

BOTTISHAM PARISH COUNCIL

Minutes of meeting Monday 4 July at 7.45pm, in the Poppy Room, Bottisham Community Sports & Social Club

PRESENT:

Cllr Ogborn - Chair; Cllrs Cundell, di Lorenzo, Marsh, van Someren, Winkcup;
Cllr Overton (from item 35)
C/Cllr Sharp; D/Cllr Trapp

APOLOGIES:

Cllrs Buchanan, O'Dell, Wilson; D/Cllr Cane

32. **CLOSED SESSION:** discussion between potential co-optee and the Council following which Cllr Ogborn declared the meeting open in public session.
33. **MEMBERS DECLARATION OF INTERESTS:** Cllrs Ogborn and Marsh declared their friendship with Mr Overton prior to the ballot. Cllr Winkcup declared an interest in the Play Area as a resident of Ancient Meadows and took no part in the discussion on this item.
34. **BALLOT FOR CO-OPTION OF MR MARK OVERTON:** The Clerk collected the ballot papers and announced that the Council had unanimously voted to co-opt Mr Overton. He signed the Declaration of Acceptance of Office and took his seat on the Council.
35. **MINUTES OF MEETING 6 JUNE 2022:** It was proposed by Cllr Cundell and seconded by Cllr van Someren that the minutes be approved which was agreed unanimously by the Council.
36. **MATTERS ARISING FROM THE JUNE MEETING:**
- a) **Gift of Trees to Anglesey Abbey to mark the Platinum Jubilee:** Cllr Cundell said that she is liaising with Mr Beaver to agree the type of tree and location in time for the planting season
 - b) **6 Oaks Solar Energy Park:** Cllr Wilson has sent the Council's comments to Lucy Frazer MP
 - c) **Publish the Annual Governance and Accounting return on the website:** The Clerk confirmed that the documents have been published on the website and the submission has been sent to the external auditor
 - d) **Invitation by Lucy Frazer to visit the House of Commons:** The Clerk had circulated the dates offered (17 October and 14 or 28 November).
ACTION: Cllrs wishing to join this visit are asked to confirm their availability to the Clerk by Friday 8 July
37. **COUNTY COUNCIL REPORT:** C/Cllr Sharp confirmed that the Greater Cambridge Partnership is consulting on the Cambridge Road Reclassification proposals. He is concerned that new restrictions on some roads would prevent buses from accessing the central area of the city. The proposals on the Cambridge Eastern access have still not been published following the earlier consultation. He said that Cambridgeshire County

Council has a new plan for highways maintenance, including potholes, which was proposed for implementation without consultation with elected members or the Highways and Transport Committee. This has been challenged and a member briefing seminar is to take place imminently. A recent poll of local residents of the Mill Road area resulted in a marginal majority in favour of reclosure but C/Cllr Sharp expects that there will be exceptions, possibly for cycles, buses and taxis.

Cllr Ogborn asked what action Highways is planning following the three fatal accidents in the vicinity of the Missing Sock within the past 6 months. Cllr di Lorenzo recalled that the issue had been raised previously with C/Cllr Shuter. Cllr Cundell highlighted the high risk which arises from cycle speed trials which take place on the A1303. C/Cllr Sharp responded that the Cycle way was due for resurfacing next year which may encourage greater use of the path by cyclists; in the meantime he is seeking clarification from the Asst Director, Sue Proctor on the plans to improve safety on this stretch of road.

ACTION: C/Cllr Sharp will report back to the Council in October on this issue

- 38. DISTRICT COUNCIL REPORT:** D/Cllr Trapp had submitted a report (see attachment 1). He drew attention to ECDC's Private Sector Housing Enforcement Policy noting that many tenants are unaware of their rights, and in particular, they cannot be evicted for raising a complaint against their landlord. Regarding the ongoing issues with waste collection, he advised that Street Scene is reviewing its management structure and seeking to improve staff morale. Cllr Marsh highlighted the problems that had arisen with black bags being left uncollected for long periods and suggested that black wheelie bins could reduce this problem.

The District Council had an underspend of £2.367m at the year end in March. He understands that this arose because of difficulty in filling staff vacancies rather than a deliberate policy of restricting budgets.

