**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Monday 7 June at 7.45pm, in the Poppy Room, Bottisham Social Club**

**PRESENT:**

Cllr Ogborn- Chair. Cllrs Cundell, Marsh, Martin, van Someren, and Wilson

C/Cllr Sharp

**APOLOGIES**:

Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, O’Dell, and Winkcup

D/Cllrs Cane and Trapp

**ITEMS FROM THE PUBLIC:** None

**32 DECLARATIONS OF INTEREST:** None

**33 MINUTES OF MEETING 4 MAY 2021:** Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr Martin. Approved unanimously

**34 MATTERS ARISING FROM MAY MEETING:**

**a) Representation from Bottisham Early Morning Swimming Club:** Cllr Ogborn noted that Mr Clarke who made the presentation had not sent a written report as offered at the meeting. He invited members to comment on whether and how the Parish Council should respond. A number of members commented about the long involvement of the village community with fundraising for the development of the facilities at the College. It was commented that it would be helpful to understand the reasons for such a large proposed increase in the charges to the group. In that context, and bearing in mind the importance of the working relationship between the College and Parish Council, it was proposed that Cllr van Someren would draft a letter from the Council to the Governors and forward it to the Chair and Clerk for signing and dispatch.

Proposed by Cllr van Someren, seconded by Cllr Cundell and agreed unanimously,

**ACTION:** Cllr van Someren to draft the letter and forward to Cllr Ogborn and the Clerk

**b) Installation of a time switch in the Bus Shelter:** The Clerk reported that the electrician who had been involved in renovating the shelter had been asked to fit the time switch and the work planned to be done during the week ending 5 June.

**c) Course on Planning for Council members:** Cllr Wilson has made approaches to both Rebecca Saunt, Head of Planning at ECDC and CAPALC about the content of such a session and will report back when he has a response.

**d) Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located:**

**ACTION:** Clerk to contact Cllr di Lorenzo who is researching the issue

**e) Reconvene Play Area Working Group to plan consultation with residents of Ancients Meadows:** Cllr Ogborn explained that when the original planning permission was granted for the Ancient Meadows development, there was a requirement for the developer to provide a Play Area on the green space under the S106 agreement. However, when the developer went out of business the receiver was released from this obligation on transfer of the green space to ECDC. ECDC are willing to consider leasing part of the green space to the Parish Council for a play area, subject to a consultation with Ancient Meadows residents. The Working Group has not been able to make progress during the lockdown, but it is important to pursue it now. In that context he asked for volunteers from the Council to support Cllr di Lorenzo in taking the consultation forwards.

**ACTION:** Cllrs Cundell, Marsh and Martin will work with Cllr di Lorenzo to undertake the consultation

**f) Parish Open Meeting:** Cllr Ogborn explained that in previous years this has been a 2 hour formal meeting with a large number of people sat together in the Poppy Room.This does not feel appropriate in the current climate, so he is exploring a different format whereby a short socially distanced formal session of around 30 minutes would be followed by an opportunity for organisations to promote their activities on stalls enabling people to circulate around the space. He has had discussion with the Social Club about renting the main hall for this purpose in October. Cllr Wilson asked about the legal context for such a meeting, to which the Clerk responded that the legislation requires that the meeting take place between 1 March and 1 June. This requirement has clashed with the requirement to hold meetings remotely during the pandemic.

**g) Path from Beechwood Avenue to Ancient Meadows:** The Clerk had reported the problem with cycling on the path to ECDC, who advised that they would look into the problem and see what solution could be devised.

**h) Missing small green bin in Cemetery:** It was concluded that the loss was not a serious issue as it had to be emptied into the larger bin for collection in any event.

**i) Parish Council Insurance:** As agreed at the May meeting, the Clerk sought alternative quotations and recommended one arranged through brokers Community Action Suffolk (who specialise in insurance for Parish Councils) to Cllrs Ogborn and Clarke. The quoted premium of £401.25 offered better cover than the previous insurer, whose price had risen to £665 from £581 once the updated asset register was taken into account.

**35 READOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS:** It was proposed by Cllr Ogborn and seconded by Cllr Wilson that the Standing Orders and Financial Regulations be readopted, subject to a check by the Clerk on the latest NALC guidance - in which case proposed amendments would be brought forward to the July meeting.

