**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

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**A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 4 October 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 6 September 2021 (Attachment 1)

4. MATTERS ARISING FROM SEPTEMBER MEETING

|  |  |  |
| --- | --- | --- |
| **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 |
| 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 |

5. ELECTION OF VICE-CHAIR

6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

7. CHAIRMAN’S REPORT

8. PLANNING – Attachment 2

a) Notifications of application received –

17/00297/DISA – 52 High Street, Bottisham CB25 9DA

b) Planning Applications Approved –

21/01130/FUL – 4 Mulberry Close, Bottisham CB25 9BW

c) Cambridge Affordable Housing Partnership

d) Consultation on Swaffham Bulbeck draft Neighbourhood Plan

9. ENVIRONMENT:

a) Update from Cllrs on areas of responsibility

b) Application to the Local Highways Improvement Fund

10. FINANCE

1. To approve payment of outstanding accounts

£

Items for approval

Jonathan Giles – Salary, Pension, PAYE and NI 749.60

Jonathan Giles – Stationery, ink etc 57.87

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Haven Power – Streetlights (paid by DD)

E Cambs Trading Co – Grasscutting 477.75

Wave – Cemetery Water 10.54

Zoom subscription – 12 months 143.88

11. UPDATE ON NEW PARISH COUNCIL WEBSITE AND EMAIL –

Update - Cllrs Winkcup & Cundell

12. REPORT ON CAPALC CONFERENCE

Cllr Wilson report – Attachment 3

13. REPORT ON LUCY FRAZER MEETING 17 September

Cllr Wilson report – Attachment 4

14. NEW CEMETERY WORKING PARTY

Update – Cllr Ogborn

15. PLAY AREA WORKING PARTY

Update - Cllr di Lorenzo

16. CORRESPONDENCE RECEIVED

a) Response from Park Estate Management Company regarding overgrown tree

b) Response from Spencer Clark regarding Ancient Meadows footpath

c) Luke Cheadle: notification of Lucy Frazer’s surgery in Bottisham

d) Various emails relating to information about the camera survey of the drains in Lode Road

e) Consultation on Swaffham Bulbeck draft Neighbourhood Plan

CORRESPONDENCE/CONTACTS FROM RESIDENTS

1. Resident concern about wheelchair inaccessibility of Beechwood Ave to Ancient Meadows path
2. Correspondence from resident about contractors parking at the corner of Pound Close
3. Further responses from residents of Lode Road regarding the proposed reduction of the speed limit to 30 mph
4. Blocked drains in Tunbridge Lane and Hawthorn hedge in the Ancient Meadows footpath

17. DATE OF NEXT MEETING

The next meeting will be Monday 1 November 2021, 7.45pm.

Jonathan Giles

Jonathan Giles

Parish Clerk

FURTHER MEETING DATES

Monday 1 November, Monday 6 December, Tuesday 4 JanuaryAttachment 1

**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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Attachment 2

**PLANNING INFORMATION FORM - PRE-PC MEETING**

**October 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCE** | **ADDRESS & WORK PLANNED** | **LATEST PC COMMENT DATE** | **DRAFT PC COMMENT** |
| 17/00297/DISA | 52 High Street, Bottisham CB25 9DA: completion of driveway work approved in 2017 (incomplete as applicant should have obtained written approval as per Condition 3 of the original consent) |  | Enforcement Officer has advised owner to submit written plans for the drive gateway and positioning. This was a requirement from the original consent which had not been met. Provided the gate is 5 metres from the highway edge and of a standard compatible with the property, this should receive PC support. |
|  |  |  |  |
| 21/01130/FUL | 4 Mulberry Close, Bottisham CB25 9BW:  Proposed rear extension and associated internal alterations  **Approved by ECDC 27.9.21** |  |  |

JJW 27.09.21

Attachment 3

**CAPALC Annual Conference, Wyboston 17.09.21 – report from Cllr Wilson**

The theme of the Conference was “Share the Vision, Shape the Future” and was heavily slanted towards green issues and the work that Town & Parish Councils can do to assist.

