

# Bottisham Parish Council

**Minutes of Meeting 23 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 7th April 2025 at 7.30pm.**

**Present:** Cllr Jon Ogborn (Chair); Cllr Nadene Cundell; Cllr Steven O'Dell; Cllr Keith Morrison; Cllr John Austin; Cllr Rehana Shaker; Cllr Camilia Mihaescu; Cllr Mark Overton; Cllr Maria Socea

**Members 11 (1 vacancy) Quorum 4**

**Clerk:** Sam Chambers-Turner

**In Attendance:** District Councillor Trapp; County Councillor Sharp.

**Members of the Public:** 15

**Meeting opened at 7.30pm**

**404. APOLOGIES FOR ABSENCE**

Cllr Jawahar Swaminathan

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

None.

**406. TO APPROVE MINUTES OF PREVIOUS MEETING**

**It was proposed by Cllr O'Dell, seconded by Cllr Austin and resolved that the minutes of meeting 22 held on 3<sup>rd</sup> March 2025 be approved and signed as a true record by those present.**

**407. OPEN FORUM FOR PUBLIC PARTICIPATION**

Cllr Cundell welcomed so many residents in attendance and recognised that this was mainly with respect to the licensing proposal submitted by Bottisham Budgens at Units 2-6incl, 56 High Street, Bottisham, Cambridge, CB25 9DA. Cllr Cundell gave an overview of the licence application that had been received by East Cambridgeshire District Council (ECDC). It was stated that this was not a planning application as that is not required since it is simply a change of use. However, a large convenience store selling alcohol may impact positively and negatively for residents. The licence applied for is to sell alcohol between the hours of 6am – 10pm Monday to Sunday. The reasons for objection must relate to one or more of the following: prevention of crime and disorder, public safety, prevention of public nuisance, protection of children from harm. Submission of objection must be sent to Licencing Section of ECDC by 21<sup>st</sup> April 2025.

Residents approached Parish Council asking for representation at this meeting. We received two requests from residents stating intention to speak, Mr Bill Sunner and Mr Nick Jerman. The meeting was then opened for public participation. Representations were made and referenced the following:

- Shop-lifting by groups has been a significant problem at the Co-op in recent years, with alcohol a large part of it. Theft, in a week, can be as high as £600 - £1200.
- Anti-social behaviour may increase all along the High Street and into the Churchyard instead of staying being relatively contained and manageable at the Triangle area. There we see congregations of young adults drinking and graffiti and damage to public property including benches and the bus stop.

- Litter is virtually impossible to contain.
- Currently the 'triangle' is the only 'polluted' area of the village with restaurants, takeaways and shops all in this vicinity.
- Noise, light pollution and litter will be spread to the quietest and most idyllic part of the village from 5am – 11pm.
- Concern was expressed with regard to the safety and security of children and young adults. Chaperones are provided by Bottisham Village College on a daily basis to monitor children in the local Co-op store. There have been multiple incidents of children, even at home, drunk from stolen alcohol. Traffic will significantly increase with articulated lorry deliveries and with both primary and secondary school children walking this route to and from school there is a safety concern. The selling of alcohol from here may increase the number of locations for gathering and causing disturbance – especially in the summer months.
- There is a lack of clear justification within Bottisham for an additional convenience store in line with the policy and intent documented in the Bottisham Neighbourhood Plan (currently draft format) and as stated within the point 9.6 Design Code sufficient provision and need to recognise waste management, light noise mitigation requesting.
- Property usage is questioned, and residents seek clarification if there any constraints that are on the property for the hours.
- This proposed development is facing residential homes and next door to a Grade II listed residential property and yards away from the Conservation Area. Consideration should be given towards these. Special controls are in place regard to advertisements on Units 2 & 3 with Unit 3 having a restriction of 30m buffer zone which prevents advertising which the Grade II listed property would be within 30m area. This would apply to signage and advertisement lighting and hoardings.
- Within 0.1miles there are 4 properties / business units that are selling alcohol – is another one justifiable as it will extend more of the issues around crime and disorder and public safety.
- A petition objecting to this licence is being carried out by residents, with currently in excess of 60 signatures.
- A complaint was also made that this application was not displayed clearly visible enough for members of the public to be informed about contravening rules and regulations whereby it should about the adjacent road. The notice was on a private area and only displayed on unit 2 and 3 and nothing beyond that. It was positioned within what has been and continues to be a construction area with large self-standing intruder detection alarm systems. Displaying a notice is crucial for allowing the public to be informed about the application and to provide an opportunity for them to object or comment and it was felt this was not done properly.

