

Bottisham Parish Council

Minutes of Meeting 17 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 7th October 2024 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Mark Overton; Cllr Maria Socea; Cllr Stephen O'Dell; Cllr Keith Morrison; Cllr John Austin.

Members 11 (1 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: County Councillor Sharp, District Councillor Trapp

Members of the Public: 2

Meeting opened at 7.30pm

274. APOLOGIES FOR ABSENCE

Cllr Jawahar Swaminathan; Cllr Rehana Shaker; Cllr Camilia Mihaescu; Cllr Nadene Cundell; Cllr Savannah Laurent.

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

None

276. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Overton, seconded by Cllr Socea, and resolved by those present that the minutes of meeting 16 held on 2nd September 2024 be signed as a true record.

277. OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public was present to communicate on item 281. It was agreed that the person present will be able to speak during the discussion of that item.

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

None

279. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillor Trapp provided a written report before the meeting that included discussion of:

- Implementation of waste collection and street cleansing proposals
- Retention of current street cleansing service specification
- Introduction of fine for misdeclaration of Council Tax status
- Hedgehog recovery design guidance
- Planned crematorium overspend

- Net zero village grant scheme
- Predicted underspend on revenue and capital

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

- Local Highways Improvement Bids 23/24 results
- Local Highways Improvements schemes for 24/25 opening dates
- Mill Road Bridge
- Swaffham Heath Road/A1303 crossroads

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

280. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a. It was proposed by Cllr Overton, seconded by Cllr Austin and resolved that the bank reconciliation for September be approved.

b. To note the receipt of:

Grass Cutting Grant: £1123.21

Bank Interest: £55.04

Bank Interest: £1370.78

- c. It was noted that External Auditor had sent paperwork to close the audit for 23/24. All necessary documentation is being displayed in the noticeboard and on the website.
- d. **It was proposed by Cllr O'Dell, seconded by Cllr Ogborn and resolved that the outstanding accounts of October be approved and settled. Action: Clerk to set up payments.**

Method	Payee	Item	Net	VAT	Total
Payments made since the last meeting					
BACS	Mrs S Chambers-Turner	Clerk's Salary			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
Current					
BACS	Bottisham Sports & Social	Hall Hire	£140.00	£0.00	£140.00
BACS	Bottisham Sports & Social	Hall Hire	£190.00	£0.00	£190.00
BACS	PKF Littlejohn	External Audit	£315.00	£63.00	£378.00

281. PLANNING MATTERS

Standing Orders were suspended at 8.08pm

A member of the public was present to discuss the Parish Council's concerns over the redevelopment of the Rank Garage on the High Street. The developer had prepared an article to be included in the next edition of the Cresset to update the community of the plans. The Parish Council raised various concerns, including the development of the site and its future use. It was agreed that the developer would keep the Parish Council updated on the project so that this can be relayed to the community accordingly.

Standing Orders were resumed at 8.26pm

282. NEIGHBOURHOOD PLAN

- Cllr Overton reported that the Neighbourhood Plan Working Group is due to meet on 21st October. Currently the working group has prepared a working document that members have reviewed and will feedback to the next meeting. There is still a significant amount of work to be undertaken and the group are looking for new members to help. No experience is necessary and the group would appreciate the input from all areas of the community.
- Cllr Morrison will be joining the Neighbourhood Plan Working Group to act as additional liaison with the Parish Council. The Clerk and Cllr Ogborn will also be attending the next meeting to see what support the group needs and discuss Parish Online software.

283. NEW CEMETERY

- Both parties have now agreed the process of Compulsory Purchase of the land on which the new Cemetery will be located. Under current legislation, once the Minister of State has approved the CPO, the National Trust is permitted to pursue a private sale of the land to ECDC. We have agreed to this and it should speed the process – although we are still awaiting the formal approval of the CPO documents by the Trust. Given the time that has elapsed (nearly 3 years) since the initial land valuation the Trust have suggested that the land may have increased in value and will be carrying out an internal review with their

own valuers. However the Parish Council have informed the Trust, that if the Trust suggests a significant increase, then we would request an independent Red Book valuation

- The Finance Working Group had a meeting to discuss the procedure for applying for a Public Works Loan to finance the new Cemetery. It was agreed that a formal business plan should be written and approved by the full Council. Cllrs Swaminathan and Cundell are preparing the document for review by the Finance Working Group, who then can make recommendations to the Full Council.

