

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 Monday 7 February 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. APPROVAL OF MINUTES FROM DECEMBER 2021 AND JANUARY 2022 MEETINGS – Attachment 1
4. MATTERS ARISING FROM JANUARY MEETING
5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
6. PLANNING – Attachment 2
 - a) Notifications of application received –
21/01657/FUL Amended– 4 Bradfords Close CB25 9DW
Proposed demolition of garage, single storey front, rear and side extensions, window replacement and external rendering/cladding – Amended proposed elevations/floor
 - b) Planning Applications Approved –
21/01842/TRE – 125 High Street, CB25 9BA
T1 – Ash Leaf Maple – Re-pollard to previous reduction point
 - 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
 - d) Other -
Ridge Clean Energy – Request to meet the Council to discuss proposals for Solar Farm with Battery Storage on land between the A11 and A14

7. ENVIRONMENT:
 - a) Update from Cllrs on areas of responsibility
 - b) Update on Local Highways Improvement Application
 - c) Environmental Issues – Report from Clerk – Attachment 3

8. FINANCE

- a) To approve payment of outstanding accounts

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (4 weeks)	65.63
Levitt – Litter picking (4 weeks)	65.63
Haven Power – Streetlights (paid by DD)	49.59
Churchyard water	6.06

9. NEW CEMETERY WORKING PARTY

Update – Cllr Ogborn

10. MEETING WITH POLICE

Update - Cllrs Cundell & Buchanan

11. PLAY AREA WORKING PARTY

Update - Cllr di Lorenzo

12. THE QUEEN’S PLATINUM JUBILEE

Cllr Cundell

13. CORRESPONDENCE RECEIVED

Road Victims Trust Annual Report

Community Safety Officer, ECDC – Offer of “Eyes & Ears” Training for PC

Highways - Information and date for Local Highways Improvement Panel

Age UK – Visiting Support Service Information

ECDC – Invitation to register as interested party for Sunnica Energy Farm Project

DATE OF NEXT MEETING

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

Jonathan Giles

Jonathan Giles

Parish Clerk

FURTHER MEETING DATES

Monday 4 April, **Tuesday** 3 May, Monday 6 June, Monday 4 July

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:

	<u>£</u>
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.

BOTTISHAM PARISH COUNCIL

Minutes of meeting Tuesday 4 January at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

PRESENT:

Cllr Ogborn- Chair; Cllrs Buchanan, Cundell, van Someren, O'Dell, Wilson, Winkcup

APOLOGIES:

Cllrs di Lorenzo, Marsh

C/Cllr Sharp; D/Cllr Cane

ITEMS FROM THE PUBLIC: None

116 DECLARATIONS OF INTEREST: None

117 MATTERS ARISING:

- a) **21/01703/FUL – Site south of Parsonage Barns** – see below under Planning
- b) **Damaged litter bin in Downing Close** – reported to ECDC

c) **Review of Cemetery and Churchyard by Eastern Tree Surgery** – The Clerk reported that he had met with Michael Downs from Eastern Tree Surgery, together with Cllrs O’Dell and van Someren. Mr Downs identified one tree in the cemetery and three in the churchyard where dead wood needs to be removed to remove the risk of it falling on people or buildings. The Clerk advised that he had written to the Archdeacon, to confirm whether any additional notification or permission was required from the Diocese for the work on the trees in the churchyard for which the Parish Council has responsibility. Approval for the cost of this work is covered within item 119 below.

118 PLANNING:

a) **21/01703/FUL – Site south of Parsonage Barns:** Cllr Wilson explained the background to the application with reference to the retrospective agreement to change of use from agricultural use of the site under application ref 20/01320/FUL. He noted that other comments have been lodged with ECDC, showing a balance between those supporting and those objecting to the current application. After discussion the Parish Council resolved to ask East Cambridgeshire District Council to refuse the application on the following grounds:

