

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 6 June 2022 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

Mr Martin Beaver, General Manager, Anglesey Abbey, will be speaking to the Council before the formal business of the meeting begins

1. APOLOGIES FOR ABSENCE
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. APPROVAL OF MINUTES OF 3 May 2022 – Attachment 1
4. MATTERS ARISING FROM MAY MEETING

ACTION LIST: MAY

Minute	Action	By whom
7c	Check with the Cresset Editor whether the advert for new Councillors can be placed on the inside cover of the June issue in landscape format	The Clerk
7d	Draft response to consultation on 6 Oaks Solar Energy Park	Cllr Wilson
7e	Pursue Jenyns Close light replacement with Balfour Beatty and seek a quotation to replace the newly failed light in the lane by Queen's Ct	The Clerk
7f	Discuss with Eastern Tree Surgery whether an alternative approach to removing the basal growth on Cemetery trees may be possible at lower cost	The Clerk

9	Read and provide comments to the Planning Working Group on the “single issue review” of the ECDC Local Plan by 28 May	All Cllrs
10a	Seek a Zoom meeting between the Chair of the PC and the Community Safety Partnership to agree the format of the proposed Anti-Social Behaviour mini Forum	The Clerk
10b	Review the draft letter on the Play Area to Ancient Meadows residents Confirm the date of a meeting to which the residents will be invited	Cllr Cundell Working Group members
11	Establish Working Group for Neighbourhood Plan	Cllrs Ogborn, Wilson
14	Liaise with CAPALC to begin the PWLB loan application for the new Cemetery	The Clerk
15	Seek permission from Highways to plant a Prunus Kanzan “Royal Burgundy” tree in the outside 76-78 High Street and order the tree once permission is received	The Clerk

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

6. CHAIR’S REPORT

- a. Update on proposal for Anti-Social Behaviour Community Forum by ECDC

7. APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2021-22

8. APPROVAL OF ACCOUNTING STATEMENTS 2021-22

9. PLANNING –

- a) Notifications of application received – None

- b) Planning Applications Approved –
22/00366/FUL – 10 Maple Close CB25 9BQ
Proposed 1st floor side extension

22/00270/CLE – Storage Yard, Parsonage Fm, Newmarket Road
Open storage of timber and wood products

- c) Planning Application Refused –
21/01703/FUL – Site S of 2 Parsonage Barns, Bottisham
Erection of storage building, outdoor covered storage area, extension to form staff welfare facilities and associated infrastructure

10. ENVIRONMENT:

- a) Update from Cllrs on areas of responsibility
- b) CCC Transport Strategy – Key Stakeholder Engagement 9 May to 19 June (see attachment 2)

11. FINANCE

- a) To approve payment of outstanding accounts

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	762.26
I Swift – Litter picking (5 weeks)	70.00
K Levitt – Litter picking (5 weeks)	70.00
Haven Power – Streetlights (paid by DD)	48.03
Eastern Tree Surgery – Removal of basal growth from Cemetery Lime tree	265.00+VAT
Mrs S Brown – expenses for ECDC Conference (pd)	15.30
Navigate Planning – Cemetery Planning consultancy (Paid 19.5.22 on instruction of Cllrs Ogborn & Wilson)	1,888.80+VAT
EAS transport Planning Ltd – New cemetery consultancy	1,130.03+VAT
East Cambs Trading Co – Grasscutting and maintenance	437.26+VAT
MKA Ecology Ltd – New Cemetery appraisal	930.00+VAT
Print a Banner – Jubilee	21.77+VAT

12. NEW CEMETERY WORKING PARTY – update

13. PLAY AREA UPDATE

14. COPSE IN A BOX
Cllr van Someren

15. CORRESPONDENCE RECEIVED

- CCC- Notification of village grasscutting grant for 2022 - £1123.21
- Arthur Rank Hospice – Notice of “Arthur’s Shed” reopening
- Lucy Frazer – Invitation to the Council to visit the Houses of Parliament
- Gtr Cambridge Partnership – New Road classification for Cambridge
- Cambridgeshire ACRE – Invitation to Seminar on affordable homes 6.7.22

16. DATE OF NEXT MEETING

The next meeting will be Monday 4 July 2022, 7.45pm.