39. ENVIRONMENT:

- a) **Report on ECDC Climate Conference:** Cllr Ogborn advised that Sarah Brown was called away at short notice and will give the report back in September.
- b) **Update on areas of responsibility:** Cllr Winkcup noted that the road had been dug up on Tunbridge Lane. He believes this was in response to the drainage problems at this location but has had no confirmation from Highways that the problem has been rectified. Cllr Cundell pointed out that the drains outside the Old Bakery and by 52 High Street remain blocked. This means that overflow from these drains is likely to flow towards Lode Road potentially undermining the benefit from repairs undertaken in Tunbridge Lane.
- c) **Removal of basal growth from cemetery trees:** The Clerk explained that the work now done on the largest tree bordering the Cemetery was relatively straightforward and would only cost £80+VAT. Mr Downs, from Eastern Tree Surgery, suggested that greater confidence that there is no disease present in any of the trees in that location would be achieved by removing the basal growth from one of the more densely affected trees at a cost of £265. The Clerk consulted with Cllr Ogborn who agreed that this should be authorised, as the total cost would be just £80 above the previously agreed figure of £265. Subject to no issue arising from this work, Mr Downs would then proceed to complete the tree survey as agreed earlier in the year.
- d) **Update on Churchyard issues:** The Clerk advised that two contractors have visited to assess the requirement for resurfacing the path alongside the North wall of the church up to the rear gate. The Parochial Church Council has been invoicing the Parish Council for the cost of running the floodlights two years in arrears on the basis that electricity was provided at the overnight rate. In practice the hours when the lights are on are charged at day rates and the Treasurer has sought agreement to issue an invoice for year 2020

reflecting this so that the recharge would be £1020. At the same time, the latest round of price increases has led the PCC to take the precautionary measure of turning off the floodlights, until measures for reducing the overall running cost have been considered by both Councils. An electrician is due to visit on 11 July. The Parish Council agreed that both these matters should be referred to the Finance Committee for decision if within the committee's delegated limit, or for advice to the September meeting of the Council if not.

ACTION: Finance Committee

The Clerk then outlined the proposal by the PCC for re-wilding the Churchyard in line with paper from the Vicar attached to this agenda. As the Parish Council is responsible for the maintenance of the churchyard this can only be undertaken with its agreement. Cllr Ogborn agreed to attend a meeting on 6 July to examine the proposals more fully.

ACTION: Cllr Ogborn to attend the meeting

40. PLANNING:

a) Applications received:

22/00672/FUL – 18 Lode Road, CB25 9DJ

Construction of two mast and two antennae for amateur radio (part retrospective)

The Clerk reported that Cllr Wilson had raised no issues with this application and it was clear from the planning portal that neighbours were supportive. The Council resolved to make no comment

22/00703/FUM – Land north west of Village College, Lode Rd

Change of use of agricultural land to cemetery, reprofiling of land to create a burial platform, creation of pedestrian and vehicular access, car park, access paths, storage area, hand pump and associated infrastructure

Cllr Ogborn advised that an issue had arisen in that we have now been advised by the tenant's agent that there needs to be a buffer 12m wide at the southern edge of the site, whereas the understanding up until now has been that it would be 6m wide. This will have a marginal impact on the total number of burials achievable on the site. Discussions are underway with the Council's Planning Consultant to make a minor amendment to the submitted application rather than a completely new submission. Some additional cost will be incurred in making the changes.

b) Planning application approved:

22/00153/FUL – Dunkeld, 70 Tunbridge Lane, CB25 9DU

Conversion of existing garage into granny annexe

c) Neighbourhood Plan update:

The Council noted the update circulated by Cllr Wilson, which records that Richard Kay of ECDC confirms that Bottisham was "designated" for Neighbourhood Planning purposes in 2016: this will assist in securing grant funding for the development of the plan. The first meeting of the Working Party is planned to take place at the end of the summer holidays.

41. FINANCE:

The Clerk advised that invoices from the Planning Consultant, Navigate Planning and ECDC for printing costs associated with the Play Area consultation had been received subsequent to the publication of the agenda and are added to the list shown below. He further advised that we have been notified of a further invoice from Navigate Planning estimated at £1318 which will fall due before the Council meets again in September.

	£
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	762.26
I Swift – Litter picking (4 weeks)	56.00
K Levitt – Litter picking (4 weeks)	56.00
Haven Power – Streetlights (paid by DD)	49.59
Eastern Tree Surgery – Removal of basal growth from Cemetery Lime tree	345.00+VAT
Planning Portal – Cemetery Planning App'n Fee – Authorized for payment by Cllr Ogborn	1046.20
Wilko – Bus Shelter paint (reimburse Cllr Winkcup)	12.00
Fairhaven Estates Compensation Fee new Cemetery Site	3123.75
MKA Ecology – New Cemetery Biodiversity Assessment	900.00+VAT
TGMS – New Cemetery design	1875.00+VAT
Wave – Cemetery Water	12.13
EAS Transport Planning – New Cemetery	1530.00+VAT
ECDC – Printing for Play Area Consultation	35.00+VAT
Navigate Planning – New Cemetery consultancy	895.54+VAT

It was proposed by Cllr Winkcup and seconded by Cllr van Someren that

- a) The above items be approved for payment
- b) Invoices arriving during period up to the September meeting, provided for within the Council's budget, together with the estimated invoice for £1318 from Navigate Planning could be approved by Cllrs Ogborn & Wilson

This was agreed unanimously.

