**BOTTISHAM PARISH COUNCIL**

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

**PRESENT:**

Cllr Ogborn- Chair. Cllrs Chetwynd, Clarke, Cundell, Marsh, Martin, O’Dell, van Someren, Wilson and Winkcup

C/Cllr Sharp; D/Cllr Cane

**APOLOGIES**:

Cllrs Buchanan and di Lorenzo

**ITEMS FROM THE PUBLIC:** None

**45 DECLARATIONS OF INTEREST:** None

**46 MINUTES OF MEETING 7 June 2021:** Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr O’Dell. Approved unanimously

**47 MATTERS ARISING FROM MAY MEETING:**

**a) Bottisham Early morning Swimming Club:** Cllr van Someren indicated that he had not sent the letter to the Village College following the assurance that the issue was being discussed by the Governors and the Club. C/Cllr Sharp confirmed that he believes the parties are close to an agreement. He envisages this will be based on the sessions being open to the public and the College taking responsibility for providing the lifeguard.

**b) Ownership of land at the east end of Beechwood Avenue where overgrown tree is located:** Cllr di Lorenzo has been contacted as he indicated he would be able to establish the owner

**ACTION:** Cllr di Lorenzo to advise of ownership of this land

**c) Play Area Working Group:** Cllr di Lorenzo has circulated the information about the history of the group to new members and is preparing a draft letter to invite residents to the consultation about locating it on the green space in Ancient Meadows

**ACTION:** Cllr di Lorenzo and Working Group to prepare invitations and set up consultation meeting

**d) Check for NALC updates to model Standing Orders and Financial Regulations:** The Clerk advised that he had compared the latest NALC versions with those of the Council and the only changes related to financial thresholds for tendering. These are set at a higher level than any of the Council’s current activity but will need to be checked when the Council tenders for the new Cemetery

**e) Allocation of patches for Environmental Monitoring:** Cllr Chetwynd said that he did not have the original details of the allocation made by Bill Sunner

**ACTION:** Cllr Ogborn to forward email

**f) Zoom meeting with Karen Barclay, Project Leader for Cambridge Water Treatment Plant Relocation Project:** The date for this was agreed as the evening of Monday 12 July

**ACTION:** Cllr Ogborn will send a Zoom link and Cllr Wilson will confirm with Ms Barclay

**g) Development of new website and email:** Cllr Winkcup reported that Cllr Cundell had been introduced to the vendor. They are in agreement about the wider content of the website, beyond the Parish Council pages, which is vital to making it the first port of call to residents of the village. The attractiveness of the site is linked to the quality of photographs and Cllr Cundell is making approaches to encourage new contributions.

The application for the gov.uk website and email has been lodged. The aim is for the transition to be completed in September. In the meantime the current draft version of the new website will be developed further and shared with Council members before going live.

Cllr Winkcup explained that the email system used by the Council at present is based on Livemail, which is no longer supported by Microsoft – it is both very slow and liable to hacking. The new system will be secure and can be used in conjunction with Outlook. Cllr Ogborn stressed the importance of all Councillors using the new system once it is set up. The vendor provides straightforward instructions on setup as well as a support service which promises a 24 hour response time to requests for help. He expressed thanks on behalf of the Council to Cllrs Cundell and Winkcup for their work on this project.

**48 DISTRICT COUNCIL REPORT:** D/Cllr Cane highlighted key issues from the report which is appended in full at the end of these minutes. She said that she is working on the backlog of casework issues referred to her. With reference to the maintenance of the hedge on the path between Arber Close and Jenyns Close, she confirmed that this going to be dealt with by the Council. She will contact the resident who has raised the issue to confirm.

**49 COUNTY COUNCIL REPORT**: C/Cllr Sharp advised that the Highways Committee had extended the closing date for the next round of the Local Highways Initiative fund until 15 September recognising that this will still be challenging given that Councils do not meet during August. He indicated that the total for the East Cambs district is £58,000. A key element for the scoring of applications relates to the casualties linked to the locations of the proposed initiatives.

He is also on the Children and Young People Committee which recognised the serious shortfall in resources for pupils with special educational needs and disabilities (SEND). The Audit Committee, on which he also sits, will be considering the report about the financial dealings of the former deputy leader of the County Council.

