**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Tuesday 6 April at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, Marsh, O’Dell, Wilson and Winkcup

D/Cllr Cane and C/Cllr Shuter

**1** **APOLOGIES**:

Cllrs van Someren, Martin

**2** **DECLARATIONS OF INTEREST:**

None

**3** **MINUTES OF PARISH COUNCIL MEETING 1 MARCH 2021**

Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr Winkcup. This was agreed unanimously.

**4** **MATTERS ARISING:**

**a) Process for filling vacancy following resignation of Cllr Sunner** – The Clerk reported that ECDC had not been petitioned for a poll and that the vacancy can be filled by co-option. An advert has been posted with a closing date of 16 April.

**b) Preventing parking on the Triangle** – The Clerk advised that a revised quotation of £900 +VAT had been received from Mead.

Acceptance of the quotation was proposed by Cllr Buchanan and seconded by Cllr Chetwynd and agreed unanimously.

**ACTION:** Cllrs Ogborn & Martin to agree start date with Mead and meet them on site

**c) Repairs to bus shelter** – The Clerk had paid the invoice from Mr Neal as agreed at the March meeting. The light has also been repaired. Subsequently, graffiti has been sprayed over the new paintwork.

**ACTION:** The Clerk to contact Mr Neal for the damaged area to be repainted

**d) Parish Council Streetlights** – Although the insurer had accepted the claim to replace the damaged streetlight in Lode Road, it has subsequently advised that it is not covered as street lights are not deemed to be covered under the category of “Street Furniture”. This has been challenged since it was not clear in the documentation provided when the policy was renewed last year. There was debate about whether this light was needed but, but taking account of young people staying late at the Village College who may be using the path after dark, it was decided that it should be replaced. The non-functioning light in the lane between Downing Close and the High Street and the lantern of the light in College Close also need replacement - at a total quoted cost of £3,246.

Proposed Cllr O’Dell, seconded by Cllr Buchanan and agreed unanimously.

**ACTION:** Clerk to commission the work from Balfour Beatty

**e) Outcome of investigation into blocked drain on Tunbridge Lane** – Though there had not been further information from C/Cllr Shuter, Cllr Winkcup believes the necessary work will be scheduled for action in the financial year that has just commenced.

**f) Litter pick along the treeline between Lysander Clo and Ancient Meadows** – Cllr Winkcup had arranged for the larger items to be collected by two local families, in addition to the smaller items being collected by our litter picker. There are a few larger items which Cllr Winkcup is arranging to dispose of. Cllr Ogborn expressed thanks on behalf of the Council to all involved.

**5. DISTRICT COUNCIL REPORT**

D/Cllr Cane highlighted key points from her report (appended below). She said that a new Audit Committee had been set up to take on some of the tasks of the Finance and Assets Committee. ECDC has agreed the carry-over of funds for Community Sports and leisure facilities to support their reopening after lockdown. She advised that the Gardiner Hall in Burwell had been awarded CIL funding and encouraged similar applications from Bottisham. ECDC’s Annual Meeting has been brought forward from May to April to enable it to take place remotely. She encouraged the Parish Council to respond to the Government’s call for evidence on remote meetings.

Cllr Buchanan recorded the thanks of the Parish Council for the involvement of the two District Councillors over the planning application for the Retirement Village.

Cllr Wilson raised concern about the losses incurred and projected by the East Cambs Trading Company and asked about the impact on Council Tax Payers. D/Cllr Cane responded that recent performance had been adversely affected by the pandemic but that “the administration is confident that it will be able to meet its projected figures” for a profit of £1.8m in 2022-23.

Cllr Ogborn reported that he had advised a resident concerned about an overgrown hedge on the path between Arber Close and Jenyns Close to contact ECDC as they have responsibility for the path. The hedge itself is owned by the adjoining property.

**ACTION:** The Clerk to give location of the hedge to D/Cllr Cane

**6. CHAIR’S REPORT**

Cllr Ogborn advised that the Council has been invited to send a representative to the National Trust’s Wicken Fen Liaison Group. While there were no volunteers from within the Council, Cllr Buchanan has a contact who may be interested in this.

**ACTION:** Cllr Buchanan to contact the possible representative, then advise the Chair and Clerk if she is interested in this role

A resident within the parish has kindly offered to purchase a bench to be placed in a public area in the village.

