**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

Website: www.bottishampc.co.uk

**A meeting will be held online on Tuesday 6 April 2021 at 7.45pm for the purpose of transacting the following business.**

**All residents are welcome to attend via Zoom. The link is:**

<https://us02web.zoom.us/j/81469940199?pwd=cjB6b0wxcHk5dHNJcXdRRlpFSjNWUT09>

Meeting ID: 814 6994 0199 Passcode: 593728

**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. TO SIGN AND APPROVE MINUTES OF MEETING of 1 March 2021

4. MATTERS ARISING

a) Process for filling vacancy following resignation of Cllr Sunner - Clerk

 b) Preventing parking on the Triangle – Clerk

 c) Repairs to bus shelter – update from the Clerk

 d) Parish Council Streetlights – update from the Clerk

e) Outcome of investigation into blocked drain on Tunbridge Lane – C/Cllr Shuter

f) Litter pick along the treeline between Lysander Clo and ancient Meadows – Clerk/Cllr Winkcup

g) Update on revised quotation from Meads to install bollards on the triangle - Clerk

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

6. CHAIRMAN’S REPORT

7. PLANNING

a) Applications received

 21/00439/FUL

 4 Lysander Close, Bottisham CB25 9GH

 Single storey rear extension and internal alterations

b) Planning Applications Approved

20/00040/FUL

3 Maple Close, CB25 9BQ

Part two and part single storey rear extension, and changing tile cladding to cedar cladding to front elevation

21/00090/FUL

64 Beechwood Avenue, CB25 9BG

Proposed two storey side extension, single storey front extension plus internal alterations. New roof tiles, windows and cladding to existing

c) Planning Application refused

20/000296/OUM

Land to rear of 163-187 High Street

Development of Retirement Village

d) Planning Appeal refused

20/00923/FUL & APP/V0510/W/20/3265563

Brian Mackay Commercial Vehicles

Lakepress Court, Newmarket Road, CB25 9BD

8. ENVIRONMENT:

 Update from Cllr Chetwynd on areas of responsibility

9. FINANCE

To approve payment of outstanding accounts

April £

Items for approval

Jonathan Giles – Salary, PAYE and NI 728.52

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Wave (Anglian Water) – Cemetery 28.46

Haven Power – Streetlights 44.48

S Neal Carpentry – Renovation of Bus Shelter (paid 9.3.21) 1490.00

Holy Trinity Church, Bottisham – Floodlighting 435.85

Timpson Cemetery Shed keys (reimburse Cllr Ogborn) 10.50

10. CONSIDERATION OF NEW PARISH COUNCIL WEBSITE AND EMAIL – report from Cllr Winkcup and Clerk

11. NEW CEMETERY WORKING PARTY

12. PLAY AREA WORKING PARTY

Update on progress with land at 34 Tunbridge Lane and other options - Cllr di Lorenzo

13. CORRESPONDENCE RECEIVED

a) Valuation Office Agency request for information about the Cemetery

b) Notification from Bidwells that work has been ordered to tidy up the fallen trees and ivy on the of the moat closest to Ox Meadow

c) Government call for evidence in respect of Remote Meetings

d) ECDC Local Plan consultation – Single Issue Review – Housing Requirements

 CORRESPONDENCE/CONTACTS FROM RESIDENTS

1. Concern about rubbish and damage at Muckdungle Corner
2. Concern over condition of trees in the Cemetery and hedge cuttings being blown into a neighbouring garden

14. DATE OF NEXT MEETING

The next meeting will be Tuesday 4 May 2021, 7.45pm (online meeting).

FURTHER MEETING DATES

Tuesday 4 May

Monday 7 June

Monday 5 July

It is not proposed to hold a Parish Open Meeting in May due to continuing pandemic restrictions

Jonathan Giles

Jonathan Giles

Parish Clerk

**Attachment 1**

**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Monday 1 March at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, Marsh, Martin, Sunner, van Someren, Wilson and Winkcup

D/Cllr Cane and C/Cllr Shuter

**185** **APOLOGIES**:

Cllr O’Dell

**186** **DECLARATIONS OF INTEREST:**

None

**187** **MINUTES OF PARISH COUNCIL MEETING 4 FEBRUARY 2021**

Acceptance of the minutes was proposed by Cllr Buchanan and seconded by Cllr Wilson. This was agreed unanimously.

