

BOTTISHAM PARISH COUNCIL

Chairman: Mr Jon Ogborn

Clerk: Jonathan Giles, 86 High Street, Bottisham, Cambridge, CB25 9BA

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A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 7 November 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 3 October 2022 – Attachment 1
4. MATTERS ARISING FROM OCTOBER MEETING:

Minute	Action	By whom
65	Communicate with Lucy Frazer setting out the concerns identified by the PC following the decision by Stagecoach to cease bus services 11 & 12 at the end of October	Cllr Wilson
66	Review the allocation of areas of responsibility to Councillors	Cllr Ogborn
66a	Send correspondence regarding the path from Ancient Meadows to Beechwood Avenue to D/Cllr Cane	The Clerk
66c	Seek a quotation for the works identified in the Tree Survey from Eastern Tree Surgery	The Clerk

68c	Reaffirm the PC's offer to purchase trees under the Queen's Green Canopy Scheme for Anglesey Abbey in time for this planting season and copy response to Cllr Cundell	Cllr Ogborn
70	Send the letter and attachments as drafted following the Play Area consultation with residents of Ancient Meadows to Maggie Camp, Legal Services Manager, ECDC	The Clerk

6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

7. CHAIR'S REPORT (including date of Annual Parish meeting 2023)

8. HOUSE OF COMMONS VISIT AND DISCUSSION WITH LUCY FRAZER

9. CANCELLATION & REPLACEMENT OF 11 & 12 BUS SERVICES

10. ENVIRONMENT:

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

11. PLANNING –

a) Notifications of application received –

22/01157/VARM – Site to south and east of Ox Meadow, Bottisham

To vary condition 11 (landscaping) of previously approved 21/00984/RMM for Approval of Reserved Matters application for access, landscaping, appearance, scale and layout of 16/01166/OUM for Outline planning application for residential development of up to 50 dwellings, new vehicular and pedestrian access from Ox Meadow, public open space including allotments and associated infrastructure

22/01260/FUL – 136 High Street, CB25 9BA

Construction of single storey rear extension

b) Planning Applications Approved –

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

Loft conversion including 2 front-facing dormers and rooflights to front and rear elevations

22/00936/TPO – 133 High Street, CB25 9BB

T1 Conifer – Prune away from property to give 2m clearance

22/01133/TRE- 133 High Street, CB25 9BB

G1 Beech – cut back to boundary to give 1.5m clearance from garage

c) Planning Application Refused – None

d) Neighbourhood Plan update

e) Ridge Clean Energy Update

12. FINANCE

a) To approve payment of outstanding accounts

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI (Oct)	762.26
I Swift – Litter picking (Oct - 5 weeks)	70.00
K Levitt – Litter picking (Oct - 5 weeks)	70.00
Grays Surfacing – Churchyard Path	4,000.00+VAT
E Cambs Trading Company – Grounds maintenance	437.26+VAT
Lexis Nexis - Book: Local Council Administration	131.99
EPS – Soakaway testing, new cemetery	1,750.00+VAT
K Hutchinson & Son – new cemetery grasscutting	140.00+VAT
Wave – Churchyard Water	15.42
Drax -Streetlighting	45.74+VAT
Human Capital Dept Ltd	57.50+VAT
Navigate Planning	443.80+VAT

13. CAPALC TRAINING COURSES – Routines and Budgeting

14. NEW CEMETERY WORKING PARTY – update

- Outcome of Finance & Assets Committee 4 October
- Indemnity Agreement

15. PLAY AREA WORKING PARTY - update

16. ANTI-SOCIAL BEHAVIOUR MINI-FORUM – update

17. CORRESPONDENCE RECEIVED

- Resident – Report of anti-social behaviour incident in the High Street
- Resident – Concern at activities at Bottisham Aerodrome
- Resident – Offer of replacement seat at bus stop opposite church
- CCC – Traffic management Training Course to be run early 2023
- CAPACA – Local Transport & Connectivity Plan Newsletter
- Edward Groome – Queen’s Green Canopy extended to March 2023
- D/Cllr Charlotte Cane – Background to relationship between ECDC and the Greater Cambridge Partnership
- CCC – Street Lighting attachments – requirement to apply for permission
- Parochial Church Council – Thank you email for path repair
- CAPALC – invitation to NALC webinars on online safety
- CCC – Email explaining that 20 mph zones are being funded as a separate initiative and should not be applied for through LHIF
- CCC Transport Strategies 2022 – Consultation ends 7 November
- Mr Jolley and others – Celebrating the Coronation
- Communities Prepared – Community Flood Action programme

