

BOTTISHAM PARISH COUNCIL

Chairman: Mr Jon Ogborn

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

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A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 6 December 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 1 November 2021 (Attachment 1)
4. MATTERS ARISING FROM NOVEMBER MEETING

Minute	Action	By whom
92b	Report blocked drain outside the Old Bakery in the High Street and advise Bob Rossiter	The Clerk
94	Email D/Cllr Trapp with locations where illegal parking and speeding are prevalent within the village	All Cllrs
97d	Contact the East Cambs Trading Company regarding the requirement to clean the bus shelter at the eastern end of Beechwood Avenue and the need to cut back overgrown hedges in the Cemetery	The Clerk

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
6. CHAIRMAN'S REPORT (including possible Cycleway from the Wilbrahams and installation of cycle stands at bus stops)
7. PLANNING – Attachment 2
 - a) Notifications of application received – 21/01393/CLP- 25 Willow Way, CB25 9BS

Change roof of single storey rear addition from flat to mono pitched roof with tiled finish to match existing main house
 21/01657/FUL – 4 Bradfords Close, CB25 9DW
 Proposed demolition of existing garage, single storey front, rear and side extensions, window replacement and external rendering/cladding
 21/01679/FUL – 2 Arber Close, CB25 9DR
 New front porch and single storey rear extension
 b) Planning Applications Approved –
 21/01145/CLP – 27 Willow Way, CB25 9BS
 Internal alterations, brick up window and single storey rear extension
 21/01345/TRE – 109 High Street CB25 9BA
 T1 Walnut - Fell to 2.5m from ground level
 c) Planning Appeal
 20/00296/OUM – Land to rear of 163 to 187 High Street, Bottisham
 Development of retirement care village
 Update on Parish Council involvement in appeal process

8. ENVIRONMENT:

- a) Update from Cllrs on areas of responsibility
- b) Cemetery maintenance - update

9. FINANCE

- a) To receive draft minutes from the Finance Committee 23 November 2021(Attachment 3)
- b) To note the estimated forecast to 31 March 2022
- c) To consider the draft budget and precept request for 2022-23 (Attachment 4)
- d) To approve payment of outstanding accounts

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (4 weeks)	65.63
K Levitt – Litter picking (4 weeks)	65.63
Haven Power – Streetlights (paid by DD)	
E Cambs Trading Co – Grasscutting	452.27
CAPALC – Allotment training x2	120.00
Carter Jonas – Red Book Valuation of new cemetery site &expenses	1500.00+VAT

10. NEW CEMETERY WORKING PARTY
 Update – Cllr Ogborn

11. PLAY AREA WORKING PARTY
 Update - Cllr di Lorenzo

12. CORRESPONDENCE RECEIVED

- Gtr Cambridge Partnership – Notice of meeting 18 November, 2 pm

- Gtr Cambridge Partnership – Launch of consultations on Eastern Access and Bus & Active travel
- ECDC - Rough Sleeping Survey
- ECDC - Precept Request letter for 2022-23
- Cambs & Peterbro' Police & Crime Commissioner – Notice of online Virtual Roundtable for Local Cllrs, 10 Jan 2022
- CAPALC – Advance notice of County Conferences in 2022
- Neighbourhood & Community Safety Officer, ECDC – Newsletter
- A to B1102 Group – Letter re GCP Consultation
- ECDC – Invitation to Enhanced Response Area Webinar
- GCP – NE Cambridge Action Plan

CORRESPONDENCE/CONTACTS FROM RESIDENTS

- Copy of submission to Retirement Village Appeal
 - Enquiry as to whether the PC is applying for Rule 6 Status for the Appeal
 - Complaint about overgrown hedge near war graves in the Cemetery
 - Concern at notice placed on vehicle purporting to come from the Parish Council
14. DATE OF NEXT MEETING
The next meeting will be Tuesday 4 January 2022, 7.45pm.