**188** **MATTERS ARISING:**

**Ancient Meadows:** Cllr Winkcup advised that all the consultation responses concerning the proposed “diamond-rail” fencing had been passed to Spencer Clarke, who will now prepare a detailed plan for approval by the District Council.

**Preventing parking on the Triangle:** The Clerk reported that he had been advised that the additional 5 bollards requested to supplement the 12 already in stock are no longer available. Cllrs Ogborn and Martin concluded that installing the 12 bollards at approximately 4 mtr intervals should prevent all but the most determined from parking.

**ACTION:** The Clerk to seek a revised quotation from Meads to install the bollards and pass toCllrs Ogborn and Martin who are delegated to decide whether the revised quotation is acceptable. If so, they will meet the contractor on site to agree the location of the bollards.

**Repair to Bus Shelter:** The work has been commenced.

**ACTION:** Cllrs Ogborn and Buchanan are delegated to approve payment provided the work is completed to their satisfaction at the quoted price (with a reasonable addition for the cost of remedial work on the electrics).

**Parish Council Streetlights:** The Clerk outlined the investigations that had taken place to establish how the Lode Road streetlight was damaged. Ultimately, this was inconclusive but an insurance claim has been lodged to secure a replacement. As the person responsible for the damage cannot be identified, the Council will have to bear the £250 excess

**ACTION:** The Clerk will pursue the insurance claim with the aim of providing a proposal for the repair or replacement of all the defective lights for the April meeting

**Reports of faulty drains:** C/Cllr Shuter confirmed that the problem drain near the bridge on the road to Swaffham Bulbeck has been scheduled for investigation. He agreed to check whether the problem with the drain outside Cllr Martin’s property in Tunbridge Lane can be resolved by simply flushing out the drain, or whether, as he suspects, it is a more complex issue which will require investigation.

**ACTION:** C/Cllr Shuter to enquire about the Tunbridge Lane drain and report back

**189** **COUNTY COUNCIL REPORT:** C/Cllr Shuter reported that the decision has been made to increase Council Tax by 1.99% with a further 1% levy for Adult Social Care. There will also be some use of reserves to cover expenditure during 2021-22. A fund of £4m has been established specifically for repair of footpaths.

The pandemic is under control locally, though there are spikes in Peterborough and Fenland. He highlighted the successful vaccination programme and paid tribute to both staff and volunteers for its smooth operation. The recycling centres are working well using the booked slots to maintain social distancing.

C/Cllr Shuter said that he would not be standing again in May, having served as a Councillor for 16 years.

**190** **DISTRICT COUNCIL REPORT:** D/Cllr Cane highlighted key points from her report appended below. She paid tribute to Dr Liz Robin, who is retiring as Director of Public Health – she particularly noted her contribution during the pandemic.

D/Cllr Cane said that ECDC now has a 7 year land supply and therefore our development envelopes in the Local Plan 2015 should be respected. This strengthens the argument against the development of the Retirement village on Green Belt. She has notified the Planning Committee of her wish to speak when the matter is considered at the meeting on 3 March, as well as sending a written version of her contribution.

She advised that the District Council is not increasing Council Tax for the year 2021-22, but is planning an increase of 3.5% for 2022-23.

She reminded the Council of the changed dates of refuse collections over Easter.

Cllr Winkcup advised that residents were grateful for the new gravel surface on the path connecting Beechwood Avenue with Ancient Meadows. However it is already clear that the surface is not a long lasting solution, as the gravel is thinning at the centre of the path. It is likely that this is exacerbated by the wheels of bikes, scooters and prams. This raises the question of whether it would be more cost-effective to install a hard surface which could last for decades. Cllr Buchanan highlighted the risk to pedestrians from bikes ridden by adults which may be ridden faster on a hard surface. Spencer Clarke, the responsible officer, is considering the options.

**191** **CHAIR’S REPORT:** Cllr Ogborn invited Cllr Chetwynd to outline the session he had attended about the possibility of establishing local hubs which bring together organisations from both the statutory and voluntary sectors to offer better access to support services by local people. Cllr Chetwynd highlighted that a key barrier to be overcome is digital exclusion for some sections of the community. A follow up session is planned which Cllr Chetwynd will attend. In the meantime the slides presented at the meeting will be circulated.

