

# 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 5 September 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:

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

### ACTION LIST: JULY

Minute	Action	By whom
37	Report back on Highways plans to improve safety on the A1303 in the vicinity of the Missing Sock	C/Cllr Sharp
39(d)	Consider quotations for repairing the Churchyard path; review proposal for invoicing floodlighting cost for the year 2020 together with sustainable management of floodlighting in future	Finance Committee
39(d)	Attend meeting to consider rewilding of the Churchyard	Cllr Ogborn
43	Ascertain availability of the BSASC Main Hall for the ASB Mini-forum on 8 March	Clerk
44	Publicise Copse in a Box Scheme through the Cresset and Facebook	Cllrs van Someren & Cundell

6. UPDATE ON COMPULSORY PURCHASE OF NEW CEMETERY SITE – Maggie Camp, ECDC

7. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

8. CHAIR’S REPORT

8. ENVIRONMENT:

- a) Report from Sarah Brown on ECDC Climate Conference (see attachment 2)
- b) Update from Cllrs on areas of responsibility
- c) Update on removal of basal growth from Cemetery Trees
- d) Update on Churchyard Conservation Award (see attachment 3)

9. PLANNING –

a) Notifications of application received –

**22/00835/FUL** – Northfield Farm, Lode Rd, CB25 9DN

Proposed replanning of internal space in existing office building

**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 -additional information received 11 July 2022

**22/00858/FUL**- 14 Beechwood Ave, CB25 9BE

Single storey extension and alterations

**22/00890/FUL** – 3 Lysander Close, CB25 9GH

Loft conversion including two front-facing dormers and rooflights to front and rear elevations

**22/00897/FUL** – Poplar Lodge, 141 High Street, CB25 9BB

Install seven solar panels to roof

**22/00907/FUL** – 20 Beechwood Ave, CB25 9BE

Two storey side extension with new pitched roof to garage

b) Planning Applications Approved –

**22/00229/FUL** – 9 Arber Close, CB25 9DR

Demolish existing garage and rear canopy, construction of single and two storey side extension

**22/00579/TRE** – Orchard House, 179 High Street, CB25 9BB

T1 & T2 – Sycamores: Reduce height and crown spread by 2-2.5m, raise canopy to clear wall by 2.5 and car port by 2m, prune to clear phone line by 1m

c) Planning Application Refused –

**22/00672/FUL** – 18 Lode Rd, CB25 9DJ

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

d) Neighbourhood Plan update

10. FINANCE

- a) To consider matters referred from the Finance Working Group – see attachment 5 (to follow)
- b) To approve payment of outstanding accounts

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	762.26
Stationery	41.00
I Swift – Litter picking (5 weeks)	70.00
K Levitt – Litter picking (5 weeks)	70.00
Haven Power – Streetlights (paid by DD)	49.59

11. NEW CEMETERY WORKING PARTY – update

12. PLAY AREA WORKING PARTY - update

13. ANTI-SOCIAL BEHAVIOUR MINI-FORUM – update

14. CORRESPONDENCE RECEIVED

- Anglian Water – Cambridge Waste Water Treatment Plant Relocation Project: updated plans following Phase 3 Consultation
- Cambridgeshire ACRE – Copy of information from ECDC regarding licensing of po-up trading from private land
- CWWTPRP – Community Working Group document 28 June 2022
- CAPALC – notification of annual conference – 9 September 2022
- CCC Education Capital Team – Confirmation that premises previously used by Saplings is being developed as a special education unit for the Primary School
- ECDC – Notice of Community Fund being open to applications for funding from 19 August to 30 September
- Michael Williamson, Internal Auditor: Notice of resignation as Auditor for PCs to follow other business interests
- SAAA – Option to opt out of the SAAA central external auditor appointment arrangements
- CCC- Energy Efficient Funding for Homes: Action on Energy Cambridgeshire
- Invitation to Cambridgeshire ACRE’s AGM 28 Sept 2022
- Anglian Water – Proposal for new reservoirs
- ECDC – Findings of Youth Survey
- ECDC – East Cambs Growth & Infrastructure Fund – applications close 7.10.22

15. DATE OF NEXT MEETING

The next meeting will be Monday 3 October 2022, 7.45pm.

