

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 Tuesday 4 January 2021 at 7.45pm for the purpose of transacting the following business.

In light of the current COVID emergency and legislation yet to be passed to permit online public meetings, only items requiring an immediate decision will be discussed - to permit a brief meeting. Please will all those attending check their COVID status with a lateral flow test beforehand.

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. MATTERS ARISING FROM DECEMBER MEETING

Minute	Action	By whom
108a	21/01703/FUL – Site south of 2 Parsonage Barns, Bottisham Provide comment on application to January meeting	Cllr Wilson and the Planning Working Group
109a	Report damaged litter bin in Downing Close to ECDC	The Clerk
109b	Attend review of Cemetery Trees by Tree Surgeon on 9 December	The Clerk & Cllr van Someren

4. PLANNING – see Attachment 2
 - a) Notifications of application received –
21/01703/FUL – Site south of 2 Parsonage Barns, Bottisham
Erection of storage building, outdoor covered storage area, extension to form staff welfare facilities, and associated infrastructure

- b) Planning Applications Approved –
- 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

5. FINANCE

- a) To approve payment of outstanding accounts

Items for approval	£
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
Haven Power – Streetlights (paid by DD)	tba
E Cambs Trading Co – Grasscutting	573.30
Wave – Cemetery Water	10.42
Eastern Tree Surgery – Consultation meeting	75.00
Eastern Tree Surgery – Urgent tree works	1518.00
MKA - Update of Ecological Survey, New Cemetery	1830.00+VAT

6. ENVIRONMENT:

Decision on health and safety work to trees in Cemetery & Churchyard

7. NEW CEMETERY WORKING PARTY

Update – Cllr Ogborn including:
Decision on quotation for an updated Preliminary Ecological Appraisal, MKA Ecology Ltd
Decision on Quotations from Planning Consultants

8. DATE OF NEXT MEETING

The next meeting will be Monday 7 February 2022, 7.45pm.

Jonathan Giles

Jonathan Giles
Parish Clerk

FURTHER MEETING DATES

Monday 7 February, Monday 7 March, Monday 4 April

BOTTISHAM PARISH COUNCIL

Minutes of meeting Monday 6 December at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

PRESENT:

Cllr Ogborn- Chair. Cllrs Buchanan, Cundell, di Lorenzo, Marsh, van Someren, O'Dell, Wilson
C/Cllr Sharp; D/Cllr Cane

APOLOGIES:

Cllr Winkcup

ITEMS FROM THE PUBLIC: Dr Stuart Field addressed the meeting on the subject of an appeal to raise funds for a new sound system and hearing loop for Holy Trinity Church, Bottisham. He explained that, while most do not regularly worship there, many make use of it for weddings or funerals, or to attend special services at Christmas, Easter or Remembrance Sunday. Village schools also use it for special services or carol concerts.

The existing system was installed 60 years ago and there is no hearing loop, which is now a requirement under the Equality Act. The PCC has provisionally accepted a quotation of £14,000 but will have to raise a significant proportion of this sum to enable the work to proceed. Although he understands that the Parish Council is not itself in a position to contribute funds for this purpose, he was grateful for the opportunity to publicise the appeal and will also submit an article to the Cresset.

103 DECLARATIONS OF INTEREST: None

104 MINUTES OF MEETING 1 November 2021: Acceptance of the minutes was proposed by Cllr Wilson, seconded by Cllr Cundell and agreed unanimously

105 MATTERS ARISING

- a) **Blocked drain outside the Old Bakery on the High Street:** The Clerk has reported this both through the Highways Reporting System and also directly to Bob Rossiter, so that it can be connected with the other reports submitted by Cllr Winkcup on drains in the vicinity.
- b) **Locations of illegal parking and speeding within the village:** Cllr Winkcup has submitted details of these to D/Cllr Trapp as requested at the November meeting

c) **Contact E Cambs Trading Company regarding bus shelter cleaning and cemetery maintenance:** The bus shelter has now been cleaned. Cllr Ogborn and the Clerk met with Shaun Bradshaw, who oversees the team who maintain the cemetery. They indicated the areas of outstanding maintenance, notably reducing the hedges to the required height and width, particularly close to the War Graves.

105 COUNTY COUNCIL REPORT: C/Cllr Sharp reported that there is a full Council meeting next week and a Highways & Transport Committee meeting on 7 December. He reminded those present of the consultation on Cambridge Eastern Access which runs until 22 December. The Children & Young Persons 'Committee met last week and was primarily concerned with budget setting. The Highways Improvement Board is also due to meet and C/Cllr Sharp said that, following local feedback, he would be seeking information from Officers about their priorities to help manage public expectations about when problems would be dealt with. He will also pass on the concerns being raised with him about the effectiveness of communications with Highways. He said that Soham Station is due to re-open on 13 December. Although there is not a direct line to Cambridge, there is a direct line to Bury St Edmunds benefitting young people attending college there.

