

# **BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

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**A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 3 October 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-optee from the Council

1. APOLOGIES FOR ABSENCE: Cllr Winkcup
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. CO-OPTION OF COUNCILLOR - Ballot
4. APPROVAL OF MINUTES OF 5 September 2022 – Attachment 1
5. MATTERS ARISING FROM SEPTEMBER MEETING

### **ACTION LIST: SEPTEMBER**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>
51	The link to the GCP information on congestion charging in Cambridge will be uploaded onto the Council website and Facebook	Cllr Cundell
53b	Contact Millworks to enquire about any plans to prevent further fires	Clerk
53b	Contact ECDC regarding placement of Dog Bin in Ancient Meadows	Clerk

56c	Advise the Archdeacon of the proposed work to the Churchyard path once advice received about the most appropriate quotation	Clerk
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6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

7. CHAIR'S REPORT

8. CANCELLATION OF 11 & 12 BUS SERVICES

9. ENVIRONMENT:

- a) Update from Cllrs on areas of responsibility
- b) Update on resurfacing of Churchyard path

10. PLANNING –

a) Notifications of application received –

**22/01057/FUL** – Howgar House, 41 Bell Rd, CB25 9DF

Construction of 2 two-bedroom, two storey semi-detached dwellings with garages and additional parking

b) Planning Applications Approved –

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

Proposed replanning of internal space in existing office building

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

Single storey extension and alterations

c) Planning Application Refused –

d) Neighbourhood Plan update

11. FINANCE

- a) To note the outcome of the external audit
- b) 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
Simpsons Nursery – Plant (reimburse Sarah Brown)	5.00+VAT
Wave – Cemetery Water	13.79
PKF – external Audit Fee	300.00+VAT
Zoom subscription	143.88
Haven Power – Streetlights (paid by DD)	tbc
CAPALC – Conference delegate fee	75.00

12. NEW CEMETERY WORKING PARTY – update
  - Rescheduling of Finance & Assets Committee from 26 September
  - Indemnity Agreement
13. PLAY AREA WORKING PARTY - update
14. ANTI-SOCIAL BEHAVIOUR MINI-FORUM – update
15. CORRESPONDENCE RECEIVED
  - Anglian Water – Proposal for new reservoirs: Stakeholder Briefing Pack
  - National Highways – confirmation that the A14 resurfacing is scheduled for 2023-24
  - ECDC – review of Vulnerable Community Strategy
  - CCC – Transport Strategies 2022 – Public Consultation
  - Charlotte Cane – Report on actions following Stagecoach announcement on withdrawing 11 & 12 bus services
  - ECDC – Response re Dog Bin and Ancient Meadows/Beechwood Ave path
16. DATE OF NEXT MEETING

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

*Jonathan Giles*

Jonathan Giles  
Parish Clerk

FURTHER MEETING DATES: Monday 5 December, Tuesday 3 January

# BOTTISHAM PARISH COUNCIL

## Minutes of meeting Monday 5 September at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

### PRESENT:

Cllr Ogborn - Chair; Cllrs Buchanan, Cundell (to 8.45pm) , di Lorenzo, Overton, van Someren, Wilson, Winkcup;

C/Cllr Sharp; D/Cllr Trapp

### APOLOGIES:

Cllrs Marsh, O'Dell; D/Cllr Cane

**48. MINUTES OF MEETING 4 JULY 2022:** it was proposed by Cllr Buchanan and seconded by Cllr Cundell that the minutes be accepted as a true record. This was agreed unanimously.

### 49. MATTERS ARISING FROM THE JULY MEETING:

**a) Improving safety on the A1303:** It was noted that C/Cllr Sharp is due to report back on this in October. Cllr Cundell asked that it be noted that cycle trials on this stretch of road add to the overall levels of risk in this location.

**b) Meeting to consider re-wilding of the Churchyard:** Cllr Ogborn reported that he had attended a meeting with members of the Parochial Church Council (PCC), which had resulted in a plan to designate certain areas of the churchyard – this has now been posted on the Church noticeboard.

Other matters arising will be dealt with under the relevant sections of the main agenda.

Cllr Ogborn then suspended the formal agenda to allow Dr Field to address the meeting. He advised that concerns had been raised by a number of residents that the church floodlights have been turned off. He then drew attention to the programme of concerts in church on Saturday mornings from October to December to which everyone in the village is welcome.

Cllr Ogborn thanked Dr Field for his contribution and resumed the formal agenda of the meeting.

