

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 4 July 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

Public session:

Closed session: Questions to potential co-optees from the Council

1. APOLOGIES FOR ABSENCE
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. CO-OPTION OF COUNCILLORS - Ballot
4. APPROVAL OF MINUTES OF 6 June 2022 – Attachment 1
5. MATTERS ARISING FROM JUNE MEETING

ACTION LIST: JUNE

Minute	Action	By whom
Public session	Send details of the AtoB1102 Group to Mr Beaver and also confirm the link in the Trust for the Queen's Green Canopy to Cllr Cundell	Cllr Ogborn
18b	Send copy of response to the consultation on 6 Oaks Solar Energy Park to Lucy Frazer, MP:	Cllr Wilson
18d	Liaise with Eastern Tree Surgery about risk assessment of the Cemetery Lime Trees following removal of basal growth on the test tree	Clerk
18e	Respond to ECDC re the single issue review of the Local Plan	Cllr Wilson/Clerk

23	Publish AGAR and notice of Public Rights to examine accounts	Clerk
25	Seek quotations to repair Churchyard the path and make it safe	Clerk
28	Implement consultation programme with Ancient Meadows residents and follow up	Play Area Working Group
30	Respond to invitation from Lucy Frazer, MP and ask whether the visit could be arranged in October/November	Clerk

6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

7. CHAIR'S REPORT

8. ENVIRONMENT:

- a) Report from Sarah Brown on ECDC Climate Conference (see attachment 2)
- b) Update from CILrs on areas of responsibility
- c) Update on removal of basal growth from Cemetery Trees
- d) Update on Churchyard issues: Path surface/floodlighting/Churchyard Conservation Award (see attachment 3)

9. PLANNING –

- a) Notifications of application received –

22/00672/FUL – 18 Lode Rd, CB25 9DJ

Construction of two masts and two antennae for amateur radio (part retrospective)

22/00703/FUM – Land northwest of Village College, Lode Rd

Change of use of agricultural land to cemetery, reprofiling of the land to create a burial platform, creation of pedestrian and vehicular access, car park, access paths, maintenance yard, storage area, hand pump and associated infrastructure

- b) Planning Applications Approved –

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

Conversion of existing garage into granny annexe

- c) Planning Application Refused –
None

- d) Neighbourhood Plan update

10. FINANCE

a) To approve payment of outstanding accounts

	£
Items for approval	
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 (paid by DD)	tbc
Eastern Tree Surgery – Removal of basal growth from Cemetery Lime tree	345.00+VAT
Planning Portal – Cemetery Planning App’n Fee – Authorized for payment by Cllr Ogborn	1046.20
Wilko – Bus Shelter paint (reimburse Cllr Winkcup)	12.00
Fairhaven Estates Compensation Fee new Cemetery Site	3123.75
MKA Ecology – New Cemetery Biodiversity Assessment	900.00+VAT
TGMS – New Cemetery design	1875.00+VAT
Wave – Cemetery Water	12.13
EAS Transport Planning – New Cemetery	1530.00+VAT

11. NEW CEMETERY WORKING PARTY – update

12. PLAY AREA UPDATE

13. ANTI-SOCIAL BEHAVIOUR MINI-FORUM – update

14. COPSE IN A BOX - update
Cllr van Someren

15. CORRESPONDENCE RECEIVED

- CAPALC – Invitation to free Carbon Literacy Training
- Cambridge Maths School – consultation on proposal for new 6th form college
- ECDC – Request for update following publication of Youth Strategy in 2021

16. DATE OF NEXT MEETING

The next meeting will be Monday 5 September 2022, 7.45pm.

17. MOTION TO EXCLUDE THE PUBLIC: Confidential items

Jonathan Giles

Jonathan Giles
Parish Clerk

FURTHER MEETING DATES

Monday 3 October, Monday 7 November, Monday 5 December

BOTTISHAM PARISH COUNCIL

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

PRESENT:

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

APOLOGIES:

Cllrs Marsh, Winkcup; D/Cllrs Cane & Trapp

PUBLIC SESSION: Cllr Ogborn welcomed Mr Martin Beaver, General Manager of Anglesey Abbey to the meeting. Mr Beaver explained that he had been appointed to the role in August 2021 having been Director of Sport at Anglia Ruskin University for the previous 8 years. Although there have been no formal lockdowns since his arrival, the period has been affected by the substantial reduction in staffing that had been implemented at the beginning of the Covid lockdown. The numbers of visitors are gradually returning to pre-Covid levels with matching recruitment of staff.