Cllr Ogborn told the meeting he had raised a concern with C/Cllr Sharp about the response from Highways to a fault report about an overgrown hedge, saying that they had no details of the occupant of the house concerned.

106 DISTRICT COUNCIL REPORT: D/Cllr Cane reported that there is a forthcoming Zoom seminar to be held between the Greater Cambridge Partnership and East Cambs Councillors. She is asking that representatives from Parish Councils be invited as well. She thanked the Parish Council for its support over the issue of funding to the Newmarket CAB which has now been satisfactorily resolved.

She noted that Green Bin collections have been suspended until February. There is some mixed messaging about the reason for this, but she understands that it arises from the shortage of HGV drivers. Cllr O'Dell commented that it was unfortunate that a recycling service had been suspended rather than black bag collections, as this will potentially lead to people losing the habit of recycling.

107 CHAIR'S REPORT: Cllr Ogborn advised that he (and Cllrs Buchanan and Wilson) had had contact from the District Councillor from South Cambs about a new proposal for an earthen cycle path from the Wilbraham crossroads to the Airfield Museum, to enable people from the village to cycle safely to the A1303 to access bus services to Cambridge and Newmarket. It is further proposed to install cycle stands at the bus stops. Cllr Ogborn sought and received confirmation from Councillors that the proposal to install cycle stands was supported informally at this stage.

108 PLANNING:

a) **New Applications:** The Council accepted Cllr Wilson's recommendation that there were no concerns with the following new applications which have been received from ECDC:

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

The following application was received too late to be included in the agenda. It will therefore be put on the agenda for the meeting on 4 January 2022 following agreement by ECDC to an extension to the period for consultation:

21/01703/FUL – Site south of 2 Parsonage Barns, Bottisham

Erection of storage building, outdoor covered storage area, extension to form staff welfare facilities, and associated infrastructure

ACTION: Cllr Wilson and the Planning Working Group to consider its comments on this application for the January meeting

b) Appeal:

APP/V0510/W/21/3282241 – Land to rear of 163 to 187 High Street
Retirement Village and Affordable Housing

Cllr Wilson confirmed that the Council's submission had been submitted by the due date and acknowledged. He and Cllr Ogborn have indicated that they will speak at the Inquiry, which is scheduled for 25 January 2022. It is understood, though not confirmed, that the hearing will take place on Zoom. In preparing for the hearing, the Council will work in close liaison with the District Council and the Medical Practice who have also made their submission under Rule 6. In answer to a question about the County Council's involvement in the appeal, C/Cllr Sharp indicated that he was not aware of any intention to make further comment beyond that already made to the original application.

109 ENVIRONMENT:

a) Update on areas of responsibility: The only item raised was the missing cover to the litter bin near the Social Club in Downing Close - previously reported, but no action taken at present.

ACTION: The Clerk will pursue with ECDC

b) Cemetery Trees: The Clerk reported that a Tree Surgeon is coming to assess the Cemetery trees on Thursday 9 December. Given the Council's responsibility for the closed churchyard as well, the Clerk advised that the trees there should be assessed as well.

ACTION: The Clerk and Cllr van Someren will meet the Tree Surgeon

110 FINANCE:

a) Minutes of Finance Committee, 23 November 2021: Cllr Wilson highlighted key issues discussed by the Committee. He began with the review of income and expenditure in the year to date noting that the opening balances were £138,665 and are forecast (with particular caveats on the uncertainties about expenditure on environment before the end of March) to rise to around £156,000 by the year end. Such reserves will reduce the amount required to be borrowed to finance the new cemetery.

The number of dwellings assumed to be paying Council Tax at Band D was reduced to 842.7 for the current year but is reverting close to its pre-pandemic level to 869.2 for 2022-23. If the current charge per dwelling of £57.25 were to be maintained this would generate a precept of £49,753. The Finance Committee proposed an increase of 0.05%, which would lead to an annual charge per household of £57.52 and generate a precept of £50,000. At this

level, the precept would cover the running costs of the Council, based on the draft budget circulated with the Finance Committee papers attached to the agenda.

Cllr Wilson outlined the generous offer of the funds of Bottisham Players now the organisation is winding up. He will be speaking with Mr and Mrs Jolley to agree the terms on which these funds can be used for grants to promote entertainment within the village.