**50. COMPULSORY PURCHASE OF THE SITE FOR THE NEW CEMETERY:** Cllr Ogborn introduced this item by explaining that the proposed site is “inalienable” land belonging to the National Trust. This means that the Trust is prohibited in law from selling it – the only way in which it can be obtained is by a Compulsory Purchase Order (CPO). Making such an order only lies within the powers of a principal authority. In order to ensure that the National Trust does not feel the need to oppose the order (an expensive process for all concerned), the Working Group has collaborated closely with the Trust to ensure that the proposal accords with its vision for the Anglesey Abbey estate.

In that context, the District Council has been approached to undertake the CPO on behalf of the Parish Council, following its resolution to proceed to develop the new cemetery passed in 2018. Cllr Ogborn welcomed Maggie Camp, Legal Services Manager for ECDC, who is leading on this part of the process.

Ms Camp began by noting that the specialist solicitors whom the District Council has engaged to support the process have commented on how well the necessary groundwork for the CPO has been covered through the work of the Cemetery Working Group. The core of her presentation was a listing of the key milestones to be achieved to enable the site to be acquired by the Parish Council. This begins with a report to the Finance and Assets Committee on 26 September, followed by the signing of an Indemnity Agreement between the District and Parish Councils which should be achieved at the October PC meeting.

She suggested that this process could run in tandem with the Planning Application process. She anticipates that the latter should be completed by a decision of the Planning Committee in November. She explained that, although the Planning Officer might complete her report by the end of September, the development of a cemetery is “out of policy”, so needs to be determined by the Planning Committee.

There was some discussion of the risk of carrying out the planning and CPO processes in tandem, Ms Camp confirmed that the PC could delay the service of CPO documents until the planning application is granted. The outcome of the CPO would be that the land is “vested” in the District Council following the granting of the Order. The District Council then vests the land in the Parish Council to complete the process. She indicated that a further valuation of the land is carried out at this stage.

Cllr Ogborn indicated that, while the financial aspects of new cemetery were a later item on the agenda, he is satisfied that the PC has adequate reserves to meet the costs of completing the planning, CPO and land purchase stages of the project. One area which remains to be clarified is the cost incurred by ECDC for Ms Camp’s work on the project.

He thanked Ms Camp for her time in clarifying the work required to complete the land purchase. Ms Camp responded by inviting further contact with her should clarification be required on any issues relating to the CPO.

**51. DISTRICT COUNCIL REPORT:** D/Cllr Trapp had circulated his report in advance of the meeting. The most significant issue he raised was the plan by the Greater Cambridge Partnership for congestion charging for vehicles entering Cambridge. His report provided a link to the Partnership's proposals. His concern is that the partnership (of which East Cambs is not a member) has huge implications for local residents. Examples of the possible impact are that journeys to Adenbrookes may incur the charge as well as those to Cambridge North. He highlighted the importance of individuals and Councils responding to consultations. The AtoB1102 Group is a valuable resource in this context.

**ACTION:** Cllr Cundell will upload the link to the GCP information on the Council website and Facebook

**52. CHAIR'S REPORT:** Cllr Ogborn briefly highlighted the following issues:

a) **Cresset editorial comments regarding PC involvement in Jubilee celebrations:** He welcomed the positive comments in the September editorial

b) **Cllr Marsh:** Cllr Ogborn advised that Cllr Marsh had indicated that, with regret, she was resigning from the Council. He expressed his thanks for all that she has contributed to the Council

c) **Council Vacancies:** There are now 3 vacancies on the Council. Sadly, Mr Swaminathan has suffered a family bereavement and was not able to come to the meeting – hopefully he will be able to be co-opted at the October meeting. Cllr Ogborn encouraged all present to encourage potential applicants

d) **Clerk Vacancy:** The advertisement is now published in the Cresset, as well as through CAPALC. Cllr Ogborn said that while specific previous experience of being a Clerk was valuable, those with different experience and a willingness to undertake the CILCA qualification should also apply

e) **Table Tennis Club:** The Club was originally awarded a grant of £200 in 2020 but, for various reasons, including not having a bank account in the name of the Club, was unable to take it up in that financial year. A new approach has been made for the grant to be paid. Cllr Wilson proposed, that, although the offer of a grant is only valid for the financial year in which it is made, there is an opportunity in this financial year because a grant made to Saplings is being returned now that the pre-school has closed.

Cllr Wilson proposed and Cllr Overton seconded the motion that a grant of up to £200 be made on production of receipts for table tennis equipment. This was agreed unanimously.

f) **Copse in a box:** Cllr van Someren had advised that the package received did not contain saplings as expected, but simply containers and instructions and, as such, he did not feel able to take on the project. It was agreed that he would link with Sarah Brown – this may be of interest to the Community Herb Garden project or maybe the village Gardening Club

**53. ENVIRONMENT:**

a) **Report from ECDC Climate Conference:** Cllr Ogborn welcomed Sarah Brown, who attended this conference on behalf of the PC. Sarah started with the headline that ECDC had declared a climate emergency in 2018. This drew attention to the poor level of tree cover within the district and the high level of carbon emissions arising from commuting. On the positive side the district is performing well on recycling. The aim of the conference was to enlist the support of parish councils to focus on what can be achieved at a local level. She highlighted the example of Burwell Parish Council which has adopted its own Climate Action Plan. This has identified key issues locally and set goals for action. This includes reducing grasscutting on wide verges and planting more trees. They are also looking at locations for electric vehicle charging.

