

# BOTTISHAM PARISH COUNCIL

## Minutes of meeting Monday 6 December at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

### PRESENT:

Cllr Ogborn- Chair. Cllrs Buchanan, Cundell, di Lorenzo, Marsh, van Someren, O'Dell, Wilson  
C/Cllr Sharp; D/Cllr Cane

### APOLOGIES:

Cllr Winkcup

**ITEMS FROM THE PUBLIC:** Dr Stuart Field addressed the meeting on the subject of an appeal to raise funds for a new sound system and hearing loop for Holy Trinity Church, Bottisham. He explained that, while most do not regularly worship there, many make use of it for weddings or funerals, or to attend special services at Christmas, Easter or Remembrance Sunday. Village schools also use it for special services or carol concerts.

The existing system was installed 60 years ago and there is no hearing loop, which is now a requirement under the Equality Act. The PCC has provisionally accepted a quotation of £14,000 but will have to raise a significant proportion of this sum to enable the work to proceed. Although he understands that the Parish Council is not itself in a position to contribute funds for this purpose, he was grateful for the opportunity to publicise the appeal and will also submit an article to the Cresset.

**103 DECLARATIONS OF INTEREST:** None

**104 MINUTES OF MEETING 1 November 2021:** Acceptance of the minutes was proposed by Cllr Wilson, seconded by Cllr Cundell and agreed unanimously

### 105 MATTERS ARISING

a) **Blocked drain outside the Old Bakery on the High Street:** The Clerk has reported this both through the Highways Reporting System and also directly to Bob Rossiter, so that it can be connected with the other reports submitted by Cllr Winkcup on drains in the vicinity.

b) **Locations of illegal parking and speeding within the village:** Cllr Winkcup has submitted details of these to D/Cllr Trapp as requested at the November meeting

c) **Contact E Cambs Trading Company regarding bus shelter cleaning and cemetery maintenance:** The bus shelter has now been cleaned. Cllr Ogborn and the Clerk met with Shaun Bradshaw, who oversees the team who maintain the cemetery. They indicated the areas of outstanding maintenance, notably reducing the hedges to the required height and width, particularly close to the War Graves.

**105 COUNTY COUNCIL REPORT:** C/Cllr Sharp reported that there is a full Council meeting next week and a Highways & Transport Committee meeting on 7 December. He reminded those present of the consultation on Cambridge Eastern Access which runs until 22 December. The Children & Young Persons 'Committee met last week and was primarily concerned with budget setting. The Highways Improvement Board is also due to meet and C/Cllr Sharp said that, following local feedback, he would be seeking information from Officers about their priorities to help manage public expectations about when problems would be dealt with. He will also pass on the concerns being raised with him about the effectiveness of communications with Highways. He said that Soham Station is due to re-open on 13 December. Although there is

not a direct line to Cambridge, there is a direct line to Bury St Edmunds benefitting young people attending college there.

Cllr Ogborn told the meeting he had raised a concern with C/Cllr Sharp about the response from Highways to a fault report about an overgrown hedge, saying that they had no details of the occupant of the house concerned.

**106 DISTRICT COUNCIL REPORT:** D/Cllr Cane reported that there is a forthcoming Zoom seminar to be held between the Greater Cambridge Partnership and East Cambs Councillors. She is asking that representatives from Parish Councils be invited as well. She thanked the Parish Council for its support over the issue of funding to the Newmarket CAB which has now been satisfactorily resolved.

She noted that Green Bin collections have been suspended until February. There is some mixed messaging about the reason for this, but she understands that it arises from the shortage of HGV drivers. Cllr O'Dell commented that it was unfortunate that a recycling service had been suspended rather than black bag collections, as this will potentially lead to people losing the habit of recycling.

**107 CHAIR'S REPORT:** Cllr Ogborn advised that he (and Cllrs Buchanan and Wilson) had had contact from the District Councillor from South Cambs about a new proposal for an earthen cycle path from the Wilbraham crossroads to the Airfield Museum, to enable people from the village to cycle safely to the A1303 to access bus services to Cambridge and Newmarket. It is further proposed to install cycle stands at the bus stops. Cllr Ogborn sought and received confirmation from Councillors that the proposal to install cycle stands was supported informally at this stage.

#### **108 PLANNING:**

- a) **New Applications:** The Council accepted Cllr Wilson's recommendation that there were no concerns with the following new applications which have been received from ECDC:

**21/01393/CLP- 25 Willow Way, CB25 9BS**

Change roof of single storey rear addition from flat to mono pitched roof with tiled finish to match existing main house

**21/01657/FUL – 4 Bradfords Close, CB25 9DW**

Proposed demolition of existing garage, single storey front, rear and side extensions, window replacement and external rendering/cladding

**21/01679/FUL – 2 Arber Close, CB25 9DR**

New front porch and single storey rear extension

The following application was received too late to be included in the agenda. It will therefore be put on the agenda for the meeting on 4 January 2022 following agreement by ECDC to an extension to the period for consultation:

**21/01703/FUL – Site south of 2 Parsonage Barns, Bottisham**

Erection of storage building, outdoor covered storage area, extension to form staff welfare facilities, and associated infrastructure

**ACTION:** Cllr Wilson and the Planning Working Group to consider its comments on this application for the January meeting

**b) Appeal:**

APP/V0510/W/21/3282241 – Land to rear of 163 to 187 High Street  
Retirement Village and Affordable Housing

Cllr Wilson confirmed that the Council's submission had been submitted by the due date and acknowledged. He and Cllr Ogborn have indicated that they will speak at the Inquiry, which is scheduled for 25 January 2022. It is understood, though not confirmed, that the hearing will take place on Zoom. In preparing for the hearing, the Council will work in close liaison with the District Council and the Medical Practice who have also made their submission under Rule 6. In answer to a question about the County Council's involvement in the appeal, C/Cllr Sharp indicated that he was not aware of any intention to make further comment beyond that already made to the original application.

