

Bottisham Parish Council



Minutes of the Meeting of the Council, held in The Poppy Room,
Bottisham Sports and Social Club Bottisham, on Monday 13th March 2023 at 7.45pm

Present: Cllr Ogborn (Chair); Cllrs Austin, Buchanan, di Lorenzo, O'Dell, Overton, van Someren, Wilson, Winkcup

In attendance: 5 members of the public, and A Bettoney (Clerk)

23-20 Chairmans Welcome

Cllr Ogborn opened the meeting at 7:45pm.

23-21 Apologies for Absence

Apologies were received from Cllr Swaminathan, Cllr Cundell, and C/Cllr Sharp.

23-22 Councillors Declaration of Interests

Declarations of interest from Councillors on items on the agenda: None

Requests to speak: None

To receive requests for dispensations: None

Grant of dispensations: None

23-23 Public Participation

Jason Webb, Chairman of the Trustees of Bottisham Airfield Museum, discussed the planning application submitted by Bottisham Air Museum.

John Overton, a founder member of the Bottisham Airfield Museum, discussed the planning application submitted by Bottisham Air Museum.

Cllr Austin joined the meeting at 19:48, as did another member of the public.

Cllr di Lorenzo joined the meeting at 19:50.

23-24 Approval of minutes

It was **proposed** by Cllr Wilson, **seconded** by Cllr Buchanan and **resolved** by a unanimous vote that the minutes of the meeting held on 6th February 2023 be approved and signed.

23-25 Matters Arising/Clerks and Councillors reports

- Cllr Ogborn sought permission from the land owner for the path in the field by Ancient Meadows, and this has been granted.
- Will Green has offered to clear some of the spoil heap when he has man power.
- There is ongoing promotion for advertising joining the parish council, including an advert in the next months Cresset for the vacancies.
- Parking issues – Cllr Ogborn has corresponded with the headteacher at the primary school about parking, and Cllrs noted there had been communication from school about parking responsibly.
- 30 minutes waiting signs – The Clerk could not find letter of support from the police.

Action: Cllr di Lorenzo to take pictures of poor parking at the triangle.

23-26 Chairman's announcements

Annual Parish Meeting – to be held on Tuesday 16th May. There is an advert and comment in the April Cresset. The meeting will follow the same format as last year - a short formal session, followed by an informal session to encourage discussion. Representatives have been invited, including East Cambs Community Safety Partnership who, if they are able to attend, can provide an interim update following the Community Safety Open Forum event.

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Action: The Clerk to print promotional poster for Annual Parish Meeting and display around the village and on web-site and F/B.

Councillor vacancies – There will be three vacancies on the Parish Council at the May election. Cllrs advised to network within the village to encourage people to join the parish council to fill the vacant seats. Nomination papers will be taken to Ely for submission by the Great Wilbraham Clerk on the Tuesday 28th March.

Action: The Clerk to print call to action councillor poster and display around the village. Plus ensure promoted on web-site and F/B.

Clerk position - Shortlisting of candidates taking place on 16th March, with interviews being held on 20th March. The interview panel will consist of three Councillors. CAPALC can offer interim locum support if needed.

23-27 County and District Councillor Reports

- a) C/Cllr Sharp had circulated a report – attached as Appendix 2.
- b) D/Cllr Cane was not present at this time for this part of the meeting. Report circulated as Appendix 3.

23-28 Environment matters

- a) Councillors provided updates on their areas of responsibility:
 - Garages on Arber Close are being demolished.
 - Verges damaged within the Park Estate, reported by a resident.
 - Phone lines are snagging on trees at the corner of Beechwood Avenue.
 - Light out on footpath between High Street and Downing Close – a quote has been requested from Balfour Beatty for replacement.
 - The path between Lysander Close and Ancient Meadows difficult in the wet weather – awaiting quotes to replace the footpath, then can apply for funding to replace the whole path.
- b) Cllrs Wilson, Ogborn and Winkcup attended a Zoom meeting held by the Save Honey Hill Action Group on 27th February. Cllr Wilson discussed the groups opposition to the relocation of the Anglian Water Treatment works, and it was considered if the parish council should support the Save Honey Hill Action Group.