She highlighted the opportunities for local groups to secure grants, including with the Community Hedge Fund. There are also projects which work with schools linked to the Queen's Canopy Project.

In discussing how these initiatives might be taken up in Bottisham, Cllr Ogborn suggested that the Neighbourhood Plan offers a significant opportunity. Cllr Wilson confirmed that the working group would be reconvening in October. Cllr Ogborn thanked Sarah for bringing the issue to the Council

b) **Council Areas of Responsibility:** Cllr Winkcup had circulated his update, while Cllr Wilson raised concern following the recent fire in the trees bordering Millworks. He also proposed seeking a quotation from Tony Martin to repair the bench at the bus stop outside 76 High Street. He requested that we also request the placement of a dog bin on the field behind Ancient Meadows. The latter is unlikely to be possible because of its distance from a road but it was then suggested that a bin could be placed on the Ancient Meadows open space.

It was proposed by Cllr Overton and seconded by Cllr Wilson that application be made to ECDC for the dog bin. This was agreed unanimously.

**ACTION:**

The Clerk to enquire whether precautions are planned at Millworks to prevent further incidents and apply to ECDC for a dog bin on Ancient Meadows open space

c) **Removal of basal growth from Lime trees on cemetery path:** The Clerk confirmed that the growth had been removed from two of the trees and no disease identified. Mr Downs will not be able to certify the remaining trees as free from disease, where it is not possible to inspect, because of the basal growth. However it is a reasonable inference that there is unlikely to be a problem, although this cannot be guaranteed. He recommends that the Council remove the growth from the other trees over the next couple of years. The added benefit of this is that most of the fast growth that blocks the path comes from these trees, so the hedge maintenance will be easier once all the trees have been treated.

**54. COUNTY COUNCIL REPORT:** C/Cllr Sharp noted that the strong focus from Cllr Winkcup had resulted in work to reduce the drainage problems in Lode Road. Cllr Winkcup

responded that there remained a problem with blocked drains outside the Old Bakery and further along the High Street. He enquired whether there is a maintenance programme in place, because it appears that such issues are only dealt with once they have become a problem rather than receiving regular attention to prevent problems arising.

C/Cllr Sharp reported that he had held a Zoom meeting with officers to discuss the safety issues on the A1303. He noted that police investigations are continuing with regard to the second fatal collision, so information from that is not currently available. He is aware of the problem with visibility for those joining the A1303 from Wilbraham. This is a particular issue for cyclists. There was discussion about whether improved signage would help and Cllr van Someren suggested warnings signs indicating that this is a serious accident location.

C/Cllr Sharp said that the improvements to the Swaffham Road junction are still delayed, pending agreement with a landowner to enable the creation of a staggered junction.

He then drew attention (as had D/Cllr Trapp) to the GCP assembly on 8 September and the proposals for a congestion charge in Cambridge.

**55. PLANNING:** The following applications were received over the period following the July meeting and considered by the Planning Group. No concerns were identified.

**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

The Council noted that the following applications had been 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

**22/00856/CLP** – 20 Peacock Drive, CB25 9BE

Single storey rear extension

**22/00984/RMM** – Land off Bell Road, Bottisham



Approval of reserved matters

The Council noted that the following application had been refused:

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

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

**56. FINANCE:**

**a) Outturn to 10 August 2022 and forecast for the year up to 31 March 2023:** Cllr Wilson explained that the expected revenue expenditure together with a provision of £4,000 to repair the churchyard path allows a reasonable expectation that there would be £165,000 in reserves at the financial year end. This does not take account of further expenditure on the new cemetery project which is covered below and assumes that the £20,000 provision for a play area is not drawn down during the current financial year.

It was proposed by Cllr Wilson and Seconded by Cllr Buchanan that the forecast be accepted as a reasonable basis for financial planning for the period ending 31 March 2023. This was accepted unanimously

**b) Church Floodlighting:** Cllr Wilson explained that recent investigation by the PCC treasurer had revealed that it had erroneously been understood that the floodlighting used off-peak electricity: previously the Parish Council had budgeted and been charged on this basis. It is now clear that this was incorrect and that the budget level of £520 for the current year is inadequate. This is because the costs for the calendar years 2020 and 2021, which have yet to be invoiced, have now been calculated as £1285 and £1580 respectively. These cover the period before the major recent (and future) increases are taken into account. In that context it was decided that the lights should be turned off, pending discussion about the appropriate level of budget for this purpose in the current climate.