**ACTION:** All members of the Council are asked to send suggestions of a possible location for the bench to Cllr Chetwynd

**ACTION:** The Clerk will contact the potential donor to seek her permission to pass her details to Cllr Chetwynd, so that he can discuss possible locations and the type of bench to be donated

**7. PLANNING**

**21/00439/FUL Single storey rear extension and internal alterations to 4 Lysander Close CB25 9GH:** The Council had no concerns about this application.

**20/00923/FUL & APP/V0510/W/20/3265563 Brian Mackay Commercial Vehicles:** The Council noted that the appeal against the refusal of planning permission had been rejected on the grounds that part of it falls within the Green Belt. Cllr Clarke commented that the principle of no development within the Green Belt was being consistently applied.

**ECDC Proposed Single Issue review of the Local Plan 2015**

**ACTION:** Cllr Buchanan to respond to the consultation

**Training session on Planning for Council Members:** Cllr Buchanan said that it had originally been proposed that this be delivered by a member of the ECDC Planning Team. She proposed that it may be more appropriately delivered by CAPALC and suggested the session could take place at a weekend to facilitate participation by all members.

**ACTION:** The Clerk to contact CAPALC to explore possible programme and costs

**8. ENVIRONMENT**

Cllr Chetwynd reported that various highways faults and concerns about graffiti had been notified to him. Cllr Ogborn said that it would be most efficient if Cllrs identifying such issues could report them directly to the most appropriate agency. Cllr Clarke suggested that it would be helpful to keep a log of instances identified by photographing the damage and recording the date and location.

**ACTION:** The Clerk will send the links for Highways and Graffiti reporting to Council members

Cllr Winkcup reported a problem with a large tree which is growing into telephone wires and would cause serious problems if it suffered wind damage.

**ACTION:** Cllr Winkcup to send location details to the Clerk

**9. FINANCE**

The Clerk reported that the Council’s reserves had increased from £115,296 at 1 April 2020 to £138,665 by 31 March 2021. This will reduce the amounts needing to be borrowed when the new Cemetery is developed.

Approval of the following payments was proposed by Cllr Winkcup, seconded by Cllr Wilson and agreed unanimously:

April £

Jonathan Giles – Salary, PAYE and NI 728.52

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Wave (Anglian Water) – Cemetery 28.46

Haven Power – Streetlights 44.48

S Neal Carpentry – Renovation of Bus Shelter (paid 9.3.21) 1490.00

Holy Trinity Church, Bottisham – Floodlighting 435.85

Timpson Cemetery Shed keys (reimburse Cllr Ogborn) 10.50

East Cambs Trading Co – Grounds Maintenance 366.90

Litter Picking Hoops (reimburse Clerk) 16.18

**10. CONSIDERATION OF NEW PARISH COUNCIL WEBSITE AND EMAIL**

Cllr Winkcup referred to the briefing note circulated with the agenda of the meeting. He advised that neither the current website nor the Council email is secure and is therefore not legally compliant. The current website is difficult to manage and we urgently need to consider a new provider. The best results are likely to be obtained from a provider who specialises in the particular requirements of Parish Councils, as they will have ready-made templates we can use. This will save in development cost, as well as benefitting from learning by other Councils. Three have been approached and two have responded. Cllr Winkcup and the Clerk had a Zoom meeting with "My Parish Council” who would be able to set up a secure and compliant website and email system. They would be able to transfer any records held within the existing Council email system (though not from private email accounts where Councillors are using these). The running costs would be less than those applying currently as well as offering a helpdesk for dealing with queries within 48 hours. In addition, for an additional £2 per month, we can obtain a live link to the ECDC Planning Portal to ensure that the site will be kept up to date with local planning applications at all times.

There was general support for the proposal and it was agreed that a formal proposal would be brought forward for decision in May with implementation by September.

**ACTION:** Cllr Winkcup and Clerk to bring a costed proposal to the May Council Meeting.

**11. NEW CEMETERY**

Cllr Ogborn said that a meeting had been fixed between our Cemetery Consultants and the Landscape Designer for the National Trust, with the aim of reaching agreement on a design such that the Trust would not contest a compulsory purchase. Cllr Clarke asked whether the area of the new cemetery not immediately required could be used as a play area. Cllr Ogborn indicated that this matter had been raised. However the inalienable conditions governing use of the land mean it was likely that a covenant would be placed on it at sale preventing its use for any purpose other than a cemetery. Given the concerns in the village about the lack of play provision, Cllr Ogborn indicated that he would address the matter in a forthcoming Cresset article, so the issues would be more widely understood.

