

# Bottisham Parish Council

**Minutes of Meeting 36 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Tuesday 12<sup>th</sup> May 2026 at 7.30pm.**

**Present:** Cllr Jon Ogborn; Cllr Keith Morrison; Cllr Nadene Cundell (Chair); Cllr Maria Socea; Cllr Savannah Laurent; Cllr Rehana Shaker, Cllr Steven O'Dell; Cllr Robert Crida.

**Members 8 (4 vacancies) Quorum 4**

**Clerk:** Sam Chambers-Turner

**In Attendance:** District Councillor Trapp.

**Members of the Public: 0**

Meeting opened at 7.30pm

## **604. TO ELECT A CHAIRMAN**

**It was proposed by Cllr Ogborn, seconded by Cllr Morrison and resolved that Nadene Cundell be elected as Chair of Bottisham Parish Council.** Cllr Cundell duly signed the acceptance of office.

## **605. TO ELECT A VICE CHAIRMAN**

**It was proposed by Cllr Cundell, seconded by Cllr Laurent and resolved that Jon Ogborn be elected as Vice Chair of Bottisham Parish Council.** Cllr Ogborn duly signed the acceptance of office.

## **606. APOLOGIES FOR ABSENCE**

County Councillor Edge

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

None

## **608. TO APPROVE MINUTES OF PREVIOUS MEETING**

**It was proposed by Cllr Ogborn, seconded by Cllr Laurent and resolved that the minutes of meeting 35 held on 9<sup>th</sup> April 2026 be approved and signed as a true record by those present.**

## **609. OPEN FORUM FOR PUBLIC PARTICIPATION**

No Members of the public were present

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

- Cllr Cundell reported that Jawahar Swaminathan had tendered his resignation. This resignation will take immediate effect and measures will be undertaken to remove all authority from the bank. The Parish Council wished to thank Jawahar for his contribution to the community and in enabling the Parish Council to carry out its statutory duties.
- Correspondence had been received about the new book store from the Community Library. It was agreed that the Clerk would send a letter of reassurance to the Community Library.

- Correspondence had been received from Cambridgeshire County Council about the grass cutting grant for 26/27. This years figure will be in line with inflation, but the final figure is still awaited.
- Concerns have been received about the proposals of project play and were discussed during the agenda item.
- Residents have reported that the gate from Bell Road to the Village College ground has an intermitant fault with the mechanism. This has been raised with the village college and it hopefully has been rectified.

#### 611. COUNTY AND DISTRICT COUNCILLORS REPORTS

District Councillors Trapp and Cane did not provide a written report for this meeting due to inactivity of the Council.

County Councillor Edge did not provide a written report for this meeting, but did provide an annual report that is available from the website or upon request.

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

**a. It was proposed by Cllr Laurent, seconded by Cllr Ogborn and resolved that the bank reconciliation for March 2026 be approved.**

**b. It was noted that the following had been received:**

|               |          |
|---------------|----------|
| Bank Interest | £1084.81 |
| Burial Income | £140.00  |

**c. It was proposed by Cllr Shaker seconded by Cllr Socea and resolved that the outstanding accounts for May be approved. Action: Clerk to set up payments for authorisation.**

|                   |                        |         |        |              |
|-------------------|------------------------|---------|--------|--------------|
| S Chambers-Turner | Clerks Salary          |         |        | Confidential |
| V Coley           | Admin Assistant Salary |         |        | Confidential |
| CAPALC            | Internal Audit 25-26   | £190.80 | £0.00  | £190.80      |
| Rialtas           | RialtasWeb             | £212.00 | £42.40 | £254.40      |
| UK Office Direct  | Stationary             | £174.42 | £34.88 | £209.30      |

#### 613. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

- The Internal Audit report was reviewed and noted.
- The Clerk read the assertions to the council which were completed
- It was proposed by Cllr Ogborn, seconded by Cllr Laurent, and resolved that Cllr Cundell and the Clerk sign the Annual Governance and Accountability Return and it be submitted to the External Auditor. Action: Paperwork to be submitted to the auditor and put up on the parish councils website and noticeboard.
- The Clerk reported that the Period of Public Rights would be called on 1<sup>st</sup> June and will run from 3<sup>rd</sup> June to 14<sup>th</sup> July 2026.