Jonathan Giles

Jonathan Giles
Parish Clerk

FURTHER MEETING DATES

Tuesday 4 January, Monday 7 February, Monday 7 March

BOTTISHAM PARISH COUNCIL

Minutes of meeting Monday 1 November at 7.45pm, in the Poppy Room, Bottisham Social Club

PRESENT:

Cllr Ogborn- Chair. Cllrs van Someren, O'Dell, Wilson and Winkcup

C/Cllr Sharp; D/Cllr Trapp

APOLOGIES:

Cllrs Buchanan, Cundell, di Lorenzo Martin & Marsh; D/Cllr Cane

ITEMS FROM THE PUBLIC: None

90 DECLARATIONS OF INTEREST: None

91 MINUTES OF MEETINGS 4 October 2021: Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr O'Dell and agreed unanimously

92 MATTERS ARISING

a) Play Area Working Group – Consultation with residents of Ancient Meadows: A letter, which is being finalised by the Working Group, will be circulated in January. A box for feedback responses will be placed in the Village Store as well as a meeting for those interested in the Poppy Room on 24 January 2022

b) Lode Road Flooding: Cllr Winkcup has been sent copies of the surveys of drains in Lode Road carried out in 2019, which revealed that they were silted up. He also recorded his thanks to local residents who have provided information about their experience of the problem. He understands that 6-8 drains in the area between Pound Close and Jenyns Close were flushed out in 2019. This improved the situation, but problems are now re-emerging which he believes maybe linked to leaves falling during autumn. Cllr Winkcup reported that Bob Rossiter, the responsible officer from Highways, is proposing that the area from the garage on Tunbridge Lane to the village store should be cleared once the fall of leaves is complete in a few weeks time. Cllr Winkcup also highlighted the poor surface on the pavement outside the takeaway shops. The Clerk advised that similar problems occur outside the Old Bakery on the High Street.

ACTION: The Clerk will report the problem with the drain outside the Old Bakery and copy this to Bob Rossiter, with a request to prioritise the resurfacing of the pavement outside the shops

c) **Funding of the Newmarket CAB:** The Clerk confirmed that an email had been sent to D/Cllr Ambrose-Smith setting out the Parish Council's concerns should the review determine that ECDC funding should be withdrawn

d) **New sign at Newman's Farm at the entrance from the A1303:** Cllr Wilson confirmed that there is no record of permission being granted for this sign by either the County or District Council. D/Cllr Trapp pointed out that signs are permitted up to a defined size.

ACTION: Cllr Wilson will check whether the sign conforms to the permitted size

93 COUNTY COUNCIL REPORT: C/Cllr Sharp reported that the only recent meeting was that of the Children & Young Persons Committee which had largely been concerned with the budget for 2022-23. The Highways & Transport Committee is meeting on 4 November and will focus on "active travel", ie the promotion of walking and cycling. He encouraged the Council to respond to the Greater Cambridge Partnership Eastern Access project consultation which begins on 3 November. He also highlighted the proposed Ely Rail Enhancement Scheme, which could improve the local environment by moving freight traffic from roads (especially the A14) onto the railway. The Overview & Scrutiny Committee, on which he also sits, had expressed concern that the Combined Authority Mayor's Transport Strategy had not been shared with them. He had received a recent briefing on the Covid situation, which pointed to a relatively high incidence within the County, although it now appears to be reaching a plateau. Recent attendance at the Village College has been 93% which is better than the County average.

94 DISTRICT COUNCIL REPORT: The District Council report is appended to these minutes, but D/Cllr Trapp drew attention to the proposed Police led scheme to tackle issues such as speeding and illegal parking. He was impressed by the presentation from the Police and is hopeful that the scheme can have an impact across the District Council area including the villages. He asked that Council members send him a note of problems areas within Bottisham, so that these can be fed into the scheme.

ACTION: Council members are asked to email D/Cllr Trapp with locations where illegal parking and speeding are prevalent within the village.