**12. PLAY AREA WORKING GROUP**

Cllr di Lorenzo explained that as the composition of the Council had changed in the past couple of years, it would be valuable to outline the history of the activity undertaken to secure additional play facilities in the village.

A questionnaire was circulated to local residents in 2017 seeking both ideas and volunteers willing to work on bringing them to fruition. As a result, a residents Working Group was set up and first met in 2018. Its primary focus was the provision of play facilities for pre-school children during school hours. The questionnaire revealed issues with facilities for older children as well (there are some facilities at the Primary School available only outside normal school hours) . A village survey in 2011 had also identified new play areas as one priority for the village and an play audit carried out by ECDC  identified a lack of play provision on the north side of the village.

Discussion had been previously had with the Primary and Secondary schools, enquiring as to the possibility of leasing land for a play area in their grounds - but this had been unsuccessful. The Working Group identified two other possible sites: the “dirt hills” in the Park Estate and the open space in Ancient Meadows.

The preferred option was to place a play area on a small part of the “dirt hills’ close to the rear gates of the school. This had the benefit of being very central and convenient for parents dropping off children at the school. A meeting took place with the Park Estate Residents, who rejected a proposal to continue exploring the matter with the Parish Council by a majority of 2:1.

The land is owned by ECDC. The District Council has indicated that it would be open to leasing an area of land to the Parish Council for a play area, but would wish to see the results of consultation with local residents before doing so.

A meeting was planned to consult with the residents of Ancient Meadows in spring 2020, but was prevented by the pandemic. Cllr di Lorenzo suggested consideration now be given to a different approach to consultation, given the recent and effective online consultation that had taken place over the fencing to the open space.

Subsequently, a new possible site has been identified at the corner of Tunbridge Lane and Lysander Close. Preliminary discussions have taken place with the owner following a recent appeal decision preventing change of use to residential - although we are unsure this will yield a positive result for the village.

Cllr Clarke observed that, while money had been secured under S.106 for Ancient Meadows and Lysander Close, it was disappointing that provision of a play area was not made a pre-condition within the planning consents.

Cllr Buchanan pointed out that there was provision for a play area and allotments in the consent for 50 houses off Bell Rd to be built.

Cllr di Lorenzo suggested that it would be important to explain the position we have reached through the Cresset notes.

**13. COMMUNITY UPDATE**

Cllr di Lorenzo advised that a number of people are keen to undertake litter picking around the village as the pandemic restrictions are lifted. He will liaise with Cllr Buchanan and the Clerk over equipment.

**14. CORRESPONDENCE**

The listed items were noted

**15. DATE OF NEXT MEETING**

TUESDAY 4 May

The meeting closed at 9.38 pm

**ACTION SUMMARY**

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| **Minute** | **Action** | **By whom** |
| 4b | Start date for installation of bollards to be agreed with Meads with site meeting to confirm location | Cllrs Ogborn & Martin |
| 4c | Contact Mr Neal to repaint the area in the bus shelter damaged with Graffiti | Clerk |
| 4d | Instruct Balfour Beatty to replace streetlights in Lode Road and the non-functioning one on the lane connecting Downing Close and the High Street. Lantern to be replaced in College Close | Clerk |
| 5 | Advise D/Cllr Cane of location of overgrown hedge in Jenyns Close | Clerk |
| 6 | Contact potential representative to the Wicken Fen Liaison Group | Cllr Buchanan |
| 6 | All members of the Council are asked to send suggestions of a possible location for the bench to Cllr Chetwynd | All |
| 6 | Contact the potential donor to seek permission to pass their details to Cllr Chetwynd so that he can discuss possible locations and the type of bench to be donated | Clerk |
| 7 | Respond to consultation on ECDC Proposed Single Issue review of the Local Plan 2015 | Cllr Buchanan |
| 7 | Make enquiries of CAPALC about training session on Planning | Clerk |
| 8 | Send links for fault reporting to all Council members | Clerk |
| 8 | Send location details of tree in Beechwood Avenue growing into telephone wires | Cllr Winkcup |
| 10 | Bring costed proposal for new website and email to May meeting | Cllr Winkcup/  Clerk |