

Bottisham Parish Council

Minutes of Meeting 22 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 3rd March 2025 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Steven O'Dell; Cllr Keith Morrison; Cllr Nadene Cundell; ; Cllr John Austin; Cllr Savannah Laurent (arrived 8.15pm); Cllr Jawahar Swaminathan

Members 11 (1 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: District Councillor Trapp; County Councillor Sharp.

Members of the Public: 0

Meeting opened at 7.30pm

386. APOLOGIES FOR ABSENCE

Cllr Rehana Shaker; Cllr Camilia Mihaescu; Cllr Mark Overton; Cllr Maria Socea.

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

None.

388. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Cundell, seconded by Cllr O'Dell and resolved that the minutes of meeting 21 held on 3rd February 2025 be approved and signed as a true record by those present.

389. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

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

- Cllr Cundell reported that the review on the burial record transfer to electronic record has been carried out and is on track to be completed by the end of March.
- The play equipment at the new development off Bell Road is currently unable to be opened, as the land has yet to be transferred to ECDC due to legal questions. Until this happens the play ground will remain closed, as the developers do not have the appropriate public liability insurance..
- Correspondence had been received about the Cemetery.

391. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillors Trapp & Cane provided a written report before the meeting, that included:

- ECTC loan request deadline
- No increase to the council tax request for 25/26
- Mepal crematorium

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

- Busways
- Council reorganisation
- Budget
- Highways and transport

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

392. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a. Due to the late production of the bank statements it was not possible to circulate the reconciliation in adequate time. It therefore agreed that the reconciliation be deferred until the next meeting, but would be reviewed by the Finance working group.
- b. **To note the receipt of:**
None
- c. **It was proposed by Cllr Cundell, seconded by Cllr Swaminathan and resolved that the outstanding accounts of March be approved and settled. Action: Clerk to set up payments.**
- d. **It was proposed by Cllr Ogborn, seconded by Cllr Austin and resolved that the asset register for 24/25 be approved.**

Mrs S Chambers-Turner	Clerk's Salary February	Confidential
Mr Isaac Swift	Litter Picker February	Confidential
Mrs V Coley	Data Administration Assistant February	Confidential
Holy Trinity PCC	Floodlighting Cost	£311.86
J Ogborn	Expenses	£80.20
S Chambers-Turner	Tablet & case	£100.19
S Chambers-Turner	Pro Rata Training	£36.00
Wardrobe	Snowman Costume	£20.00
Carter Jonas	Cemetery Valuation	£2100.00
S Deacon	NP Printing Costs	£186.97
Edge	Edge Inspection	£67.74

393. PLANNING MATTERS

Planning Applications

None.

394. NEIGHBOURHOOD PLAN

Cllr Morrison presented feedback from the Community Engagement event for the Neighbourhood plan, which was well attended by residents. Over 30 feedback forms were received and the rest are to be collected over the weekend. Slides of the presentation are be made available on the website. Thanks was given to all those involved with the Community Engagement event. **Action: Cllr Ogborn to share the finalised slides with Cllr Cundell.**

395. BOTTISHAM GREENWAY

Haslingfield Greenway working group had requested that any parishes who wished to share their experiences with the Greater Cambridgeshire Partnership should make contact. It was agreed that the Parish Council would respond as our experiences has been very mixed. **Action: Cllr Cundell and the Clerk to prepare letter for Haslingfield Greenway working group and circulate before sending.**

396. VE DAY

Cllr Cundell discussed with the Council plans for the 80th Anniversary of VE Day celebrations. Although some volunteers from the community have come forward to assist with the day more is required. Cllr Cundell has prepared a list of required assistance which will be circulated to all Councillors as soon as possible. **Action: Cllr Cundell to circulate list.**

397. NEW CEMETERY

The valuation of the land being sold by the National Trust to the Parish Council for the New Cemetery has been completed. The Parish Council are now waiting on the National Trust to send us the draft Heads of Terms for sale to the Council.

398. ANNUAL PARISH MEETING

Discussion was held on the plans for the Annual Parish Meeting due to be held on 29th April 2025. It was agreed that this years format would be different from previous years and that the attendees would be divided into three different topics for small group discussion and will then return to a full group for further exploration of key subjects. The divisions were proposed as: Planning & Development, Highways & Transport and Environment and Community, each will be headed up by a member of the Parish Council with support from other Cllrs. **Action:** *Cllr Cundell to share the proposed schedule for Councillors information.*

399. ENVIRONMENT AND COMMUNITY

- Details of the benches that were proposed for the triangle area near the shops were circulated to Councillors prior to the meeting and preference was recorded. **It was therefore proposed by Cllr Swaminathan, seconded by Cllr Ogborn and resolved that the snowdrop and wildlife benches would be purchased from David Olgivie bench suppliers.** **Action:** *Clerk to place the order.*
- An additional quotation is still be sought for the grass cutting contract for 25/26 and the season is about to begin. **It was therefore proposed by Cllr Morrison, seconded by Cllr O'Dell and resolved that powers be delegated to the Clerk in collaboration n with the Finance Working group to appoint a grass cutting contractor due to time constraints.** **Action:** *Clerk to analyse and circulate to the Finance Working Group the information relating to the quotations for the grass cutting contract when received.*
- A request had been received from the volunteer litter picking group for the purchase of biodegradable refuse sacks. It was agreed that the Parish Council would be willing to purchase the bags to aid with the litter picking.

400. DEVOLUTION AND LGR SURVEY

East Cambridgeshire District Council have been running a residents survey on the Governments Devolution proposals. Both the County and District Councils are required to submit a response to Government with proposals for moving forwards to Unitary Councils. It has been suggested that Cambridgeshire is likely to move to two unitary councils; either North/South or East/West. It was discussed that the Parish Council believe that they have more links to Cambridge City and South Cambridgeshire and would prefer the divide to fall North/South Cambridgeshire. It was agreed that a letter would be submitted to East Cambridgeshire District Council to reflect this. **Action:** *Cllr Cundell and the Clerk to prepare a letter for submission.*

401. HIGHWAYS & TRANSPORT

Proposed drawings of the new 20mph scheme for Bottisham had been received from the Highways Project Team. These were circulated and reviewed by Councillors prior to the meeting. It was noted that the 40 mph zone as Lode Road exits Bottisham is proposed to remain at 40mph. In response to previous requests from residents, the Parish Council will enquire if lowering to 30 mph is an option. **It was proposed by Cllr Swaminathan, seconded by Cllr Cundell, 6 for, 1 absention and carried that the proposals (with the additional request for speed reduction on Lode Rd 40 mph zone) be accepted.** **Action:** *Clerk to write to the project team.*

402. 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.

403. DATE OF NEXT MEETING

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

Meeting closed at 9:24pm

Minute Reference	Description	Action By
392	Set payments up for authorisation	Clerk
394	Share slides for Neighbourhood plan for social media	Cllr Ogborn
395	Prepare letter for Haslingfield Greenway working group	Cllr Cundell & Clerk
396	Circulate list of requirements for VE Day celebrations	Cllr Cundell
398	Share information about proposed schedule for APM	Cllr Cundell
399	Gather information about grass cutting quotations and share with Finance Working Group to appoint a contractor	Clerk
400	Write to ECDC about Parish Councils thoughts on the devolution paper	Cllr Cundell & Clerk
401	Write to 20mph project team	Clerk