**BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

Clerk: Jonathan Giles, 86 High Street, Bottisham, Cambridge, CB25 9BA

Tel: 07789 012761 E-mail: clerk@bottishampc.co.uk

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**A meeting will be held online on 1 February 2021 at 7.45pm for the purpose of transacting the following business.**

**All residents are welcome to attend via Zoom. The link is:**

<https://us02web.zoom.us/j/81469940199?pwd=cjB6b0wxcHk5dHNJcXdRRlpFSjNWUT09>

Meeting ID: 814 6994 0199

Passcode: 593728

**There will be an open forum prior to the start of the meeting, for any resident to address the Parish Council or raise questions. A maximum of 15 minutes is allocated to this session with each speaker allowed a maximum of 3 minutes. It would be helpful if you could email the Clerk in advance of the meeting if you wish to speak.**

**MEETING OF BOTTISHAM PARISH COUNCIL – AGENDA**

1. APOLOGIES FOR ABSENCE

2. MEMBERS’ DECLARATION OF INTEREST for items on the agenda

3. TO SIGN AND APPROVE MINUTES OF MEETING of 4 January 2021

4. MATTERS ARISING

a) Preventing vehicular incursion on Ancient Meadows green and resurfacing of path from Beechwood Avenue– update from Cllr Winkcup

b) Preventing parking on the Triangle – Cllr Martin & Clerk

c) Decision on repairs to bus shelter – report from Finance Committee

d) Parish Council Streetlights – report back from Cllrs Chetwynd & Marsh

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

6. CHAIRMAN’S REPORT

7. PLANNING

a) Applications received

20/00296/OUM

Land rear of 163 to 187 High Street

Development of retirement care village: Amendment and additional information to address ECDC’s recommended reasons for refusal of permission.

Update only: This matter is scheduled to be considered by the ECDC Planning Committee on 3 March

21/00011/FUL

4 Thomas Christian Way, Bottisham CB25 9DX

Replace double wooden garage doors with single aluminum door

Comments by 1 February 2021

21/00040/FUL

3 Maple Close, Bottisham CB25 9BQ

Part two and part single storey rear extension, and changing tile cladding to grey cedar cladding on front elevation

Comments by 5 February 2021

21/00090/FUL

64 Beechwood Avenue, Bottisham CB25 9BG

Proposed two storey side extension, single storey front extension plus internal alterations. New roof tiles, windows and cladding to existing

Comments by 16 February 2021

b) Notice of Appeal

20/00923/FUL

Brian Mackay Commercial Vehicles, Lakepress Ct, Newmarket Rd, Bottisham

Erection of building for Vehicle Sales & Repair and office use

Appeal ref: APP/W0530/W20/3265563

Appeal start date: 19 January 2021

c) Planning Applications Approved

20/01320/FUL

Site S of 2 Parsonage Barns, Bottisham

Change of use of site and buildings to timber processing (retrospective) and proposed area of concrete

20/01638/LBC

Bottisham Milestone, S of Telephone Exchange adj to Chalk Farm Cottages, Newmarket Rd, Bottisham

8. ENVIRONMENT:

Update from Cllr Sunner on areas of responsibility

9. FINANCE

a) To approve the budget for 2021-22

b) To approve payment of outstanding accounts

February £

Items for approval

Jonathan Giles – Salary, PAYE and NI 728.52

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Bordaline Web Design 57.00

Wave (Anglian Water) 23.13

10. NEW CEMETERY WORKING PARTY

11. PLAY AREA WORKING PARTY

Land at 34 Tunbridge Lane – update from Cllrs di Lorenzo and Buchanan

12. CORRESPONDENCE RECEIVED

a) NHS, Social Care and Frontline Workers Day 5 July

CORRESPONDENCE/CONTACTS FROM RESIDENTS

1. ECDC On street parking enforcement
2. Removal of hedge at Bottisham Place
3. Concern about dog fouling
4. Appreciation of improvement to footpaths and comment that High St requires resurfacing
5. Concern about noise emanating from the A14

13. DATE OF NEXT MEETING

The next meeting will be Monday 1 March 2021, 7.45pm (online meeting).