- Cambridgeshire ACRE – Setting up of Cambridgeshire Rural Prosperity Fund
- CCC – Cultivate Cambs Funding Round
- Various – Correspondence regarding replacement to Stagecoach Bus Services
- Swaffham Bulbeck Community Housing – Briefing Note
- Hilton Park – invitation to view interior of home 10 November
- CCC Highways – Notification of next Local Highways Initiative round
- Dr Field - Church floodlighting: update on replacement with LEDs

18. DATE OF NEXT MEETING

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

Jonathan Giles

Jonathan Giles
Parish Clerk

FURTHER MEETING DATES: Tuesday 3 January 2023, Monday 6 February

BOTTISHAM PARISH COUNCIL

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

PRESENT:

Cllr Ogborn - Chair; Cllrs Buchanan, Cundell, O'Dell, Overton, van Someren, Wilson;
C/Cllr Sharp; D/Cllr Cane

APOLOGIES:

Cllrs di Lorenzo, Winkcup; D/Cllr Trapp

58. CLOSED SESSION: For Councillors to meet prospective Councillor

59. DECLARATIONS OF INTEREST: None

60. CO-OPTION OF COUNCILLOR: A ballot was held in which Council members voted unanimously to co-opt Jawahar Swaminathan onto the Council. He signed the Acceptance of Office Declaration and took his seat on the Council.

61. MINUTES OF MEETING 5 SEPTEMBER 2022: It was proposed by Cllr Cundell and seconded by Cllr Wilson that the minutes be approved. This was agreed unanimously.

62. MATTERS ARISING FROM SEPTEMBER MEETING:

- 1. Information on Greater Cambridge Partnership congestion charging proposals:** Cllr Cundell has added a link to the website from the Parish Council website and Facebook. Details of the consultation process are awaited. Cllr O'Dell highlighted the role of the AtoB1102 Group in coordinating the responses of local villages.
- 2. Fire on Millworks Site:** The Clerk reported that the owner has confirmed that he is intending to install a fence along the boundary with the public footpath to prevent access to the site. He also invited the Planning Group members to visit the site.
- 3. Dog Bin on Ancient Meadows Open Space:** The Clerk reported that ECDC would check that any bin purchased by the Council work be able to be incorporated into their waste collection round. Cllr Winkcup is consulting local residents on the best location, which will be reported back to ECDC.
- 4. Resurfacing of Churchyard Path:** The Clerk reported that the Archdeacon of Cambridge has given approval for the repair. After careful consideration of the tenders, members concluded that the work should be undertaken by Grays Surfacing. As well as price, a key factor was that they could timetable the work quickly.

63. COUNTY COUNCIL REPORT: C/Cllr Sharp advised that the Greater Cambridge Partnership has approved a consultation on their proposals for congestion charging in Cambridge. Councillors on ECDC have received a briefing from the Chief executive of the GCP. This includes a plan for 8 buses per hour within Cambridge City and 6 per hour to surrounding “market towns”. It is unclear how this will be funded, especially in the light of the recent notice from Stagecoach. There is discussion about whether Addenbrookes would be inside the Congestion zone. Proposals for changes to the Local Highways Improvement Scheme are being decided by the County Council at its meeting on 4 October. Applications for the next round of funding will open on 31 October.

Turning to the Highways Fault Reporting scheme, he said that it was recognised as not being fit for purpose. A new system is being sought that will lead to better deployment of staff, better accessibility to the public and regular reporting to County Councillors on issues within their wards. It is anticipated that the new system will be rolled out in late 2023.