Mr Beaver said that the Abbey team are focused on “experience design” (or master planning) to ensure that visitors gain as much as possible from their visit. The site as currently designed assumes annual visitor numbers of 190,000 whereas the numbers had increased to around 400,000 prior to lockdown. Going forward, these numbers may increase up to 600,000, so both short and long term planning are focused on managing these numbers. One learning point from the Covid period has been that pre-booking can both manage the numbers on site at any one time and ensure a better experience from a visit. Another key factor is that visitors vary widely, with families being an increasing proportion of the total number – this means ensuring that the site offers a good experience for children and young people.

The Abbey has been designated one of 28 “Treasure Houses” within the Trust because of the importance of its collection. The focus is therefore to display this as attractively and engagingly as possible to create a “world class” experience.

Mr Beaver stressed the importance of the relationship with neighbouring villages and in particular the joint work to develop the new cemetery in Bottisham.

Responding, Cllr Buchanan commented on the benefit to the Village College from its engagement with the Abbey. In response to a question about the accessibility of the site to dog owners, Mr Beaver said the Trust is exploring how some of the land outside the pay barriers can be integrated into the site for the benefit of visitors, including those bringing dogs. Cllr O'Dell asked how the Trust was working to manage congestion given the increased number of visitors. He commended the work of the AtoB1102 Group and Mr Beaver indicated interest in linking with them. Cllr Cundell said that she had sought to communicate with Anglesey Abbey in relation to the Queen's Jubilee Green Canopy, but had had no reply.

Cllr Ogborn thanked Mr Beaver for coming to the meeting and looked forward to further working together in the future.

ACTION: Cllr Ogborn will send details of the AtoB1102 Group to Mr Beaver and also confirm the link in the Trust for the Queen's Green Canopy to Cllr Cundell

16. MEMBERS DECLARATION OF INTERESTS: None

17. MINUTES OF THE MEETING 3 MAY 2022: It was proposed by Cllr Wilson and seconded by Cllr van Someren that the minutes be approved. This was agreed unanimously.

18. MATTERS ARISING:

- a) **Cresset Advert for new Councillors:** The Clerk explained that the inside cover had not been available for the advert in June so this appears in the body of the magazine. It will however appear in the inside cover of the July edition
- b) **Draft response to the consultation on 6 Oaks Solar Energy Park:** Cllr Wilson read out the response he had circulated and it was agreed that this should be sent to Lucy Frazer, MP who had requested feedback

ACTION: Cllr Wilson to send note to Lucy Frazer

- c) **Replacement of light on path linking Jenyns Close with Lode Road:** This is on hold pending clarity about plans for this area
- d) **Liaise with Eastern Tree Surgery about removal of basal growth at lower cost than their quotation:** The Clerk advised that, after discussion with Mr Downs and subsequently with Cllrs Ogborn and Wilson, it had been agreed to proceed with the removal basal growth to one tree only at this stage. The tree selected was both the largest and the one closest to neighbouring buildings. The work has been done and we await a report on whether any issues were identified with the tree as a result. If there are none, a risk assessment can be undertaken to determine whether it is necessary to carry out the operation with the other trees.

ACTION: Clerk to liaise with Eastern Tree Surgery about risk assessment

- e) **ECDC Single Issue Review of Local Plan:** Cllr Wilson advised that the proposed plan will increase the target for new housing to 11,197 by 2031. It was confirmed that the District Council has taken advice to confirm that this is compliant with legislative requirements. Cllr Buchanan suggested that, while we may not be required to comment, it would be important to let the Council know that it had been considered by the Parish Council. It was proposed by Cllr Cundell and seconded by Cllr Buchanan that the Parish Council respond to the consultation by indicating that it has been considered and that the Parish Council has no comments to make. This was agreed unanimously.

