



Bottisham Parish Council

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Chairman: Jon Ogborn Vice Chairman: John Wilson Clerk: Alice Bettoney

Notice of Meeting: Full Council
Time: 7.45pm
Date: Monday 13th March 2023
Venue: The Poppy Room,
Bottisham Sports and Social Club, 31 Downing Close, Bottisham, CB25 9DD

To All Members of Bottisham Parish Council

You are hereby summoned to attend the Full Council Meeting of Bottisham Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

Quorum: 4 Members: 11 Vacancies: 1

The meeting is open to members of the public (including the press), but is not a public meeting.

Alice Bettoney

Alice Bettoney – Clerk/Proper Officer

8/3/2023

23-20 Chairmans Welcome

23-21 Apologies for Absence

23-22 Councillors Declaration of Interests

- To receive declarations of interest from Councillors on items on the agenda.
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any).
- To grant any requests for dispensation as appropriate.

23-23 Public Participation – (Open Session – 15 minutes in total)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 15 minutes in total.

23-24 Approval of minutes

To approve and sign the minutes of the meeting held on 6th February 2023 as a true record.

23-25 Matters Arising/Clerks and Councillors reports

For information only. Items for decision will be discussed as agenda items. Circulated Clerks Report as **Appendix A**.

23-26 Chairman's announcements

23-27 County and District Councillor Reports

- a) County Report
- b) District Report

23-28 Environment matters

- a) To receive an update from Councillors on any issues in their areas of responsibility.
- b) To **note** the update following Zoom meeting on 27th February - Save Honey Hill, Anglian Water relocation, circulated as **Appendix F** and **consider** Parish Council response.
- c) To **note** that the Church light LED upgrade was completed on 2nd February via Peter Rank and his electrician.

23-29 Transport matters

- a) To **receive** an update on PC response to CPCA consultation on draft Bus Strategy.
- b) To **discuss** BPC access to National 'Bus Open Data Analysis' service.
- c) To **discuss** BPC response to GCP consultation on Cambridge Eastern Access to be submitted Monday 20th March 2023.

d) To **discuss** applying for 20mph zones funding (closes 30 April), circulated as **Appendix C**.

23-30 Planning – To note planning information form circulated as **Appendix D**.

a) To discuss and **approve** a BPC response comment regarding the resubmission of the planning application for the retirement village.

[23/00205/OUM](#) Land Rear Of 163 To 187 High Street Bottisham

Development of a retirement care village in class C2 comprising housing with care, communal health, wellbeing and leisure facilities; and C3 affordable dwellings (comprising up to 30 percent on-site provision), public open space, play provision, landscaping, car parking, access and associated development.

b) To **note** applications received and **provide** BPC response to ECDC:

[23/00138/FUL](#) 115 High Street Bottisham Cambridge CB25 9BA

New doorway to front of house with new open porch, side door partially blocked with insertion of new window, rear window partially blocked up creating new window.

[23/00179/FUL](#) 22 High Street Bottisham Cambridge CB25 9DA

Relocate front door, replace and alter windows and doors, replace corrugated plastic roof to plain tile, install photovoltaic panels and internal alterations.

[23/00265/FUL](#) Bottisham Airfield Museum Wilbraham Road Bottisham

Proposed demountable steel and fabric blister hanger shaped shelter (retrospective)

c) To receive an **update** on application:

[22/01307/FUL](#) Temporary access to Ox Meadow site from Bell Rd.

d) To **note** planning applications approved since last meeting:

[22/01345/FUL](#) Swynford Manor London Road Six Mile Bottom Newmarket Suffolk

Construction of a pergola for outdoor wedding ceremony use, and hard and soft landscaping.

23-31 Neighbourhood Plan

To **receive** an update on neighbourhood plan.

23-32 Councillor Training – to consider and approve the proposed Bottisham Parish Council Training Policy – **Appendix G**.

23-33 Finances Matters

a) To consider the financial situation of the council and **approve** Bank Reconciliations for February 2023.

b) To receive and **approve** invoices for payment as listed at the end of the agenda and note payments made since the last meeting.

c) To **approve** Microsoft 365 subscription payment details be updated from J Giles personal card to be paid via direct debit - next charge on 27 October 2023, £79.99.

d) To **consider** grant request from Bottisham Table Tennis Club – **Appendix D**.