D/Cllr Trapp also referred to the minor revision to the Local Plan, which is possible because there is more than 5 years land supply within the District. He believes, however, that opportunity should be taken to develop a new plan taking account of new sustainability standards.

95 CHAIR'S REPORT: The Chair reported that Cllr Martin has tendered his immediate resignation on the grounds that his work is increasingly requiring him to be unavailable at the time of Council meetings. He thanked him for his contribution while a member of the Council and is grateful that he will complete the project to install the bollards around the Triangle within the next couple of weeks

96 PLANNING: Cllr Wilson had circulated the monthly Planning Information sheet. The only significant issue listed is the notice of Appeal by the applicant seeking to develop a retirement care village and affordable housing on the site behind 163-187 High Street (Application ref 20/00296/OUM). The initial stage of the appeal runs from 18 October to 22 November, by which time the Parish Council needs to decide whether it wishes to apply for Rule 6 status in the Inquiry. This would enable the Council to present evidence on a formal basis and to cross examine the evidence of others. A complicating factor is that the applicant's grounds for appeal have not yet been disclosed. Cllr Wilson is liaising with Anne James, who is presenting the case on behalf of ECDC. As the Parish Council's view is in agreement with that expressed to date by the District Council, it may be most efficient and effective to indicate this to the Inquiry, rather than seeking separate representation. In the meantime, whilst we await details of the grounds for the appeal, D/Cllr Trapp suggested that the Parish Council might review its previous comments in the light of the basis for the Planning Committee's refusal of planning permission to see if there are any matters to be added. The formal hearing of the Appeal is scheduled for 25 January 2022 though the venue for this has not yet been notified.

97 ENVIRONMENT:

a) Highways reporting system: Cllr Winkcup advised that the Highways reporting system removes the fault from the website at the point a decision is made about repairing a fault rather than when the repair itself is completed. This makes it difficult for the public to see the current status of the problem and may lead to multiple reporting of the same issue if there is delay in carrying out the repair. Particular concern was expressed with delay in repairing the damaged crash barrier on the A1303.

b) Bus shelter: The Clerk reported that the junction box in the bus shelter has been vandalised. An electrician has attended and is sourcing a replacement which is proving difficult; consequently the price of the repair is not yet known. Cllr Ogborn has taped up the box to prevent access to the wiring which could be dangerous. The Clerk has stressed the urgency of the repair to the electrician, given the safety concerns. Given the frequency of problems being reported at this location, the Clerk sought advice about reporting to the Police from Sgt Lupton-Pike who is responsible for community policing in the area. He said that while the 101 reporting number is to be used for non-urgent reports, if any member of the public sees vandalism in progress the right course of action would be to dial 999, so that the Police could determine whether to attend immediately.

c) Streetlight by garages in Jenyns Close: This light, which is the property of the Parish Council, has now failed and as it lights an otherwise very dark area it is important that it be replaced. The Clerk has reported the derelict state of the garages and the growth of shrubs around the old light to Sanctuary. Removal of the latter will be required before the light can be replaced.

It was proposed by Cllr Winkcup and seconded by Cllr Wilson that the Clerk be empowered to order a replacement light from Balfour Beatty at an approximate cost of £1600+VAT. This was agreed unanimously.

d) Maintenance concerns: Concern has been raised about the lack of cleaning of the bus shelter at the eastern end of the High Street and the overgrowth of some hedges in the cemetery, both of which are covered by the maintenance contract with East Cambs Trading Company.

ACTION: The Clerk will refer these issues to the East Cambs Trading Company for action

e) **Flower beds by the village sign and wild flower area in the Churchyard:** The Council expressed its gratitude for the work of the volunteers who have taken on the beds by the village sign, as well as for those who care for the Churchyard where a new wildflower area has been created.

