

Bottisham Parish Council



Minutes of Meeting 7 of the Council, held in The Committee Room, Bottisham Sports and Social Club Bottisham, on Monday 4th December 2023 at 7.30pm.

Present: Cllr Jon Ogborn; Cllr Stephen O'Dell; Cllr John Wilson; Cllr Neil Winkcup; Cllr Mark Overton; Cllr Rahana Shaker; Cllr Savannah Laurent. Cllr Jawahar Swaminathan; Cllr John Austin,

In attendance: County Cllr Alan Sharp; District Councillor Charlotte Cane. 2 Members of the Public.

Members 11 (1 vacancy) Quorum 4

Clerk: Mrs S Chambers-Turner

Meeting opened at 7.30pm

115. APOLOGIES FOR ABSENCE

Cllr Nadene Cundell; Cllr Maria Socea.

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

Cllr Winkcup item 124.

117. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Winkcup, seconded by Cllr Wilson and resolved that the minutes of Meeting 5 and 6 be signed as a true record. Item 120 was moved to be discussed after the close of this item.

118. OPEN FORUM

None.

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

None.

120. SUMMER FAIR

A member of the public was present to discuss the proposal of seeking financial assistance from the Parish Council to reinstate the summer fair. It was discussed that the Sports and Social Club would be happy to run the event but would need some financial support from the Parish Council. The proposed date of the event would be 8th June 2024 and should the event be successful, arrangements would be made to hold the event on a yearly basis. The Parish Council were happy to support the efforts of the Sports and Social Club to run an annual event. **It was proposed by Cllr Winkcup, seconded by Cllr Wilson and resolved that £500 would be allocated on the budget document to support the Summer Fair.**

121. COUNTY AND DISTRICT COUNCILLORS REPORTS

County Councillor Sharp provided a report for the Council which included:

- The Combined Authority (CPCA) Transport & Infrastructure Committee passed the Local Transport Plan, which includes plans to impose Congestion Charging. This was confirmed at the CPCA Board meeting on 29th November.
- The mayor is consulting on a 200% increase in the CPCA precept to £36 for a Band D property. This will raise about £10.5m to be spent on buses. However, it will not allow for much expansion, if any, of the network. We will have some parts of the County that will have no buses and residents in those areas will not be happy paying for something that they do not receive.

- The ruling Lib Dem/Labour Administration has advised that there is a £28m budget gap for 2024/2025 and the Leader of the Council has stated on Radio Cambridgeshire that it is likely that the increase in the County Council's portion of the Council Tax will be 5%.
- The Highways & Transport Committee are due to meet in December to discuss permanently keeping the wands that help divide cars from cyclists along East Road, as well as continuing the restrictions around the Trumpington Road mini roundabouts and Lensfield Road, which are creating congestion and causing issues for buses and other vehicles.
- The County Council are claiming that they are clearing 50% of the gullies across the County. However, looking at the program for this work, most of it seems to be in South Cambridgeshire and the City. Questions are being asked when East Cambridgeshire areas will have this work done.

District Councillors Cane and Trapp provided a written report which was circulated prior to the meeting which included:

- Licensing Committee agreed the fees for 2024/25 and delegated to officers to implement any statutory changes for 2023/24.
- Operational Services Committee noted various reports from East Cambs Street Scene. Members were restricted to submitting questions in advance of the meeting to the Chairman of the Committee.
- There have been significant staffing restructures at East Cambs Street Scene and they are now conducting an internal review in the hope of reducing the forecast overspend and ECDC set up a members Working Group to review the service. These reviews will report to the Operational Services Committee in January, with proposals for improvement.
- The Committee accepted that all but one of the new refuse vehicles would run on fossil fuel rather than Vegetable Oils (HVO) as planned. These vehicles account for about 2/3 of the Council's carbon footprint and the move to HVO would have been a significant step towards our carbon zero target. This was decided because the price difference between fossil fuels and HVO was higher than expected.
- The Committee noted a report forecasting a 6% revenue overspend on its areas of responsibility of £407,000 and a capital underspend of £1.9m. It approved policies to support residents and staff suffering from Domestic Abuse in line with it becoming a 'White Ribbon' Council. The Committee approved an Environmental Crime Action Plan and Fixed Penalty Charges, which will help us to tackle fly tipping and other environmental crimes.
- Finance & Assets Committee reported a forecast capital underspend of £1,890,172 because the price of ten new waste collection vehicles was lower than expected, and that the contingency fund for new waste bins is now not needed, as the Government had not come up with a new plan for separating recycling items. A review of the smaller vehicle fleet requirements may result in spending some of this money on upgrades. The forecast revenue underspend is £757,000, but some of this is earmarked for future spending.
- Preparation for the new Local Plan will consider environmental issues first, and there will be consultation on all aspects of the new Local Plan as they become available. The Committee reviewed the scope for the Local Plan Climate and Natural Environment Chapter. The draft chapter will return to a committee meeting before going out for consultation.