**109 ENVIRONMENT:**

**a) Update on areas of responsibility:** The only item raised was the missing cover to the litter bin near the Social Club in Downing Close - previously reported, but no action taken at present.

**ACTION:** The Clerk will pursue with ECDC

**b) Cemetery Trees:** The Clerk reported that a Tree Surgeon is coming to assess the Cemetery trees on Thursday 9 December. Given the Council's responsibility for the closed churchyard as well, the Clerk advised that the trees there should be assessed as well.

**ACTION:** The Clerk and Cllr van Someren will meet the Tree Surgeon

**110 FINANCE:**

**a) Minutes of Finance Committee, 23 November 2021:** Cllr Wilson highlighted key issues discussed by the Committee. He began with the review of income and expenditure in the year to date noting that the opening balances were £138,665 and are forecast (with particular caveats on the uncertainties about expenditure on environment before the end of March) to rise to around £156,000 by the year end. Such reserves will reduce the amount required to be borrowed to finance the new cemetery.

The number of dwellings assumed to be paying Council Tax at Band D was reduced to 842.7 for the current year but is reverting close to its pre-pandemic level to 869.2 for 2022-23. If the current charge per dwelling of £57.25 were to be maintained this would generate a precept of £49,753. The Finance Committee proposed an increase of 0.05%, which would lead to an annual charge per household of £57.52 and generate a precept of £50,000. At this level, the precept would cover the running costs of the Council, based on the draft budget circulated with the Finance Committee papers attached to the agenda.

Cllr Wilson outlined the generous offer of the funds of Bottisham Players now the organisation is winding up. He will be speaking with Mr and Mrs Jolley to agree the terms on which these funds can be used for grants to promote entertainment within the village.

The Table Tennis Club, which was unable to take up the grant of £200 awarded in 2019-20, has been invited to re-apply specifying how the money would be spent.

The Committee considered the request from the A to B1102 Group for financial support of up to £130. This was agreed, but the group would be required to produce receipts showing how the expenditure was incurred. It cannot be paid as a grant at this point as the Group does not yet have a constitution and a bank account.

It was proposed by Cllr Wilson and seconded by Cllr van Someren that the Finance Committee minutes be noted, and the draft budget and precept for 2022-23 be approved. This was agreed unanimously.

**b) Finance Approvals:**

In addition to the items listed below, Cllr Ogborn asked the Council to note his agreement to a quotation obtained by the National Trust for a “red book” valuation of the proposed new cemetery site. This falls within the capital expenses allocated within the budget for the new cemetery. The cheapest of the three quotations obtained was from Carter Jonas who will charge £1,500 +VAT and expenses. This will need to be paid at such time as the Council is billed by the National Trust.

It was proposed by Cllr Wilson and seconded by Cllr Cundell, and approved unanimously that the agreement to pay for the valuation be noted and the following payments be approved:

	£
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (5 weeks)	65.63
K Levitt – Litter picking (5 weeks)	65.63
Haven Power – Streetlights (paid by DD)	
E Cambs Trading Co – Grasscutting	452.27
CAPALC – Allotment training x2	120.00
J&J Drake – Repair to bus shelter junction box	322.32

**111 NEW CEMETERY:** Cllr Ogborn said that the Eastern Region board of the National Trust has now approved the sale of the land and the project is to be presented to the Central Investment Board (CIB) meeting in January. The “red book” valuation referred to under Finance is required for submission to the CIB meeting. If approved by the CIB it is now likely that final approval for sale of the land will be delegated to the Director General, rather than having to be considered by the main board of the National Trust. This is, however, not likely to take place until planning consent has been granted. The next stage is the appointment of a planning consultant to steer the application through ECDC, for which quotations have been sought. He anticipates that this stage will take around four months, following which ECDC will lead the compulsory process on the Council’s behalf. In that context he believes it is reasonable to expect construction to commence in 2023.

**112 PRE-SCHOOL PLAY AREA:** Cllr di Lorenzo outlined the planned consultation over the location of the Play Area on one of two pieces of land owned by ECDC in Ancient Meadows/Lysander Close. He stressed that the Assets Committee of ECDC require details of a consultation with residents in the immediate vicinity of the proposed location before it will consider a transfer or lease of the land to the Parish Council. This exercise needs to be completed before any wider discussion within the village on the exact design of the play area. He indicated that a final draft of the consultation document would be presented to the Council on 4 January. It would then be circulated to residents at the end of that week with a request for it to be returned by the end of January. Those involved in the consultation would also be invited to meet with the Working Group in the Poppy Room on 24 January.

**113 CORRESPONDENCE:** Cllr Cundell indicated that she had put her name down to attend the Zoom Roundtable with the Police & Crime Commissioner.

**114 ITEMS FOR FUTURE MEETINGS:**

- a) Report back on Allotment Training attended by Cllr Marsh
- b) Briefing on the Bottisham United and Local Charities
- c) Consideration of having a Parish Council page on the Community Facebook

**115 DATE OF NEXT MEETING: Tuesday 4 January at 7.45 pm in the Poppy Room.**

<b>Minute</b>	<b>Action</b>	<b>By whom</b>
<b>108a</b>	21/01703/FUL – Site south of 2 Parsonage Barns, Bottisham Provide comment on application to January meeting	Cllr Wilson and the Planning Working Group
<b>109a</b>	Report damaged litter bin in Downing Close to ECDC	The Clerk
<b>109b</b>	Attend review of Cemetery Trees by Tree Surgeon on 9 December	The Clerk & Cllr van Someren