**ACTION:** Clerk to check NALC guidance

**36 COUNTY COUNCIL REPORT:** Cllr Ogborn offered congratulations to C/Cllr Sharp following his election. C/Cllr Sharp reflected that he had previously represented this ward as a District Councillor, so is familiar with many local issues. Although he had missed the discussion about the Bottisham Early Morning Swimming Club at the beginning of the meeting, he advised that he has met with Mr Clarke, secretary of the Club in his role as co-chair of Governors at the Village College and will be raising the issue with the Principal, with a view to making a proposal to resolve the situation.

There has only been one full meeting of the County Council since the election but C/Cllr Sharp has been appointed to a number of committees: Highways and Transport, Children and Young People, Audit and Accounts, and the Pension Fund. He voiced his concern that two committees had been disbanded with one of them, Health, being combined with the Adults Committee.

He undertook to follow up on the environmental issues advised by Cllr Winkcup which remain unresolved from before the election. Cllr Martin also highlighted the problem with the drain outside 6 Tunbridge Lane.

**37 CHAIR’S REPORT:** Cllr Ogborn said that the key item he wanted to progress was the work of the Play Area Working Group, already discussed, otherwise there were no other matters to be raised at this stage.

**38 PLANNING:** No formal consultations had been received from ECDC; no concerns were identified with the new applications noted on the Planning Portal.

Cllr Wilson advised that ECDC had received a licence application for an ice cream round across a number of villages in the district which had been passed to the Council for comment. A concern had been raised about the amount of time the van would be operating in the village, but Cllr Wilson advised that the stay at each location would be short and the application indicated that several villages would be visited on any given day - rather than only visiting one for an extended period.

**39 ENVIRONMENT:**

**a) Issues within the village:** Outstanding issues identified by Cllr Winkcup were taken on by C/Cllr Sharp as indicated above. It was noted that neither Cllr Cundell or Wilson have yet been allocated a patch for environmental monitoring.

**ACTION:** Cllr Chetwynd to allocate patches to Cllrs Cundell and Wilson

Cllr Martin advised that, following the installation of 10 bollards by Meads last week. The remaining two bollards will be installed next week by Cllr Martin, following minor repairs to them carried out by him. Cllr Ogborn expressed his thanks to Cllr Martin for his work on this project.

**b) Cambridge Waste Water Treatment Plant Relocation Project Community Working Group:** Cllr Wilson had attended a meeting of the Group on behalf of the Parish Council on 2 June and circulated a report. He summarised his concerns as being odour, increased traffic in the local area and potential visibility of the digesters from some points in the village e.g. the church tower. He advised that information packs are to be circulated to villages including Bottisham as part of Phase 2 of the consultation. He said that Karen Barclay, Project Leader, has offered to come and speak with local Parish Councils.

**ACTION:** Cllr Wilson to arrange with Karen Barclay to address a meeting of the Parish Council

**40 ANNUAL GOVERNANCE STATEMENT:** The Clerk advised that the Internal Auditor had completed his work and confirmed that all the required internal control objectives had been met. Following that, the Council considered the Annual Governance Statement. It was proposed by Cllr Wilson and seconded by Cllr van Someren that all the required statements were agreed; this was passed unanimously, following which the statement was signed by the Chair and the Clerk.

**41 ACCOUNTING STATEMENTS 2020-21:** The Council considered the accounting statements; it was proposed by Cllr March and seconded by Cllr Martin that they be approved. This was agreed unanimously, after which they were signed by the Responsible Financial Officer and the Chair.

**42 FINANCE:** The following payments were approved:

Jonathan Giles – Salary, Pension, PAYE and NI 749.60

J Giles – Cemetery shed keys 17.50

I Swift – Litter picking (5 weeks) 65.63

K Levitt – Litter picking (5 weeks) 65.63

TEEC -migration to new website 735.00

Haven Power – Streetlights (paid by DD) 47.82

East Cambs Trading Company 425.81

Community Action Suffolk (Insurance) - paid 401.25

M Williamson – Internal Audit fee 75.00

Mead – installation of bollards 900.00

At the time of the meeting, the invoice for the installation of a time switch to Bus shelter had not been received. It was proposed that the payment could be signed off by the chair when received if it falls within the delegated limit.