*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 4 July at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

### PRESENT:

Cllr Ogborn - Chair; Cllrs Cundell, di Lorenzo, Marsh, van Someren, Winkcup;

Cllr Overton (from item 35)

C/Cllr Sharp; D/Cllr Trapp

### APOLOGIES:

Cllrs Buchanan, O'Dell, Wilson; D/Cllr Cane

32. **CLOSED SESSION:** discussion between potential co-optee and the Council following which Cllr Ogborn declared the meeting open in public session.
33. **MEMBERS DECLARATION OF INTERESTS:** Cllrs Ogborn and Marsh declared their friendship with Mr Overton prior to the ballot. Cllr Winkcup declared an interest in the Play Area as a resident of Ancient Meadows and took no part in the discussion on this item.
34. **BALLOT FOR CO-OPTION OF MR MARK OVERTON:** The Clerk collected the ballot papers and announced that the Council had unanimously voted to co-opt Mr Overton. He signed the Declaration of Acceptance of Office and took his seat on the Council.
35. **MINUTES OF MEETING 6 JUNE 2022:** It was proposed by Cllr Cundell and seconded by Cllr van Someren that the minutes be approved which was agreed unanimously by the Council.
36. **MATTERS ARISING FROM THE JUNE MEETING:**
  - a) **Gift of Trees to Anglesey Abbey to mark the Platinum Jubilee:** Cllr Cundell said that she is liaising with Mr Beaver to agree the type of tree and location in time for the planting season
  - b) **6 Oaks Solar Energy Park:** Cllr Wilson has sent the Council's comments to Lucy Frazer MP

- c) **Publish the Annual Governance and Accounting return on the website:** The Clerk confirmed that the documents have been published on the website and the submission has been sent to the external auditor
- d) **Invitation by Lucy Frazer to visit the House of Commons:** The Clerk had circulated the dates offered (17 October and 14 or 28 November).

**ACTION:** Cllrs wishing to join this visit are asked to confirm their availability to the Clerk by Friday 8 July

**37. COUNTY COUNCIL REPORT:** C/Cllr Sharp confirmed that the Greater Cambridge Partnership is consulting on the Cambridge Road Reclassification proposals. He is concerned that new restrictions on some roads would prevent buses from accessing the central area of the city. The proposals on the Cambridge Eastern access have still not been published following the earlier consultation. He said that Cambridgeshire County Council has a new plan for highways maintenance, including potholes, which was proposed for implementation without consultation with elected members or the Highways and Transport Committee. This has been challenged and a member briefing seminar is to take place imminently. A recent poll of local residents of the Mill Road area resulted in a marginal majority in favour of reclosure but C/Cllr Sharp expects that there will be exceptions, possibly for cycles, buses and taxis.

Cllr Ogborn asked what action Highways is planning following the three fatal accidents in the vicinity of the Missing Sock within the past 6 months. Cllr di Lorenzo recalled that the issue had been raised previously with C/Cllr Shuter. Cllr Cundell highlighted the high risk which arises from cycle speed trials which take place on the A1303. C/Cllr Sharp responded that the Cycle way was due for resurfacing next year which may encourage greater use of the path by cyclists; in the meantime he is seeking clarification from the Asst Director, Sue Proctor on the plans to improve safety on this stretch of road.

**ACTION:** C/Cllr Sharp will report back to the Council in October on this issue

**38. DISTRICT COUNCIL REPORT:** D/Cllr Trapp had submitted a report (see attachment 1). He drew attention to ECDC's Private Sector Housing Enforcement Policy noting that many tenants are unaware of their rights, and in particular, they cannot be evicted for raising a complaint against their landlord. Regarding the ongoing issues with waste collection, he advised that Street Scene is reviewing its management structure and seeking to improve staff morale. Cllr Marsh highlighted the problems that had arisen with black bags being left uncollected for long periods and suggested that black wheelie bins could reduce this problem.

Cllr Winkcup asked how the underspend of £2.367m at the year end in March had arisen. D/Cllr Trapp understands that this arose because of difficulty in filling staff vacancies rather than a deliberate policy of restricting budgets.

### **39. ENVIRONMENT:**

- **Report on ECDC Climate Conference:** Cllr Ogborn advised that Sarah Brown was called away at short notice and will give the report back in September.
- **Update on areas of responsibility:** Cllr Winkcup noted that that the road had been dug up on Tunbridge Lane and on Lode Road, opposite Bradfords Close. He believes this was in response to the drainage problems at this location but has had no

confirmation from Highways that the problem has been rectified. Cllr Cundell pointed out that the drains outside the Old Bakery and by 52 High Street remain blocked. This means that overflow from these drains is likely to flow towards Lode Road potentially undermining the benefit from repairs undertaken in Tunbridge Lane.

