**BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

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

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**A meeting will be held online on 1 March 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 1 February 2021

4. MATTERS ARISING

a) Preventing vehicular incursion on Ancient Meadows green – update from Cllr Winkcup

 b) Preventing parking on the Triangle – Clerk/Cllr Ogborn

 c) Repairs to bus shelter – update from the Clerk/Cllr Ogborn

 d) Parish Council Streetlights – update from the Clerk

 e) Reporting defective drains – update from Cllrs Winkcup and Martin

 f) Milestones and dates for new Cemetery Project – Cllr Ogborn

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

6. CHAIRMAN’S REPORT (including proposed NHS, Social Care and Frontline Workers Day 5 July)

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.

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

CCC/21/014/VAR

Bottisham Primary School, Beechwood Avenue, CB25 9BE

The retention of a 7 bay (21m x 8.7m) mobile classroom for a temporary period until 31 August 2024 with the retention of two scooter pods

b) Planning Applications Approved

20/01667/FUL

Little Tunbridge, 28 Lode Road, CB25 9DJ

Replace existing 3 foot fence on boundary with 6 foot boarded fence

8. ENVIRONMENT:

 Update from Cllr Sunner on areas of responsibility

9. FINANCE

To approve payment of outstanding accounts

March £

Items for approval

Jonathan Giles – Salary, PAYE and NI 728.52

Employers Pension Contribution (Sept to Mar @3%) 138.90

Litter pickers (reimburse Clerk) 13.49

Printer ink cartridges (reimburse Clerk) 48.49

I Swift – Litter picking (4 weeks) 52.50

K Levitt – Litter picking (4 weeks) 52.50

Red Shoes Accounting Services – Payroll for Oct 2020 15.00

CAPALC Annual Subscription with DPO scheme 613.29

10. NEW CEMETERY WORKING PARTY

11. PLAY AREA WORKING PARTY

Land at 34 Tunbridge Lane – update from Cllr di Lorenzo

12. CORRESPONDENCE RECEIVED

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

b) Confirmation from ECDC of adoption of Supplementary Planning Document on Climate Change

 CORRESPONDENCE/CONTACTS FROM RESIDENTS

1. Enquiry about responsibility for trees around the moat of the Ancient Monument
2. Further emails raising concern about noise emanating from the A14

13. DATE OF NEXT MEETING

The next meeting will be Tuesday 6 April 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 1 February at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, Marsh, Martin, Sunner, van Someren, Wilson and Winkcup

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

**173** **APOLOGIES**:

Cllr O’Dell

**174** **DECLARATIONS OF INTEREST:**

None

**175** **MINUTES OF PARISH COUNCIL MEETING 4 JANUARY 2021**

Acceptance of the minutes was proposed by Cllr Buchanan and seconded by Cllr van Someren. This was agreed unanimously.

**176** **MATTERS ARISING:**

**Ancient Meadows:** Cllr Winkcup said that he made all residents of Ancient Meadows aware of the proposal to place a “diamond-rail” fence along the boundary of the open space. Those who had responded were all supportive of the plan. He will ask the officer from ECDC to prepare a sketch plan of how it would look so that this can be circulated as well.

**Path from Beechwood Avenue to Ancient Meadows:** 4 tons of gravel have been added, which has made the surface safe and comfortable to use. While he awaits the officer’s advice on the possibility of upgrading to a hard surface for the path, he suggests that there is benefit in waiting before implementing such a plan. Concerns have been raised about the path being used by adult cyclists potentially causing a hazard to pedestrians (especially children) and a hard surface might encourage cyclists.

**Tunbridge Lane Trees:** The trees obscuring the streetlight on the edge of the business park have been removed; Cllr Winkcup thanked the landowner on behalf of the Parish Council. There are two other streetlights which appear to be the former lights not removed when new lights were installed. C/Cllr Shuter has alerted the relevant officer in the County Council, who will liaise with Balfour Beatty about their removal

**Preventing parking on the Triangle:** The Clerk advised that the additional posts have been requested from Bob Rossiter in Highways. There has been no response to date and the Clerk will chase.

ACTION: Clerk to chase up Highways.

It was proposed that Meads would be asked to undertake the work, subject to amending their quotation as they are now only installing but not providing the posts. The revised quotation will be circulated to Finance Committee members. If there are no issues, Cllr Ogborn or Martin will liaise with the contractor to agree the location of the posts.

Proposed by Cllr Buchanan, seconded by Cllr Winkcup and agreed unanimously.

ACTION: Clerk to seek amended quotation from Meads.

**Bus Shelter:** The Finance Committee confirmed that the selected contractor is Mr S Neal, who plans to commence the work at the end of February of beginning of March. He will assess whether he is able to repair the light or will need to call in his electrician. This will be a small additional cost to the quotation accepted.