64. DISTRICT COUNCIL REPORT (Please see written report at Attachment 1): D/Cllr Cane reported that the delayed meeting of the Finance and Assets Committee will take place on 4 October, at which the report on the compulsory purchase of the land for the new cemetery will be considered. The Licensing Committee has agreed to increase taxi fares in the light of recent cost increases. There has been a recent hiccup in waste collection following the breakdown of one of the lorries. There is a plan to replace them with new ones, but this is delayed awaiting government regulations about the specifications they will have to meet.

There will be two Planning Committee meetings in both October and November with the new Cemetery application likely to be considered in November. There will be a separate meeting to consider the Sunnica application.

A question was raised about the activities at Spring Farm Barn and whether they are licensed. Events there have disturbed neighbours. Cllr Cane said she would raise the question with the Enforcement Team. If neighbours have concerns, it would be helpful if they kept a diary of occasions when problems arise.

Cllr Wilson asked about the District Council’s view on the Sunnica application. Cllr Cane declared an interest as a Director of Reach Community Solar Farm Ltd. She then explained that the Planning Meeting in November will be the place where the District Council’s position is decided. She indicated some concern about the consultation process and also that there is a lack of overarching strategy from central government.

64. CHAIR’S REPORT: Cllr Ogborn said that the closing date for application for the Clerk role is 12 October with interviews planned for 18 October. The panel will be Cllrs Ogborn, Wilson and Cundell. He welcomed Cllr Swaminathan to the Council, but highlighted that there are still two vacancies remaining, asking all members to encourage applications to bring the Council to full strength.

65. BUS SERVICES: Cllr Ogborn thanked Cllr O’Dell who, along with Cllr Buchanan and Mrs Rankine from BVC had been involved with the AtoB1102 Group and have kept all parties carefully briefed. C/Cllr Sharp said that he and Jonathan Cook (Chair of AtoB1102 Group) had met. C/Cllr Sharp was concerned that Stagecoach appeared to have taken government support during Covid and are now withdrawing. Passenger numbers are back to 97% of pre-Covid levels – but it appears the No. 11 & 12 services have been losing money for a long time, and have been cross-subsidised from other services. C/Cllr Sharp chairs the County Council Transport Scrutiny Committee which has been seeking information from the Cambridge and Peterborough Combined Authority (CAPCA). The Authority’s bid for central government funds has been refused. In the light of the withdrawal by Stagecoach it has put the services out to tender and has

identified £1.7m towards the annual £4.7m annual deficit Stagecoach has incurred on the 18 services it is cutting. CAPCA has sought matching funding from other local councils but so far none has been confirmed.

Stephensons has agreed to extend its Bury to Newmarket service in to Cambridge down the A1303 (the No.12 route). However lobbying is needed to secure a stop for Bottisham - as it is currently planned to run non-stop from Newmarket to Cambridge. C/Cllr Sharp has met with Newmarket Town Council as part of working to establish a stakeholder group of all those who have an interest in these services. He said that it remains unclear whether Stagecoach would continue the No.11 service, even if funding is secured.

In his role as Chair of BVC Governors, he is aware that 15 families from Fen Ditton use the 11. As they are outside the catchment area, school buses would not be laid on for them. Cllr Buchanan highlighted the problem that this creates for students attending 6th form college in Cambridge, as well staff travelling in to work at BVC. Cllr Ogborn focused the discussion on how the PC could best support the task of securing the service. Cllr van Someren said the importance of the issue suggests that it should be raised with central government. Cllr Buchanan pointed out that Lucy Frazer is now a Transport Minister and Cllr Wilson will communicate with her. There was consensus that the AtoB1102 Group is working very effectively and should be the primary avenue for us to lobby local government. Cllr Cundell encouraged everyone to sign the petition available through the website.

ACTION: Cllr Wilson to communicate with Lucy Frazer setting out the concerns identified by the PC

66. ENVIRONMENT: Cllr Ogborn advised that he would be reviewing the allocation of areas to Councillors now that the membership has increased.

ACTION: Cllr Ogborn

1. **Path from Ancient Meadows to Beechwood Avenue:** The Clerk advised that ECDC is now saying that resurfacing the path from Ancient Meadows to Beechwood Avenue is not a priority, whereas the Parish Council remains concerned about the suitability of the surface for pushchairs and wheelchairs.

