

Bottisham Parish Council

Minutes of Meeting 30 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 3rd November 2025 at 7.30pm.

Present: Cllr Jon Ogborn; Cllr Keith Morrison; Cllr Nadene Cundell (Chair); Cllr John Austin; Cllr Maria Socea; Cllr Stephen O'Dell; Cllr Savannah Laurent.

Members 9 (3 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: District Councillor Trapp; County Councillor Edge.

Members of the Public: 0

Meeting opened at 7.32pm

513. APOLOGIES FOR ABSENCE

Cllr Rehana Shaker; Cllr Swaminathan.

514. MEMBERS DECLARATION OF INTEREST OF ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATION

None.

515. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Morrison, seconded by Cllr Ogborn and resolved that the minutes of meeting 28 held on 1st September 2025 be approved and signed as a true record by those present.

516. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

517. MATTERS ARISING/CLERKS AND COUNCILLORS' REPORTS (FOR INFORMATION ONLY)

- None

518. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillors Trapp & Cane had provided a written report which was circulated to Councillors before the meeting which included:

- East Cambs District Councils position on Local Government Reorganisation

County Council Edge provided a written report which was circulated to Councillors before the meeting which included:

- Council composition
- Local Government Reorganisation, Cambridgeshire County Council supports Option A
- Strategy Resources and Performance including budget and business plan and budget survey.
- Adults & Health including Arthur Rank Hospice, Integrated Care System, CCS Trust merger, Be Winter Wise.
- Children & Young People including new special schools delayed, education Heath & Care plans, and care leavers celebration.
- Environment & Green investment including flood resilience campaign and Kingsway.
- Highways including 20mph schemes, local highway improvements and public rights of way maintenance hierarchy.

Copies of the reports are available from the website or upon request from the Clerk.

519. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS .

- a. It was proposed by Cllr O'Dell, seconded by Cllr Morrison and resolved that the bank reconciliation for September 2025 be approved.
- b. It was noted that the following had been received:
Ivett & Reed - £140
- c. It was proposed by Cllr Austin, seconded by Cllr O'Dell and resolved that the outstanding accounts for November be approved. **Action:** Clerk to set up payments for authorisation.
- d. The Finance Working Group had met to discuss the recommendations for Full Council on the budget and precept request for 26/27 which circulated prior to the meeting. It was proposed by Cllr Austin, seconded by Cllr O'Dell and resolved that the budget for 26/27 be approved.
- e. It was proposed by Cllr O'Dell, seconded by Cllr Cundell and resolved that the precept request for 26/27 should be set at £74309.00, which represents a 4% increase on last years request. **Action:** Clerk to report to ECDC, the requested value.
- f. The Parish Council discussed the benefits of a multipay card for the Clerk and Chairman after reviewing an analysis of providers and costs. **Action:** It was agreed that the Clerk make an application to Unity Trust Bank for a multipay card for Parish Council use.

S Chambers-Turner	Clerks Salary October			Confidential
V Coley	Admin Assistant Salary October			Confidential
Minuteman Press	Artwork competition printing incl certificates	£178.05	£35.61	£213.66
Parish Online	Mapping Software	£135.00	£27.00	£162.00

520. PLANNING MATTERS

Planning Applications

25/01151/LBC Replacement windows and door to front elevation, garage doors repainted to match and replacement tiles to porch, hall and hearth Location: 1 Bradford Cottages Lode Road Bottisham Cambridge CB25 9DJ. ***Bottisham Parish Council supports this application in principle, recognizing the comprehensive heritage assessment provided and the applicant's commitment to using appropriate traditional materials.***

25/01070/VAR Site South Of 2 Parsonage Barns Bottisham Cambridgeshire, To Vary Condition 1 (Approved Plans) of previously approved 23/00017/FUL, dated 8 November 2024 for erection of outdoor covered storage area and extension to existing building to form staff welfare facilities and associated works. ***The above is already on recommendation or committee status. No further comments from Parish.***

Planning Decisions

25/00964/TRE 89 High Street, Bottisham, CB25 9BA. T1 Sycamore at rear of property – remove deadwood (over 25mm diameter and 100mm in length). T2 3 x Hornbeam – reduce height (by 2m) and spready (by 1.5m) T3 5 x Silver Birches – trim to give a 2m clearance to building. Approved.

25/00399/FUL_12 Peacock Drive, Bottisham, CB25 9EF. Non material amendment to previously approved 25/00399/FUL for single storey rear extension and two storey side extension to provide improved access through property together with ground floor shower and toilet facility. Approved.

25/00257/FUL 2 Thomas Christian Way, Bottisham, CB25 9DX. Part single and part two storey side extension. Approved.

It was noted that the Parish Council submitted a response to the Kingsway Solar consultation as previously agreed in October 2025 meeting.

521. COUNCIL REORGANISATION

Cllr Cundell and the Clerk attended a meeting held by County Councillor Edge on the Local Government Reorganisation and a potential letter being sent to the Secretary of State from the Woodditton and Burwell divisions to express the wish for Option A to be considered. Residents have been able to respond, independently, via paper surveys, printed in various locations in the village and also via website and social media.

It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Bottisham Parish Council should be included on the letter about Local Government Reorganisation and the support for option A to be pursued.

522. HIGHWAYS AND TRANSPORT

It was noted that the public consultation for the double yellow lines at the triangle was now underway. Details of which will be shared to the website.

523. BOTTISHAM CHRISTMAS FESTIVITIES

Cllr Cundell had produced a list of activities and timings for the events on the 6th December 2025 which was circulated before the meeting. Cllr Cundell will finalise plans and circulate to all Cllrs to seek support on the day.

524. COUNCIL ADMINISTRATION

- **It was proposed by Cllr O'Dell, seconded by Cllr Swaminathan and resolved that the Parish Council should purchase a SumUp machine for use at functions. Action: Clerk to arrange purchase.**
- The Cresset village magazine had requested assistance with funding. This was discussed in the financial review and agreed that the Parish Council would make a donation of £1000 towards the printing costs. It was also discussed that it would best practice to gauge the views of the residents. Cllr Cundell and Cllr Morrison will work closely with the editorial team to prepare a survey. **Action: Cllr Cundell to liaise with The Cresset editorial team.**
- **Cemetery**
Cllr Ogborn provided an update on the New Cemetery project. This included the status of the compulsory purchase and the tendering of the contract works. It was noted that a public survey and a formal resolution of the Full Council was required before an application could be made to the Public Works Loan Board. **It was therefore proposed by Cllr Morrison, seconded by Cllr Laurent that authority should be delegated to the Clerk and the Chairmanship to ensure that all requirements are satisfied in preparation of a formal resolution to apply for a loan from the Public Works Loan Board. Action: Cllr Cundell, Cllr Ogborn and Clerk to meet to discuss requirements for the application, prepare and organise for print and distribution of survey.**

Project Play – Working Group

Cllr Cundell gave a brief update on behalf of Cllr Laurent that ECDC was still waiting to get feedback from a “playground company” on design and pricing and to give their experience and technical knowledge.

Neighbourhood Plan

Cllr Morrison had no further updates since last meeting. Cllr Cundell reported that no news had been received from ECDC on the status of potential funding streams for current Neighbourhood Plans. **Action:** *Cllr Cundell to update all Councillors and working group when information received. Cllr Cundell to acknowledge and respond to working group member correspondence.*

525. AGENDA ITEMS FOR NEXT MEETING

Any business, payments or reports to be considered at a Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

526. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 1st December 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:15pm

Councillor Austin resigned after the meeting had closed.