- East Cambs Trading Co. which manages parks, markets and building houses is projecting a loss of £750,000 because this year it is engaged in building houses to be sold in the next financial year. There is still one house to be sold from previous developments.
- The scheduled meeting with Sanctuary Housing will now be taking place early December.

122. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- It was proposed by Cllr Wilson seconded by Cllr Ogborn and resolved that the bank reconciliation for November should be approved.**
- No monies were received.
- A report was received from the Finance Working Group who had two lengthy meetings to discuss the Parish Councils finances for 24/25. The group recommended that the Precept for 24/25 would need to increase due to the extra expenditure that the new Cemetery will incur. This will result in an increase of £16.20/annum for a Band D property, but still be below the average precept for ECDC. **It was proposed by Cllr Swaminathan, seconded by Cllr Laurent and resolved that Bottisham Parish Council would request £69946 during the 24/25 financial year from East Cambs District Council. Action: RFO to complete the paperwork and file the request.**
- It was proposed by Cllr Wilson, seconded by Cllr Overton and resolved that December Accounts are paid. Action: Clerk to arrange payment of outstanding accounts.**

Method	Payee	Item	Net	VAT	Total
BACS	Mrs S Chambers-Turner	Clerk's Salary & Pay Award			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
BACS	East Cambs Trading	Grass Cutting Inv 61446	£552.39	£110.47	£662.86
BACS	Noticeboards Online	Board fitting	£95.00	£19.00	£114.00
BACS	Navigate Planning	New Cemetery Costs	£738.00	£147.60	£885.60
BACS	CAPALC	Training Austin	£75.00	£0.00	£75.00
BACS	Cambridge Acre	NP Consultancy	£3,412.50	£682.50	£4,095.00
			£4,872.89	£959.57	£5,832.46

123. BOTTISHAM GREENWAY

The options for consideration at the public event on 30th January were discussed. It was agreed that the following options offered by the GCP project team should be presented to residents:

1. The installation of speed cushions around the Triangle/shop area.
2. The installation of a raised platform around the triangle/shop area.
3. Bottisham Greenway to cease in Bell Road.

The Council wished to proceed with double yellow lines opposite the Bell Road junction. These will not be funded by the GCP and it was agreed to make an application to the Local Highways Improvement Scheme. This to be submitted early January. **Action: Clerk to prepare application.**

124. CEMETERY MATTERS

Cllr Ogborn confirmed that work is ongoing to identify a third potential contractor to tender for construction of the new Cemetery after transfer of the land to the Council next Spring.

It was discussed that it would be necessary to remove the spoil heap from the current Cemetery to allow for further burials in this location until the new Cemetery is ready. It was agreed that quotations would be sought for the spoil removal and brought back to the next meeting. **Action:** *Clerk to seek quotations.*

125. ENVIRONMENT

Cllr Savannah and Cllr Shaker had met to discuss options for the Triangle area at the shops. A paper was prepared and circulated prior to the meeting which included planting bulbs, tree maintenance and other works. It was also discussed the local businesses should be approached to see if they would be willing to participate in developing the area. The Council is informed that the Triangle area is the responsibility of Highways and therefore permission should be sought before any works are conducted. **Action:** *Clerk to make contact with the Highways Officer to discuss the Parish Councils intentions.* The historic map that is situated in the area was also discussed, but it was felt that this matter should be discussed at the next meeting.

126. CAPALC ANNUAL GENERAL MEETING

It was proposed by Cllr Swaminathan, seconded by Cllr Austin and resolved that Cllr Winkcup will attend the Annual Meeting of CAPALC and will have delegated powers to act on behalf of the Parish Council.