284. POLICIES AND PROCEDURES

- **It was proposed by Cllr Morrison, Seconded by Cllr Ogborn and resolved that the Dignity at Work Policy, Social Media Policy, and General Terms of Reference be adopted.**
- **It was proposed by Cllr Ogborn, seconded by Cllr O'Dell and resolved that Bottisham Parish Council should sign the Civility and Respect Pledge on SLCC. Action: Clerk to sign the pledge on behalf of the Parish Council.**

285. ENVIRONMENT AND COMMUNITY

- Due to time constraints areas of responsibility was deferred until the next meeting.
- An application had been drafted for submission to the East Cambs District Council Pride of Place fund. The proposals include improvement of the triangle area at the shops to considered biodiversity and improve the visual appearance. **It was proposed by Cllr Ogborn, seconded by Cllr Austin and resolved that the Parish Council would make an application to the fund. Action: Cllr Cundell and Clerk to review the application before submission.**
- Proposed community improvement was discussed through the remaining items in this section.
- It had been previously discussed that the noticeboard would need relocating and replacement to accommodate the new defibrillator. It had been discussed with the Local Highways Officer that the Parish Council would like to place a secondary board onto the triangle for community notices. This would replace the current map board, whose frame is in poor condition – the map is very out of date. **It was proposed by Cllr Overton, seconded by Cllr Socea and resolved that the quotation from Parish Council Noticeboards be accepted to purchase a secondary board identical to the Parish Council noticeboard for placement of community information including a new version of the map. Action: Clerk to accept quotation and arrange for the purchase of a new board.**
- Cllr Cundell had an onsite meeting with the Local Highways Officer to discuss various areas of concern, including anti social parking at the schools and shops, road markings and overhanging vegetation. It was agreed that various road markings would be repainted and investigations be undertaken to see if anti social parking can be tackled. With regards to overhanging vegetation, it was discussed that it is the responsibility of the land owner behind to undertake the maintenance of any hedges and trees. The officer will investigate the land owners of the specific areas mentioned during the meeting and make arrangements for the land owners to be contacted. Under the Highways Act 1980 section 137, failure to keep the highway, including pavements, clear of vegetation is an offence and Highways can insist that works are undertaken. If the work is not carried out it will be done by Highways and the responsible persons charged for work done.
- The Police Community Support Officer has been in the village to review the anti social parking at the school and the shops. The officer has issued multiple tickets and provided advanced warnings of the requirement to park in accordance with the Highway Code.

- The Parish Council have been notified the application to the Local Highways Improvement scheme for additional double yellow lines around the Bell Rd/High St junction has been successful. Notification has also been received that the application for a village wide 20mph scheme has been successful. Both schemes will require further consultation with the wider community and more information on this process is expected in the coming weeks.
- Further details over the installation of the new defibrillator are not currently available. But the Parish Council wishes to congratulate the Site Manager of the Lindum Homes development off Bell Road on the successful completion of a triathlon. The funds raised from the sponsorship of this event will be paying for the defibrillator, which will be located at the shop area.
- As part of an environmental improvement, the Parish Council have been looking into purchasing a Christmas tree for the triangle at the shops for community benefit. Cllr Cundell had been making enquiries to identify suppliers who are able to supply and fit. Costings are expected at the end of the week for review. It was agreed that this would be reviewed by the Finance group and brought back to the next meeting for formalisation.
- An informal meeting has been held with Bottisham Village College on a potential art work competition to improve our bus shelter. The proposed project will be discussed in more detail at a future meeting.

286. MOTION TO EXCLUDE

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 287 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Categories 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972(as amended).

287. COUNCIL ADMINISTRATION

- The Parish Council wish to carry out a project to input all the cemetery burial records (currently in paper format) into a new online data-base. Due to the volume of records, this is beyond the normal hours of the Clerk. It was agreed that the Council should employ a “Temporary Data Entry and Administration Assistant” for 3 months at 3 hours/week – commencing early November. As time permits, the Assistant would also support the Clerk with other admin tasks. The role would be publicly advertised on social media and the notice board in October.
- This role has been independently reviewed by a professional HR consultant and the salary set accordingly.

288. 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 7 days prior to the meeting.

289. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 4th November 2024** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:45pm

Minute Reference	Description	Action By
280d	Set payments up for authorisation	Clerk
284	Sign Civility and Respect Pledge	Clerk

285	Review application for Pride of Place fund	Cllr Cundell & Clerk
285	Accept quotation for board and arrange purchase	Clerk
285	Circulate quotation for Christmas tree when received	Cllr Cundell