- a) It represents a further industrial development on a site within the green belt immediately adjacent to the Conservation Area and close to several residential dwellings. It is also outside the village envelope.
- b) The Council noted that ECDC and the Planning Inspectorate has recently refused an application from Brian Mackay Commercial Vehicles on a less sensitive Green Belt site than this one. We would also point out that the Inspector recently supported an ECDC decision not to permit residential development on Green Belt land (also outside the village envelope).
- c) Condition 4 in respect of application 20/01320/FUL requires that HGV vehicles only access the site via the A1303. This is not being adhered to – as has been noted by local residents and members of the Parish Council. This compromises safety both for local residents and young people attending the schools within the village.
- d) Condition 9 on application 20/01320/FUL made stipulations in respect of noise levels - including that the doors should be kept closed when machinery is in operation. The Parish Council specifically sought assurance on this matter. Reports from local residents and Parish Councillors indicate that this is not being adhered to, causing unacceptable levels of noise for residents. The Noise Impact Assessment provided in support of this application was carried out with the doors closed. **It is completely invalid if doors continue to be left open.**
- e) In not rejecting the earlier application, the Parish Council balanced its concerns that a retrospective application was being made from agricultural to industrial use, with the employment benefits to the local area. Should this application be approved, further damaging impacts would arise, while those from the previous application remain.

The Parish Council concluded that the very exceptional circumstances which must apply if planning permission were to be granted for further industrial expansion on Green Belt are not applicable in this case - most especially so close to private residences. If the business wishes to expand it should relocate to a proper industrial/brownfield location. If the Planning Officer

dealing with this application is minded to approve it, the Parish Council asks that the matter be referred to the Planning Committee for decision.

The resolution to make this response to ECDC was proposed by Cllr Buchanan, seconded by Cllr O'Dell and agreed unanimously.

b) Downing Close: Notification from Cambridgeshire County Council of intention to mark out a disabled parking space outside 8 Downing Close: Cllr Wilson advised there were no concerns arising from this notification

c) 21/01816/FUL – 11 Bradfords Close CB25 9DW – Extension and alteration to existing domestic property: Notification of this application was received after dispatch of the agenda. The Council accepted Cllr Wilson's advice that there were no concerns with the application from the Council's perspective.

119 FINANCE: The following accounts were presented for approval:

	<u>£</u>
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)	47.82
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
Cambridgeshire ACRE – Subscription	57.00

Approval of these accounts was proposed by Cllr Winkcup, seconded by Cllr Buchanan and agreed unanimously.

120 NEW CEMETERY: Cllr Ogborn explained that he had previously understood that, once the Investment Board of the National Trust had approved the sale of the land, the final sign-off would come from the Director General. The latest advice appears to indicate that any approval by the Investment Board would have to be ratified by the Trustee Board which takes place on 23 March. The Parish Council is now advised not to submit the planning application until that approval has been confirmed.

In the meantime, the Ecology report prepared 4 years ago by MKA will need to be updated and also take into account a new requirement for 10% biodiversity gain. The quoted cost for this work is £1830+VAT.

The Council has been advised that the application process is more likely to achieve a successful outcome if it is prepared and presented by a specialist planning consultant. Quotations have been sought from three firms. One has not returned a quotation, while Cheffins Planning and Navigate Planning Ltd indicated costs in the range of £3,000-4,500 depending on the level of work required. Michael Hendry of Navigate had submitted a comprehensive and detailed proposal and Cllr Ogborn recommended that, given a recent change in personnel at Cheffins, Michael Hendry's quotation should be accepted in the light of his established reputation in the area.

Cllr Wilson proposed and Cllr Winkcup seconded the resolution that Navigate Planning Ltd should be appointed as our planning consultants. This was approved unanimously.

121 DATE OF NEXT MEETING: Monday 7 February 2022 at 7.45 pm

The meeting closed at 8.40 pm

**PLANNING INFORMATION FORM - PRE-PC MEETING
FEB 2022**

REFERENCE	ADDRESS & WORK PLANNED	LATEST PC COMMENT DATE	DRAFT PC COMMENT
21/01657/FUL Amended	4 Bradfords Close CB25 9DW, Proposed demolition of existing garage, single storey front, rear and side extensions, window replacement and external rendering/cladding	8.2.22	Few issues, except a query over whether there will still be adequate car parking without parking on the road
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		Separate update report to be issued
Ridge Clean Energy	Six Oaks Renewable Energy Park Newmarket Road Bottisham Cambridgeshire		Request to meet the Council to discuss proposals for Solar Farm with Battery Storage on land between the A11 and A14
22/00015/DEM	Demolition of seven pre-fabricated garages structures at site accessed between 59 and 61 Jenyns Close (Sanctuary)		No issues. Supported by the Police
21/01816/FUL	11 Bradfords Close Bottisham Cambridge CB25 9DW. Ground & 1 st floor extension, garage relocation		No issues.