FURTHER MEETING DATES

Monday 1 March

Tuesday 6 April

Tuesday 4 May

It is not proposed to hold a Parish Open Meeting in May due to continuing pandemic restrictions

Jonathan Giles

Jonathan Giles

Parish Clerk

Attachment 1

**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Monday 4 January at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Chetwynd, di Lorenzo, Marsh, Sunner, van Someren,

D/Cllr Cane and C/Cllr Shuter also attended for part of the meeting.

**157** **APOLOGIES**:

Cllrs Clarke, O’Dell, Martin and Winkcup

**158** **RESERVED BUSINESS – Co-option of Parish Councillor:**

Cllr Ogborn introduced Mr John Wilson and invited Councillors to ask any questions about his application for co-option to the Council.

The motion that he be co-opted was proposed by Cllr Buchanan and seconded by Cllr Ogborn. It was passed unanimously. Cllr Ogborn invited him to take part in the discussions during this meeting. He will be able to vote at future meetings following completion of the required forms

Cllr Ogborn declared the reserved business complete and suspended the formal business of the meeting to allow for any comments from the public.

**159** **PUBLIC SESSION:**

Cllr Ogborn welcomed Mr White who explained that he was present in both a personal capacity and as chair of the Park Estate Residents’ Group. Mr White explained that a meeting of the Group was planned for the 12 January. Given that the formal consultation was closed in December it was agreed that Cllr Buchanan would write to the Planning Officer (with a copy to Mr White and D/Cllr Cane) to support the request that the group’s submission be accepted after the closing date, given the difficulties in convening meetings during the current Covid restrictions.

Cllr Ogborn asked whether the group has established clarity over the ownership of the strip of land giving access to Rowan Close. Mr White responded that this would entail an expensive legal process for residents.

ACTION: Cllr Buchanan to write letter of support regarding the late submission from the group to the Planning Officer

Mr White left the meeting and Cllr Ogborn recommenced the formal business of the meeting.

**160** **MEMBERS DECLARATIONS OF INTEREST:**

It was agreed that these would be declared where appropriate to items on the agenda.

**161** **PLANNING:**

a) Applications received

20/00296/OUM

Land rear of 163 to 187 High Street

Development of retirement care village: Amendment and additional information to address ECDC’s recommended reasons for refusal of permission.

The draft comments to the amended application had been circulated with the agenda. Since they were prepared there was a serious incident of flooding over Christmas with one property inundated with sewage contaminated water for the third time in 5 years in a location relatively close to the proposed development. Cllr Ogborn pointed out that this indicated a problem with the infrastructure conveying raw sewage to the treatment works. Such a problem arising numerous times highlights the further pressure that would arise from significantly more properties discharging waste water and sewage into the system. Cllr Ogborn drew attention to additional wording in the submission to cover this issue. He then pointed out a further amendment to highlight the proportion of affordable housing required (under the Local Plan 2015) being 40% rather than 30% in the southern part of the District Council area.

It was proposed by Cllr Sunner and seconded by Cllr Marsh that the document as amended be submitted to the District Council as Bottisham Parish Council’s comments on the amended application. This was agreed unanimously.

**20/01309/FUL & 20/01209/FUL**

**1 Bottisham Place**

Proposed change of use (only) of existing redundant Grade 2 listed agricultural barn to B1 (light industrial) for manufacture of timber pods (no alteration to barn)

Amended plans for Highways in respect new access previously approved under ref 17/01876/FUL

As no comments were required the additional documents were noted.

**20/01638/LBC**

**Bottisham Milestone S of telephone exchange, adjacent to Chalk Farm Cottages, Newmarket Rd, Bottisham**

Consolidation and reinstatement of milestone

Cllr Buchanan declared an interest in this item as she and her husband are members of Milestone Society. She acknowledged the support from C/Cllr Shuter in having the old milestone restored rather than replaced with a new one.

**20/01667/FUL**

**Replace existing 3 ft fence on boundary with 6 ft boarded fence**

**Little Tunbridge, 28 Lode Road, Bottisham**

Cllr Buchanan noted that the question of the location of the boundary had been resolved and that the proposed fence would represent an improvement to the area as well as the applicant. No issues were identified

**162** **MINUTES OF MEETING ON & DECEMBER 2020:**

It was proposed by Cllr van Someren and seconded by Cllr Chetwynd that these be approved. Carried unanimously.