- **Removal of basal growth from cemetery trees:** The Clerk explained that the work now done on the largest tree bordering the Cemetery was relatively straightforward and would only cost £80+VAT. Mr Downs, from Eastern Tree Surgery, suggested that greater confidence that there is no disease present in any of the trees in that location would be achieved by removing the basal growth from one of the more densely affected trees at a cost of £265. The Clerk consulted with Cllr Ogborn who agreed that this should be authorised, as the total cost would be just £80 above the previously agreed figure of £265. Subject to no issue arising from this work, Mr Downs would then proceed to complete the tree survey as agreed earlier in the year.
- **Update on Churchyard issues:** The Clerk advised that two contractors have visited to assess the requirement for resurfacing the path alongside the North wall of the church up to the rear gate. The Parochial Church Council has been invoicing the Parish Council for the cost of running the floodlights two years in arrears on the basis that electricity was provided at the overnight rate. In practice the hours when the lights are on are charged at day rates and the Treasurer has sought agreement to issue an invoice for year 2020 reflecting this so that the recharge would be £1020. At the same time, the latest round of price increases has led the PCC to take the precautionary measure of turning off the floodlights, until measures for reducing the overall running cost have been considered by both Councils. An electrician is due to visit on 11 July. The Parish Council agreed that both these matters should be referred to the Finance Committee for decision if within the committee's delegated limit, or for advice to the September meeting of the Council if not.

**ACTION:** Finance Committee

The Clerk then outlined the proposal by the PCC for re-wilding the Churchyard in line with paper from the Vicar attached to this agenda. As the Parish Council is responsible for the maintenance of the churchyard this can only be undertaken with its agreement. Cllr Ogborn agreed to attend a meeting on 6 July to examine the proposals more fully.

**ACTION:** Cllr Ogborn to attend the meeting

#### **40. PLANNING:**

##### **a) Applications received:**

**22/00672/FUL – 18 Lode Road, CB25 9DJ**

##### **Construction of two mast and two antennae for amateur radio (part retrospective)**

The Clerk reported that Cllr Wilson had raised no issues with this application and it was clear from the planning portal that neighbours were supportive. The Council resolved to make no comment

**22/00703/FUM – Land north west of Village College, Lode Rd**

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

Cllr Ogborn advised that an issue had arisen in that we have now been advised by the tenant's agent that there needs to be a buffer 12m wide at the southern edge of the site, whereas the understanding up until now has been that it would be 6m wide. This will have a marginal impact on the total number of burials achievable on the site. Discussions are underway with the Council's Planning Consultant to make a minor amendment to the submitted application rather than a completely new submission. Some additional cost will be incurred in making the changes.

**b) Planning application approved:  
22/00153/FUL – Dunkeld, 70 Tunbridge Lane, CB25 9DU**

**Conversion of existing garage into granny annexe**

**c) Neighbourhood Plan update:**

The Council noted the update circulated by Cllr Wilson, which records that Richard Kay of ECDC confirms that Bottisham was "designated" for Neighbourhood Planning purposes in 2016: this will assist in securing grant funding for the development of the plan. The first meeting of the Working Party is planned to take place at the end of the summer holidays.

**41. FINANCE:**

The Clerk advised that invoices from the Planning Consultant, Navigate Planning and ECDC for printing costs associated with the Play Area consultation had been received subsequent to the publication of the agenda and are added to the list shown below. He further advised that we have been notified of a further invoice from Navigate Planning estimated at £1318 which will fall due before the Council meets again in September.

	<u>£</u>
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)	49.59
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
ECDC – Printing for Play Area Consultation	35.00+VAT
Navigate Planning – New Cemetery consultancy	895.54+VAT

It was proposed by Cllr Winkcup and seconded by Cllr van Someren that

- a) The above items be approved for payment
- b) Invoices arriving during period up to the September meeting, provided for within the Council's budget, together with the estimated invoice for £1318 from Navigate Planning could be approved by Cllrs Ogborn & Wilson

This was agreed unanimously.

**42. PLAY AREA UPDATE:** Cllr Ogborn noted that a number of responses to the consultation have been returned to the box provided in the village store. There is a opportunity for those consulted to talk directly with Councillors in the Poppy Room from 4-8.30 pm on Tuesday 12 July. The written responses and comments received during the consultation meeting will be considered by the Working Group on Monday 18 July.

