**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Monday 6 September at 7.45pm, in the Poppy Room, Bottisham Social Club**

**PRESENT:**

Cllr Ogborn- Chair. Cllrs Buchanan, Clarke, Cundell, di Lorenzo Marsh, O’Dell, van Someren, Wilson and Winkcup

C/Cllr Sharp; D/Cllr Cane

**APOLOGIES**:

Cllrs Martin & Chetwynd

**ITEMS FROM THE PUBLIC:** None

**61 DECLARATIONS OF INTEREST:** None

**62 MINUTES OF MEETINGS 7 July and 2 August 2021:** Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr Cundell. Approved unanimously

**63 MATTERS ARISING FROM JULY MEETING:**

**a) Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located:** No new information available

**ACTION:** Clerk to liaise with Cllr di Lorenzo

**b) Draft letter and plan consultation with residents of Ancient Meadows:** Cllr di Lorenzo has drafted the letter which will be shared with the Working Group, who will then plan the consultation

**c) Update allocation of areas for environmental monitoring:**

**ACTION:** Cllr Ogborn will circulate updated allocation

**d) Send invitations to agreed list of public organisations in the village to have a table at the parish Open Meeting on 14 October:** The invitations have been sent. C/Cllr Alan Sharp will attend as will either D/Cllr Cane or D/Cllr Trapp. The Heads of the schools have accepted the invitation and we are awaiting a response from the newly appointed Community Police Sergeant.

**64 COUNTY COUNCIL REPORT:**  C/Cllr Sharp has attended a meeting of Highways Committee with two meetings of the Audit & Accounts Committee. One of the latter had a closed session to consider the Farmgate enquiry report. A full Council Meeting passed a motion of concern in relation to the Sunica development, which is a solar array covering the area of 2800 football pitches, most of which lies in Suffolk. C/Cllr Sharp praised the work of the B1102 Group in raising concerns regarding the Cambridge Eastern Access Project. He has raised the lack of involvement of East Cambs in the partnership with Rachel Stoppard, who is the Chief Executive of the Greater Cambridge Partnership.

He noted that the Mayor of the Combined Authority is promoting an increase in bus services, but was concerned at the lack of detail. He commented that more buses in the centre of Cambridge could lead to gridlock and there will be an expectation of fast services from the major centres of population, while smaller villages will also expect improved services. Cllr O’Dell commented on the lack of involvement of East Cambs in decisions about bus services.

**65 DISTRICT COUNCIL REPORT:** Picking up on the last point D/Cllr Cane commented on the work of the ECDC Bus Working Group, which collates and represents the views of East Cambs residents on this issue. This group has benefitted from the work of the B1102 Group. East Cambs is looking at the potential for new cycleways, but at the same time is conducting a survey of bus services, and walking and cycling routes to highlight where they need improvement or repair (see below).

She promoted the new A-Z guide on waste disposal which sets the wide range of items that can now be recycled rather than put into landfill.

The planning application for the new crematorium at Mepal has now been submitted. There is widespread local opposition from people, who would prefer to have a leisure centre and concerns about traffic associated with a crematorium.

Referring to the new Cemetery for Bottisham, she confirmed that the Council Solicitor will be in contact next week to clarify the steps needed to expedite the compulsory purchase of the land. This will involve reports to the Finance and Assets Committee and then to the full Council. She estimates the timescale for this will run to February 2022.

**66 CHAIR’S REPORT:** Cllr Ogborn described the planned format for the meeting, which is to take place on Thursday 14 October at 7.30in the Main Hall of the Bottisham Community Sports and Social Club. The first session, lasting 45 minutes, will comprise short reports from the Parish Council, followed by the District and County Councils. The second part of the evening will be a “market place” where the speakers from the first session will be joined by the Heads of the village schools, and hopefully, the Police. They will be sat at tables around the hall enabling people to raise questions and issues individually. Although it is not a meeting of the Parish Council as such, he hopes that members of the Council will attend and is seeking volunteers for two tables for the Council covering Planning and Environment. Members of the New Cemetery working party will also have a table to consult on the draft plans design agreed with the National Trust.

He referred to the importance of responding to ECDC’s Bus Services, Cycling and Walking Routes Consultation. He gratefully accepted the offer from Christine Bryant to collate a response on behalf of the village.

There was brief discussion on the request to reconsider the start time for Council meetings. It was concluded that the start time should remain 7.45pm, but he will manage the meetings to ensure business is dealt with efficiently so that they do not run over.

As Cllr Clarke is stepping down as Vice Chair he asked for nominations to be sent to him to enable an appointment of a replacement to be made at the October meeting.

**67 PLANNING:**

**a) 21/01130/FUL 4 Mulberry Close, CB25 9BW – Rear extension and associated internal alterations**

Cllr Wilson explained that this consultation had been received after the August meeting with a closing date before the September one. He consulted the Planning Working Group who had no concerns with the application. The Clerk has confirmed this to ECDC Planning.