**Parish Council owned Streetlights:** Cllrs Chetwynd and Marsh had looked at all the locations during the hours of darkness and concluded that all the lights needed to be retained. The one exception is the light at the entrance to the Churchyard: while it is not required to provide light as the area is well-lit from other sources, they suggest it would be desirable to retain it long as it is working. Cllr Ogborn explained that he is in contact with Fairhaven Stone in respect of the light outside their premises and will report back in due course. Cllr Sunner enquired whether the replacement lights could be solar powered. It was agreed that the Clerk would make enquiries of Balfour Beatty.

ACTION: The Clerk to speak to Balfour Beatty about solar options.

It was proposed that the non-functioning light in the lane between Downing Close and the High Street should be replaced with a new column and the lamp in College Close. The decision about whether solar powered lights can be substituted will be determined at the next meeting.

Proposed: Cllr Ogborn, seconded: Cllr Winkcup; agreed unanimously

**177** **DISTRICT COUNCIL REPORT:**

D/Cllr Cane referred to several issues in her report which is appended in full to these minutes.

**178** **COUNTY COUNCIL REPORT:**

C/Cllr Shuter reported that there have been an increasing number of dog thefts in the local area, including several stolen from a local breeder. He advised that no dog should be left unattended, even to go into the village shop.

He has asked the new Flood Working Group to include Lode Road as one of their locations, as well as asking for the previous research undertaken into the problem to be shared. Cllrs Winkcup and Martin identified problems with drains on the road to Swaffham Bulbeck and on the Triangle respectively. C.Cllr Shuter asked that they be reported again and he will follow up with the relevant officer of the County Council.

ACTION: Cllrs Winkcup and Martin to report defective drains

C/Cllr Shuter said that he had been approached about a resident of Beechwood Avenue allegedly permitting lorries to park on the verge. He confirmed that no resident had the right to give such permission. Cllr Buchanan suggested that the problem may have arisen because of a property being renovated on a bend, with lorries arriving at the same time as there was a lot of traffic heading for the Primary School.

Cllr Sunner drew attention to the pavement surface outside the shops, which had been omitted when the rest of the pavements were resurfaced earlier this year. Although he had been promised the work would be done after it was reported, nothing has yet happened. C/Cllr Shuter said that no such work was planned for the rest of this financial year and he anticipated it would be scheduled for the financial year commencing in April.

**179** **CHAIRMAN’S REPORT:**

Cllr Ogborn said that he, Mr Jolley and Ms Walker had met with Highways to discuss concerns about the surface noise from the A14. He said that this area is not designated a Noise Improvement Area, but the section of road closest to the village is scheduled for resurfacing in 2023-24. The type of surface to be used has successfully reduced noise levels on other stretches of the A14. He advised that noise barriers would not be installed as they are only effective for areas immediately adjacent to busy roads; in Bottisham’s case the noise would simply vault the barriers and be as evident in the village as it is now.

He highlighted the document circulated proposing a celebration of NHS staff and social care workers on 5 July.

ACTION: Clerk to put the NHS celebration on agenda for March

**180** **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.

No concerns identified

20/01763/FUL

The Glebe, 113 High Street, Bottisham CB25 9BA

Demolition of existing rear single storey extension with flat roof. Replace with new single storey rear extension across full width of the original house footprint.

No concerns identified

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.

No concerns identified

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.

No concerns identified

**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

The Council decided not to comment further

**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.

**181** **FINANCE:**

**Report back from Finance Committee meeting 26 January 2021:** Cllr Clarke highlighted key issues discussed at the meeting. The forms to open the new account with Cambridge Building Society have been completed and dispatched. This will ensure that the Council’s reserves are spread, so that no one account exceeds the level of £85,000 guaranteed by government in the event of a bank becoming insolvent. ECDC has been advised that the Parish Council is making plans for the use of s106 money it holds on the Parish Council’s behalf. In respect of the grant made to Saplings pre-school, Cllr Clarke advised that they are also supported through the Village Co-op's sponsorship of local community groups.

Future meetings of the Committee have been set for April to review the accounts for the year ending 31 March 2021 and in November to consider the budget and precept for 2022-23.

**Budget for the year 2021-22:** Cllr Clarke explained that the Finance Committee had confirmed its support of the budget as drafted and has therefore forwarded it for decision by the full Parish Council. The overall expenditure proposed for 2021-22 is slightly reduced from that in the budget for the current financial year, while the precept already agreed by the Council has been retained at the same level as 2020-21. A key difference in presentation of this budget is the separation of revenue and capital expenditure. This makes it clearer how the Council is controlling its day to day expenditure, by clarifying which funds are reserved for future capital projects. It is anticipated that there will be a surplus at the end of March which can be transferred to reserves. Whatever can be set aside now will ultimately reduce the amount of borrowing required to cover the cost of the new cemetery.

Approval of the budget was proposed by Cllr van Someren and seconded by Cllr Winkcup; it was agreed unanimously.

**The following payments were approved by the Parish Council:**

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

Cambridgeshire ACRE subscription 57.00

Wave (Anglian Water) 23.13

Approval of this expenditure was proposed by Cllr Winkcup and seconded by Cllr Marsh; it was agreed unanimously.