**43. ANTI-SOCIAL BEHAVIOUR MINI FORUM:** Cllr Ogborn reminded Councillors that this initiative from ECDC is designed to bring together local residents and agencies with responsibilities for this issue to identify key concerns and work on resolving them. After liaising with the Community Safety Team from ECDC, four dates were identified for holding the Forum next March. Subject to availability of the main hall, the proposed date is Monday 8 March.

**ACTION:** The Clerk to ascertain availability of the main hall of Bottisham Community Sports and Social Club

**44. COPSE IN A BOX:** Cllr van Someren reported that he is expecting delivery of the plants at the end of the month. They will be nurtured temporarily in his garden ready for distribution to their permanent locations next year. He has publicised the initiative through the Cresset and Cllr Cundell agreed to promote it on Facebook. There was some discussion about the possibility of involving the Village College. Cllr Winkcup advised that while the College is strongly supportive of such initiatives, the size of the site means that a significantly larger number of plants would be needed to make an impact.

**ACTION:** Cllrs van Someren and Cundell to continue publicising the scheme through the Cresset and Facebook respectively

**45. CORRESPONDENCE:** The Council noted the items listed

**46. DATE OF NEXT MEETING:** Monday 5 September, 7.45 pm

**47. CLOSED SESSION:** Consideration of confidential pre-planning items



## **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](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:

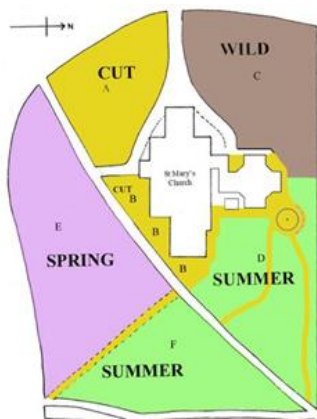
[East Cambs Parish Conferences | East Cambridgeshire District Council](#)

## 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 6<sup>th</sup> at 3pm in the churchyard and we would welcome involvement from the PC if anyone is available to join us.

With thanks.

Sue Giles

## PLANNING INFORMATION FORM - PRE-PC MEETING

REFERENCE	ADDRESS & WORK PLANNED	LATEST PC COMMENT DATE	DRAFT PC COMMENT
Ref. No: 22/00947/AGN	1 Bottisham Place Bottisham Cambridgeshire CB25 9BB Construction of grain store		Agricultural-use grain store 24mx18x8.4 high, not visible from the road. No issues
Ref. No: 22/00907/FUL	20 Beechwood Avenue Bottisham Cambridge CB25 9BE Two storey side extension with new pitched roof to garage		Conventional 2-storey extension to provide a 4 <sup>th</sup> bedroom and additional ground-floor accommodation. No issues
Ref. No: 22/00897/FUL	Poplar Lodge 141 High Street Bottisham Cambridge CB25 9BB Install seven Solar Panels to roof		PV panels for SE facing roof. Conservation Office not objecting despite partial visibility from High Street. No issues
Ref. No: 22/00890/FUL	3 Lysander Close Bottisham Cambridge Cambridgeshire CB25 9GH Loft conversion including two front- facing dormers and rooflights to front and rear elevations		Conventional loft conversion to provide 5th bedroom + en-suite. No comments from neighbours. No issues
Ref. No: 22/00858/FUL	14 Beechwood Avenue Bottisham Cambridge CB25 9BE Single storey extension and alterations		Small single storey extension. No issues
Ref. No: 22/00856/CLP	20 Peacock Drive Bottisham Cambridge CB25 9EF Single storey rear extension		Relatively small rear extension to provide larger kitchen & dining accommodation. No issues
Ref. No: 22/00835/FUL	Northfield Farm Lode Road Bottisham Cambridgeshire CB25 9DN Proposed alterations to existing office building		Renovation/improvement of existing farm office building within Green Belt. No issues

Ref. No: 22/00703/FUM	Land Northwest Of Village College Lode Road Bottisham Change of use of agricultural land to cemetery, re-profiling 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		See Chairman's Report on Cemetery
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Footnotes:

1. Following applications have been approved :-
  - 9 Arber Close (extension)
  - 11 Beechwood Avenue (trees)
  - 179 High St (trees)
  - Dunkeld, Tunbridge Lane (garage conversion)
  - 10 Maple Close (extension)
  - Bell Rd/Ox Meadow (new estate, Reserved Matters approved)
  
2. Following application refused:-
  - 18 Lode Rd (radio masts)

JJW 23.08.22