**b) 21/01077/CLP 9 Stocks Close, CB25 9BY – Single storey rear extension and window to east elevation**

**c) 21/01145/CLP 27 Willow Way CB25 9BS – Internal alterations, brick up window and single storey rear extension**

Cllr Wilson advised that these two applications were submitted under permitted development rules and were thus not the subject of consultation with the Council. No concerns were identified.

**d) 20/00296/OUM Land to the rear of 163-187 High Street – Proposed development of retirement village**

Cllr Wilson reported that an advertisement in a local paper indicates that an appeal is being made against the refusal of planning permission for this development. The Clerk advised that, having spoken with the Planning Consultant in ECDC, the Parish Council will receive a formal notice of the Appeal when the Inspector sets a date. No action is required at this stage.

**68 ENVIRONMENT:**

**a) Areas of responsibility:** Cllr Winkcup confirmed that the redundant lampposts have now been removed from Tunbridge Lane.

Cllr Buchanan referred to a self-seeded tree, on the path from Beechwood Avenue to Ancient Meadows, which has now regrown vigorously, after being pruned by the landowner earlier in the year.

**ACTION:** Cllr Buchanan will discuss options with the landowner including felling if he considers that the best course of action

Cllr Winkcup pointed out that the surface chippings on the Ancient Meadows end of this path have deteriorated since being renewed at the beginning of the year, to the point where the path will become hazardous again in icy weather. He recalled that the officer present at the meeting last December had said that if they upgraded the path to tarmac, CCC Highways may assume responsibility for it.

**ACTION:** The Clerk will raise with ECDC (cc D/Cllrs Cane and Trapp) seeking a more sustainable solution

Cllr Ogborn commented that the hedge along Lode Lode Rd beside the New Cemetery area is starting to impede the footpath and is obscuring a speed limit sign. He has asked Lord Fairhaven’s agent to cut it back.

**b) Proposal to establish a small wildflower area in the Churchyard:** The Clerk had circulated a proposal from two volunteers who take care of the Churchyard. This could be managed in a way that doesn’t interfere with the regular grass cutting undertaken by East Cambs Trading Company. The proposal notes that a number of trees need attention. It was agreed that this should be considered in the Autumn ,when a tree surgeon will be engaged to assess the trees in the Cemetery. Overall the proposal was supported and it was suggested that there may be common interest with the group proposing a community herb bed (see below).

**c) Application to the Local Highways Improvement Fund:** The proposal discussed in August to seek a 30 mph limit between 64 and 133 Lode has been the subject of consultation with residents in that area. 7 supportive comments have been received in response to a letter posted to all residents; a 30% response rate. The application has been drafted and will be supplemented by a traffic survey to be undertaken by Cllr Wilson with Tony Jolley. They will add their findings to the application, so that it can be submitted by 29 September. C/Cllr Sharp confirmed that he would support the application as required in the form.

**ACTION:** Cllr Wilson to coordinate completing and dispatching the application

**d) Community Herb Bed:** Cllr Ogborn reported that we have received an approach from a group of residents who proposed developing a community herb bed on the Triangle. We responded that this may conflict with other group’s activities which already take place there. However we asked if they might be interested in the beds by the village sign, as the person who used to maintain them for the Parish Council is no longer able to do so. They have responded positively to this suggestion.

**69 FINANCE:**

1. **Outstanding accounts:** The Clerk explained that in addition to the following listed items, it is likely that we will receive a bill to cover the replacement to three streetlights, as per the quotation from Balfour Beatty which was approved earlier this year.

Cllr Wincup proposed and Cllr Buchanan seconded the motion that these payments and the Balfour Beatty payment be approved. This was agreed unanimously.

Jonathan Giles – Salary, Pension, PAYE and NI 749.60

Jonathan Giles – watering can for Cemetery 7.95

I Swift – Litter picking (4 weeks) 65.63

K Levitt – Litter picking (4 weeks) 65.63

Haven Power – Streetlights (paid by DD) 49.11

K Hutchinson & Son – New Cemetery Grasscutting 170.10

E Cambs Trading Co – Grasscutting 425.81

PKF Littlejohn LLP – Audit Fee 360.00

TEEC – Domain migration 136.81

1. **Closure of 2020-21 Audit:** The Clerk explained that an error with a date on the return had led the auditor to make an exception report as the process was non-compliant. However, when the error with the date was pointed out, the exception report was withdrawn and there is a memo from the Auditor published with the return to confirm this.

**70 APPROVAL OF DATA PROTECTION AND COMPLAINTS POLICIES:** It was proposed by Cllr Buchanan and seconded by Cllr van Someren that these policies be adopted. This was agreed unanimously.