ACTION: Cllr Wilson/Clerk to respond to ECDC re the single issue review

- f) **Anti-Social Behaviour Mini-Forum:** Cllr Ogborn advised that, after discussion with the officer from ECDC, it was agreed that this should be planned for the beginning of 2023. He was awaiting contact from Haddenham Parish Council on their experience of a similar project.
- g) **Establish Working Group for Neighbourhood Plan:** Cllr Wilson advised that, as Bottisham had been identified as a Neighbourhood Plan area in 2016, we can

proceed to develop a plan as there have been no boundary changes in the interim. He confirmed that 8 local residents had expressed interest in joining the Working Group with a further 2 considering joining. Involvement from the Parish Council would be led by himself and Cllr Ogborn with involvement from Cllr Winkcup and from Cllrs Buchanan and Cundell over the history section and design/layout respectively.

- h) Application to Public Works Loan Board for the New cemetery:** The Clerk confirmed that contact had been made with CAPALC who have to support any application made to the PWLB. As the costs of servicing the loan should be manageable within the current precept level there would not be a requirement to hold a referendum before submitting the loan application
- i) Seek permission from Highways for the proposed Jubilee tree:** The Clerk confirmed that permission had been sought from the Bob Rossiter, the local highways officer, but no reply had been received to date.

19. DISTRICT COUNCIL REPORT: Cllr Cane had sent apologies due to sickness but advised that there were continuing issues with waste collection, although most of the issues had been managed by staff working across the bank holiday. The issue is on the agenda of the next Operations Committee.

20. COUNTY COUNCIL REPORT: C/Cllr Sharp noted that he was on the Community Safety Partnership representative for East Cambridgeshire. Regarding Neighbourhood Planning, he pointed out that a number of villages with East Cambs, including Cheveley, had completed plans recently which could inform the process for Bottisham.

Regarding the proposal for reclassification of roads in Cambridge, he commented on the problems that this may cause as traffic is displaced onto other routes. He is concerned about the impact on those who have to travel into Cambridge for work and for whom no public transport alternative is available. Cllr O'Dell commented that Daniel Zeichner is similarly concerned that effective public transport is in place before any reclassification of roads is implemented. C/Cllr Sharp said public meetings are taking place on 4 July in person and 15 & 29 July on Zoom. He is still awaiting information about the Eastern Access proposals from the Greater Cambridge Partnership.

21. CHAIR'S REPORT: Cllr Ogborn expressed thanks on behalf of the Parish Council to the Rev'd Sue Giles, Dr Stuart Field the Churchwarden, and the whole team involved in organising the exhibition in the Church and the Tea Party as the focus of the Jubilee celebration in the village. The event had brought a large number of people of all ages together in a very enjoyable way. Responding on behalf of the Parochial Church Council, Dr Field said that 200 people had attended the garden party and raised £880 which is to be shared between the Church and the Queen's Green Canopy. He also offered thanks for the financial contribution from the Parish Council towards the cost of the village celebrations.

Cllr Ogborn thanked members of the Parish Council who had been involved in the Annual Parish Meeting last month. The address from Mrs Rankine, Principal of Bottisham and Sgt Lupton-Pike was welcomed as demonstrating a wide understanding of the issues of anti-social behaviour and the commitment to working together to find solutions.

22. APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2021-22: The Clerk confirmed that the internal auditor had undertaken a comprehensive examination, the full report for which has been seen by the members of the Finance Working Group. The Council considered the statements on the Governance return and determined that all applicable requirements were met. Cllr Cundell proposed and Cllr van Someren seconded the motion that the statement be approved. It was then signed by the Cllr Ogborn and the Clerk.

23. APPROVAL OF ACCOUNTING STATEMENTS 2021-22: The Council considered the accounting statements and noted the one area where an explanation of variance was required which is the level of reserve held by the Council. The reason for the high reserve is the financial provision for the preparation of the planning application and purchase of land for the new cemetery. Approval of the Accounting Statements was proposed by Cllr O'Dell, seconded by Cllr van Someren and agreed unanimously.