Footnote: No further progress to report on the Millworks application or Bell Rd Reserved Matters

JJW: 01.02.22

BOTTISHAM PARISH COUNCIL: 7 FEBRUARY 2022

Item 7: ENVIRONMENTAL MATTERS

Tree Works in the Cemetery and Churchyard

Background: On 9 December, Cllrs O'Dell, van Someren and myself met with Mr Michael Downs from Eastern Tree Surgery to seek advice on the state of the trees for which the Parish Council is responsible. The key areas discussed were the identification of any work urgently required to minimize risks to the public and property followed by consideration of formulating a planned maintenance plan to facilitate budgeting over a three year period.

Issues: Mr Downs identified 4 trees within the cemetery and a further 4 in the Churchyard which require work imminently to remove deadwood which might otherwise fall in an uncontrolled way. The quotation for undertaking this work is £1265+VAT. He advised that the chestnut tree situated close to garages in Vineyard Close is not in need of pruning – to intervene unnecessarily would likely promote stronger growth and require further maintenance.

Turning to the longer term maintenance and prevention plan, the major issue arising is that it is difficult to assess the lime trees along the back of the cemetery bordering the footpath because of substantial basal growth which has occurred over a number of years. This prevents an effective inspection of the trunks of the trees where early signs of disease might be identified. He explained that a substantial portion of what appears to be hedge is in fact lateral outgrowth from the trees. Once the basal growth is removed, large gaps would be made in what is currently a dense boundary between the cemetery and the footpath. Although there may be some lateral spread from the hedge if the growth from the trees is regularly cutback, this would be very slow and would remain incomplete because of the shade from the trees. It may be possible to install a wire fence of the type already in place along part of the footpath. It is important to bear in mind that some of the more recent burials lie along the line of this hedge: there may be concern from relatives and others if there is not a clear boundary between the cemetery and the footpath.

Once the basal growth has been cleared it would be possible to make a proper assessment of the trees in this location which lie closest to residential dwellings.

Eastern Tree Surgery have quoted £799.31 plus VAT to undertake an onsite inspection of the trees, preparation of an arboricultural report, and a digital OS map showing the individual trees. This would enable the Parish Council to establish a three year plan for maintenance of the trees and budget accordingly.

Recommendations: The Parish Council is recommended to:

- Approve the work advised by Eastern Tree Surgery to remove dead work from identified trees in the cemetery and churchyard
- Note that the Clerk is writing to the Archdeacon of Cambridge to check whether there are any additional permissions required in respect of trees in the churchyard
- Advise its response to the recommendation to remove basal growth from the lime trees bordering the path to the cemetery and whether a replacement fence should be installed
- Commission an arboricultural survey from Eastern Tree Surgery as set out in their quotation dated 14 December 2021

Replacement of streetlight/removal of derelict garages in lane joining Jenyns Close to the High Street

The Clerk has been in contact with Sanctuary Housing concerning the derelict garages and has also sought clarification of whether the streetlight stands on land belonging to Sanctuary. The officer confirmed that she is recommending that the garages be demolished as none is in use. This process will take a while as a number of stages are required, including notices being posted to warn previous tenants with possessions in the garages that they will be removed. My examination of maps showing cadastral parcels indicates that the streetlight does stand on Sanctuary land. I have asked for confirmation of this and also that the shrubs surrounding the light be removed. Once this has been done, a new streetlight can be installed. I suggest that it is not useful to seek a price from Balfour Beatty for the replacement light at this stage. We know the approximate cost from the recent work on other lights but would have to get a further quotation from them if the response from Sanctuary is delayed.

Jonathan Giles
Clerk
22 December 2021