**163** **MATTERS ARISING:**

a) Greater Cambridge Partnership: Cambridge Eastern Access Consultation: The comments from the Parish Council were submitted and acknowledged by the Partnership.

b) Preventing Vehicular Incursion on Ancient Meadows green: A meeting took place on 9 December between D/Cllrs Cane and Trapp, Cllr Winkcup and the Clerk together with the responsible officer from ECDC. A low fence with openings wide enough for pedestrians and mowers was identified as the best option. Cllr Winkcup agreed to consult local residents who were supportive. It was noted that a few residents said that they had not been aware of the consultation and it was suggested that it may be helpful to ensure all residents are informed.

At the same time there was discussion about the condition of the path from Beechwood Avenue to Ancient Meadows. Fresh chippings had now been applied to some of the path - and the works will be completed in due course. The Officer carrying out the works agreed to explore the option for a more permanent surface, as this path is heavily used by people accessing the surgery - but this may not be achievable because of the cost involved.

c) Preventing parking on the Triangle: Cllr Sunner said that he and Cllr Martin feel that the plastic pillars would offer a good solution. Cllr Martin already has 12 supplied from CCC Highways. C/Cllr Shuter indicated Highways can supply more if required. It was felt that these should be professionally installed by Meads who have the equipment to ensure that no damage is done to utilities

ACTION: Cllrs Ogborn and Martin to assess how many pillars would be required to prevent vehicles driving onto the grass and report back to the next meeting

d) Repairs to Bus Shelter: The Clerk had forwarded the three quotations received. These vary enormously according to the extent of work judged to be necessary. Cllr Wilson suggested that in view of the cost of repair, consideration should be given to replacing the shelter with a new one.

ACTION: Cllrs van Someren, Wilson & Ogborn with the Clerk to meet to look at the bus shelter to propose a recommendation to the next meeting.

ACTION: The Clerk to review records to establish the supplier and cost of the bus shelter at the eastern end of the High Street

e) Streetlights: Advice has been received from Balfour Beatty (who hold the contract from CCC for maintaining their streetlights) which states that five of the six streetlights owned by the Parish Council are obsolete, while the sixth would need a new lantern. The cost of replacing the lights would be considerable. Cllrs Marsh and Chetwynd agreed to survey the street lights and bring a recommendation to the next meeting of Council on which lights should be replaced. Cllr Ogborn pointed out that Council continues to be charged by the electricity supplier even when lights are inoperable - so we may need to consider removing lights no longer required.

ACTION: Cllrs Marsh & Chetwynd and the Clerk

**164** **DISTRICT COUNCIL REPORT:**

D/Cllr Cane anticipates that the application for the Retirement village will be considered by the Planning Committee on 3 February. There is a substantial agenda for the Operational Services Committee at the end of this month which will include a review of the West Suffolk CAB – their service in Newmarket is more accessible to people in this area than the branch in Cambridge. She will circulate the report she has prepared, but the announcement of a further lockdown this evening may mean that some elements are superseded.

Local residents seeking information about support available through the pandemic can contact the District or County Councils who hold information about the community groups operating in their area.

**165** **COUNTY COUNCIL REPORT:**

C/Cllr Shuter reported that the Environment Committee is to receive a briefing on the flood risk across the County at the end of this month and will update the Parish Council at its February meeting. In relation to the investigation of the problems arising in Lode Road, he advised that the responsible officer had been seconded to other duties; he will raise the question again to ensure that the matter remains on the agenda of the County Council.

**166** **CHAIRMAN’S REPORT:**

Cllr Ogborn said that the call for volunteers to support the vaccination programme had been very successful and no further help was required at this time. On the question of what needs there are within the village, he will liaise with Cllr Sunner and Sue Giles.

ACTION: Cllrs Ogborn & Sunner

**167** **ENVIRONMENT:**

Cllr Sunner reported that a number of potholes had been reported and subsequently repaired. Regarding the fallen tree on the path between the High Street and Ox Meadow, the Clerk reported that ECDC had advised that this was not their responsibility. It would appear that this lies with the management company who maintain the area on behalf of residents.

Cllr Sunner noted that the promised resurfacing of the path from Beechwood Avenue to Ancient Meadows was underway. There had been discussion with the Officer carrying out the works about the corner beside the kissing gate (which is private farm land). Although not ECDC land the Officer will look into the possibility of making this good as well.