**182** **NEW CEMETERY WORKING PARTY:**

Cllr Ogborn reported that a very elegant design proposal had been received from the National Trust. He has shared it with the Parish Council’s consultant and asked that he review the current proposed plan to bring it closer to the aesthetic proposed by the Trust. The main area of difference which will have to be discussed is the position of the Car Park. The Trust plan places it at the eastern end of the area, whereas the Council’s plan locates it in the middle to minimise the distance mourners will have to walk to grave plots. Once the outline is agreed between the parties, the proposals can be presented to the village for consultation. Cllr Ogborn said that the Legal Officer for ECDC is now working on the report to mandate the compulsory purchase of the land from the National Trust. He will prepare an outline project plan to show the key milestones and timescales to deliver the new cemetery.

ACTION: Cllr Ogborn to prepare timescale.

**183** **PLAY AREA WORKING GROUP:**

A Zoom meeting is to be arranged with the owners of the land at 34 Tunbridge Lane to identify whether part of the site might be a potential play area.

ACTION: Cllrs Ogborn, di Lorenzo and Buchanan

**184** **FUTURE MEETING DATES:**

It was agreed that no date should be set for the annual Parish Open Meeting until the restriction on face-to-face meetings has been lifted.

The next Parish Council meeting will be held on Monday 1 March at 7.45 pm (online)

Future meetings: Tuesday 6 April and Tuesday 4 May.

Meeting closed at 9.30 pm.

Appendix 1

District Councillors’ Report to Parish Councils

February 2021

January’s Planning and Licensing Committees were cancelled.

Operational Services Committee received various update reports and service reviews. They renewed the grant to Citizens Advice West Suffolk for one year only. The paper presented to the Committee recommended that “Once the pandemic and its associated restrictions ease, the Council’s Housing and Community Advice service will seek to create a housing and advice hub in the Newmarket area.”

John and Charlotte are concerned about this because many people are more comfortable going to Citizens’ Advice than they are going to the Council, because they see Citizens’ Advice as independent. This could be further exacerbated if Operational Services accepts the recommendation to join the Community Safety Accreditation Scheme under which the Council’s housing staff would support the Police by sharing intelligence, data and information with them. People who are unsure of their rights, eg about part-time or voluntary work and benefits, might be wary of seeking advice from staff who could be passing on information to the police and other ‘accredited organisations’.

Finance & Assets Committee had too much business to cover in one meeting, so the agenda was split into two meetings, with the second to be held on 4 March. Unfortunately, the Chair decided to postpone the chance for members to consider the East Cambs Trading Company budget for 2021/22 to the March meeting. We therefore do not yet know the financial plans for this multi-million-pound subsidiary.

The Committee received various update reports and service reviews. They considered a paper on On-street parking enforcement. The administration is unwilling to implement a civil parking regime, even though this is the route most Councils have successfully followed, claiming wrongly that it would require them to charge for car parks. Instead, they are proposing to ask the Chief Constable to empower volunteers to issue Fixed Penalty Parking Notices. It is not clear how this will work, or even if it would work, but if it can be made to work Parish Councils could consider seeking volunteers to assist with the scheme in their villages. The paper covering this also called for ECDC to join the Community Safety Accreditation Scheme, which would accredit some Council staff and some of East Cambs Street Scene staff to support the Police and take enforcement action. John and Charlotte felt this was ill thought through and had not been sufficiently consulted on within the community. We also felt that as it covered Community Safety it was beyond the remit of the Finance & Assets Committee and should be referred to Full Council or Operational Services Committee. After considerable procedural muddle, the Chair called a break in the meeting while he consulted with officers and it was finally agreed that the CSAS initiative should be referred to the Operational Services Committee. There could be advantages to the CSAS scheme, but it could fundamentally change the relationship of residents with Council staff if those staff are taking enforcement action on behalf of the Police. There needs to be wide discussion of what powers the Council will take and how it will manage the staff who are using those powers on behalf of the police. As noted above, it could have significant implications for the housing team who currently support people with advice on debt management, employment, housing provision and relationship tensions. Will people still be willing to consult them if they know they are also sharing information with the police and could take direct enforcement action? For example, will a beggar talk to them and maybe be helped into housing and employment or will they run away for fear of being given a fine?

The Committee approved the Climate Change Supplementary Planning Document. This did not go as far as many respondents hoped, as it cannot go beyond the provisions in the Local Plan. But it does contain some useful guidance. We were disappointed that several large housing developers had sought extremely hard to water down the proposals.

The Chair decided not to ask the Committee to make any recommendations to Council about the budget for 2021/22. However, the papers did show that on current plans by 2023/24 the Council will have a budget shortfall of £4.6 million on a total net expenditure of £12 million. The Finance Manager “strongly recommended that early consideration is made as to how savings in future years will be achieved.”

The Committee approved the Equalities, Diversity and Inclusion Policy.

There will be a Planning Committee, Licensing Committee and Full Council meeting in February. The Full Council meeting will approve the budget for 2021/22, without any recommendation from Finance & Assets Committee and without the Finance & Assets Committee having reviewed the budget for East Cambs Trading Company for 2021/22.