23-34 Administration Matters

To **note** that Cllr Cundell is undertaking works to update the website and making basic changes, and Cllrs may need to **assist** and provide content.

23-35 New Cemetery, Lode Road

To **receive** an update on the progress of the new cemetery.

23-36 “Project Play” - Play Area working group

To **receive** an update on the progress of the play area working group.

23-37 Community Matters

a) To **receive** an update on recent Bottisham Community Safety Open Forum Event – 8th March.

b) To **receive** an update on Coronation Celebration Plans on 7th May.

23-38 Matters for future consideration

Date of next meeting: Monday 3rd April 2023.

Any business and payments, to be considered by Bottisham Parish Council must be delivered to the Clerk for inclusion at least 7 days prior to the next meeting.

Finance Appendix – March 13th Meeting

Receipts

Method	Date	Payee	Detail	Total
BACS	17/02/23	Ivett & Reed Fees	Littlejohn	£140.00
BACS	28/02/23	Southgate Fees	Baigent	£220.00

Outstanding accounts

V No	Method	Payee	Detail	Net	Vat	Total
115	BACS	Navigate Planning	Professional Planning Services - Negotiation, between January and February 2023	£408.80	£81.76	£490.56
116	BACS	A Bettoney	Clerk and RFO Salary – February			£549.25

Payments made via direct debits

V No	Date	Method	Payee	Detail	Net	Vat	Total
119	19/2/23	DD	DRAX	Streetlighting (1 st Feb – 28 th Feb)	£43.39	£2.18	£45.57
120	21/2/23	DD	ICO	ICO Annual Registration			£35.00
121	7/3/23	DD	Three	Clerks mobile contract			£4.00
122	7/3/23	DD	HP	Clerks printer ink			£9.99

Payments made via Clerks delegated authority

V No	Date	Method	Payee	Detail	Net	Vat	Total
117	1/2/23	BACS	I Swift	Litterpicking Feb (4 weeks)			£56.00
118	1/2/23	BACS	K Levitt	Litterpicking Feb (4 weeks)			£56.00
123	5/3/23	Card	Anglesey Abbey	Trees to be planted in Anglesey Abbey			£121.20

Account balances at	28/02/2023
Treasurers Account	£810.41
Business Bank Instant	£21,667.61
Business Bank Instant	£143,939.46

Bottisham Parish Council



Minutes of the Meeting of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 6th February 2023 at 7.45pm.

Present: Cllr Ogborn (Chair), Austin, Buchanan, Cundell, di Lorenzo, Overton, O'Dell, Swaminathan, van Someren, Wilson
C Cllr Sharp

In attendance: 0 members of the public, and A Bettoney (Clerk)

23-1 Apologies for Absence

Apologies were received from Cllr Winkcup, ECDC Charlotte Cane.

23-2 Councillors Declaration of Interests

Declarations of interest from Councillors on items on the agenda: None

Requests to speak: None

To receive requests for dispensations: None

Grant of dispensations: None

23-3 Public Participation

None.

23-4 Approval of minutes

It was **proposed** by Cllr Wilson, seconded by Cllr Overton and **resolved** by a unanimous vote that the minutes of the meeting held on 3rd January 2023 be approved and signed.

23-5 Matters Arising/Clerks and Councillors reports

- a) It was noted that the Clerk's report was circulated with the meeting papers prior to the meeting.
- b) Planting a tree for the coronation – the clerk has had nothing further from Bob Rossiter concerning permission from Highways.
- c) Horse chestnut tree in the cemetery. Cllr Ogborn had a meeting with a resident about the amount of leaves that it drops each year, and his difficulty clearing them up to keep the path safe. Eastern Tree Surgery propose it could be pruned significantly to reduce the leaf drop and were providing a quotation. Ancient meadows path – no further progress made. ECDC chasing contractors for quotes.
Action: Cllr Ogborn to talk to Will Green to seek permission about the path for Ancient Meadows
- d) Clearing of Spoil heap at the cemetery – Awaiting a response from Jason Coles, gravedigger, to see if he can assist.

Action: Cllr Sharp will report back on how the council can get new grit bins.

Action: Cllr Sharp will get in touch with solar farm developers to raise the high traffic collision junction at the Missing Sock.

23-6 Chairman's announcements

None.

23-7 County and District Councillor Reports

- a) County Report – Cllr Sharp was not present at the meeting at this point.
- b) District Report – Cllr Cane will send through a report for circulation.