He is still pursuing the issues previously referred to C/Cllr Shuter as advised to him by Cllr Winkcup. Cllr O’Dell recorded his thanks to C/Cllr Sharp for his engagement with the A to B1102 Group which is very relevant to villages in this locality.

**50 CHAIR’S REPORT:** Cllr Ogborn outlined a proposal for the Parish Meeting, which in normal times is required to take place between 1 March and 1 June each year. Rather than the two hour formal meeting which has been held in previous years, he is planning that the formal session would be limited to 45 minutes - during which time he would outline the activities of the Parish Council (providing a written report on key areas of activity: Finance/Planning/Environment/Play Area Working Party/New cemetery Working Party/New website and email). County and District Councillors would also be invited to address the meeting and provide a written report. Following the formal session, those attending would be able to move around the meeting room where the key public sector organisations working in the village would have a representative ready to engage with them individually. The organisations to be invited are: Bottisham Village College, Bottisham Primary School, the Police, County and District Councillors. Parish Councillors will also be available with information about the plans for the new cemetery and, if appropriate, the play area.

**ACTION:** Clerk to send invitation to organisations for a table at the informal session of the Parish meeting

**51 PLANNING:** Cllr Wilson had circulated the planning information sheet. No formal consultations had been received and no concerns were noted with the three tree applications which had been made to ECDC during the last month.

Regarding the briefing session for Council Members of Planning issues, Cllr Wilson had had positive responses from both CAPALC which is willing to offer a face to face session at their quoted cost and from Rebecca Saunt, Planning Manager for ECDC who expressed willingness to respond to members questions as she has done on a previous occasion. It was agreed to pursue the latter offer on the basis that it would be good to hear from a key player in the District Council.

**ACTION:** Cllr Wilson will arrange a suitable time with Ms Saunt

**52 ENVIRONMENT**: C/Cllr Sharp confirmed that he is continuing to follow up on the issues remaining outstanding from C/Cllr Shuter’s time as reported to him by Cllr Winkcup. These include the flooding problem in Lode Road and the redundant streetlights in Tunbridge Lane. Concern was noted about the state of the path alongside the A1303 going east from Bell Road. The state of the path would be unsuitable for wheelchairs or pushchairs.

**ACTION:** Cllr Chetwynd will make a Highways Fault report

Cllr Martin pointed out that bases of the trees on the triangle had not been strimmed when the last cut was done as well as the verges being omitted outside some properties. The Clerk advised that he has been in contact with the contractor and asked that all their staff be briefed from the map about which areas were to be maintained within the village, as there have been several issues recently where small areas were overlooked.

There was brief discussion about Cllr O’Dell’s suggestion of reinstating the Environment Committee, but it was concluded that this would not be the top priority while the Council has working parties on both the new cemetery and play area. To be reviewed in 6 months.

On the matter of speeding vehicles, Cllr Ogborn advised that 5 of the Speed Indicators have a recording facility which notes the speed and time/date of passing vehicles. If this information is downloaded it would identify whether there are particular times of day when the incidence is high. He stressed that the information collected by the signs does not identify either the vehicle or the driver. This information could support a request to the police to conduct speed checks at these times. Cllr Martin offered to download the information

**ACTION:** Cllr Ogborn will contact the former Councillor who commissioned the speed signs to link up with Cllr Martin about how to download the data.

Cllr Winkcup left the meeting

**53 FINANCE:** The following payments were submitted for approval for payment:

July £

Items for approval

Jonathan Giles – Salary, Pension, PAYE and NI 749.60

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

TEEC -annual subscription (pd by agreement with Chair) 295.19

Haven Power – Streetlights (paid by DD) 49.11

Wave- Cemetery water 14.97

SWARCO - Maintenance of Speed signs Gold contract 1907.56

or Silver Contract (fault repair only) 1535.44

In addition to seeking approval for these payments, the Clerk highlighted three issues to be determined:

1. Whether the Council wished to take the Gold or Silver maintenance contract from SWARCO for the speed indicator signs
2. He proposed that as the work on replacing the faulty streetlights was underway, the Council give authority to the Chair to sign off the invoice from Balfour Beatty when it arrives provided that it accords with the quotation
3. The Council give authority to the Chair to approve routine payments until the next meeting on 13 September

It was proposed by Cllr March and seconded by Cllr Clarke that the July payments be authorized, the Gold contract be purchased from SWARCO and the sign off on invoices as set out in ii) and iii) above be delegated to the Chair. This was passed by 8 votes with 1 abstention.

