**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Monday 2nd November at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Clarke, Marsh, O’Dell, Sunner, Martin, van Someren and Winkcup; D/Cllr Cane and C/Cllr Shuter also attended for part of the meeting.

**129 APOLOGIES FOR ABSENCE:**

Received from Cllrs Chetwynd and di Lorenzo.

**130 MINUTES OF LAST MEETING:**

Minutes of the meeting held on 5 October were agreed and will be signed when possible.

**131 DECLARATIONS OF INTEREST:**

Cllrs Winkcup and Buchanan declared an interest during discussion of pandemic responses by Bottisham Village College as part of the Chairman’s Report as they are Governors of the College.

**132 MATTERS ARISING:**

a) Parish Councillor vacancy

Cllr Ogborn said that he will highlight the vacancy through the article in the December Cresset.

b) Preventing vehicular access to Ancient Meadows open space

D/Cllr Cane said that the initial response from ECDC officers was that the cost of any measures could come from S.106 money allocated to the Parish Council or from CIL allocated to Bottisham. This view was not accepted as the land is the responsibility of the District Council. The options identified were planters (which local residents had previously offered to maintain) or large rocks. (see below para 132 g)

c) Response to fault report about the frontage to High Street Takeaways

Cllr Sunner said that he had been advised that the fault would be dealt with within the next three months.

d) Bus Shelter

The Clerk reported that one quotation had been received, together with advice to contact a roofer as the structure appears to be failing. The roofer advised that the roof does indeed need replacing and suggested that a larger contractor be asked to quote.

ACTION: Cllr Marsh to email the Clerk with details of a local firm to approach

 The Clerk will obtain three quotations in view of the scope of the work

e) Repairs to Village Map

It was resolved to accept the quotation from Anthony Martin.

ACTION: The Clerk will contact Mr Martin

f) Christmas Tree on the Triangle

Cllr Sunner advised that it is not feasible to undertake the work to make this possible during this year and will bring forward a plan in 2021.

g) Options for preventing parking on the Triangle

The two options considered were the placement of large stones or planters at two metre intervals on the two sides bordering the beginning of Tunbridge Lane. The first option was selected as the most practical as no maintenance would be required.

ACTION: The Clerk will obtain quotations from three nominated firms. The firms will be asked to quote separately for a similar solution for Ancient Meadows which can then be discussed with the District Council

**133 COUNTY COUNCIL REPORT:**

C/Cllr Shuter said the main focus for the County is determining the response to the Government’s new directions on lockdown, which are expected imminently. He hopes that the Recycling sites will be able to remain open, though new measures may be required. Regarding the frequent flooding to Lode Road, he has met with Jonathan Clarke, the responsible officer, who will prepare a report by December. Cllr O’Dell raised the issue of free school meals to which C/Cllr Shuter replied that the County Council is committed to ensuring children entitled to free school meals have adequate food at times when schools are closed, including over the Christmas holiday.

**134 DISTRICT COUNCIL REPORT:**

D/Cllr Cane said that the Licensing Committee had met and made changes to regulations in respect of Taxis and Covid-19. She noted that businesses generally wish to be compliant but are finding it difficult to keep up with the frequent changes. At the recent meeting of the full Council, she noted that there had been a number of questions from the public about climate change. She reported that a motion to apply for “rural designation” had been passed by the Council. This enables the Council to set an affordable housing requirement for smaller developments than would attract such a requirement in urban areas. This reflects the fact that many rural developments are small scale. Discussions are underway with the Chief Constable to explore options for cooperating over parking enforcement; this could include the District Council making some financial contribution.

Although formal consultation on the Planning for the Future White Paper has now closed, D/Cllr Cane suggested that the Parish Council could raise issues with Lucy Frazer, MP. In the light of the proposed changes to the local planning process, the District Council agreed a small scale review to its current plan to ensure that it is compliant, leaving the preparation of a new plan until the legislation has been enacted.