23-8 May Elections

- The report on Election timetable for May 4th 2023 elections was **noted**. There are spaces on the council, and that all members should be working to promote joining the parish council. An election will only be called if there are more nominations than the 12 seats on the council.

Action: The Clerk to forward promotional material received from ECDC to Cllr Cundell.

Action: The Clerk/Cllr Cundell to coordinate publicising joining the parish council on social media and noticeboards.

- b) It was **noted** that potential Councillors will deliver nomination papers to the Clerk by **Friday 24th March**. It was suggested that Councillors could bring their completed papers to the next meeting in March for the Clerk to collate.
- c) It was **noted** that the Clerk will hand deliver nomination papers on the appointment date agreed with ECDC – between Tuesday 28 March 2023 but no later than 4pm on Tuesday 4th April 2023.

23-9 Environment matters

a) Councillors updated on any issues in their areas of responsibility:

- It was reported that there are lots of potholes on the road to Swaffham Bulbeck, and the quality of the road surface at Thomas Christian Way is poor. Some major potholes have been fixed recently, and some more have been earmarked.
- The grit bin at the Surgery is empty, this can be reported on the Reporting portal on CCC.
- It was reported that a grave stone is sagging, with a possible risk of the stone shifting.

Action: Cllr O'Dell to let the Clerk know which grave it is.

- The parking situation on Beechwood Avenue outside the primary school was discussed. It is particularly concerning when school buses are parked, the road becomes very congested and difficult to navigate when cars are also parked on Beechwood Avenue. There were major concerns about safety, particularly with children crossing the road to get to school. It was noted that the school usually send out reminders about parking in the roads near the school.

Action: Cllr Ogborn will raise this with the headteacher.

- It was reported that the parking issues at the triangle seem to have got worse. Vehicles are parking very close to the junction on Tunbridge Lane/High Street, causing visibility issues in both directions. There are often two or three cars parked by the junction on the curve of the road.
- The council had previously looked at signage for the lay-bys, to have a waiting limit of 30 minutes applied. The Police had previously produced a letter to support the highways application for a sign with the limit.

Action: Cllr Cundell – to review previous correspondence to establish progress for the sign.

Action: The Clerk to look for letter of support from the police.

Action: Cllr di Lorenzo to take pictures of the junction to see if highways can assist.

- Cllr Ogborn reported that there are two bollards that are still waiting to be installed by Mr. Peter Martin who has them in his possession.
- b) c) The following resolution was considered – “that all future burials/interments include the removal of excess soil from the cemetery”.

An amended resolution was **proposed** by Cllr O'Dell, and seconded by Cllr van Someren, and **resolved** by a unanimous vote that “all future burials/interments include the removal of excess soil from the cemetery, and the cost is to be born by the party arranging the funeral.”, and that the cemetery regulations be updated to incorporate this requirement.

Action: Clerk to update Cemetery Regulations, place on website and ensure any future burials/interments incorporate this change.

- d) The outcome from the tree works in the cemetery by Town and Country Tree Surgery Company was **noted**:
“We inspected T15, 16 & 18 once the ivy was removed and all three trees were sound and no further work required”.
- e) Resident correspondence about damage to grass verges due to parking was **noted**, and this was considered to be an issue for the resident to raise with the Park Estate to enforce as they do elsewhere on the estate.
Action: The Clerk to reply to the resident.
- f) It was **noted** that an expression of interest has been received for an allotment plot from a resident.

23-10 Transport matters

- a) To receive an update following the “A to B1102 Proposed Fast Bus Route” meeting on 2nd February 2023. Cllr Buchanan had circulated a note following the meeting. Minutes will be circulated by the A to B1102 group.

- b) To consider and provide a PC response to the “Cambridgeshire & Peterborough Draft Bus Strategy”. The strategy was discussed, and Cllr Austin has written a draft response, but not yet circulated. It was **proposed** by Cllr Cundell, seconded by Cllr van Someren and **resolved** by a unanimous vote that Cllr Austin, Buchanan, O’Dell and Ogborn will coordinate a formal parish council comment.

Action: Cllr Austin, Buchanan, O’Dell and Ogborn will coordinate a formal parish council comment.

Action: The Clerk to submit the parish council comment by 22nd February.

Cllr Sharp joined the meeting at 20:38.