The relevant ECDC official has already ruled this not in breach of the rules, however following public representation in this meeting Parish Council will re-raise with ECDC.

This concluded the public participation, and Councillors went directly onto Agenda Item 411 in order for residents to hear. See below.

#### **408. MATTERS ARISING/CLERKS AND COUNCILLORS' REPORTS (FOR INFORMATION ONLY)**

Cllr Cundell reported that:

- the Neighbourhood Plan material was all shared to social media and Parish Council website,
- the letter to Haslingfield working group around the GCP had been sent,
- the letter regarding Council devolution had been sent to Cllr Bailey and CEO Hill at East Cambridgeshire District Council (ECDC)
- VE Day information provided to all Councillors,
- plans and responsibilities for APM had been sent to all Councillors with summons for attendance,
- the grass cutting went out for tender and has been completed, agreed by Finance WG and awarded to ECTC.

#### 409. COUNTY AND DISTRICT COUNCILLORS' REPORTS

**Councillors Trapp & Cane provided a written report before the meeting, which included:**

- a formal acknowledgement to the Minister of State for Local Government & English Devolution has been made by local councils.
- overview of the outcome of 24/03/25 Operational Services Committee
- overview of the Finance & Assets committee on 27/3/25 discussing business plan for next financial year.

**Councillor Sharp provided a written report before the meeting that included:**

- notice that East Cambs District Council held a special meeting on 20/03/25 around the reorganisation and devolution and submitted combined response to Government.
- highways and transport overview and confirmed white lining along the High St was scheduled for this financial year.
- Buses had gone out to tender with agreement due summer 25.
- Overview on Kingsway Solar application

**Full reports are available from the website or upon request from the Clerk.**

#### 410. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- It had been agreed that the March and April bank reconciliations be deferred until the next meeting, but would be reviewed by the Finance working group before then.
- To note the receipt of:**  
None
- It was proposed by Cllr Overton, seconded by Cllr Ogborn and resolved that the accounts of April be approved and settled. Action: Clerk to set up payments.**

Mrs S Chambers-Turner	Clerk's Salary March	Confidential
Mrs V Coley	Data Administration Assistant March	Confidential
Cambridge Acre	NP Professional Fees	£1635.00
Navigate Planning	Professional Fees New Cemetery	£318.72
Bottisham Primary School	Play equipment half share maintain	£155.00
Rialtas	Software support & maintain	£243.60
Syzmon Kolano	Maintenance works	£550.00
Mrs N Cundell	Expenses	£22.50
S R C Heating & Plumbing	Cemetery works to leaking hose	£60.00

#### 411. PLANNING MATTERS

##### **Licensing Application – 25/00296/LIQ\_02**

All Councillors had been advised, in advance of this meeting, about the application and responses from all were received. Each Councillor, at the meeting, was given time to voice

their opinions and discuss / evaluate the positive and negative aspects. Councillors discussed the key areas of objecting to this licence.

One big concern was on crime displacement, which could lead to a shift of activity (anti-social behaviour, criminal activity e.g. theft etc) from the current central location at the Triangle. In terms of public safety concerns discussions included the potential extra hazard to pupils walking to their schools past a now busier location. There was a concern about extra on-street parking that might occur in this area.