ACTION: The Clerk to forward the correspondence to D/Cllr Cane

2. **Church Floodlights:** Cllr Wilson reported that a meeting with Mr Jenyns had concluded that two lights should be lit from dusk for two hours per night.

Cllr Ogborn suspended Standing Orders to enable Dr Field (Churchwarden of Holy Trinity) to explain the latest position from the Parochial Church Council. He said that Mr Peter Rank, whose father had originally donated the lights, has offered to replace the existing bulbs with LEDs, which would be much cheaper to run. It was proposed to make the change with one light initially. This would enable a judgement to be made about whether the quality of light matched the current lights. By making the change to the light at the front of the tower, it would be possible to put in a spur to enable the lighting of a Christmas tree at the same time. Cllr Ogborn thanked Dr Field and resumed the formal meeting.

3. **Tree Survey:** The Tree survey the Council agreed earlier in the year has now been received. The vast majority of the trees are in good condition but four were identified as having issues with dead wood.

ACTION: The Clerk will seek a quotation for the works required from Eastern Tree Surgery. Further quotations will be sought if the price quoted exceeds the level specified in the Financial Regulations.

67. PLANNING:

- a) **New applications:**

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

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

It was noted that the Parish Council's Policy is that "back land" should not be developed, but that there are no material planning reasons that might prevent this development. The Council will comment accordingly, while highlighting our general policy.

22/00936/TPO & 22/01133/TRE – adjacent to 133 High Street, CB25 9BB

T1 Conifer – Prune away from property to give 2 metre clearance/ G1 Beech – cut back to boundary to give 1.5m clearance from garage

These applications were received on the day of the meeting. No concerns were noted.

b) 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

- d) Neighbourhood plan:** Cllr Wilson will be convening the Working Group during the coming month

68. FINANCE:

- a) External Audit 2021-22:** The Clerk reported that the Annual Governance Statement and Accounts for 2021-22 have been signed off by the external auditor, with no issues being raised.

- b) Approval of Payments:** Cllr Overton raised a question about continuing the Zoom subscription and it was agreed that Cllr Ogborn would cancel the auto renew feature and a formal decision could be made about whether it is valuable to retain when the next renewal falls due in September 2023.

ACTION: Cllr Ogborn to remove auto renew for Zoom subscription

It was proposed Cllr O'Dell and seconded by Cllr Buchanan that the following payments be approved. This was agreed unanimously.

	£
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)	49.59
CAPALC – Conference delegate fee	75.00

Cllr Cundell reported that she had had no further response from Anglesey Abbey about the offer to purchase trees under the Queen's Green Canopy Scheme.

ACTION: Cllr Ogborn will pursue this with staff at Anglesey Abbey and advise Cllr Cundell.

- 69. NEW CEMETERY WORKING PARTY:** Cllr Ogborn reported that the Infiltration Tests required as part of the Planning Application were done last Friday. In one of the three pits there was significantly impeded filtration, which was a concern. We await the

report before deciding the next steps. The determination of the Planning Application is deferred until the end of October.

- 70. PLAY AREA WORKING PARTY:** Cllr Ogborn referred to the draft letter following the recent consultation to be sent to ECDC with supporting documents. He asked whether any changes needed to be made and none was proposed.

It was proposed by Cllr Cundell and seconded by Cllr Overton that the letter be sent to Maggie Camp, Legal Services Manager of ECDC by the Clerk, together with copies to D/Cllrs Cane and Trapp. This was agreed unanimously.

ACTION: The Clerk to send the letter and attachments to Maggie Camp.

- 71. ANTI-BEHAVIOUR MINI-FORUM:** Cllr Ogborn has confirmed the date of 8 March 2023. Publicity for the event will commence in January 2023.

- 72. CORRESPONDENCE:** The Council noted the correspondence listed

- 73. ITEM FOR NEXT MEETING:** Speeding on the High Street

- 74. DATE OF NEXT MEETING:** Monday 7 November 2022 at 7.45 pm in the Poppy Room