**ACTION:** Cllr Chetwynd to send slide presentation to the Clerk for circulation

Cllr Ogborn sought Council members views about the proposed NHS, Social Care and Frontline Workers day on 5 July. He explained that it was being promoted by the NHS. It was concluded that it would be difficult to support an event which is planned for a Monday when most people, including the workers to be celebrated, would be at work. Further there may be a lot of other calls on volunteers time resurrecting other previously cancelled local events. In the circumstances there was agreement that the support of the event is a matter for individuals.

**PLANNING**

**20/00296/OUM Retirement Village to the rear of 163-187 High Street:** Cllr Buchanan said that a large number of people had indicated a wish to address the Planning Committee before it decides on this application at its meeting on 3 March. Cllr Ogborn will speak on behalf of the Parish Council. Cllr Buchanan has applied to speak in her own right, declaring her interest as a Councillor. She and Cllr Ogborn will finalise the details of his submission. This and a Press Release will be shared with all members of the Council. Members are asked to refer any enquiries from the Press to the Clerk.

Cllr Cane confirmed that 3 submissions received by the deadline had been circulated to Committee members.

**CCC/21/014/VAR Bottisham Primary School, CB25 9BE: Retention of 7 bay (21m by 8.7m) mobile classroom for a temporary period until 31 August 2024 with the retention of two scooter pods**

Although no formal concern was raised, Cllr Buchanan advised that any future application should be reviewed – a householder would not be encouraged to keep applying for renewal of permission.

It was noted that the following Planning Applications had been approved:

**21/00011/FUL 4 Thomas Christian Way, Bottisham CB25 9DX**

Replace double wooden garage doors with single aluminum door.

**20/01763/FUL The Glebe, 113 High Street, Bottisham CB25 9BA**

Demolition of existing rear single storey extension with flat roof. Replace with new single storey rear extension across full width of the original house footprint.

Cllr Buchanan indicated that, while she would wish to continue involvement with Planning, she would step back from taking the lead when roles are assigned at the Annual Meeting of the Council in May. She welcomed Cllr Wilson as a member of the Planning Working Group.

**193** **ENVIRONMENT:** Cllr Sunner thanked Cllrs Buchanan and Winkcup for their submissions. It was confirmed that the Cemetery tap is lagged, so is operative throughout the winter. Cllr Winkcup reported that there is enthusiasm among residents of Ancients Meadows to tidy the area between Lysander Close and the Surgery where litter has built up over years. He asked if the litter picker for that area could also assist.

**ACTION:** The Clerk to contact the Litter Picker for the area to do a one off clearance of the small items of litter

**194**  **FINANCE:** It was proposed by Cllr Wilson and seconded by Cllr Winkcup that the following items be approved:

 £

Jonathan Giles – Salary, PAYE and NI 728.52

Employers Pension Contribution (Sept to Mar @3%) 138.90

Litter pickers (reimburse Clerk) 13.49

Printer ink cartridges (reimburse Clerk) 48.49

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Red Shoes Accounting Services – Payroll for Oct 2020 15.00

CAPALC Annual Subscription with DPO scheme 613.29

This was agreed unanimously.

**195** **NEW CEMETERY WORKING PARTY:** Cllr Ogborn gave a presentation showing the key groups involved in the development of the cemetery and their roles. He also set out the key tasks for each of the groups in a timetable culminating in a target to open the cemetery in 2026. It was stressed that this was an “optimistic” target and may well be extended.

He explained that the Council is gradually building a cash reserve which will reduce the amount which has to be borrowed from the Public Works Loan Board to bring the project to completion. The largest part of the operation will be building up the two metre high soil platform that will ensure that burials will be at least one metre above the water table. It was commented that Littleport are similarly having to create a 2 m. platform for their new cemetery - to accord with modern restrictions. A key factor in the length of time for development is that the platform will need one year to settle before the cemetery can be laid out.

Cllr Clarke expressed gratitude for the considerable amount of work undertaken by Cllr Ogborn to get the plan to this stage.