The following resolution was **proposed** by Cllr Buchanan, **seconded** by Cllr van Someren and **resolved** by a unanimous vote:

“Bottisham Parish Council, while having a principle of non-involvement in other Parish Councils' affairs, fully understands the concerns of the Save Honey Hill Action Group. The Council feels that exceptional circumstances have not been demonstrated to justify this development in the Green Belt, but, whilst being supportive of Save Honey Hill, would not become involved as an interested party when the DCO comes before the Planning Inspectorate.”

- c) It was **noted** that the Church light LED upgrade was completed on 2nd March via Peter Rank and his electrician. All six lights have now been completed, and will be run concurrently to look at running costs. The Parish council formally records its gratitude to Peter Rank, Stuart Field for his involvement, and Cllr Winkcup for his efforts.

Action: Cllr Ogborn to discuss LED upgrade in May edition of Cresset.

23-29 Transport matters

- a) Cllr Austin reviewed the PC response on the draft Bus Strategy that had been drafted and submitted to the CPCA consultation that had been submitted last month.

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Action: The Clerk to add the BPC response on the bus strategy to the website.

Action: Cllr O'Dell to send the BPC response to the A to B1102 so they are aware of BPC position.

- b) Cllr Austin provided information about the National 'Bus Open Data Analysis'. A government mandated service, which records bus journeys against schedules and provides analysis. Cllr Austin has enquired about whether parish councils can have access to this service, and is awaiting a response.
- c) Cllr Austin discussed the GCP Cambridge Eastern Access consultation on the relocation of the Newmarket Road Park and Ride and the various proposals.

Cllr Ogborn **proposed**, and Cllr Wilson **seconded** to nominate Cllr Austin, along with support from Cllr O'Dell and Cllr Buchanan, to put together a response to be submitted to the GCP Consultation on Cambridge Eastern Access. This was agreed **unanimously**.

Action: The Clerk to submit BPC response to the GCP consultation on Cambridge Eastern Access.

D/Cllr Cane joined the meeting at 20:35.

- d) There was a discussion about potentially applying for 20mph zones funding from CCC, with regards to lowering the speed of the High Street to 20mph. Some villages in the county are applying to reduce the speed of their entire villages. In principle it was thought to be a good idea, but the Council currently haven't got the human resources to apply given the tight deadline in April. It was thought that there would be further funding rounds, so not the only chance. Applications don't only have to come from parish council, residents can also apply if there was anyone that wanted to take it forward.
- Action:** The Clerk to publicise the funding scheme on the website to make residents aware that they could apply and take this forward.

23-30 Planning – To planning information form circulated as **Appendix D** was noted.

a) **Ref:** [23/00205/OUM](#)

Location: Land Rear Of 163 To 187 High Street Bottisham

Proposal: Development of a retirement care village in class C2 comprising housing with care, communal health, wellbeing and leisure facilities; and C3 affordable dwellings (comprising up to 30 percent on-site provision), public open space, play provision, landscaping, car parking, access and associated development.

Cllr di Lorenzo declared an interest due to his employment.

The resubmission of the planning application for a retirement village was discussed at length, and the differences compared with the previous application. The issues and objections largely remain the same. It was noted that a similar development is underway in Stapleford, increasing the provision for older care within the vicinity. Plus we have 50 affordable houses being built off Bell Rd that will meet the village's needs for such housing for many years. It was observed that the critical amendment in this revised application was an expanded alternative site assessment. However the Council still doubts that this assessment supports the view of the developers that there are exceptional circumstances justifying development on greenbelt.

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The Chair suspended standing orders at 21:13 to allow a member of the public to speak. The member of the public voiced how concerned he was about the mental health and wellbeing on neighbours and residents, having to deal with the uncertainty of this application again. There was concern about the layout of the scheme and proximity of new buildings to existing properties.

If the application goes to ECDC planning committee, there is an opportunity for some residents to speak at the committee.

The Chair reinstated standing orders at 21:18.

It was **proposed** by Cllr Overton and **seconded** by Cllr Winkcup to accept the briefing note circulated as the BPC comment on the application, with a slight amendment. This was agreed by 8 votes for the proposal, with one abstention. The final approved version is attached as **Appendix 4**.

Action: The Clerk to submit response to ECDC for [23/00205/OUM](#).

b) The following applications were noted and BPC responses given:

Ref: [23/00138/FUL](#)

Location: 115 High Street Bottisham Cambridge CB25 9BA

Proposal: New doorway to front of house with new open porch, side door partially blocked with insertion of new window, rear window partially blocked up creating new window.