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

Jonathan Giles – Salary, Pension, PAYE and NI	749.60
Jonathan Giles – Face masks	4.99
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
Haven Power – Streetlights (paid by DD)	47.82
Wave – Churchyard Water	19.52
Microsoft 365 subscription	59.99
Simpsons – bedding plants by the village sign	24.00

99 **UPDATE ON NEW PARISH COUNCIL WEBSITE AND EMAIL:** Cllr Cundell had sent a note to advise members of the progress with this major project. Cllr Winkcup said the main project goals of setting up the new website and email had been achieved. The new website has drawn many favourable comments. Notice has been given to the previous provider and will take effect from January. In the meantime, the data on old PC email accounts will be transferred to the new emails.

100 **NEW CEMETERY UPDATE:** Cllr Ogborn circulated copies of the proposed design to members. The consultants, who have advised us to date, have recommended that a specialist Planning Consultant be engaged to present the planning application to ECDC on the Council's behalf. Cllr Ogborn has identified three potential consultants who are qualified to do this work and will approach them for a formal quotation. He reported that the design has now been approved by the Eastern Regional Board of the National Trust, which is significant progress towards the acquisition of the site. This design has the vehicular entrance at the northern end of the site. This location provides much better sight lines for vehicles entering and leaving, and obviates the need to relocate the chicane which is situated near the southern end. At that meeting, a board member had queried whether it might not be better for all parties if the Trust granted a long (999 year) lease rather than the land having to be compulsorily purchased. This might be a simpler and less costly approach if it is possible for the Trust to offer a long lease. The Trust's surveyor is now obtaining valuations from two independent surveyors on both a compulsory purchase and leasehold basis.

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

102 **DATE OF NEXT MEETING:** Monday 6 December at 7.45 pm in the Poppy Room

The meeting closed at 9.20 pm

PLANNING INFORMATION FORM – DECEMBER 2021 MEETING

REFERENCE	ADDRESS & WORK PLANNED	LATEST PC COMMENT DATE	DRAFT PC COMMENT
21/01657/FUL	4 Bradfords Close Bottisham CB25 9DW Proposed demolition of existing garage, single storey front, rear and side extensions, window replacement and external rendering/cladding		Three substantial extensions on all sides of the present building but not impinging on neighbours, and not out of keeping with neighbouring properties
21/01393/CLP	25 Willow Way Bottisham CB25 9BS Change roof of single storey rear addition from flat to mono pitched roof with tiled finish to match existing main house		Minor change to ground floor roof pitch. No issues
21/01498/TCON	17 Stocks Close Bottisham CB25 9BY To comply with Condition 3 (Tree Topping, Lopping & Felling) of Decision Notice 86/01020/RMA		No issues
21/01145/CLP	27 Willow Way Bottisham CB25 9BS Internal alterations, brick up window, and single storey rear extension	-	Decided
21/01345/TRE	109 High Street Bottisham CB25 9BA T1 Walnut - Fell to 2.5m from ground level	-	Decided
20/00296/OUM APP/V0510/W/ 21/3282241	Land Rear Of 163 To 187 High Street Bottisham Retirement care village & affordable housing	22/11/21	PC comments circulated to members & submitted to Inspectorate
Advance notice of new application	Millworks Ltd, Parsonage Farm, Bottisham	TBA	Advised by applicant's agent that an application is being sent to ECDC for increased timber storage space

BOTTISHAM PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE

**Held in the Poppy Room, Bottisham Community Sports & Social Club
8pm, Tuesday 23 November 2021**

Present:

Cllr Wilson– Chair. Cllrs Ogborn and Winkcup, the Clerk.

1. Apologies

None

2. Minutes of last meeting (20 April):

Acceptance proposed by Cllr Winkcup and seconded by Cllr Ogborn; approved unanimously

3. Matters arising:

a) Membership of Finance Committee: There was discussion about whether further members should be sought but it was agreed this should be reviewed once further members had come onto the Council

b) Bank Account Signatories: It was agreed that Cllr Wilson should be added as a signatory on the Council's accounts with Lloyds and Cambridge Building Society and the names of people who are no longer on the Council removed.