23-11 Parish Council Published Address

- a) Appendix C in the meeting papers was noted. It is understood that Councillors addresses may be excluded from the Register of Interests after May elections.
- b) It was **proposed** by Cllr Overton, seconded by Cllr Cundell and **resolved** by a unanimous vote that the following changed be made for contact details of the Parish Council:
1. The publicised address/telephone number of the Parish Council are the Co-op address and Clerk's mobile.
 2. Published Parish Councillors details - only email addresses will be supplied in the Cresset and on the PC website. The Clerk can pass on requests for phone contact on application.
 3. A link to ECDC register of interests is on BPC website (phone numbers redacted).

Action: Website to be updated by Cllr Cundell.

Action: The Clerk to liaise with the Co-op.

Action: The Clerk to change details for March Cresset.

23-7 County and District Councillor Reports

- a) County Report – Cllr Sharp reported:
- Congestion charging consultation results are delayed until the summer.
 - Newmarket Road access consultation launched – includes increasing width of pavements/bus lanes and restricting traffic, and moving the park and ride site, near the airport way roundabout.
 - Cllr Sharp is meeting with officers of GCP – he wants to know implications of restricting traffic on Newmarket road elsewhere in the city, i.e. Cherry Hinton.
 - Cllr Cundell reported the recent gridlock caused by the sinkhole on East Road, and the implications of it being very difficult to get to Bottisham if Mill Road is also closed.
 - Full County Council meeting happening on 7th February – a 4.99% increase in council tax is proposed.
 - Challenge to find savings – could include cutting winter gritting by 1/3. Reduction of weed killing on some verges which could make visibility worse.
 - The Highways budget has stayed the same, but this is essentially a cut due to inflation. Both the cost of materials and demand has gone up.
 - Able to draw on reserves set aside for covid. Need to put £4million into highways maintenance to solve some of the issues.
 - CPCA – set a precept for the first time, £12 a year for a band D property. Will raise £3million for the bus subsidies that were put in in October.
 - Potholes – had a pothole review meeting a few weeks ago. Numbers of potholes - 20/21 68,000, 21/22 48,000. 6600 outstanding potholes that are reported and accepted. 500 claims made a year, of which about 85 are successful.
 - The quality of workmanship of teams repairing potholes was raised, and Cllr Sharp had heard people mention the quality of the work and workmanship.

23-12 Planning

- a) The Planning Application information form was discussed as **Appendix I**.

The situation at Bottisham Airfield was discussed. It was noted that a pre-app had been submitted. Trustees were advised that they should submit a formal application. Construction has started without this formal application. An Enforcement notice has been issued by ECDC.

- b) Planning applications received:

[23/00017/FUL](#) Site South Of 2 Parsonage Barns Bottisham - Erection of outdoor covered storage area and extension to existing building to form staff welfare facilities and associated works

There was a lengthy discussion about the application. Cllr Buchanan and Wilson had met with the applicant before Christmas, details were circulated in Appendix I. Cllrs raised concerns about noise levels. ECDC have taken noise readings previously to ensure conditions are being adhered to, but there is a need to ensure these checks carry on. There were concerns about future development on the site. It was queried that if reasonable restrictions are applied, what enforcement sanctions can be applied if conditions are broken. Despite the various concerns, there was a consensus that the parish council should be supporting local business, subject to proper controls and conditions.

It was **proposed** by Cllr di Lorenzo, seconded by Cllr Austin and **resolved** by a unanimous vote that the following would be submitted, with Cllr Wilson to define the conditions.

“The parish council would not object to the application, provided that certain conditions were met:”

Action: Cllr Wilson to define the conditions to add to the parish comment, and the Clerk to submit the comments to ECDC by 17th February.

[21/00984/DISA](#) Site To South And East Ox Meadow Bottisham - To discharge condition numbers 3 (Future Management And Maintenance Of The Streets), 4 (Construction Traffic Management Plan), 14 (Culvert, Soakaway/Pond And Drainage Ditch Inspection)

Noted as this is an information only application.

- c) Planning applications approved noted:

[22/01430/TRE](#) 1 Bottisham Place - T1Oak

23-13 Neighbourhood Plan

- a) Cllr Wilson reviewed the briefing note that was circulated in the meeting papers following his meeting with Cambridge Acre. He outlined the timetable for the key stages of a neighbourhood plan, with a timescale of about two years. Cllr Wilson has withdrawn the expression of interest, and will reapply for it next financial year.
- b) It was **noted** that Emma Knight of ECDC is offering support to Parish Councils thinking about or working on neighbourhood plans. Cllr Wilson has made contact.