BPC Response – No problem with this application.

Ref: [23/00179/FUL](#)

Location: 22 High Street Bottisham Cambridge CB25 9DA

Proposal: Relocate front door, replace and alter windows and doors, replace corrugated plastic roof to plain tile, install photovoltaic panels and internal alterations.

BPC Response – No problem with this application.

Ref: [23/00265/FUL](#)

Location: Bottisham Airfield Museum Wilbraham Road Bottisham

Proposal: Proposed demountable steel and fabric blister hanger shaped shelter (retrospective).

The history of the planning application and site were discussed. Cllr Austin **proposed** and Cllr di Lorenzo **seconded** that Cllr Wilson and Cllr Buchanan will put together appropriate wording to submit to ECDC. This was **agreed** unanimously.

BPC Response: BPC recognises the benefits of the Museum to the community but has strong reservations about any incursion into the Green Belt. We are concerned that pre-app advice was requested by one of the Trustees in 2022 which was subsequently ignored. BPC voted not to oppose this application but stressed that any further alterations or constructions considered by the Trustees for the airfield must be the subject of a formal planning application in advance and not retrospective.

Action: The Clerk to submit BPC comment for [23/00265/FUL](#).

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c) **Ref: 22/01307/FUL**

Location: Temporary access to Ox Meadow site from Bell Rd.

Cllr Wilson gave an update on the status of the temporary access to the development site. Residents in Ox Meadow have complained about large numbers of construction vehicles using the road, including one breaking down and blocking the road. Cllr Wilson has spoken to the case officer, Richard Fitzjohn. His decision had been delayed as the tree officer objected to cutting two trees, and might harm topsoil what will be the allotments. Richard Fitzjohn is planning to overrule the tree officer, hopefully this week, and approve the temporary access.

d) To following planning applications approval since last meeting was noted:

Ref: 22/01345/FUL

Location: Swynford Manor London Road Six Mile Bottom Newmarket Suffolk

Proposal: Construction of a pergola for outdoor wedding ceremony use, and hard and soft landscaping.

23-31 Neighbourhood Plan

Cllr Wilson provided an update. He has booked a meeting with Natalie Blaken from Nupremis (planning consultant) about the neighbourhood plan. The date of this meeting is 17th April in the Poppy Room. They may be joined by Emma Knights, from ECDC. The cost is £750 for the consultant, but the cost can be reclaimed back.

23-32 Councillor Training – to consider and approve the proposed Bottisham Parish Council Training Policy – *Appendix G*.

Given time constraints, it was decided to carry this item forward to next months agenda.

23-33 Finances Matters

a) The financial situation of the council was considered, and Cllr Wilson **proposed** and Cllr Winkcup **seconded to approve** the bank reconciliation for February 2023. This was **agreed** unanimously.

b) Payments made since the last meeting were **noted**. The payment for the trees to be planted at Anglesey Abbey falls under LGA 1972, Section 137.

Cllr Wilson proposed and Cllr Winkcup seconded, to **approve** invoices for payment as listed at the end of the agenda in Appendix 1. This was agreed unanimously.

c) Cllr Winkcup proposed and Cllr Wilson seconded to **approve** the Microsoft 365 subscription payment details be updated from J Giles' personal card to be paid instead via direct debit. Cllr Overton declared an interest due to his employment. This proposal was **approved** by 8 votes, with one abstention.

Action: *The Clerk to update the Microsoft subscription from a personal card to the parish council account.*

d) The grant request application from Bottisham Table Tennis Club was discussed. Cllr Buchanan declared an interest. Cllr Wilson **proposed** and Cllr di Lorenzo **seconded** that £400 should be awarded to Bottisham Table Tennis Club, as it encourages activity within the community. This proposal was **approved** by 8 votes, with one abstention. (LGA 1972, Section 137)

Action: The Clerk to reply to Bottisham Table Tennis Club, and advise the grant has been approved, and encourage the club to expand membership within the community.

23-34 Administration Matters

To **note** that Cllr Cundell is undertaking works to update the website and making basic changes, and Cllrs may need to **assist** and provide content.

Cllr Cundell was not at the meeting, so this item will be carried forward to the next agenda.