#### 614. PLANNING MATTERS

##### Planning Applications

**25/01350/FUL** | Regularisation of the development - change of use of units 1, 6, 7, 8, 9, 10, 11 and 12 to Class E with accompanying ancillary storage area and associated works | The Old Garage 56 High Street Bottisham Cambridge CB25 9DA.  
Cllr Socea raised various concerns with the plans including issues with changing class

for all units rather than specific business, the installation of a high up camera(s) and privacy, usage of storage containers, use of car parking for other activities. It was agreed that Cllr Socea would continue to deal with the planning matters with the Officers at ECDC. **Action:** Cllr Socea to draft a letter for review by the Chairmanship and Clerk to ECDC Planning Officer, highlighting again the wish to call the site in to planning committee.

**26/00178/FUL** | Replacement of existing entrance doors with external lighting, installation of 1x new security/fire door in existing opening and 2x ventilation grilles | Unit 2 To 5 56 High Street Bottisham Cambridgeshire CB25 9DA The Parish Council have no issues with this planning application, providing the grilles remain passive not active ventilation.

**26/00179/ADI** | Installation of new signage - 1x illuminated wall panel sign | Unit 2 To 5 56 High Street Bottisham Cambridge CB25 9DA The Parish Council have no comments on this application.

#### **615. PROJECT PLAY**

Cllr Laurent reported that they had been in contact with ECDC as requested about the arrangements for the proposed play area near the Ancient Monument. Previously, the Clerk highlighted that it would be a requirement to receive written notification of the ownership, ongoing maintenance, insurance and what was expected from the Parish Council. Cllr Laurent reported that no further information is currently available to report back to the Council.

Emails were also received from concerned residents over the proposals. It was agreed that Cllr Laurent would prepare a response to the concerns raised and in addition that the residents are welcome to join the Project Play working group.

**A quotation had been received from the Primary School for the repair of the play towers. As per the current license, there is an expectation that the Parish Council contributes towards the cost of repairs. It was therefore proposed by Cllr Cundell, seconded by Cllr Ogborn that the Parish Council will contribute 50% towards the cost of the repairs to the towers at Bottisham Primary School up to the value of £500.**

**Action:** Clerk to ask the Primary school for a formal invoice before we can make settlement.

#### **616. ALLOTMENTS**

The Parish Council were made aware that the proposed land transfer from developer to East Cambs District Council will no longer be happening. The land will be transferred directly to the Parish Council from the developer. Bendall & Sons will be acting on behalf of the Parish Council and the process for transfer has commenced. The matter of division of the plots was discussed and it was agreed that Cllr Ogborn would meet with the handyman to discuss. **It was proposed by Cllr Cundell, seconded by Cllr Socea and resolved that the handyman will be asked to quote on the works and that we would look to carry out the works as soon as possible.** Concerns have been asked about how the land can be made secure from general parking and this will be discussed at the next meeting.

#### **617. MVAS SIGNS**

The Clerk reported that the MVAS signs were bluetooth compatible and therefore there would be no need for the users to climb ladders or undertake the G39 certificate. It was also discussed that due to the cost in excess of £1800 per annum that the service contract would not be extended. Cllrs Socea and Crida volunteered to extract the data from the devices. **Action:** *Clerk to provide Cllrs Socea and Crida with the software to extract the data.*

**618. WICKEN FEN & ANGLESEY ABBEY**

The Clerk reported that contact had been made with the Council from the National Trust about the proposals for Northfield Farm. They are keen to hold a meeting with both Bottisham and Lode Parish Councils to discuss the proposals. **Action:** *Clerk to secure a mutually convenient date. Cllrs Ogborn and Cundell will attend to represent Bottisham Parish Council.*

**619. COUNCIL ADMINISTRATION**

- It was proposed by Cllr Laurent, seconded by Cllr Cundell and resolved that the Standing Orders be adopted for 2026-2027.  
It was proposed by Cllr Socea, seconded by Cllr O'Dell and resolved that the Financial Regulations be adopted for 2026-2027.  
It was proposed by Cllr Ogborn, seconded by Cllr O'Dell and resolved that the Model Publication Scheme be adopted for 2026-2027.  
It was proposed by Cllr Laurent, seconded by Cllr Socea and resolved that the Grievance Policy be adopted for 2026-2027.
- Cllr Morrison reported that the working group for the Neighbourhood Plan are continuing to work hard and that they will be shortly returning the plan to ECDC for review before regulation 14 submission.
- Staff appraisals are scheduled for the end of May 2026.

**620. 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.

**621. DATE OF NEXT MEETING**

Parish Council Meeting, 7:30pm Monday 1<sup>st</sup> June 2026 at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

**Meeting closed at 9.24pm**