project proceeding. It was also noted that the Law Commission would shortly be making proposals to amend legislation to allow reuse of graves across England. **It was therefore proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Parish Council will not proceed with the Compulsory Purchase Order for the land on Lode Road which was to be the New Cemetery. Furthermore, all further work on the New Cemetery will cease with immediate effect.**
Action: Cllr Ogborn to inform all relevant parties that the Parish Council no longer wish to continue with the New Cemetery project.

It was further agreed that, in order to make best use of the existing cemetery, it was necessary to use ground penetrating radar to identify and map out unused space. **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Clerk be instructed to obtain quotations for mapping and ground penetrating radar studies.**
Action: Clerk to seek quotations.

582. LOCAL GOVERNMENT REORGANISATION

An invitation had been received to attend a meeting of the Woodditton Division on Local Government Reorganisation and the previously submitted letter to the Government.

Action: Cllr Cundell will attend on behalf of Bottisham Parish Council.

583. BUS STOP

The artwork has now been installed into the bus stop and the official opening is scheduled for the 12th March at 4.30pm, which will be attended by Charlotte Cane MP, members from the village college, the Parish Council and the winning artist.

584. BOTTISHAM PRIMARY SCHOOL

A request had been received from the Primary School for the Parish Council to assist with funding of significant repairs to the play equipment. It was agreed that Cllr Laurent should be introduced to the school to discuss the matter further before any

decisions are made on the contribution. **Action:** *Clerk to introduce Cllr Laurent to the Head.*

585. COUNCIL ADMINISTRATION

- **It was proposed by Cllr Morrison, seconded by Cllr Ogborn and resolved that the IT Policy of Bottisham Parish Council be adopted.**
- The Annual Parish Meeting plans were discussed and it was agreed that the same format as 2025 be adopted. **Action:** *Cllr Cundell and Clerk to prepare documents for circulation.*
- It was discussed that the allotment status is moving slowly, documents are now with ECDC legal and it hoped that the transfer will occur soon.
- It was agreed that due to time constraints bio diversity of the triangle would be deferred until the next meeting.
- The matter of the entrance signs for Bottisham was briefly discussed and it was agreed that the documents would be recirculated and brought back to the April meeting for discussion. **Action:** *Clerk to recirculate the paperwork previously provided.*
- Due to time constraints the discussion on speed awareness signs was deferred until the April meeting.
- Cllr Morrison updated the Council that the application for the additional funding for the Neighbourhood Plan had been granted, ECDC will contribute £2500 towards the project, which will be matched funded by the Parish Council. Cllr Morrison also informed that the consultant from ECDC suggested that the plan should be extended to maximimise the benefits, the new proposal sees the plan running from 2025 to 2040.
- **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Asset Register for 2026-2027 be approved.**
- **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Risk Assessment for 26-27 be approved.**

586. AGENDA ITEMS FOR NEXT MEETING

Any business, payments or reports 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.

587. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Thursday 9th April 2026** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham
Meeting closed at 9.51pm