23-35 New Cemetery, Lode Road

Cllr Ogborn reported that the plans for the cemetery have been slightly amended to comply with a request from the Flood Authority and the Biological Net Gain is being recalculated. It is hoped that everything will be in place at the end of the month to go for planning consent.

23-36 "Project Play" - Play Area working group

A brief update was given: Cllr di Lorenzo and Cllr Ogborn are meeting with a potential lead for the working group on 18th April.

23-37 Community Matters

a) To **receive** an update on recent Bottisham Community Safety Open Forum Event – 8th March.

Due to time constraints, this item was not discussed.

b) To **receive** an update on Coronation Celebration Plans on 7th May.

Cllr Cundell was not at the meeting, so this item will be carried forward to the next agenda.

23-38 Matters for future consideration

- Potential salt bin location in Ox Meadow.
- Set up the process so that payments can be set up in by the clerk and then approved by two councillors within the Lloyds banking website.
- Provide an update for cost of the new cemetery.
- Annual Parish Meeting - Tuesday 16th May 7:30pm - 8:15pm

Date of next meeting: Monday 3rd April 2023.

Meeting closed at 21:36.

Signed:

Date:

Chairman

Initials

Finance– March 13th Meeting

Receipts

| Method | Date | Payee | Detail | Total |
|--------|----------|-------------------|------------|---------|
| BACS | 17/02/23 | Ivett & Reed Fees | Littlejohn | £140.00 |
| BACS | 28/02/23 | Southgate Fees | Baigent | £220.00 |

Outstanding accounts

| V No | Method | Payee | Detail | Net | Vat | Total |
|------|--------|-------------------|---------------------------------------------------------------------------------|---------|--------|---------|
| 115 | BACS | Navigate Planning | Professional Planning Services - Negotiation, between January and February 2023 | £408.80 | £81.76 | £490.56 |
| 116 | BACS | A Bettoney | Clerk and RFO Salary – February | | | £549.25 |

Payments made via direct debits

| V No | Date | Method | Payee | Detail | Net | Vat | Total |
|------|---------|--------|-------|-------------------------------------------------------------|--------|-------|--------|
| 119 | 19/2/23 | DD | DRAX | Streetlighting (1 st Feb – 28 th Feb) | £43.39 | £2.18 | £45.57 |
| 120 | 21/2/23 | DD | ICO | ICO Annual Registration | | | £35.00 |
| 121 | 7/3/23 | DD | Three | Clerks mobile contract | | | £4.00 |
| 122 | 7/3/23 | DD | HP | Clerks printer ink | | | £9.99 |

Payments made via Clerks delegated authority

| V No | Date | Method | Payee | Detail | Net | Vat | Total |
|------|--------|--------|----------------|---------------------------------------|-----|-----|---------|
| 117 | 1/2/23 | BACS | I Swift | Litterpicking Feb (4 weeks) | | | £56.00 |
| 118 | 1/2/23 | BACS | K Levitt | Litterpicking Feb (4 weeks) | | | £56.00 |
| 123 | 5/3/23 | Card | Anglesey Abbey | Trees to be planted in Anglesey Abbey | | | £121.20 |

| | |
|----------------------------|-------------------|
| Account balances at | 28/02/2023 |
| Treasurers Account | £810.41 |
| Business Bank Instant | £21,667.61 |
| Business Bank Instant | £143,939.46 |

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Cambridgeshire County Council Report

Congestion Charging & Newmarket Road Access

We await the result of the Greater Cambridge Partnership (GCP) consultation on implementing a £5 congestion charge between 7am and 7pm on weekdays across the Greater Cambridge area, which is due to be released in the middle of the year.

By the time that you read this, the latest consultation on another proposal in terms of Newmarket Road access and widening bus lanes and footpaths with more bus lanes and the relocation of the Newmarket Road Park & Ride will have closed.

I spoke at the rally on 26th February about the unaccountability of the GCP and the lack of a cohesive plan and will continue to fight for what I believe is right for residents.

Mill Road Bridge

On the 7th of March, Liberal Democrat and Labour members of the Highways & Transport Committee voted to close Mill Road bridge to all traffic except for buses, taxis and blue badge holders. I led our team in opposing that decision until we had received data on the effect that the closure would have upon Cherry Hinton Road and Coldham's Lane together with side streets off Mill Road, that will be subject to extra pollution and traffic. Despite some Labour members agreeing with the concerns that I raised, they still voted in favour of closure, so were obviously being told to vote a certain way.