It was proposed by Cllr Wilson and seconded by Cllr Marsh that the above payments be agreed and that the time switch installation be signed off by the Chair when the invoice is received. This was agreed unanimously.

**43 NEW WEBSITE AND EMAIL:** The Clerk described the work that has been done to date, to migrate the content of the current website into the much more navigable new format. In the light of the difficulties experienced by a number of Council members in gaining access to the current email system, as well as a recent concern that the system had been hacked, Cllr Winkcup and the Clerk discussed the matter with the new website provider. They advised that using the gov.uk email address would be more secure as well as appropriate to the Council’s position as part of local government. The cost would be an additional £50 per annum and require the completion of an application form as part of the security process.

Cllr Cundell asked about how the content of the site would be managed. The Clerk would be responsible for the routine management of the Parish Council’s own section of the site. However Cllr Ogborn indicated that Cllr Winkcup would very much welcome her involvement in developing the wider content, given her experience. The Council unanimously expressed its gratitude to Cllr Winkcup for all the work he has done on this project.

**ACTION:** Cllrs Cundell and Winkcup to liaise over the content management of the site

**44 NEW CEMETERY WORKING PARTY:** Cllr Ogborn reported that a meeting had taken place in May between the Working Party (including one of its consultants) and the National Trust. Attending from the Trust were the Regional Estate Manager, their landscape architect and the CEO of Anglesey Abbey. The Trust representatives presented an outline design which they advised would need to be followed closely if the Council wishes to proceed with the support of the Trust. The Working Party felt that the design was an attractive option, although markedly different from the design prepared by the Council. The key issue with the Trust’s design is the proposed access to the site close to the chicane traffic calming system on Lode Road. Cllr Ogborn is in touch with Highways to clarify the best way forwards in relation to the traffic calming feature. An on-site meeting of the working party is planned to review the best way forwards on access.

The meeting closed at 9.30 pm

|  |  |  |
| --- | --- | --- |
| **Minute** | **Action** | **By whom** |
| 34a | Draft a letter to the Governors of BVC alerting them to concerns about the increased charges to the swimming club and enquiring about reasons for the size of the increase. Forward to Cllr Ogborn and the Clerk for signing and dispatch | Cllr van Someren |
| 34d | Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located | Clerk to contact Cllr di Lorenzo |
| 34e | Reconvene Play Area Working Group to plan consultation with residents of Ancients Meadows | Cllr di Lorenzo with Cllrs Cundell, Marsh & Martin |
| 35 | Check NALC Guidance for any updates to model Standing Orders and Financial Regulations | Clerk |
| 39a | Allocate “patches” to Cllrs Cundell & Wilson for environmental monitoring | Cllr Chetwynd |
| 39b | Invite Karen Barclay, Project Leader for the Cambridge Waste Treatment Plant Relocation Project to meet with the Parish Council | Cllr Wilson |
| 43 | Liaison over content management of non- Parish Council sections of the new website | Cllrs Cundell & Winkcup |

## District Councillors’ Report to Parish Councils June 2021

Unfortunately the strategy of ECDC Council that it would hold Zoom meetings as in the previous year, and that the results of any voting on motions or resolutions would advise the Chief Executive was deemed illegal. The Planning Committee met at the Hive, but unfortunately there was no livestreaming. Other Committees are meeting at the Grange, with very restricted access for the public.

Using Zoom, John attended the Better Public Transport - Cambridge Eastern Access Project: to note the recommendation that Phase A on-line improvements to Newmarket Road should be advanced to OBC stage, with a longer term Phase B plan to develop a high quality public transport route connecting Coldhams Lane and a relocated Park and Ride site on Newmarket Road to be developed further if the draft Greater Cambridge Local Plan indicates that the Marshalls site will be allocated for development and land made available; presumption of access via Coldhams Lane rather than the Tins, and potential improvement to the Coldhams Lane roundabout; also potential for reallocation of roadspace on Newmarket Road and Coldhams Lane, and to improve the Cambridge to Newmarket Line in the longer term, with twin-tracking and additional stations—GCP should support EWR Consortium and Network Rail in maximising the potential benefits of this asset.

Regrettably the Administration is not engaging with GCP to any great extent, although almost half the District will be affected by these proposals, even more so when the GCP considers the Northern Access.

Charlotte and I must send apologies for not being able to attend the meeting in person.