ACTION: The Clerk

c) Asset Register: A copy of the Asset Register will be sent to Cllr Wilson. Cllr Wilson queried whether there was any documentation relating to the Parish Council's ownership of part of the Bowling Green and the Bowling Club's lease from the Council.

ACTION: The Clerk will refer the question to Cllr Buchanan

4. Review of Income & Expenditure for the year to date: The Clerk presented the income and expenditure summary for the year to date. The largest variations arose from the unplanned requirement to replace some of the streetlights owned by the PC which was more than balanced by the underspend on environmental maintenance arising from staffing and equipment problems experienced by the East Cambs Trading Company earlier in the year. In the context of this item, Cllr Winkcup highlighted the availability of an Accounting system specifically designed for Parish Councils with associated modules for managing allotments and cemeteries. It was concluded that the level of transactions means that this is not a priority for financial records and allotments. However, it will be important to establish a robust system for the new Cemetery.

ACTION: Cllr Winkcup will establish from the supplier whether the Cemetery module is available as a freestanding package and what facilities it offers

5. Forecast to the end of March 2022: For the remainder of the year the greatest uncertainty arises from environmental maintenance. Now that the leaves have fallen, the Clerk will arrange for an inspection of the trees in the Cemetery by a qualified tree surgeon to check that they are safe. Otherwise, the other main unbudgeted expenditure for the period is

the replacement of the streetlight by the garages in Jenyns Close. With all the necessary caveats, the Clerk suggested that by 31 March 2023, the Council's reserves are likely to stand at around £156,000 as compared with an opening level of £138,000 at 1 April 2021. The high level of reserves is linked to the development of the new Cemetery – any reserves built up now will reduce the amount that has to be borrowed from the Public Works Loan Board.

ACTION: The Clerk will arrange for a Tree Surgeon to assess the Cemetery trees

6. Draft Budget and Precept for 2022-23: The Clerk presented a draft budget which provides for the current responsibilities of the Parish Council. The draft budget would cover budgeted running costs and generate an element to contribute to planned capital projects (the new cemetery and play area). Investment may also be required in the development of the allotments which will be located in the new development off Bell Road.

Regarding the precept, the Clerk explained that the "Tax Base" (the notional number of Band D properties paying Council Tax) has been restored close to its pre-pandemic level, having been reduced by ECDC last year with the prospect of people becoming unemployed and unable to pay the tax. The impact of this means that maintaining the amount £57.25 which has been levied on Band D properties during 2021-22, would raise a precept of £49,753. Lifting the levy by 27p to £57.52 would raise a precept of £50,000. The Committee concluded that the draft budget and precept should be recommended to the full Council at its December meeting.

7. Transfer of funds from Bottisham Players: The Committee expressed its gratitude to the Players for the proposed transfer. It was noted that the funds were intended to be allocated for "drama related activities and entertainment within the local community". Given the limited facilities for dramatic performances within the village, the Committee felt that the wider eligibility for community entertainment was helpful. It was confirmed, that the best route for the transfer of the funds was through BACS.

ACTION: Cllr Wilson will discuss the scope of eligible entertainment with the donors

8. Table Tennis Club Grant: The Committee confirmed that as the grant was not cashed during the financial year in which it was awarded, it does not roll over into subsequent periods. The Committee suggested that the Club re-submit their application specifying how the money would be spent. Ideally the Club would have its own Bank Account but if this is not achievable, the option of it being paid to the Bottisham Community Sports & Social Club and earmarked for the Table Tennis Club would be acceptable. The alternative would be for the Club members to purchase the items and produce itemised receipts which could be reimbursed up to the amount of the grant.