Cllr Wilson proposed and Cllr Winkcup seconded the following resolutions:

1. The PCC to be advised that the Council will pay the amounts of £1285 for 2020 and £1580 for 2021 upon receipt of invoices for these amounts
2. The current year budget to be revised to £1720 to cover the cost of electricity already consumed from January to May and allow for the equivalent of 6 lights to be lit for 2 hours per night from now until the end of December
3. Cllrs Wilson and Winkcup will meet with the PCC Treasurer to determine what combination of lights/times will use the available budget to best effect

These resolutions were agreed unanimously. Cllr Ogborn commented that there would need to be further review in the event of power being rationed at any point during the winter.

**c) Repair to Churchyard path:** Cllr Wilson reported that a number of residents had raised concern about the state of the path from the North Porch to the gateway to Downing Close. Three contractors have prepared quotations to repair the surface, so it has the same appearance as the rest of the path and will withstand being used by the relatively heavy grass-cutting equipment used by East Cambs Trading Company. Cllr Overton questioned whether the Council possessed the requisite know-how to compare the differently specified works proposed by the respective contractors. Cllr van Someren questioned whether such a repair was a priority as the path could be used safely if care was taken. It was reported that an elderly resident has recently fallen on the path and sustained damage to both legs.

Cllr Wilson proposed and Cllr Winkcup seconded that the bid at £4,000 should be accepted provisionally, subject to Cllr Ogborn seeking advice from a personal contact in the building industry that the work specified will meet the requirement for durability. This was passed with 6 votes for and 1 abstention.

**ACTION:** When the appropriate quotation has been confirmed, the Clerk will advise the Archdeacon of Cambridge that the work is proposed to confirm that he has no objection.

**d) New cemetery budgets:** Cllr Ogborn advised that the budget is divided into two broad categories: the first covers the planning process, obtaining the Compulsory Purchase Order and the purchase of the land while the second covers the construction phase. The Finance Working Group estimates that outstanding costs for the first phase may total around £139,000. This figure assumes that a Public Inquiry is required – if not the costs may come in closer to £119,000. As these costs are planned to be met before an application is made to the Public Works Loan Board he believes they are well covered by the £165,000 of reserves that we can reasonably expect to be available for project costs arising within this financial year.

After advice from the consultant for the design and construction, a first draft of the budget for the construction phase has been prepared which comes in at around £425,000. Subsequent to this being prepared, a contractor he has approached has indicated that they could provide properly graded soil free of charge, including costs of constructing the platform, which he estimates would save £50,000.

At this point we are working on the assumption that a loan of £400,000 would be required from the Public Works Loan Board. The figures obtained last week showed that the fixed interest rate has increased to 3.87% with repayments of approximately £9,000 per year.

Cllr Ogborn proposed and Cllr Wilson seconded the proposal that

1. the budgets for the two phases be accepted
2. that application should be made to the East Cambs Growth and Infrastructure Fund for the purchase of the land together with associated costs

This was agreed unanimously.

**NB:** Following the meeting, an error has been identified with the estimated annual repayment cost for the loan. Pt i) of this resolution will therefore need to be revisited at the October meeting.

**e) Authorisation of payments due:**

	£
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

It was proposed by Cllr Ogborn and seconded by Cllr Wilson that the above payments be approved. This was agreed unanimously.

**57. PLAY AREA UPDATE:** Cllr Winkcup declared an interest in this item.

Cllr di Lorenzo said that the exercise carried out in July was based on advice from Maggie Camp that the Finance and Assets Committee of the District Council would only consider transferring or leasing the open space at Ancient Meadows for a play area if there had been consultation with the residents. In the event there were 27 responses from the 43 households to whom the questionnaire was delivered. Of these 1 was strongly supportive while 21 were very unsupportive. The bulk of responses found disadvantages and 26 said that a Play Area would be of no benefit to their household. By contrast, looking at this issue in terms of

surveys previously undertaken for the whole village, the need for a play area rated as one of the highest priorities, particularly in the north of the village.

He noted that some respondents suggested that the play facility could better be focused on a wider age group rather than just pre-school children. This would require a larger site and more equipment. Although the Parish Council holds a licence for the use of the play equipment in the Primary School outside school hours, he pointed out that this has not always been accessible during school holidays and half terms.

The issue is that, if the development of a play area cannot proceed on the one open space owned by the District Council, would the District Council provide financial support to purchase other land? He will prepare a draft report for consideration at the October meeting of the Parish Council.

**The meeting closed at 9.50 pm.**