Council was advised by Cllr Sharp that, given this application will receive objections this will automatically go to East Cambridgeshire Licensing Statutory Sub-Committee which is made up of 3 members as per Licensing Act 1972. The main role is to assess whether a proposed license application could undermine any of the 4 licensing objections. This will be a public meeting which all the objectors can attend and provide representation.

Council was asked for their position on approval or objection of the proposed Licensing. Majority rule was given for objection. No request for a recording of individual vote was made. **To write a letter of objection that also states concerns was proposed by Cllr O'Dell, seconded by Cllr Morrison.**

**Action:** *Cllr Cundell will investigate an application that was denied at in another location under similar circumstances. Cllr Cundell and Cllr Socea to complete the Representation Form with supplementary letter of objection that raises concerns to the licensing application. This finalised letter will be circulated to all Council for reading.*

#### **Planning Applications**

25/00162/VAR - Bottisham Airfield Museum Wilbraham Road Bottisham Cambridge CB25 9BU - proposed change of use from smokery to Airfield Museum (D1), extension to reinstate historic Nissen hut as display and events hall, siting of prefabricated toilets and Nissen hut for museum storage. The Parish Council have no comments.

25/00220/FUL - Koivula 98A High Street Bottisham Cambridge CB25 9BA - Garage conversion to Granny annexe. The Parish Council have no comments.

#### **412. NEIGHBOURHOOD PLAN**

Cllr Morrison stated that the feedback from the community had all been independently analysed by our consultant and suggestions made for the Design Checklist. The plan has been updated to reflect these suggestions. It was noted that the number of persons attending (82) was approximately 3.24% of the village. The local grant is coming to completion with around 3.5 days remaining – although not all have been used. The next stage is preparing for Draft Plan Regulations 14 followed by a review before submission to ECDC. Cllr Morrison confirmed with the Council that he is now taking the lead on this Working Group alongside resident Simon Deacon and formally thanked Anthony Jolley for all his work since stepping in back in January 2024.

#### **413. VE DAY**

Cllr Cundell gave an update on the plans for VE Day and Councillors responsibilities which will also be communicated, via email, directly. Cllr Cundell confirmed the support from the Scouts, Bottisham Co-op, Bottisham Airfield Museum and Lexi Bakes along with provision of an ice cream cart, fish & chip van on the day and a 40/50 singer Kirsty Beckett. Cllr Cundell requested all Councillors to support the event and reach out to the community to encourage help and attendance. **Action:** *Cllr Cundell provide "task list" to all Councillors.*

#### **414. ANNUAL PARISH MEETING**

Cllr Cundell reviewed with the Council individuals' roles and responsibilities for the APM on 29<sup>th</sup> April. It was agreed that set up will be around 5pm that day. Materials including flip charts have been ordered. **Action:** *Cllr Cundell to circulate "briefing notes".*

**415. ENVIRONMENT AND COMMUNITY**

- Cllr Ogborn notified the Council that, courtesy of the Pride of Place Grant, the new benches were in situ and looked very pleasing. Cllr Cundell confirmed that the planters will be delivered on Friday 11<sup>th</sup> April in readiness for planting and asked for volunteers from Council to contact directly if available.
- Cllr Ogborn notified Council that ECTC had been appointed as the contractor for grass cutting.
- Cllr Cundell updated Council that the new Bottisham Community Noticeboards had been promised to be installed this week but so far, disappointingly, had not. **Action:** *Cllr Cundell to contact the supplier and installer and urgently get an update.*

**416. DEVOLUTION AND LGR SURVEY**

- Bottisham Parish Council wrote to ECDC, 11<sup>th</sup> March, acknowledging the likelihood of being merged into a larger unitary authority covering both district and county services. This letter stated our position in terms of concerns with this potential change. Acknowledgement of this letter was received from Cllr Bailey at ECDC.