127. PLANNING MATTERS

23/01006/FUL 19 Pound Close, Bottisham. Alterations to ground floor layout, a roof lantern, installation of solar panels on flat roofs, alterations to the north west elevation and construction of a cycle store. The Parish Council have no comments.

23/0017/FUL To approve a Parish Council response to the amended plans for the Retirement Village. The Parish Council wished to include that where the proposed entrance from the High Street is located would impact a parish owned asset in the form of a water pump.

Planning Approvals

23/01061/FUL 33 Jenyns Close, Bottisham. Single storey rear extension to replace existing conservatory, rear box dormer to create 2 bedrooms at first floor.

23/00930/FUL 20 Pound Close, Bottisham. Demolition of existing single storey side extension and porch and the erection of single storey side and front extensions, internal alterations, and associated works. **Action:** *Clerk to record the responses to ECDC Planning Services.*

128. SIX OAKS ENERGY

Great Wilbraham, Little Wilbraham & Six Mile Bottom and Bottisham have now made a proposal for the allocation of the Community Benefit Fund offered by Ridge Clean Energy. The proposed allocation of funds should be as follows:

Years 1 & 2

Bottisham	50%
Great Wilbraham	25%
Little Wilbraham & SMB	25%

Year 3 onwards

Bottisham	69.7%
Great Wilbraham	17.7%
Little Wilbraham & SMB	12.53%

It was proposed by Cllr Winkcup, seconded by Cllr Overton and resolved that the proposed allocation should be accepted, and the legal contracts should be drawn up. Action: Cllrs Laurent, Winkcup, Wilson and Ogborn to review the draft contract.

129. PROJECT PLAY

Contact has been made with the owners (BDW Ltd) of the land behind the vicarage, known as the Spinney. They are prepared to transfer the land to the Parish Council for a play area (if legal costs are covered). However, Meadfleet (who maintain the Ox Meadow Estate) claim that they have an agreement that the title to the land should have been transferred to them – and would not wish to lose ownership. We are awaiting clarification from the two parties and will not undertake a pre-app investigation until we are assured of future ownership. Members of the Parish Council and the Project Play Working Group attended an on-site meeting with the developer (Lindum Homes) of the new houses off Bell Road to discuss the play area and the potential allotment space (10 plots and mains water available). The developer has provided an approved layout for the play area but has agreed that they would be open to input from the Project Play group. It was agreed that the Parish Council/Project Play would have further discussions with the Project Manager next May prior to when construction of the play area commences. Ownership and maintenance of the play area will reside with ECDC. However, ownership of the allotments and the parking area will be transferred in 2025 to Bottisham Parish Council. The Council needs to give thought to oversight of the allotments in preparation for ownership.

130. NEIGHBOURHOOD PLAN

Cllrs Wilson and Winkcup have the completed Neighbourhood Plan questionnaires which is in the process of being collated. When available this will be circulated to all Cllrs. **Action:** *Cllrs Wilson and Winkcup to provide Cllrs with the relevant information when available.*

131. DISABLED BAY

An application was received to install an additional disabled bay in Downing Close. The Parish Council discussed the application and wishes to seek further clarification about parking in the area with Cambridgeshire County Council as it was felt that the number of disabled bays could become significantly disproportionate. **Action:** *Clerk to make contact with Cambridgeshire County Council to discuss the matter further.*

132. AGENDA ITEMS FOR THE NEXT MEETING

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

133. DATE OF THE NEXT MEETING

Full Council Meeting, **Monday 8TH January 2024**, 7.30pm, The Poppy Room, Bottisham Sports and Social Club.

Meeting Closed at 9.34pm.

Minute Point	Action	By Whom
122c	To complete Precept paperwork	RFO
122d	Set up bank payments	The Clerk
123	To make an LHI application for double yellow lines the opposite side to Bell Road.	The Clerk
124	To seek quotations for removing the spoil heap	The Clerk
125	<i>Contact the Highways Officer to discuss the Parish Councils intentions.</i>	The Clerk
127	Planning responses to submit to ECDC	The Clerk
128	To read the legal documents once received from Ridge Clean Energy	Cllr Laurent
130	To circulate the results of the Neighbourhood Plan survey.	Cllr Wilson
131	To make contact with Cambridgeshire County Council to seek clarification on disabled parking at Downing Court.	The Clerk