

Bottisham Parish Council

Minutes of Meeting 31 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 1st December 2025 at 7.30pm.

Present: Cllr Jon Ogborn; Cllr Keith Morrison; Cllr Nadene Cundell (Chair); Cllr Maria Socea (arrived at 8.45) ; Cllr Stephen O'Dell; Cllr Rehana Shaker; Cllr Swaminathan.

Members 9 (4 vacancy) Quorum 4

Clerk: Sam Chambers-Turner, Asisstant Clerk: Vanessa Coley.

In Attendance: County Councillor Edge.

Members of the Public: 0

Meeting opened at 7.33pm

527. APOLOGIES FOR ABSENCE

Cllr Savannah Laurent; District Councillor Trapp.

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

None.

529. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Ogborn, seconded by Cllr O'Dell and resolved that the minutes of meeting 29 held on 3rd November be approved and signed as a true record by those present.

530. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

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

- Communication from a resident on Local Government Reorganisation.
- It has been brought to the Parish Councils attention that ECDC have recently disposed of some assets to a local Town Council. It was suggested that investigation should be undertaken to see what assets ECDC own within the parish. Furthermore information should be gathered from Sanctuary housing as to what is happening with the old garages at Jenyns Close.

532. COUNTY AND DISTRICT COUNCILLORS REPORTS

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

- Operational Services Committee Meeting held on 17th November
- Licensing Committee meeting held 19th November
- Full Council meeting held on 20th November
- Local Government reorganization
- Finance and Assets meeting held on 27th November

County Councillor Edge did not provide a written report but verbally spoke about:

- Local Government Reorganisation
- A visit to Bottisham Village College to look at SEND provisions
- Previously awarded Local Highways Improvements are due to be delivered in quarter 4 of 2025-26 or quarter 1 of 2026-27.

- Information about a scheme on charging points.

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

533. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS .

- It was proposed by Cllr Swaminathan, seconded by Cllr Shaker and resolved that the bank reconciliation for October 2025 be approved.
- It was noted that the following had been received:
None
- It was proposed by Cllr Ogborn, seconded by Cllr Swaminathan and resolved that the outstanding accounts for December be approved. Action: Clerk to set up payments for authorisation.

S Chambers-Turner	Clerks Salary November			Confidential
V Coley	Admin Assistant Salary November			Confidential
Minuteman Press	Cemetery Survey Flyer	£235.00	£47.00	£282.00
N Cundell	Christmas Festivities expenses	£142.27	£0.00	£142.27
Cambridgeshire Acre	Professional Fees NP	£545.00	£109.00	£654.00

534. PLANNING MATTERS

Planning Applications

25/01207/FUL Installation of two 600 x 600mm ventilation louvres to the rear elevation, replacement of existing entrance doors with aluminium-framed double glazed doors, and a new back-of-house security/fire door, along with new signage, LED lighting, MVHR units in existing screened enclosure, and a communal way finding sign at the front of the site to assist with legibility and visitor access Location: Unit 2 56 High Street Bottisham Cambridge CB25 9DA. The Parish Council request that this matter be called into planning committee.

25/01208/ADI New 2 No. illuminated signage and a communal way finding sign at the front of the site Location: Unit 2 56 High Street Bottisham Cambridge CB25 9DA. The Parish Council request that this be called into planning committee.

25/01204/FUL Single storey side extension Location: 1 Tunbridge Lane Bottisham Cambridge CB25 9DU. The Parish Council have no comments.

Planning Decisions

25/00766/FUL Single storey extension to the side/rear of the property, with new windows and roof lights Location: 14 Bendish Lane Bottisham Cambridge CB25 9FP. Approved.

535. NEW CEMETERY

- This item was deferred due to the availability of the business case.
- Cllr Ogborn provided an update which included :
 - Tender applications will complete on Friday 5th December. The tenders will then be reviewed.
 - A meeting has been arranged on 10th December for review of the financial implications of the project.
 - The residents survey is now live and will close on 16th January 2026.

- A residents consultation event is due to be held on 10th January from 2-5pm at the Poppy Room, Bottisham Sports and Social Club.

536. HIGHWAYS & TRANSPORT

The Parish Council agreed that an application should be made to the Capital Maintenance scheme for works to the triangle area by the shops, drainage of Lode Road/High Street and Bell Road surfacing.

537. BOTTISHAM CHRISTMAS FESTIVITIES

Cllr Cundell provided an update to Full Council on the arrangements for the event to be held on 6th December. The Clerk confirmed that a risk assessment will be carried out before the event.

538. COUNCIL ADMINISTRATION

- It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Parish Council would contribute towards the cost of the new Arnold-Baker book on Local Council Administration with the Clerk's other parishes.
- Cllr Morrison updated the Parish Council on the Neighbourhood Plan working group. The final day of the consultancy had been carried out and it was hoped that ECDC would be match funding costings for preparing Neighbourhood plans since the government funding had been withdrawn. The Parish Council agreed that should this funding be available, they would make an application to ECDC to facilitate the completion of the Neighbourhood Plan. More information is expected in due course.
- Cllr Ogborn advised the Council that a meeting had been scheduled for the 16th December with ECDC to look at the next steps for the woodland play area.

539. 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.

540. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 5th January 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:23pm