

# Bottisham Parish Council

**Minutes of Meeting 8 of the Council, held in The Committee Room, Bottisham Sports and Social Club Bottisham, on Monday 8<sup>th</sup> January 2024 at 7.30pm.**

**Present:** Cllr Jon Ogborn; Cllr Stephen O'Dell; Cllr John Wilson; Cllr Neil Winkcup; Cllr Mark Overton; Cllr Rehana Shaker; Cllr Savannah Laurent. Cllr Jawahar Swaminathan; Cllr Nadene Cundell; Cllr Maria Socea.

**In Attendance :** County Cllr Alan Sharp; District Councillor John Trapp.

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

**Clerk: Mrs S Chambers-Turner**

**Meeting opened at 7.30pm**

**134. APOLOGIES FOR ABSENCE**

Cllr John Austin.

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

Cllr Winkcup item 142.

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

**It was proposed by Cllr Shaker, seconded by Cllr Swaminathan, and resolved that the minutes of Meeting 7 held on 4<sup>th</sup> December 2023 be signed as a true record.**

**137. OPEN FORUM**

None.

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

- Contact has been made with the Parish Council from the new management team at the Missing Sock who are looking to run a community hub and wish to come along to the Parish Council to discuss some ideas for engaging the community.

**139. COUNTY AND DISTRICT COUNCILLORS' REPORTS**

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

- Highways and Transport Committee have approved the shutting of Vinery Road to through traffic and various other temporary measures have now been implemented permanently such as the wands on East Road.
- The process for budgeting for the County Council is taking a different approach this year. It will be a top down, so each department will be allocated a proposed budget for which they will need to formulate their own budget from.
- A report is expected towards the end of January 2024 which would see potentially Highways looking to borrow some money to be able to carry out some necessary repairs.
- A report is also due on the weed spraying policy. A number of parishes have responded saying that they are happy with the current schedule. However, several parishes have expressed concern about the lack of weed clearance. It is suggested that the policy may be implemented on the opinions of the parishes accordingly.
- A consultation is currently being held on the proposed Combined Authority's Mayoral Precept increase to £36 per household which is a 200% increase.

- The Guided Bus at Trumpington Park & Ride was closed some time ago due to a fatal accident. However, the County Council are looking to install a £900k fence to be able to reopen the route. The Health and Safety Executive is still looking at taking the County Council to court over the fatality.

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

- There have been no meetings since the December report. Unfortunately, this includes our planned meeting with Sanctuary, which was again postponed.
- The Finance & Assets Committee will meet later this month, where the main Agenda Item will be the Revenue Budget for 2024/25. This is the first opportunity to discuss the draft budget and therefore Council Tax before it is presented to Full Council in February for approval.
- The Operational Services Committee will meet at the end of the month. The main item on that Agenda will be the report on the review of East Cambs Street Scene to outline if and how ECSS will deliver the contracted level of service and bring the costs back within budget and therefore the agreed fee. The committee will also discuss the grant to the Newmarket Citizens Advice.

**140. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS**

a. **It was proposed by Cllr Ogborn seconded by Cllr Cundell and resolved that the bank reconciliation for December should be approved.** It was also agreed that the Lloyds accounts should be taken down to a balance of £20. **Action:** *Clerk to make the necessary transfers for approval.*

b. To Note Receipts:

Bank Interest:	£174.86
Bank Interest:	£1098.17
Burial Income:	£180.00
Burial Income:	£275.00

c. **It was proposed by Cllr Ogborn, seconded by Cllr Wilson and resolved that January 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			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
BACS	S Laurent	Bulbs for Triangle	£53.00	£0.00	£53.00
DD	Wave	Water Cemetery	£51.06	£0.00	£51.06
BACS	MKA Ecology	LEMP	£700.00	£140.00	£840.00
BACS	CAPALC	Training Socea	£50.00	£0.00	£50.00
BACS	SSE	Street Lighting	£81.29	£7.31	£88.60
BACS	Viking	Stationary	£105.43	£21.09	£126.52
			<b>£1040.78</b>	<b>£168.40</b>	<b>£1209.18</b>

#### 141. BOTTISHAM GREENWAY

The Parish Council will be hosting a community event on 30<sup>th</sup> January 2024 in the main hall at Bottisham Sports and Social Club. Cllr Ogborn is working on the presentation with the assistance of Cllr Socea, which will outline the Greenways project and lead to the specifics that are being presented by Greater Cambridgeshire Partnership for Bottisham. The plan is to have feedback forms available on the evening to be dropped off at the CO-OP by end 5th Feb. It was also agreed that posters should also be displayed in the surgery, CO-OP and the Sports and Social Club. **Action:** *Cllr Cundell and Clerk to arrange the display of the posters.*

#### 142. CEMETERY MATTERS

- A quotation for the removal of the spoil heap at the existing Cemetery has been received. **It was proposed by Cllr Ogborn, seconded by Councillor Wilson, 9 for, 1 abstention and resolved that the quotation should be accepted, and Mead Construction be instructed to remove the spoil heap.** It was also discussed that the ground would require further landscaping after the removal and a contractor should be approached to provide a quotation.
- A third contractor has been identified to quote for the New Cemetery. Tenders will be sought this spring, and it is hoped that the land will be transferred to the Parish Council around April/May 2024.
- The Clerk reported that they had a demo on another burial software provider. The Clerk's recommendation was to use Edge IT, as the software includes all aspects that the Parish Council require, and they are considerably cheaper than the other quotations. Cllr Swaminathan had specific questions relating to the backup of the provider and the GDPR. **Action:** *Clerk to seek answers to the specific questions raised by Cllr Swaminathan and bring all information back to the next meeting.*