**417. HIGHWAYS & TRANSPORT**

- Council Clerk wrote to Cambridgeshire County Council regarding the request to reduce the speed on Lode Road. Correspondence was received that, taking into account the guidance from Department of Transport and the lack of having at least 20 houses on one or both sides of the road, that the 40mph limit here is considered appropriate. **Action:** *Cllr Ogborn to investigate the future changes / impact that the new cemetery may have with these speed limits and revert back to Clerk.*
- Cllr Cundell explained to Council the number of concerns, raised by residents, about the dangerous parking around the Triangle. It was explained that behind the shops is a private parking area and not a viable option. It was also explained that the area on the triangle belonged to Highways. Investigations had been made in the past about creating extra parking spaces on the Triangle – but residents objected. In addition, dangers were identified with parking and reversing out on Lode Road, High Street or Tunbridge Lane. It was explained that parking enforcement was not the responsibility of Parish Council but East Cambridgeshire Police. Police have been visiting nearly every day for the past few weeks and many tickets have been issued for parking on double yellow lines or under 10m of the junction. It was clarified that vehicles appearing to be 'abandoned' should be reported to ECDC Environmental Health not the police. **Action:** *Cllr Cundell and Clerk will look into any workable options including by the Triangle on Lode Road.*

**418. COUNCIL ADMINISTRATION**

- Chairmanship officially welcomed the appointment of Vanessa Coley, our new Administration Assistant, who started 7<sup>th</sup> April 2025.
- Cllr Ogborn reinforced to Council that the areas of responsibility had all been updated and Councillors must submit updates, to the Clerk, prior to each meeting.
- Cllr Cundell reminded all Councillors that they should make every effort to attend all meetings but, if unavoidable, they should submit their apologies to the Clerk. This includes if away for holiday. The Clerk is the responsible officer who 'summons' Councillors to the meeting and so responses for attendance must be given by return. The Clerk needs to understand if Councillors are away in order to best manage tasks, timely

responses to the community, deal with areas of responsibility and understand if emails will be not responded to.

- Cllr Cundell notified all Councillors that the County Councillor Elections were taking place on 1<sup>st</sup> May 2025 and notices of the Woodditon Ward candidates had been posted on the Parish Council Noticeboard and Parish Council website.
- Cllr Ogborn stated that the Financial Regulation had been updated to reflect NALC changes. **It was proposed by Cllr Overton, seconded by Cllr Shaker and resolved that the revised Financial Regulations are adopted.**

#### **419. AGENDA ITEMS FOR NEXT MEETING**

Any business and payments to be considered at a Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 10 days prior to the meeting.

#### **420. DATE OF NEXT MEETING**

Annual Parish Meeting, 7:30pm **Tuesday 29th April 2025** at Bottisham Sports and Social Club, Downing Close, Bottisham.

Parish Council Meeting, 7:30pm **Monday 12<sup>th</sup> May 2025** at Poppy Room, Bottisham Sports and Social Club.

**Meeting closed at 9:35pm**

**Signed by *J Ogborn***

**12<sup>th</sup> May 2025**

Minute Reference	Description	Action By
410	Set payments up for authorisation	Clerk
411	Look into other licencing application	Cllr Cundell
411	Complete Representation Form and write letter of objection	Cllr Cundell & Cllr Socea Review with Clerk Submit final version to all Council
413	Circulate list of actions on the day for VE Day celebrations	Cllr Cundell
414	Circulate briefing notes to all Council	Cllr Cundell
415	Contact Parish Online regarding Community Noticeboard installation	Cllr Cundell
415	Volunteer litter group support equipment & materials	Cllr O'Dell to liaise with litter picking group on materials required and cost and submit to Finance Working Group
	Black refuse bags for cemetery	Cllr Cundell to request from ECDC
417	Investigate the future changes / impact that the new cemetery may have with these speed limits and revert back to Clerk.	Cllr Ogborn
417	Look into any workable options including by the Triangle on Lode Road.	Cllr Cundell and Clerk