23-14 Finances Matters

The following items were discussed:

- a) To consider the financial situation of the council and approve Bank Reconciliations for October, November and December 2022. **Account balances at 31/01/2023:**

Treasurers Account	£282.83
Business Bank Instant	£ 145,794.30
Business Bank Instant	£ 21,656.57

- b) To receive and approve invoices for payment as listed at the end of the agenda and note payments made since the last meeting.
- c) To approve Wave Utilities account for Church and Churchground to be changed from a quarterly paper water bill paid on demand to a variable direct debit. (The Financial Regulations 7.5)
- e) To approve registration with The Information Commissioner (ICO), see **Appendix E**, at a cost of £35 a year if paid by direct debit. (Financial Regulations 6.7)
- f) To approve the Clerk's phone package (Three - £4/month) and printer ink subscription (HP – 300 pages/month £9.99/month), can be paid by direct debit rather than reimbursement (Financial Regulations 6.7).
- g) To approve the current account balance to be raised from £306.21 to £500 following payments due to the additional direct debits.

It was **proposed** by Cllr Cundell, seconded by Cllr Ogborn and **resolved** by a unanimous vote that financial matters items a) to g) should be **approved**.

Action: The Clerk to action items a – g.

- h) The council discussed the proposal to approve the grant request from Cambridgeshire Search and Rescue, but decided not to support the request at this time.

Action: *The Clerk to reply to the applicant.*

23-15 Training

The following items a) to c) were discussed:

- a) To approve the Clerk to attend in March [CAPALC understanding the AGAR bitesize course](#), at a cost of £30.
b) To approve membership of SLCC (Society of Local Council Clerks) for the Clerk, to be renewed annually, at a cost of a joining fee of £8, and an annual fee of £112 (based on Clerks salary).
c) To approve the Clerk to do [Introduction to Local Council Administration \(ILCA\)](#), at a cost of £120 (once a member of SLCC).

It was **proposed** by Cllr Buchanan, seconded by Cllr O'Dell and **resolved** by a unanimous vote that the items a) – c) should be approved.

- d) It was noted that training is offered by CAPALC on allotment management for when these are nearing completion at Bell Road.

23-16 New Cemetery, Lode Road

An update of progress will be circulated to Councillors.

23-17 Play Area working group

An update of progress will be circulated to Councillors.

23-18 Bottisham Community Safety Open Forum Event – 8th March

An update of progress will be circulated to Councillors.

23-19 Matters for future consideration

Training for Councillors

Meeting closed at 21:39

The next meeting will be on Monday 13th March 2023, 7.45pm (note this is the second Monday).

Signed:

Date:

Chairman

Finance Appendix

Receipts

Method	Date	Payee	Detail	Total
BACS	06/01/23	Ivett & Reed	Fees Smythe	£40

Outstanding accounts

V No	Method	Payee	Detail	Net	Vat	Total
v106	BACS	A Bettoney	Lebara Phone line rental Jan			£2.50
v107	BACS	A Bettoney	Royal mail postage – Lloyds change of address			£0.68
V108	BACS	Navigate Planning	Professional services for New Cemetery	£396.20	£79.24	£475.44
V109	BACS	Cambridgeshire ACRE	Annual Membership			£60.00
V110	BACS	A Bettoney	Timpsons - 3 cemetery keys cut			£16.00
V111	BACS	A Bettoney	Clerk and RFO - January Salary			£549.25
V112	BACS	K Levitt	Jan Litter Picking (5 weeks)			£70.00
V113	BACS	I Swift	Jan Litter Picking (5 weeks)			£70.00
V114	BACS	Town & Country Tree Surgery Company	Cemetery Tree work carried out in December	£390	£78.00	£468.00

Payments made via direct debits

V No	Date	Method	Payee	Detail	Net	Vat	Total
V115	20/1/23	DD	DRAX (1 st Dec – 31 st Dec)	Streetlighting	47.24	2.35	49.59

Payments made via Clerks delegated authority

V No	Date	Method	Payee	Detail	Net	Vat	Total
V116	20/1/23	BACS	Wave Utilities	Church and Churchground water			£13.79