Swaffham Heath Road/ A1303 Crossroads

Work is expected to start soon on a staggered junction at the Swaffham Heath Road/ A1303 Crossroads, which is long overdue and has been a bad accident blackspot. I look forward to seeing this bring a reduction in accidents at the junction.

Alan Sharp Cambridgeshire County Councillor – Woodditton Division

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Initials

District Council Report to Parish Councils – March 2023

Voters will need photographic ID to vote in person at the elections in May – that’s a passport or photographic driving licence or other options listed at - <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id> . People without the necessary ID can get a Voter Authority Certificate from the Council, by applying at - <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>.

The Council approved a budget with no increase in Council Tax. Charlotte seconded an amendment to the budget which also would not have increased the Council tax but included funding for: a new Local Plan, to protect our towns and villages from inappropriate development; implementation of Civil Parking Enforcement; doubling the Environment Fund; and setting up a small grant fund for parish councils and community groups to mark the coronation. But this amendment was lost.

The Swaffham Bulbeck Neighbourhood Plan was adopted.

Council agreed an additional £500,000 fee to ECSS for the current financial year. Charlotte proposed an amendment that the £500,000 should be a loan and that the Directors, Observers and auditors should provide reports to relevant committees about why it had taken so long for the overspend to be brought to Councillor’s attention and what changes were being put in place or needed to be put in place to ensure better financial management and service delivery going forward. This amendment was defeated despite one of the Observers admitting that neither she nor the Directors had reviewed Management Accounts before January 2023, which is very worrying given the well-known inflationary pressures; the extra costs of getting back on track with missed deliveries after the round reconfiguration; and the significant increases to staff pay. We would have expected the Directors and the Observers (who attend Directors’ meetings on behalf of the Council) to be reviewing Management Accounts regularly. If they had done so, they would have spotted the overspend sooner and might have been able to take mitigating actions or at least warned the Council that they were likely to request increased fees.

Charlotte Cane

Councillor for Bottisham Ward

(Bottisham, Brinkley, Lode, Reach, Swaffham Bulbeck, Swaffham Prior and Westley Waterless)

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Appendix 4

Bottisham Parish Council (BPC) strenuously opposes this application 23/00205/OUM and urges ECDC to refuse it on the basis of:-

1. NPPF protection of the Green Belt is covered extensively in paras 133 to 147 and BPC contends that there are no exceptional circumstances to override this. Importantly, only 3% of the land within ECDC jurisdiction, which includes Bottisham Parish, is protected under Green Belt regulations which must be respected.
2. The very minor changes to the applicant's submission 20/00296/OUM in 2021/2 do not justify a reversal of both ECDC's decision to refuse the original application, and the refusal of the subsequent appeal by the Planning Inspectors ref 21/00033/REFAPP.
3. The applicant has not demonstrated a need for a Retirement Village in this specific location. Indeed, a virtually identical Village now under construction in Stapleford, 7 miles distant from Bottisham and within the same catchment area, would meet any need in the vicinity that might exist.
4. The demographic split of the population of Bottisham is already heavily skewed towards the upper age groups (Source: Census 2021) and this application would further exacerbate this.
5. 50 affordable homes are in the process of construction on a less sensitive site off Bell Rd adjacent to the A1303 which (i) will satisfy the village's affordable homes need for many years (using ECDC calculations) and (ii) will, by encouraging younger families into the village, address the significant demographic imbalance described above. This new development will also provide a play area and allotments for the benefit of the village.
6. Elderly medical care is already covered by the three existing Care Homes in the village. That they are operating below capacity demonstrates the lack of need for accommodation provided by this application.
7. An influx of a large number of elderly residents would put Bottisham Medical Practice under an unacceptable strain.
8. Access on to the site is from a narrow point off the High Street, within the Conservation Area and close to the Primary School which would be dangerous. Visibility splays would be hampered by the 2 metre high wall to the north-western side of the access road, creating a definite danger. We would recommend that both the Conservation Officer (ref NPPF para 186) and Highways reject this application as being inappropriate.
9. By their own admission, the applicants have described this as a resubmission, which was technically prohibited after the appeal.

Bottisham Parish Council and ECDC have for many years opposed giving planning permission on Green Belt land without overriding exceptional circumstances and we request that ECDC do so again.

We recommend that this application should go to planning committee.

13.03.2023

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