Jonathan Giles

Jonathan Giles
Parish Clerk

FURTHER MEETING DATES

Monday 5 September, Monday 3 October, Monday 7 November, Monday 5 December

BOTTISHAM PARISH COUNCIL

Minutes of meeting Tuesday 3 May at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

PRESENT:

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

C/Cllr Sharp;

APOLOGIES:

Cllrs Ogborn, Buchanan, di Lorenzo, Marsh, D/Cllrs Cane & Trapp

PUBLIC SESSION: The Clerk advised that he had received an email from Lynda Morgan regarding the proposal to seek a 30 minute time limit on the laybys outside the shops. As her business is hairdressing, the majority of her customers stay for more than 30 minutes with some there as much as 4 hours. She queried whether permits might be made available for her customers.

1 ELECTION OF CHAIR: Cllr Wilson indicated that, although unable to attend this meeting, Cllr Ogborn had indicated his willingness to stand as Chair for a further year. He proposed that Cllr Ogborn be elected which was seconded by Cllr van Someren and agreed unanimously.

2 ELECTION OF VICE-CHAIR: Cllr Wilson indicated his willingness to stand for this role. Cllr Cundell proposed, and Cllr Winkcup seconded the motion that Cllr Wilson be elected which was agreed unanimously.

3 ELECTION TO FINANCE COMMITTEE: Cllr Wilson proposed that the current members of this committee (Cllrs Ogborn, Wilson and Winkcup) continue in the role for a further year which was agreed unanimously.

4 ELECTION OF REPRESENTATIVES TO EXTERNAL BODIES

- a) **Bottisham Local Charities:** Cllr Winkcup indicated willingness to continue as representative and was proposed by Cllr Wilson and seconded by Cllr O'Dell. This was agreed unanimously
- b) **Bowling Club:** The meeting unanimously agreed that Cllr Buchanan should remain in this role if she is willing to continue

- c) **AtoB1102 Group:** Cllr O'Dell indicated his willingness to continue as representative to this role which was agreed unanimously

5 DECLARATIONS OF INTEREST: None

6 MINUTES OF MEETING 4 APRIL 2022: Approval of the minutes was proposed by Cllr Cundell, seconded by Cllr van Someren and agreed unanimously.

7 MATTERS ARISING:

- a) **Highways maintenance plan for drains and gullies:** Bob Rossiter from Highways had confirmed to Cllr Winkcup that a blockage had been identified in the High Street on which work will be undertaken by the end of June. It is difficult to estimate how long the work will take but it may be a couple of weeks with temporary traffic lights in operation. Cllr Cundell pointed out that there are also problems with drains outside 48-52 High Street which also need attention
- b) **Trial Council Facebook page:** Cllr Cundell confirmed that the page is now live and she will be supported in its maintenance by Debbie Wilson for which the Council expressed its gratitude. She explained that the purpose of the page is to inform rather than be a debating forum so the comments facility is locked down. She noted that there had been significant interest in the item on the Retirement Village appeal (185 readers). Cllr Wilson thanked Cllr Cundell on behalf of the Council.
- c) **Flyer to recruit new Council members:** The meeting thanked Cllr Cundell for developing the design for the flyer. It was considered impractical to undertake door to door delivery if the flyers though it could be possible for printed copies to be placed in the Co-op, Sports & Social Club and the Library. If so, a print run would need to be determined. It was concluded that the most effective route to ensuring it goes to all households would be to place it in a prominent position in the Cresset as well as placing it on the website and PC Facebook page.
ACTION: The Clerk to check with the Cresset Editor whether it can be placed on the inside cover of the June issue in landscape format
- d) **Response to consultation on 6 Oaks Solar Energy Park:** Cllr Wilson agreed to draft comments reflecting concerns about the loss of agricultural land, potential expansion of the park over a wider area and the land not being returned to agricultural use after 40 years. He will also reflect the view that such a development is supported by a number of Councillors as an appropriate local response to the pressing need to reduce dependence on fossil fuels in the immediate future
ACTION: Cllr Wilson
- e) **Streetlights:** The Clerk reported that despite several calls, Balfour Beatty have not responded to queries about the replacement of the Jenyns Close light and subsequently a further light has failed on the lane linking the High Street to Downing Close.
ACTION: The Clerk to pursue with Balfour Beatty and seek a quotation to replace the newly failed light

f) **Removal of basal growth from Cemetery Lime Trees:** A quotation for this work has been received which is considerably higher than expected. There is indication from Eastern Tree Surgery that an alternative approach may be possible at lower cost.
ACTION: The Clerk will discuss with Eastern Tree Surgery and if the cost remains high seek an alternative quotation

g) **Proposed waiting limit in the laybys at the Triangle:** Cllr Cundell reported that the Police will send a note of support for the proposal understanding that they would be involved in enforcement from time to time

8 COUNTY COUNCIL REPORT: C/Cllr Sharp reported that the only recent meeting had been of the Highways and Transport Committee. He noted that 4 villages within his ward had been successful in their Local Highways Initiative bid and that the next of bids will be invited in October. He noted concern that a number of previously approved schemes had not been implemented but advised the team was operating with a 60% vacancy level. He commented that by implementing the full permissible increase in Council Tax, the County now has £58m in reserves which the Conservative group feel is more than is required.