ACTION: Clerk to publish AGAR and notice of Public Rights to examine accounts

24. PLANNING:

22/00299/FUL – 9 Arber Close, CB25 9DR- Application for extension

Cllr Wilson proposed the following response which was agreed by the Council:

“Bottisham Parish Council has examined the above plans and confirms that it is in full support of the proposals. We understand that the immediate neighbours have been advised both in written and verbal form and that no objections have been raised.

“Overall, the application is to convert the garage into living accommodation with an extension at the rear, and to provide additional bedrooms on the upper floor. From the plans, we note that the footprint of the proposed alterations is smaller on the north-eastern side than the current structure to allow a side pathway.

“While we appreciate that it is not a planning issue, the extra bedrooms are a key issue for the applicants as this will allow accommodation for children that they will be fostering. As this facility is much needed within the District and County, this application has our full support and we hope it will be approved by ECDC.

“If the Officer is minded to refuse this application, the Parish Council requests that the application is referred to the Planning Committee for decision.”

21/00984/RMM – Land off Bell Rd – Development of 50 Dwellings

The Council noted that despite the truncated deadline for its own comments the application has still to be determined by ECDC

The Council noted the following recent decisions by ECDC:

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

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

25. ENVIRONMENT: The Clerk advised that the cost of running the church floodlighting, for which the PC pays, has increased considerably and the Council may wish to consider measures to reduce the cost. Cllr Ogborn had researched the possibility of replacing the sodium lights with LEDS some years ago and, at the time, the capital cost was considered too great. The Clerk reported that he had raised the issue with Cllr Winkcup who was going to liaise with Mike Young.

A couple of residents have raised concern about the damaged surface to the churchyard path which falls to the Parish Council as it maintains the churchyard.

ACTION: The Clerk will seek quotations to repair the path and make it safe

26. FINANCE: It was proposed by Cllr Buchanan, seconded by Cllr di Lorenzo and unanimously agreed that the following payments be approved with the exception of the invoice for £900+VAT to MKA Ecology which is to be paid once the Biodiversity Net Gain Report has been received:

£

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
MKA Ecology – Biodiversity Net Gain Assessment	900.00+VAT
TEEC Ltd – Website and email hosting	240.00+VAT
Tesco (via Clerk) – Printer ink	24.17+VAT
Simpsons Nursery) via Mrs S Brown – Plants	15.00
Mijan Ltd – Internal Audit Fee	75.00

27. NEW CEMETERY WORKING PARTY UPDATE: Cllr Ogborn advised that the final document required for the submission of the planning application is the Biodiversity Net Gain Assessment referred to above. This has been delayed, so that it can take into account the minor revision to the location of the entrance to the Cemetery. It is expected that the planning application will be submitted shortly.

28. PLAY AREA WORKING GROUP UPDATE: Cllr Ogborn thanked Cllr Cundell for her revisions to the letter to go to residents of Ancient Meadows.

Cllr di Lorenzo indicated that, following the consultation, the Working Party would need to prepare a submission to the Assets Committee of ECDC to seek agreement for a lease of the land to Parish Council for the purpose of a Play Area. It was agreed that the question asking for the house number should be omitted, while the voluntary question about name and contact details should be retained.

The following timetable was agreed:

- Circulate consultation documents: w/b 27 June
- Consultation session for Ancient Meadows residents – 4-8pm (times tbc) 12 July
- Working Group to review responses – 18 July, 8pm
- Submit article for September Cresset – by 14 August

ACTION: Play Area Working Group to implement consultation and follow up

29. COPSE IN A BOX: Cllr van Someren outlined the offer and agreed to seek further information about the number and size of the plants that would be supplied, which he understands to be in September. There was discussion about where they might be planted given the lack of land owned by the Parish Council. There was strong support for liaising with the Village College to establish whether this might be a project it would benefit from.

30. CORRESPONDENCE: The Council noted the correspondence received. There was strong interest in the invitation from Lucy Frazer, MP, to visit the House of Commons.

ACTION: The Clerk to respond by asking whether such a visit could be arranged in October/November

31. DATE OF NEXT MEETING: Monday 4 July 2022 at 7.45 pm

ECDC Climate Conference: Report to PC from Sarah Brown

We are one of the highest per capita emitting districts in the country, reasons for which were use of peat containing land and high car usage among others. Energy inefficient homes was another reason and we have very poor tree cover 9th worst district!