**ACTION:** Cllr Ogborn to circulate his presentation to Council members

**196** **PLAY AREA WORKING GROUP:** Cllr di Lorenzo reported that he, together with Cllrs Ogborn and Buchanan, had met with the owner of the land at 34 Tunbridge Lane to explore his intentions for the site and whether they might include the possibility of some or all of it being available for purchase for community use.

**ACTION:** Cllr Buchanan will forward the rejected Planning Application and Appeal details to Cllr Clarke for him to assess what options might be possible for discussion with the owner.

**197** **CORRESPONDENCE:** The Clerk advised that he had been liaising with a resident of Ox Meadow to establish who has responsibility for the part of the part of the Ancient Monument not covered by Meadfleet. Peterhouse College are checking whether this area remains their responsibility. A number of comments have been received about the noise from the A14; the Clerk has responded with the minute from the January meeting and Cllr Ogborn has reported on it in the Cresset.

**198** **DATE OF NEXT MEETING:** Tuesday 6 April, 7.45 pm (online meeting)

The meeting closed at 9.36 pm

**ACTION SUMMARY**

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| **Minute** | **Action** | **By whom** |
| 188 | Seek revised quotation from Mead’s and present to Cllrs Ogborn and Martin for approval | Clerk |
| 188 | Sign off refurbishment of Bus shelter so that invoice can be paid | Cllrs Ogborn & Buchanan |
| 188 | Pursue the insurance claim with the aim of providing a proposal for the repair or replacement of all the defective lights for the April meeting | Clerk |
| 188 | Check whether the problem with the drain by the Triangle in Tunbridge Lane can be resolved by simply flushing out the drain, or whether it is a more complex issue which will require investigation. | C/Cllr Shuter |
| 191 | Send slide presentation to the Clerk for circulation | Cllr Chetwynd |
| 193 | Contact the Litter Picker to do a one off clearance of the small items of litter along the tree line between the Surgery and Lysander Close | Clerk |
| 195 | Circulate new cemetery presentation to Council members | Cllr Ogborn |
| 196 | Forward the rejected Planning Application and Appeal details to Cllr Clarke for him to assess what options might be possible for discussion with the owner | Cllr Buchanan |

Appendix

**District Councillors’ Report for Parish Council Meetings in March**

Council met on 23 February.

The Chairman announced the impending retirement of Dr Liz Robin, Cambridgeshire and Peterborough Director of Health. On behalf of the Members and Officers of the Council, the Chairman thanked Dr Robin for all her pandemic-related work and wished her well for her forthcoming retirement.

Council approved a budget for 2021/22 and the Medium Term Financial Strategy through to 2024/25. The Council Tax is frozen for 2021/22 but will rise by over 3.5% in 2022/23 and by the maximum amount allowed in the subsequent years. Despite these Council Tax rises, the Council is forecasting a budget shortfall of over £4 million from 2023/24. Charlotte and John supported an unsuccessful amendment which would have given financial support to local businesses recovering from Covid and carried out a consultation on leisure and recreation provision across the district as well as raising Council Tax more gradually and reducing the budget shortfall below £4 million.

The Chair of Finance & Assets acknowledged that the pre-planning application expenditure for the proposed cemetery at Mepal had risen from the £30,000 approved by Council on 31 July 2020 to over £91,000. He chose not to answer the query as to on what authority an overspend of 205 per cent on the additional £30,000 approved by Full Council had been incurred; who signed it off; and where that is evidenced.

There was cross-party support for a motion in support of the proposed Fens Biosphere. (Biosphere Reserve status is awarded by UNESCO to unique and valuable landscapes.)

The administration passed a motion calling for the A1123 to be down graded to a B road. We did not support this motion because evidence from across the country shows that changing from an A road to a B road does not lead to any reduction in traffic or speeds, but it does lead to a reduction in road maintenance funding from central government. In this case, we would lose £250,000 a year putting yet more pressure on a budget which is already struggling to fund adequate road maintenance.

It was confirmed that the Council has a 7 year land supply and therefore our development envelopes in the Local Plan 2015 should be respected.

The administration refused to carry out a full review into how the Council lost email access for 3 days during February. They also refused to review the Disaster Recovery plan or the risk register, despite the Council having been without email for 3 business days and without Councillors being informed or without an automatic message being set up to let email senders know that their email could not be delivered. We hope that no emails from you went missing at this time. If you sent an email in February to which we haven’t replied, please re-send.