9 DISTRICT COUNCIL REPORT: As neither Councillor was able to attend, Cllr Wilson drew attention to the written report and in particular to the “single issue review” of the Local Plan.

ACTION: All members are asked to read through the review document and advise the Planning Group (via Cllr Wilson) of any comments by 28 May so that the Council’s view can be determined at the June meeting

10 CHAIR’S REPORT: Cllr Wilson drew attention to three issues:

a) **Anti-Social Behaviour Mini-Forum:** The Council has received a proposal from the Community Safety Partnership in ECDC, who have been liaising with the Police about recent issues in the village, that a forum be set up towards the end of June. This would bring together agencies involved with the issue: ECDC youth champion and Community Safety Partnership representatives, the County Council youth service and drugs and alcohol worker, BVC, Police, Housing and the Parish Council. The PC was very supportive of the proposal but seeks a brief Zoom meeting to discuss the format of the meeting.

ACTION: The Clerk to seek a meeting between the Chair of the PC and the Community Safety Partnership to agree the format of the meeting

b) **Play Area – Ancient Meadows consultation:** Cllr Cundell agreed to review the draft letter and the Working Group will then confirm the date of a meeting to which the residents will be invited

ACTION: Cllr Cundell and Working Group members

c) **Annual Parish Meeting:** Cllr Ogborn has asked for volunteers for the “tables” for the informal session of the meeting.

ACTION: Cllr Wilson will sit on the Planning Table and ask Cllr Buchanan to join him Cllr O’Dell will sit on the Environment table if work commitments allow and the Clerk will ask Cllr Marsh if she can join that table

Cllr Ogborn, Mrs Brown and Mr Jolley will sit on the New Cemetery Table

11 PLANNING:

a) **New application:**

22/00153/FUL – Dunkeld, 70 Tunbridge Lane CB25 9DU

Conversion of existing garage into granny annexe – amended application

The Council had no concerns with this application

b) Planning Applications Approved –

22/00276/FUL – 2 Spring Lane, CB25 9BL

Construction of 1st floor side extension and garage conversion into granny annex

c) Planning Appeal –

20/00296/OUM – Land to rear of 163 to 187 High Street

Development of Retirement Care Village

Cllr Wilson outlined the outcome of the review as follows:

The Appeal was dismissed primarily on the grounds of protection of the Green Belt. The Inspector felt that this would create harm that would be permanent. He also stressed that only 3% of the ECDC land was in the Green Belt, all concentrated within 3 villages; this compares with 25% of land in the SCDC area within the Green Belt. There would be a significant effect on the visual openness of the site, coupled with encroachment into the countryside.

The evidence of the Bottisham Medical Practice carried less weight although the Inspector accepted that patient numbers would increase as a result of the RV proposal, creating pressure on the BMP. He did not dismiss their arguments but afforded limited weight to them.

ECDC's Local Plan of 2015 was accepted as being still current. The RV plan conflicts with policies GROWTH2 (which identifies Ely, Littleport & Soham as the principal areas for development) as well as policies ENV1, ENV2, ENV10 and HOU6. However, the Inspector strongly emphasised ECDC's failure to allocate land for elderly retirement housing with care, as well as their under-performance in delivering sufficient affordable housing.

He seemed to accept that the Alternative Site Assessment had been produced retrospectively. However, he felt that was acceptable but the filters used were too restrictive (i.e. only 4 out of 285 potential sites fulfilled the criteria) resulting in a less-than-robust ASA. The Inspector stressed the need to consider urban and brownfield sites as opposed to Green Belt, as the need to build on the GB had not been demonstrated.

Other factors were considered but carried less weight than the Green Belt argument. These included the harm to the Conservation Area, the landscape effect, the effect on Heritage assets, the increase in vehicle movements, parking and pollution, highway safety, the proximity of the Primary School and the outstanding approved plan for 50 affordable houses in the Bell Rd/Ox Meadow development. These were taken into account but not given substantial weight.