Better news was that we generate more renewable energy than all other Cambridgeshire districts and our recycling rates are the highest in Cambs.

ECDC declared a climate emergency in 2019. Richard Kay suggested that parish councils can declare their own emergency too.

Parish councils can educate via basic reminders via Newsletters, websites or tweets for example.

He also suggests setting a policy, developing a climate action plan or using the neighbourhood plan by revising it for example.

Policy

Parish councils can develop a Climate action plan, setting targets and dates.

One example given was that of Burwell Parish Council's plan. Here is the link.

http://www.burwellparishcouncil.gov.uk/Climate_Change_Action_Plan_36718.aspx?Action=EditCompo&Id=100341

I will write more in due course, but it would be better to have the handouts really, to save me from repeating what is written there.

The morning was all about what was required, the afternoon focused on nature with further interesting speakers, including from the Nation Trust Wicken Fen vision,

Natural Cambridgeshire and Cambridge Nature network. One speaker talked about the work done by Cambridge past, present and future.

All the presentations made to the conference are available through this link:

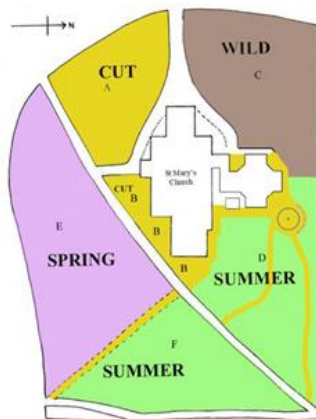
[East Cambs Parish Conferences | East Cambridgeshire District Council](#)

For the consideration of Bottisham Parish Council

Re-wilding the churchyard.

Since the 1930's, 97% of UK wildflower meadows have been lost; churchyards may contain some of the last remaining examples of once common grassland plants. To promote biodiversity, we would like to provide a range of habitats, as recommended by the Wildlife Trust's Cambridgeshire Churchyard Conservation Award Scheme. Diana Cook for CWLT has been out to help us identify areas of the churchyard which could be allowed to grow wild whilst still managing the churchyard.

Below is the plan from another Cambridgeshire churchyard. Swaffham Bulbeck churchyard has already achieved the bronze award and is working towards the silver. The parish council would be very welcome to visit SB to see how the churchyard looks when the grasses and wildflowers are allowed to grow.



We are proposing to develop a similar plan.

The requirement for wildlife is to have

- a) small areas left unmown for at least two years
- b) an area for summer wildflowers which is mown in April and then not mown until August when all the vegetation needs to be raked off and composted.
- c) Areas which are mown but with the mower blades set higher than they are at present, preferably with the grass cuttings removed.
- d) Eventually, in the long term, to develop a spring wildflower area which is left at the beginning of the year for blubs and other spring flowers and then can be mown with the rest of the cut areas as usual.

ECDC currently do this in Swaffham Bulbeck and if it is the same mowing team they will already have an understanding of the regime. The areas of the churchyard would be marked out with discrete fencing and signage so that the mowers and the public are aware of what is happening. The PCC would also write some articles for the Cresset. We would like to approach the mowing team to talk about this.

In partnership with Cambridgeshire wildlife trust this provides an opportunity to work with others in the village to promote wildlife and biodiversity and we would also hope to engage Bottisham Primary school and possibly the cubs and brownies in aspects of the scheme.

In addition to the grassland which is the major source of points for the awards we have already placed some water sources around the churchyard and are planning a permanent compost heap and a log pile.

We would propose to put up some signs to help people identify some of the different species of flowers and grasses which already exist, and I have taken some pictures which show what is already present although sadly they have all been mown off in the last grass cut.

We would like to involve the Parish Council in these discussions as the body responsible for the cutting and maintenance of the churchyard. The PCC hope that you would want to support the scheme which is also open to village graveyards. Our next meeting is on July 6th at 3pm in the churchyard and we would welcome involvement from the PC if anyone is available to join us.

With thanks.

Sue Giles