ACTION: Cllr Buchanan and the Clerk to draft a letter outlining the Parish Council’s concerns over the White Paper to Lucy Frazer, MP

**135 CHAIRMAN**’**S REPORT:**

Cllr Ogborn reported that three applications have been received for the Litter Picker role. He and the Clerk will set up short interviews to select a person to appoint.

Reflecting on the recent decision for a new lockdown, he pointed out that we are not clear whether the impact of this will affect local people differently from the last one. A number of people assisted by the Shopping Line have now secured local support, which will hopefully be able to continue. If needs emerge before the next meeting, it is possible for him to liaise with the Clerk to make small amounts of funding available to support the work of groups providing vital help. The Finance Committee had already responded to a request from Saplings Preschool with a grant of £300.

He noted that Co-op members can nominate 3 local charities to receive grants based on spending on Co-op own brand items within the village store. Cllr Sunner confirmed that he is exploring opportunities that arise from being a part of the Co-op group.

Cllr Winkcup reported that the Village College had ensured that pupils entitled to free school meals had been supported over half-term and arrangements are being made to continue this through the lockdown. During the Christmas holiday there is a possibility of providing hampers with essential and seasonal food items to children entitled to free school meals. Cllr Marsh suggested that it was important to include the Primary School in such a scheme.

**136 PLANNING:**

The Parish Council considered the following applications:

**20/01320/FUL**

Change of use of site and buildings to timber processing (retrospective) and proposed area of concrete

Site south of 2 Parsonage Barns, Bottisham

The Parish Council resolved to comment to the District Council as follows:

“This is a very sensitive location, within the Green Belt and bordering the village conservation area. The Council recognises the need for diversification by farms and that the use which this application covers provides employment to local people.

The location is close to residential properties and the changed use has a significantly greater impact on them than the previous activity. In particular, local residents have highlighted large vehicles accessing the site from the High Street, as well as substantially increased noise and dust arising from the timber processing operation.

The Parish Council recognised that the proposed area of concrete is necessary, but was clear that it would oppose any application to use this as a base for additional building(s) in the future

The Council resolved not to object to the application being granted, but seeks assurance that appropriate conditions will be imposed to ensure that:

* Vehicles associated with the business operation enter the site via Newmarket Road, ensuring that there is no use of the residents parking area attached to Parsonage Barns
* The impact of noise and dust on neighbouring properties is reduced by the processing plant doors being closed when it is in operation
* Hours of operation are connected to any potential consent to ensure that this is not considered a 24/7 operation.
* If permission is granted for this development within the Green Belt, the ‘exceptional circumstances’ underlying the approval are made explicit.”

**20/01320/STRCON**

Street Trading Consent Application to operate from A1303 Layby outside Greengables, Newmarket Rd, Bottisham

Cllr Buchanan advised that the applicant has communicated with the neighbouring property, whose owner is not objecting. He has also liaised with the farmer who requires access from the layby and agreed that he will move the unit when necessary. Highways have made no objection.

The Council resolved not to object to the application

**20/01209/FUL & 20/01210/LBC**

Conversion and change of use of existing redundant agricultural yard buildings/cattle sheds to class B1 (Business) use

1 Bottisham Place, Bottisham

Cllr Buchanan explained that the applicants have clarified that the new entrance giving access to the west end of the site was the subject of a previously approved planning application. ECDC has confirmed that listed building consent is not required. The landowner had indicated a further planning application had also been submitted. The landowner had offered a site visit to councillors, but, with the new lockdown, this was initially cancelled. However, Cllr Ogborn indicated that he would now arrange to visit, as it was clear an individual 1-2-1 visit was still be permitted. Cllr Clarke confirmed that the Council supports bringing under-utilised buildings back into use and promoting employment opportunities. He sought greater clarification of the proposed use within the B class (which varies from offices, to R&D, light industrial/distribution or general manufacturing/heavy industrial) – this is to ensure that appropriate measures are considered dependent upon the specific use being considered such as hours of use, noise, dust/smoke/extract and or type of vehicle access and hours of such. The Parish Council resolved not to comment further or object to the application.