42. PLAY AREA UPDATE: Cllr Ogborn noted that a number of responses to the consultation have been returned to the box provided in the village store. There is an opportunity for those consulted to talk directly with Councillors in the Poppy Room from 4-8.30 pm on Tuesday 12 July. The written responses and comments received during the consultation meeting will be considered by the Working Group on Monday 18 July.

43. ANTI-SOCIAL BEHAVIOUR MINI FORUM: Cllr Ogborn reminded Councillors that this initiative from ECDC is designed to bring together local residents and agencies with responsibilities for this issue to identify key concerns and work on resolving them. After liaising with the Community Safety Team from ECDC, four dates were identified for holding the Forum next March. Subject to availability of the main hall, the proposed date is Monday 8 March.

ACTION: The Clerk to ascertain availability of the main hall of Bottisham Community Sports and Social Club

44. COPSE IN A BOX: Cllr van Someren reported that he is expecting delivery of the plants at the end of the month. They will be nurtured temporarily in his garden ready for distribution to their permanent locations next year. He has publicised the initiative through the Cresset and Cllr Cundell agreed to promote it on Facebook. There was some discussion about the possibility of involving the Village College. Cllr Winkcup advised that while the College is strongly supportive of such initiatives, the size of the site means that a significantly larger number of plants would be needed to make an impact.

ACTION: Cllrs van Someren and Cundell to continue publicising the scheme through the Cresset and Facebook respectively

45. CORRESPONDENCE: The Council noted the items listed

46. DATE OF NEXT MEETING: Monday 5 September, 7.45 pm

47. CLOSED SESSION: Consideration of confidential pre-planning items

ACTION LIST: JULY

Minute	Action	By whom
36(d)	Invitation by Lucy Frazer to visit the House of Commons: Advise Clerk of preferred dates (17/10;14/11;28/11) by Friday 8 July	Councillors
37	Report back on Highways plans to improve safety on the A1303 in the vicinity of the Missing Sock	C/Cllr Sharp
39(d)	Consider quotations for repairing the Churchyard path; review proposal for invoicing floodlighting cost for the year 2020 together with sustainable management of floodlighting in future	Finance Committee
39(d)	Attend meeting to consider rewilding of the Churchyard	Cllr Ogborn
43	Ascertain availability of the BSASC Main Hall for the ASB Mini-forum on 8 March	Clerk
44	Publicise Copse in a Box Scheme through the Cresset and Facebook	Cllrs van Someren & Cundell

District Councillors 'Report to Parish Councils July 2022

Operational Services Committee

1. The ECDC Environment & Climate Change Strategy and Action Plan June 2022 was approved. Little has changed since the publication of the plan last year.
2. The Private Sector Housing Enforcement Policy was adopted and will now be sent out for consultation. It tightens up the legislation and penalties on landlords whose properties are sub-standard and not safe. The problem is to make occupants of rented properties more aware of their rights to have decent and safe accommodation.
3. At last ECSS, the Council-owned company that does waste collection for the District, has recognised the problems that it has with waste collection, and has drawn up a strategic action plan. Information on missed collections can be gleaned from this site: <https://www.eastcambs.gov.uk/east-cambs-street-scene/waste-service-disruptions>
However, information as to when missed collections will be collected is not available, and the advice is to leave the rubbish out on the street until it is collected. Please contact the Council - waste@eastcambs.gov.uk and copy John and Charlotte to report missed collections.

Finance & Assets Committee

1. It was decided to: review disability access to every East Cambridgeshire District Council (ECDC) owned public toilet in East Cambridgeshire, and report the findings to the meeting of Finance and Assets Committee in November 2022. The review should include details of the level of ECDC provision across the District, whether the current provision is capable of being adapted for accessible provision, and if so, the associated cost implications of the works; notify Changing Places that there is provision of a Changing Places toilet at the Hive Leisure Centre, Ely and request that this is reflected on their website; write to businesses and partner organisations to make them aware of the funding when the next round of Changing Places funding is announced; ensure that existing public toilets are signed in line with Crohn's & Colitis UK guidance.
It became apparent that although use of the Changing Places toilet at the Hive was free, there was a charge for using the associated shower facilities. Following a request from the District Council, this charge has also been removed.
2. Approve the First Homes Interim Policy Statement to encourage builders to provide First Homes.
3. Approve the eligibility criteria for the Growth & Infrastructure Fund and to note that the fund will be opened for applications on Monday 11 July 2022 and close on Friday 7 October 2022; the Council reserves the right to re-open the fund for further round(s) of applications in the event that it is not fully utilised. Approve the Growth & Infrastructure Fund Scoring Panel Terms of Reference and appoint 7 Members, one of whom is John Trapp, to the Growth & Infrastructure Fund Scoring Panel.
4. Overall the Council has a year-end underspend of £2,367,039 when compared to its approved revenue budget of £14,310,015. The overall position for the Council on Capital is an outturn of £480,750, which is an underspend of £4,279,694 compared to the revised budget. Some of the savings were due to not replacing staff immediately, and not replacing waste collection vehicles, as planned and budgeted for.