**54 NEW CEMETERY WORKING PARTY:** Cllr Ogborn reported that he had received a positive response from the National Trust’s landscape architect to the proposal to place the vehicular entrance at the other end of the site, at the furthest distance from the chicane. The other advantage of this location is that it provides better visibility for vehicles entering and leaving the site. The next meeting of the Working Group is scheduled to take place at 3pm on 12 July. He also reported that the new Cemetery field is due to be flailed shortly.

**55 PLAY AREA WORKING PARTY:** See item under matters arising

**56 CORRESPONDENCE:** The Council noted the correspondence received. The resident who raised the question of obtaining a defibrillator for the village has been advised that there is one available for public use at the Community Sports and Social Club. This indicates a need to raise public awareness of its location.

**ACTION:** Cllr Cundell will publicise it through the Community Facebook page and Cllr Ogborn will refer to it in his Cresset report.

The meeting closed at 9.30 pm

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| **Minute** | **Action** | **By whom** |
| 47b | Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located | Cllr di Lorenzo |
| 47c | Play Area Working Group to draft letter and plan consultation with residents of Ancients Meadows | Cllr di Lorenzo with Cllrs Cundell, Marsh & Martin |
| 47e | Cllr Ogborn to forward email with original allocation of areas for environmental monitoring so that vacant “patches” can be taken over by Cllrs Cundell & Wilson | Cllr Chetwynd |
| 47f | Invite Karen Barclay, Project Leader for the Cambridge Waste Treatment Plant Relocation Project to meet with the Parish Council on 12 July  Zoom link to be sent to participants | Cllr Wilson  Cllr Ogborn |
| 50 | Send invitations to agreed list of public organisations in the village to have a table at the parish Open Meeting on 14 October | Clerk |
| 51 | Agree date with Rebecca Saunt of ECDC for briefing on planning issues | Cllr Wilson |
| 52 | Report damaged and overgrown surface on footpath to A1303 through the CCC Highways Fault reporting system | Cllr Chetwynd |
| 52 | Contact Mr Jolley regarding advising Cllr Martin about how to download speed data from the 4 indicators which collect it | Cllr Ogborn |
| 56 | Publicise the location of the defibrillator on the Bottisham Community Facebook and in the Cresset | Cllrs Cundell/Ogborn |

**District Councillors’ Report to Parish Councils July 2021**

Planning Committee on 2 June approved significant redevelopment at the Princess of Wales Hospital, Ely. This will deliver more patient facilities and a multi-storey car park. The County Council is also planning care suites on the site, to allow people with complex care needs to continue to live independently.

Planning Committee on 7 July will be considering details for a 350 dwelling development on Newmarket Road, Burwell. This already has outline permission. The main issue of concern for local residents in Bottisham ward is the impact on the junction between Isaacson Road and Newmarket Road, which is the route for many of us to Exning and Newmarket.

The Finance and Assets Committee on 7 June updated the Terms of Reference for the Hearings sub-committee, which hears cases brought against Councillors. Most of the significant items on the Agenda – East Cambs Trading Company (ECTC) Management Accounts and managing some Council owned buildings in Ely were discussed in private session.

The Operational Services Committee on 14 June approved the Council’s second Environment and Climate Change Strategy and Action Plan, including appointing a new part-time, temporary Climate Change and Natural Environment Senior Officer. They welcomed the publication of the Interim Recommendations of the Cambridgeshire and Peterborough Climate Change Commission and agreed to work with partners to help take forward those recommendations wherever practical and viable to do so. Despite this, the Leader of East Cambridgeshire District Council proposed an amendment to the overarching recommendation of the report when the recommendations were put to the Combined Authority’s Board on 30 June for approval and abstained on the final vote.

They agreed that the Council should become an official supporter of the Cambridgeshire and Peterborough Against Scams Partnership. With scams becoming an increasing problem for people, this partnership helps our residents protect themselves from scams.

Full Council will meet on 15 July, with another Finance & Assets Committee meeting on 22 July, at which it should receive a report on the Council’s Financial Outturn for the year to 31 March 2021 and ECTC’s Management Accounts for the first quarter this year (although these will be in private session). The new Audit Committee will hold its first meeting on 26 July, at which it should receive reports from the internal and external auditors, review the draft Annual Governance Statement and the Risk Management report.