**168** **FINANCE:**

**a)** **Precept:** Cllr Ogborn referred to the briefing he had sent to Council members on the impact of the proposal to maintain the precept for 2021-22 at the same level as the current year (£48,250), bearing in mind that the estimated tax base will reduce by 2.8%. The impact of this would be to increase the cost to a Band “D” property by 3p per week.

Cllr Marsh proposed and Cllr van Someren seconded the motion that the precept for 2021-22 should be £48,250. This was agreed unanimously.

ACTION: The Clerk to submit the request to ECDC

**b)** **The following items were approved for payment:**  **£**

Jonathan Giles – Salary, PAYE and NI 728.52

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Bordaline Web Design 671.00

Wave (Anglian Water) 11.85

East Cambs Trading Company – Grasscutting etc 332.80

**169** **NEW CEMETERY WORKING PARTY:**

No report

**170** **PLAY AREA WORKING PARTY:**

The Council noted the response from the owners of the land at 34 Tunbridge Lane. Cllr di Lorenzo advised that the current planning status of the land limits any use to B1 or D1 class.

ACTION: Cllrs di Lorenzo & Buchanan to write to the owners to examine whether a mutually beneficial proposal for the use of the land could be developed

**171** **CORRESPONDENCE:**

The listed items were noted

**172** **DATE OF NEXT MEETING:**

Monday 1 February at 7.45 pm (online meeting)