#### 143. ENVIRONMENT

- Cllr Laurent and Cllr Shaker presented a proposal about the Triangle at the shops which was discussed. It was felt that the Annual Parish Meeting would be an excellent opportunity to put forward any ideas and discuss with the community.
- Matters relating to the drains were discussed. It appears that the issue on Lode Road seem to have been resolved but there are still some problems on the High Street. It has been suggested by contractors that root ingress and mud is to be blamed for the drainage issues. It was recommended that the local Highways Officer attends to see what can be done in problem areas. **Action:** *Clerk to arrange an on-site meeting with the Highways Officer.*
- Cllr Cundell reported that complaints have been received about the parking on the paved surfaces as this causes difficulties for all pavement users. **Action:** *Clerk to add this to discussions with Highways Officer.*
- Cllr O'Dell reported that a complaint had been made about one of the trees in the Cemetery over-hanging their property. This will be reviewed and works carried out accordingly.
- Quotations were received to carry out the tree works on the Triangle. It was proposed by Cllr Winkcup, seconded by Cllr Shaker and resolved that Eastern Tree Surgery's quotation should be accepted and they should be instructed to carry out the work as soon as possible. **Action:** *Clerk to instruct Eastern Tree Surgery.*
- Cllrs Laurent and Shaker will be designing a layout plan for the Triangle which could include more seating and planters which will be submitted to the Highways Officer.

- Further discussion will be needed on the map and other noticeboards within the village.
- Meadfleet have cleaned the sign at the Scheduled Ancient Monument (SAM) and will be evaluating what tree works are required to prevent further damage to the footpath wall.

**144. PLANNING MATTERS**

**Planning Applications**

None

**Planning Approvals**

**23/01170/FUL 6 Cedar Walk, Bottisham.** Ground floor extension, first floor extension and new entrance porch to front.

**22/01291/ESF** Installation of a renewable energy park comprising: ground mounted solar panels; access tracks; inverters, transformers; substation and battery energy storage system; customer cabin; underground cables and conduits; perimeter fence; CCTV equipment; temporary construction compound; and associated infrastructure and planting scheme.

**145. SIX OAKS ENERGY**

Cllr Ogborn provided an update on the status of the Six Oaks Energy Community Benefit Fund. After reaching agreement on allocation of funds, the three parishes involved are moving to review a draft agreement issued by Ridge Clean. Mr Philip Kratz (solicitor) has agreed to do the work pro bono at £250 + VAT. Ridge Clean Energy have kindly agreed to cover this expense.

**146. PROJECT PLAY**

- The outcome of the ownership of the Spinney is still awaited from BDW.
- ECDC are considering developing the woodland between the SAM and the new development for amenity use. **Action:** *Cllr Ogborn to speak with Spencer at ECDC.*

**147. NEIGHBOURHOOD PLAN**

Cllr Winkcup gave a small presentation of the results of the Neighborhood Plan consultation. The information gathered will allow for the next steps to be taken by the Neighborhood Plan Working Group. It was suggested that another resident with comprehensive village knowledge should be approached to join the working group. **Action:** *Cllr Wilson to talk to the resident to see if they would be willing to join the group.*

**148. CLLR CO-OPTION**

This will be discussed at a later meeting.

**149. DEFIBRILLATOR**

A request had been made from Bottisham Sports and Social Club for the Parish Council to aid with the ongoing maintenance of the community defibrillator. It was agreed that the Parish Council should be making the payments for the replacement batteries and pads as this is a community asset.

**150. INTERNAL AUDIT**

The Clerk reported that CAPALC have been appointed to carry out the Internal Audit for the Parish Council on the completion of Year End 23/24. **Action:** *Clerk to complete paperwork and return to CAPALC.*

**151. 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.*

**152. DATE OF THE NEXT MEETING**

Full Council Meeting, **Monday 5<sup>th</sup> February 2024**, 7.30pm, The Poppy Room, Bottisham

Sports and Social Club.  
**Meeting Closed at 9.33pm.**

<b>Minute Point</b>	<b>Action</b>	<b>By Whom</b>
140	Set up bank payments	The Clerk
141	To arrange the display of the posters	Cllr Cundell/Clerk
142	Clerk to seek answers to the specific questions raised by Cllr Swaminathan from Edge IT and bring all information back to the next meeting.	The Clerk
143	<ul style="list-style-type: none"> <li>• Clerk to arrange an on-site meeting with Highways Officer to discuss various highways matters.</li> <li>• To instruct Eastern Tree Surgery to carry out works on Triangle.</li> </ul>	<p>The Clerk</p> <p>The Clerk</p>
146	Discussions to be held with ECDC about the proposed amenity area between the SAM and Ox Meadow.	Cllr Ogborn
147	Cllr Wilson to talk to the resident to see if they would be willing to join the group.	Cllr Wilson
150	To complete paperwork for appointment of CAPALC as the Internal Auditor.	The Clerk