**19/01577/OUT**

Land NE of 32 Tunbridge Lane

Notification of dismissal of appeal against refusal of planning permission

Cllrs Buchanan and di Lorenzo have recommended that contact should be made with the owner of this land, to explore whether he might be interested in a joint community/residential use for the site which might be more acceptable to the planners. This was agreed.

Action: Clerk to write to the owner

**20/00923/FUL**

Erection of Building for Vehicle Sales & Repair and Office Use

Brian Mackay Commercial Vehicles, Lakepress Court, Newmarket Road, Bottisham

Permission refused by ECDC on account of its substantially increased height, scale and massing over and above the existing development; being contrary to some policies within East Cambs Local Plan 2015, and concerns about its location with the Green Belt.

**Little Tunbridge, Lode Road, Bottisham**

Clarification of boundary

The owner of this property has provided Cllr Buchanan with documents in relation to the boundary of the property, which he is seeking to clarify before completing the erection of a fence. She has advised him that this issue needs to be determined by ECDC, as it is not within the jurisdiction of the Parish Council.

**Trees on the proposed site of the retirement village**

Cllr Buchanan advised that temporary Tree Protection Orders were in place for some trees and she has asked ECDC to make them permanent - which has been confirmed.

**20/01108/ADI**

Bottisham Village Store, 12 High Street, Bottisham

Regularisation of new illuminated Co op sign

The Parish Council noted that the application had been approved by ECDC.

**137 ENVIRONMENT:**

a) Cllr Sunner reported that no new environmental issues had been raised this month.

b) Cllr Ogborn advised Cllr van Someren had volunteered to take on the role of Tree Officer and was grateful for his offer.

c) Cllr Ogborn had spoken with the owner of the property on Tunbridge Lane, on whose boundary stands the large conifer which obscures the light and partially obstructs the pavement. The owner is also concerned about the tree and is not certain about whose responsibility it is. However, he will liaise with Highways and arrange for it to be cut back at his own expense.

d) Cllr Ogborn thanked Cllr O’Dell for arranging and Mr Webb for renewing the planting on the beds surrounding the War Memorial.

**138 FINANCE:**

a) Report from Finance Committee meeting 19 October 2020

Cllr Clarke referred to the report on the Council’s banking arrangements considered by the Committee. He explained that that in the current climate, it is not possible to secure meaningfully higher rates of interest on the funds held within the Council’s bank accounts. What had emerged, is that, in the event of the bank failing, only £85,000 would be protected by the Financial Services Compensation Scheme.

MOTION: He proposed and Cllr Ogborn seconded the motion that funds in excess of £85,000 should be invested in an account specifically for local authorities offered by the Cambridge Building Society. This was agreed unanimously.

ACTION: Clerk to make arrangements to open the account

He advised that contact will be made by the Clerk at the end of November with Emma Grima of ECDC to confirm that plans are being made for the S106 funds held on Bottisham’s behalf to ensure that they are not returned to the developer.

Finally he advised the Council of the grant awarded to Saplings Preschool.

b) It was proposed by Cllr Clarke, seconded by Cllr Ogborn and unanimously agreed that the following payments be made:

November £

1. Items already paid

Haven Power – Street Lights 146.04

Laptop for Clerk 634.46

1. Items for approval

Jonathan Giles – Salary, PAYE and NI 728.52

Jonathan Giles – Expenses 36.92

I Swift – Litter picking (4 weeks) 52.50

A Fullwood – Litter picking (4 weeks) 52.50

Wave – Cemetery Water 11.77

Fairhaven Estates Compensation claim re New Cemetery 1,928.62

East Cambs Trading Company – Grass cutting 816.65

Saplings Pre-school – Grant 300.00

Plants for War Memorial garden 21.00

Cambridgeshire County Council – Streetlighting to 25.10.19 14.26

Gardenworks – Tree Survey 50.00

**139 NEW CEMETERY WORKING PARTY:**

No report this month.

**140 PRE-SCHOOL PLAY AREA WORKING PARTY:**

No report this month.

**141 DATE OF NEXT MEETING:**

Monday 7 December 2020, 7.45pm.