**71 NEW PARISH COUNCIL WEBSITE AND EMAIL:** Cllr Winkcup thanked Cllr Cundell for the many hours of work and meetings which have culminated in a template ready for launch. Cllr Cundell confirmed that the format, layout, navigation and drop-down were all in place. The plan is to launch both the site and the email in the week beginning 11 October. She has received the instructions for migrating the email accounts from the supplier. A briefing for Council members is booked to take place on Zoom next Monday 13 September.

The launch will be featured in the Chair’s article in the Cresset with an advertisement drawing attention to it alongside.

**72 CORRESPONDENCE:** The Council noted the items of correspondence listed

**73 CHAIR’S CLOSING REMARKS:** Cllr Ogborn advised the Council that Cllr Clarke was resigning with effect from the end of the meeting. He thanked him for his service as a Councillor, Chair of the Finance Committee and as Vice Chair. His work has been much valued and we will miss his wise advice. Cllr Clarke indicated that he would be happy to continue as a Trustee of the John Salisbury Charity. The Clerk confirmed that the nomination of a representative from Bottisham was the prerogative of the Council.

Cllr Ogborn proposed and Cllr Buchanan seconded that he should continue to represent the village on the Charity. This was agreed unanimously.

Cllr Ogborn said that, before the meeting, he had received a letter of resignation from the Council from Cllr Chetwynd. In his absence he extended his thanks on behalf of all the members for the very positive contribution he has made as Councillor and more recently as ‘lead’ on Environment.

**74 DATE OF NEXT MEETING:** Monday 4 October at 7.45 pm in the Poppy Room

The meeting closed at 9.15 pm

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| **Minute** | **Action** | **By whom** |
| 63a | Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located | Cllr di Lorenzo and the Clerk |
| 63b | Play Area Working Group to consider Cllr di Lorenzo’s draft letter and plan consultation with residents of Ancients Meadows | Cllr di Lorenzo with Cllrs Buchanan, Cundell, Marsh & Martin |
| 63c | Revise allocation of areas for environmental monitoring so that “patches” can be assigned to Cllrs Cundell & Wilson  | Cllr Ogborn |
| 68a | Tree overhanging path from Beechwood Ave to Ancient Meadows: Discuss options with the landowner including felling if he considers that the best course of action | Cllr Buchanan |
| 68a | Report degradation of the chipping surface on the path between Ancient Meadows and Beechwood to ECDC and request a more durable solution (copy note to D/Cllrs Cane and Trapp) | Clerk |
| 68c | Complete and dispatch the application to the Local Highways Improvement Fund | Cllr Wilson |

**District Councillors’ Report to Parish Councils – September 2021**

To reduce the waste sent to landfill, ECDC have created a new web page to help people decide how to dispose of their waste. It aims to be comprehensive, so if you have something to dispose of which isn’t on the list ask Darren Hughes Darren.hughes@eastcambs.gov.uk , who will find the answer and add the item to the A-Z.

Full Council approved the Corporate Plan for the year, Special Responsibility Allowances for the new Audit Committee and amended the Constitution so that members cannot sit on the Finance & Assets Committee as well as the Audit Committee. This decision appears to arise from the incorrect assumption that the Audit Committee scrutinises the work of the Finance & Assets Committee, so there could be a conflict of interest. In fact the Audit Committee scrutinises all the Council’s activities. The decision has meant that Charlotte has stood down from Finance & Assets so that she can sit on the Audit Committee.

Finance & Assets Committee approved funding for feasibility studies on several cycle routes, including one between Swaffham Prior, Reach and Burwell.

The initial meeting of the Audit Committee was unsatisfactory, as key officers were not present because the Chief Executive overruled members’ requests for those officers to attend. This resulted in most questions being unanswered, although answers were sent to members about two weeks after the meeting. The committee agreed for IT to be reviewed by Internal Audit as a high risk since the email system had already failed twice. It then failed for a third time a few days after the meeting and has still not been fully resolved. The Risk Register had shown failure as ‘unlikely’ – even though it had already happened twice.

Operational Services Committee will meet on 13 September, business will include parking enforcement with a paper which accepts that the Community Support Accreditation Scheme is not an option, but continues to refuse to consider taking on civil parking enforcement. Instead ECDC are asking the police to target hotspots and use volunteers. It will also receive a presentation from the Newmarket CAB. This is an important presentation, as the Council will be reviewing their payment to the Newmarket CAB as part of their budget for 2022-23 and we fear the funding will be cut with ECDC confident it can handle the work in house. This will take away the clear independence which is provided by the CABs.

Finance & Assets was due to meet on 23 September, but has been postponed to 5 October. There is no agenda yet for this meeting.

The planning application has been submitted for a cemetery and crematorium at the site of the Mepal Outdoor Centre. The public consultation showed little support for the proposal.