The Table Tennis Club, which was unable to take up the grant of £200 awarded in 2019-20, has been invited to re-apply specifying how the money would be spent.

The Committee considered the request from the A to B1102 Group for financial support of up to £130. This was agreed, but the group would be required to produce receipts showing how the expenditure was incurred. It cannot be paid as a grant at this point as the Group does not yet have a constitution and a bank account.

It was proposed by Cllr Wilson and seconded by Cllr van Someren that the Finance Committee minutes be noted, and the draft budget and precept for 2022-23 be approved. This was agreed unanimously.

b) Finance Approvals:

In addition to the items listed below, Cllr Ogborn asked the Council to note his agreement to a quotation obtained by the National Trust for a “red book” valuation of the proposed new cemetery site. This falls within the capital expenses allocated within the budget for the new cemetery. The cheapest of the three quotations obtained was from Carter Jonas who will charge £1,500 +VAT and expenses. This will need to be paid at such time as the Council is billed by the National Trust.

It was proposed by Cllr Wilson and seconded by Cllr Cundell, and approved unanimously that the agreement to pay for the valuation be noted and the following payments be approved:

	£
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (5 weeks)	65.63
K Levitt – Litter picking (5 weeks)	65.63
Haven Power – Streetlights (paid by DD)	
E Cambs Trading Co – Grasscutting	452.27
CAPALC – Allotment training x2	120.00
J&J Drake – Repair to bus shelter junction box	322.32

111 NEW CEMETERY: Cllr Ogborn said that the Eastern Region board of the National Trust has now approved the sale of the land and the project is to be presented to the Central Investment Board (CIB) meeting in January. The “red book” valuation referred to under Finance is required for submission to the CIB meeting. If approved by the CIB it is now likely that final approval for sale of the land will be delegated to the Director General, rather than having to be considered by the main board of the National Trust. This is, however, not likely to take place until planning consent has been granted. The next stage is the appointment of a planning consultant to steer the application through ECDC, for which quotations have been sought. He anticipates that this stage will take around four months, following which ECDC will lead the compulsory process on the Council’s behalf. In that context he believes it is reasonable to expect construction to commence in 2023.

112 PRE-SCHOOL PLAY AREA: Cllr di Lorenzo outlined the planned consultation over the location of the Play Area on one of two pieces of land owned by ECDC in Ancient Meadows/Lysander Close. He stressed that the Assets Committee of ECDC require details of a consultation with residents in the immediate vicinity of the proposed location before it will

consider a transfer or lease of the land to the Parish Council. This exercise needs to be completed before any wider discussion within the village on the exact design of the play area. He indicated that a final draft of the consultation document would be presented to the Council on 4 January. It would then be circulated to residents at the end of that week with a request for it to be returned by the end of January. Those involved in the consultation would also be invited to meet with the Working Group in the Poppy Room on 24 January.

113 CORRESPONDENCE: Cllr Cundell indicated that she had put her name down to attend the Zoom Roundtable with the Police & Crime Commissioner.

114 ITEMS FOR FUTURE MEETINGS:

- a) Report back on Allotment Training attended by Cllr Marsh
- b) Briefing on the Bottisham United and Local Charities
- c) Consideration of having a Parish Council page on the Community Facebook

115 DATE OF NEXT MEETING: Tuesday 4 January at 7.45 pm in the Poppy Room.

PLANNING INFORMATION FORM – Jan 2022 PC MEETING

REFERENCE	ADDRESS & WORK PLANNED	LATEST PC COMMENT DATE	DRAFT PC COMMENT
21/01703/FUL	Site South Of 2 Parsonage Barns Bottisham Erection of storage building, outdoor covered storage area, extension to form staff welfare facilities, and associated infrastructure	6 Jan 2022	Comments as per PC submission in Nov 2020 which recommended limitation to any further expansion. Land is in Green Belt and very close to residential properties in the Conservation Area. Proposed building is too large in mass and scale, plus there is a real danger of further noise and dust from this unit. Working Group recommends refusal to ECDC subject to Council vote. If the Officer considering the application is minded to approve it, the Parish Council asks that the matter be referred to the Planning Committee
21/01679/FUL	2 Arber Close, Bottisham New front porch and single storey rear extension		In spite of one neighbour complaint, this small extension does not appear to raise any negative issues
Cambridgeshire County Council	Notice given of planned Disabled Parking road markings for one car to be made outside 8 Downing Close	-	No issue
ECDC	Local Plan Single Issue Review advice	7 Feb 2022	Alteration to the District's housing target will not affect Bottisham