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| --- | --- | --- | --- | --- |
| **BOTTISHAM PARISH COUNCIL INCOME AND EXPENDITURE 2020/21** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **BUDGET** |  | **ACTUAL YTD** | **Variance** |
| **ADMINISTRATION** |  |  |  |  |
| Subscriptions | 600 |  | 597.91 | 2.09 |
| Room hire | 800 |  | 125 | 675 |
| Insurances | 600 |  | 572.62 | 27.38 |
| Audit fee | 500 |  | 430 | 70 |
| **EMPLOYMENT COSTS** |  |  |  |  |
| Clerk's salary and work at home allowance | 14600 |  | 9005.15 | 5594.85 |
| Computer | 500 |  | 651.78 | -151.78 |
| Stationery/Admin Expenses | 300 |  | 343.68 | -43.68 |
| Website & Communications | 500 |  | 671 | -171 |
| Training - CAPALC | 300 |  | 50 | 250 |
| Payroll costs | 350 |  | 90 | 260 |
| OTHER EXPENSES |  |  |  |  |
| S 137 Grants | 200 |  | 0 | 200 |
| Grants | 1000 |  | 2900 | -1900 |
| Grant to Summer Fair | 1000 |  | 0 | 1000 |
| **Sub-total** | **21250** |  | **15437.14** | **5812.86** |
|  |  |  |  |  |
| **COMMUNITY & GENERAL PURPOSES** |  |  |  |  |
| Traffic Calming | 1500 |  | 0 | 1500 |
| Equipment and property maintenance | 500 |  | 541.64 | -41.64 |
| Tree surgery | 2000 |  | 60 | 1940 |
| Grass cutting - verges | 4000 |  | 3547.33 | 452.67 |
| Paths & Hedge cutting | 1500 |  | 0 | 1500 |
| Water rates | 100 |  | 69.98 | 30.02 |
| Street lighting | 600 |  | 652.38 | -52.38 |
| Church flood lighting | 400 |  | 433.02 | -33.02 |
| Litter Picking | 1500 |  | 1128.7 | 371.3 |
| Play equipment | 20000 |  | 0 | 20000 |
|  |  |  |  |  |
| **Sub-total** | **32100** |  | **6433.05** | **25666.95** |
| CEMETERY EXPENDITURE |  |  |  |  |
| Cemetery grass | 1200 |  | 0 | 1200 |
| Old cemetery grass | 400 |  | 0 | 400 |
| Churchyard grass | 1750 |  | 0 | 1750 |
| Tree surgery | 1800 |  | 0 | 1800 |
| Hedge cutting | 900 |  | 316.22 | 583.78 |
| Maintenance | 600 |  | 0 | 600 |
|  | 6650 |  | 316.22 | 6333.78 |
|  |  |  |  |  |
| **GRAND TOTAL ENVIRONMENT/CEMETERY EXPENDITURE** | **38750** |  | **6749.27** | **32000.73** |
|  |  |  |  |  |
| FUTURE CEMETERY |  |  |  |  |
| Consultancy | 10000 |  | 0 | 10000 |
| Legal and other fee's | 5000 |  | 0 | 5000 |
| Site Maintenance | 500 |  | 2120.62 | -1620.62 |
| Construction | 20000 |  | 2400 | 17600 |
| **Sub-total** | **35500** |  | **4520.62** | **30979.38** |
|  |  |  |  |  |
|  |  |  |  |  |
| **GRAND TOTAL EXPENDITURE 2020/21** | **95500** |  | **26707.03** | **68792.97** |
|  |  |  |  |  |
| Cash surplus b/f from 2019/20 Savings A/C | 110000 |  | 115295.73 | -5295.73 |
| Add Annual precept for 2020/21 | 48250 |  | 48250 | 0 |
|  | 158000 |  | 163545.73 | 110000 |
|  |  |  |  |  |
| Add Local Authority grants | 1000 |  | 1123.21 | 0 |
|  |  |  | 164668.94 | 0 |
| Add other Income (burials,interest received, VAT rebate, CIL | 3050 |  | 3283.34 | -233.34 |
| GRAND TOTAL INCOME 2020/21 |  |  | **167952.28** | **0** |
| Less Grand Total expenditure FOR 2020/21 |  |  | 26707.03 |  |
| Cash as at 19 January 2021 |  |  | **141245.25** |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| BOTTISHAM PARISH COUNCIL EXPENDITURE 2021/22 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Revenue Budget 2021-22 | Capital Budget 2021-22 | Notes |
| ADMINISTRATION |  |  |  |
| Subscriptions | 800 |  |  |
| Room hire | 800 |  |  |
| Insurances | 600 |  |  |
| Audit fee | 550 |  |  |
| EMPLOYMENT COSTS |  |  |  |
| Clerk's salary and work at home allowance | 9771 |  |  |
| Computer | 100 |  | Software subs |
| Stationery/Admin Expenses | 500 |  | Increased to cover Zoom subs |
| Website & Communications | 1000 |  | Inc Website redesign |
| Training - CAPALC | 300 |  |  |
| Payroll costs | 0 |  |  |
| OTHER EXPENSES |  |  |  |
| S 137 Grants | 3500 |  | Max £8.32 per elector in 20-21 |
| Grants |  |  |  |
| Grant to Summer Fair |  |  |  |
| **Sub-total** | **17921** |  |  |
|  |  |  |  |
| COMMUNITY & GENERAL PURPOSES |  |  |  |
| Traffic Calming | 1500 |  |  |
| Equipment and property maintenance | 500 |  |  |
| Tree surgery | 2000 |  |  |
| Grass cutting - verges | 4000 |  |  |
| Paths & Hedge cutting | 1500 |  |  |
| Water rates | 140 |  |  |
| Street lighting | 1000 |  |  |
| Church flood lighting | 520 |  |  |
| Litter Picking | 1500 |  |  |
| Play equipment |  | 20000 |  |
|  |  |  |  |
| **Sub-total** | **12660** | **20000** |  |
| CEMETERY EXPENDITURE |  |  |  |
| Cemetery grass | 1200 |  |  |
| Old cemetery grass | 400 |  |  |
| Churchyard grass | 1750 |  |  |
| Tree surgery | 1800 |  |  |
| Hedge cutting | 900 |  |  |
| Maintenance | 600 |  |  |
|  | **6650** | **0** |  |
|  |  |  |  |
| **GRAND TOTAL ENVIRONMENT/CEMETERY EXPENDITURE** | **19310** | **20000** |  |
|  |  |  |  |
| FUTURE CEMETERY |  |  |  |
| Consultancy |  | 10000 |  |
| Legal and other fee's |  | 5000 |  |
| Site Maintenance | 2500 |  |  |
| Construction |  | 17600 |  |
|  | **2500** | **32600** |  |
|  |  |  |  |
|  |  |  |  |
| **GRAND TOTAL EXPENDITURE 2021/22** | **39731** | **52600** |  |
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