At this point Cllr Wilson suspended Standing Orders to enable Mr Jolley to outline the benefit to the Council of developing a Neighbourhood Plan. Mr Jolley began by explaining that the policies included within the Local Plan for each village might not carry sufficient weight if, overall, the Local Plan is deemed insufficient. The Appeal has shown that Green Belt designation does not provide total protection if an applicant can demonstrate "very special circumstances" because no other site can be identified for the provision of a retirement care village in the District Council area. A Neighbourhood Plan carries more weight because it is required to be developed by the community, and not just the Parish Council. Once drafted, there must be wide consultation followed by a referendum to confirm its adoption. A number of Neighbourhood Plans have been developed locally and their diversity illustrates the way in which this process can support

the key issues identified by the community without having to cover every aspect. For example key issues for Bottisham might be sustainable development and the protection of green space.

The process attracts grants to bring in the required expertise to support the community in developing the plan – ACRE, of which the Parish Council is a member offers consultancy to rural communities through this process.

Cllr Wilson thanked Mr Jolley for the presentation and for his informative article in the Cresset. He resumed the meeting under Standing Orders and proposed that the Parish Council set up a working group, representative of the wider village community to examine the feasibility of developing a Bottisham Neighbourhood Plan. This was seconded by Cllr Winkcup and approved unanimously.

ACTION: Cllrs Ogborn and Wilson to agree on how to set up a Neighbourhood Plan Working Group to encompass Councillors and a broad spectrum of viewpoints from local residents – details to be presented at the Annual Parish Meeting

12 ENVIRONMENT: The issue of flooding within the village was dealt with under matters arising. The Clerk drew attention to the Key Stakeholder Engagement from 9 May to 19 June on the Cambridgeshire County Council Transport Strategy. A key element of this is “active transport” – ie walking and cycling

13 RISK REGISTER: Cllr Wilson confirmed that all Councillors had reviewed the Register.

It was proposed by Cllr Wilson and seconded by Cllr Winkcup that the risks were appropriately identified and mitigated so that the Register could be readopted without amendment for the coming year. This was agreed unanimously.

14 FINANCE:

- a) **Asset Register:** The Asset Register had been reviewed by the Finance Working Group. The main amendment was to include the section of the Bowling Green adjoining the Cemetery which is leased to the Bowling Club. Some insurance values were increased to take account of higher replacement costs.
- b) **Sessional Rate for Litter Pickers:** It was proposed by the Finance Working Group that the sessional rate for litter pickers be increased from £13.12 to £14 per week. It was proposed by Cllr Winkcup and seconded by Cllr Cundell that these two items be approved by the Council. This was agreed unanimously
- c) **Payments:** It was proposed by Cllr Wilson and seconded by Cllr Winkcup that the following payments be agreed:

	£
Jonathan Giles – Salary, Pension, PAYE and NI	762.26
I Swift – Litter picking (4 weeks)	56.00
K Levitt – Litter picking (4 weeks)	56.00
Haven Power – Streetlights Jan-Feb (paid by DD)	49.59
Wave- Churchyard Water	13.30
SWARCO – Speed indicator maintenance contract	1645.28+VAT
EAS Transport Planning – Flood risk assessment	1612.00+VAT

14 NEW CEMETERY WORKING GROUP UPDATE: A recent meeting of the Working Group had agreed that the entrance to the new cemetery could be moved a small

distance to the north to avoid a main sewer inspection hole. Nearly all supporting information is now in place so that the application should be submitted to ECDC by the end of the month. The Clerk is making enquiries of CAPALC who act agent for parish council applications to the Public Works Loan Board.

ACTION: The Clerk to liaise with CAPALC to begin the loan application process

15 THE QUEEN'S PLATINUM JUBILEE: Cllr Cundell reported that she is meeting with members of the Parochial Church Council to discuss arrangements for the two events they are arranging – an exhibition of photos covering the 70 years of the Queen's reign and a garden party at the Vicarage.

After consideration of the research carried out by Cllr Cundell it was decided that the Parish Council would purchase a Prunus Kanzan "Royal Burgundy" to mark the Jubilee. At maturity, the tree would be 5 metres high with a spread of 3 metres. It was proposed that, subject to permission from Highways and with an undertaking that the Parish Council would maintain it, the tree be planted on the grassed area in front on the workshop of 76-78 High Street.

It was proposed by Cllr Winkcup and seconded by Cllr O'Dell that £70 be allocated for the purchase of the tree, £50 be donated to Anglesey Abbey for saplings as part of the Jubilee tree planting project and that £200 be made available for costs of decorating the village for the Jubilee weekend.

ACTION: The Clerk to seek permission from Highways to plant the tree in the identified location and order the tree once permission is received