Speakers and principal topics were:-

1. **Jonathan Owen, CEO of NALC**. Principal NALC objectives are to (i) raise the profile of the Town & Parish Council sector, (ii) encourage more people to get involved at local level, (iii) improve Council communications (iv) achieve greater diversity in terms of age, ethnicity and gender on Councils (v) promote greater youth engagement and (vi) encourage a fairer approach to funding the sector. He also emphasised the need for CiLCA training for Clerks.
2. **Jane Moore, Senior Solicitor for NALC**. Lengthy discussion and forum on the question of the Govt ban on remote meetings after May 21 2021: NALC are still lobbying for an agreement to hold occasional Zoom meetings where justified. She also announced the launch of a project group to address civility and respect within PCs and the need to control “bad behaviour”. Finally, she pointed to the gov.uk site for procurement assistance post-Brexit for Council tenders on capital projects.
3. **Richard Kay. Head of Sustainable Growth Strategy** (P’boro City Council, SCDC and ECDC) and **Helen Dye, Natural Cambridgeshire**. A lengthy presentation on “Climate Emergency” and the desirability for all councils to have a green action plan, involving energy efficiency in new buildings, solar/wind renewable, EV charging points and the appointment of a “green” champion on the Council. Helen Dye followed with an almost messianic presentation covering local community involvement in all green matters but was unable to respond to my question as to how effective her work would be if the new Cambridge City/SCDC Local Plan is adopted and 49,000 houses are built in our part of the county.
4. **Edward Groome, County Council**. Presented the programme for the Queen’s Green Canopy scheme to celebrate the Platinum Jubilee in 2022, which is designed to encourage new tree planting between Oct 2021 and April 2022. Schools can apply for free trees but local Councils will have to pay for normal planting.
5. **Matt Oliver, Think Communities**. This has resulted from a County Council initiative to decentralise certain functions ackowledging the work of local councils in the wake of Covid. This will encourage communities to address local issues of tackling inequality, deprivation and poverty, as well as a practical approach to youth services, older people initiatives, mental health training etc.
6. **Jackie Weaver , Cheshire ALC** (yes, the Jackie Weaver!). An amusing keynote speech about her background and the infamous Handford PC meeting) but with a serious message to Councils to ensure that they have a clear Code of Conduct against bullying within the Council and have sanctions within their standards to prevent and deal with abuse, of or by Councillors.
7. **CDS Group**. A presentation of the successful development of a brand-new “green” Crematorium in Huntingdon from CDS who claim to be the UK’s largest cemetery/crematorium builders. Some very interesting statistics about the CO2 and NOx discharges from the crematoria, and some very clear ideas about decarbonising their industry, but this will obviously take a long time.

I have brought back a number of CAPALC publications, “The Good Councillor’s Guide”, “Being a Good Employer”, a Summary of Parish Council’s Discretionary Powers and How to fill a Casual Vacancy.

JJW 19.09.21

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Attachment 4

**Report from Cllr Wilson on meeting with Lucy Frazer MP, 18.09.21**

I met with Lucy Frazer at her open-forum “Village Meeting”: there were eight residents present plus CCllr Alan Sharp.

I had emailed her prior to the meeting to advise her of the topics I wished to discuss, and received her reply of 13 Sept before the meeting, see scan attached.

The main subjects raised were:-

1. \* Anglian Water Treatment plant relocation) see attached letter, her verbal response was
2. \* Retirement Village, Bottisham ) largely a repetition of her views in her letter to me.
3. Covid vaccines for 3rd World countries: LF supported the proposal that more should be done.
4. Oil/gas exploration in the North Sea should be stopped: LF stated that we are in a “transitional phase” away from fossil fuels and the timing is not right to stop overnight.
5. Drugs in school and abuse on social media in school: LF was strongly in support of controlling both, expressing this from the standpoint of a mother of teenagers. AS also supported a further approach to the Village College expressing the views of the meeting .
6. Benefits, Universal Credit, Mental Health: a number of personal questions from a disgruntled member of the public.
7. Affordable Housing: a new graduate complained about the lack of affordable housing in the village. LF outlined govt action on planning and stressed the importance of looking at Community Land Trusts in the villages. I was able to elaborate on the Bell Rd development in more detail as the questioner had specifically asked about it.
8. University fees & loans: a resident expressed her views that fees should be lowered retrospectively in view of the absence of face-to-face learning. LF stated that govt policy was that students should “pay their own way” for further education rather than the costs being met from taxation paid by all.
9. Refugees: When asked, LF stated that a new govt post had been created to assist in the integration of new refugees under “Operation Warm Welcome”

JJW 19.09.21

\*Please see separate document for Lucy Frazer’s letter