9. Request for funding by the B1102 Group: The Clerk reported that this group does not yet have a constitution and bank account. However, the membership does include a number of Parish Councillors from the villages covered by the Group and its coordination of responses to significant initiatives affecting this area by the Greater Cambridge Partnership is helpful and valued. Until the group is formally constituted, the Committee will recommend to the Council that it agree to reimburse the Group up to an agreed level on production of itemised receipts.

10. New Cemetery: Cllr Ogborn reported that the acquisition of the land by the Parish Council had been approved by the Eastern Regional Board of the National Trust and will be considered by the national board in the Spring. The key outcome of the Eastern Regional Board meeting was the suggestion that a long lease to the Council is considered as an

alternative to pursuing the compulsory purchase route. This would be simpler as the District Council would not have to be involved in the process. The Trust's Surveyor is going to obtain valuations for both purchase and leasehold, for which the Parish Council would pay. Cllr Wilson asked for information about the overall costs of the project. Cllr Ogborn said that this depends largely on whether the supply and delivery of soil to construct the raised platform would be free of charge or whether there would be a cost attached. The platform will require an estimated 1,000 truckloads of soil. He said that this element had no cost in the case of the new cemetery at Littleport because it was sourced through a contractor who had to dispose of soil arising from a road construction project. He will supply estimates produced early on by our consultant which he indicated total around £250,000.

ACTION: Cllr Ogborn to circulate cost estimates to the Finance Committee

11. Date of next meeting: Monday 24 April at 7pm

Meeting closed at 9.23 pm

Attachment 4

Bottisham Parish Council: Finance Committee
Briefing Note: Parish Precept & draft Budget 2022-23
23 November 2021

a) Precept

The invitation to submit a Precept for 2022-23 indicates that the Tax Base is estimated at 869.2 Band D properties. This represents a 3.1% increase over the estimate for the current year. Given that no new properties have been completed during the year, this must arise from a reversal of the fall recorded last year (see last year's briefing below).

The charge levied on a band D property in Bottisham during the current year has been £57.25, delivering a precept of £48,250. If that level is retained for 2022-23, the increased number of properties would raise a precept of £49,753. If the precept was increased to £57.52 (an increase of 0.05%), the precept would be £50,000.

For comparison, the average precept across East Cambs for 2021-22 was £84.24 with a range from £16.11 (Westley Waterless) to £125.28 (Isleham)

b) Draft Budget 2022-23

The past two years have been so unusual that both forecasting and budgeting are very uncertain, most particularly under the heading of Environment. I have presented the budget firstly against the headings used historically and then in simplified form on the third tab. The difficulty with the categories used historically relates to the East Cambs Trading Company. Their maintenance contract covers multiple headings within the current budget format but the way the bills are issued makes it impossible to allocate the costs under the designated headings. The actual expenditure in the year to date is hugely below the budget provision: the full year budget for all items covered by the contract is £11,750 while only £2962 has been expended up until the end of October. This has arisen from lockdown combined with problems with staffing levels and equipment. I have therefore put a global figure of £10,000 for 2022-23 as the costs may get back to that level as a more normal service is resumed.

Appendix 1

The invitation to submit a Precept for 2021-22 indicates that the Tax Base is estimated at 842.7 Band D properties. I queried this with the Finance Manager at ECDC as the number for 2020-21 was 866.4 meaning that the latest figure represents a fall of 2.8%. Given that a number of new properties have been completed over the intervening period the number might have been expected to increase rather than decrease.

The response was that the estimated figure takes account of the anticipated rise in unemployment reducing the numbers of households able to pay the tax. This is assessed across the District rather than by individual parish.

Initial indications are that the level of precept levied in 2020-21 (£48,250) should be sufficient for next year implying that the amount levied on each household would need to rise by 2.8%.

I am alerting the Council to this now as the Precept request will need to be decided at the January meeting whereas the budget is proposed to be determined in February.

For information, the amount levied per household this year £55.71 while the average for all the parishes in ECDC is £78.32. The range goes from £3.06 to £127.78.