

Bottisham Parish Council



Minutes of Meeting 6 of the Council, held in The Committee Room, Bottisham Sports and Social Club Bottisham, on Monday 6th November 2023 at 7.30pm.

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

In attendance: County Cllr Alan Sharp; District Councillor Charlotte Cane. 3 Members of the Public.

Members 11 (1 vacancy) Quorum 4

Clerk: Mrs S Chambers-Turner

Meeting opened at 7.30pm

96. APOLOGIES FOR ABSENCE

Cllr Jawahar Swaminathan; Cllr John Austin.

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

Cllr Winkcup item 106 , Cllr Socea item 106 application 23/01170/FUL.

98. TO APPROVE MINUTES OF PREVIOUS MEETING

The minutes of the last meeting were late being circulated, so will be approved at the next meeting but will be displayed as a draft version.

99. OPEN FORUM

None.

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

None.

101. COUNTY AND DISTRICT COUNCILLORS REPORTS

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

- County Councillor Sharp reported that the meeting that was due to be held for the Highways & Transport Committee was held last week and focused on active travel.
- The Mill Road bridge legal challenge is still ongoing so until this is resolved no further work will be undertaken to implement the scheme.
- A new round of Local Highways Improvement schemes will be open at the end of October and close on 6th January 2024.
- A report will be presented in January about the County Councils Weed Spray Policy.
- It is predicted that there will be a gap in the County Councils budget of around £28M for 24/25, it is highly likely that the County Council will be applying 5%, which is the maximum amount permitted to the next Council Tax request.
- County Councillor Sharp had recently a meeting with the Community Engagement Officer at Gigaclear to discuss issues that have been raised over reinstatement, communication and closure of roads. It was reported that the scheme is now over half way through. The officer reassured Councillor Sharp that making good and clearing up is of a priority for the company and that this will be carried out when appropriate as often work will be carried out nearby which creates a similar situation, although areas of debris should be cleared from the footways and roads. The company have six months after completion to carry out remedial works. However, Councillor Sharp encouraged the Parish Council to report any issues to the Community Engagement Officer in the meantime.

- Cllr Winkcup reported that the clearing of the storm drains was a problem as there is no schedule of works to ensure that they don't become blocked.
- The new reporting tooling for Highways was meant to be in place by September but it is unclear as to the current situation.

District Councillors Cane and Trapp had provided a District report which will be circulated after the meeting, which included:

- The Growth and Infrastructure Fund has reopened, which can provide capital funding towards local infrastructure. Deadline is Friday 8th December 2023.
- A meeting was held with Sanctuary Housing about some aspects of their service after complaints had been received.
- Changes have been made to the composition of the East Cambs Street Scene company board to address some of the current governance issues.
- At its Full Council meeting in October, the district council approved the 'single issue review of its local plan. The review was commissioned three years ago and has now completed its examination by a Planning Inspector. It is a very limited review, with a number of 'take it or leave it' recommendations.
- District Cllr Cane has enquired about licensing for the helicopter flights from Bottisham Airfield. The Parish Council have been invited to a private tour of the airfield to secure the communications between the Parish Council and the members running the Airfield. The flight schedule has been change to move the route away from Bottisham village.

102. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- The bank reconciliation for October was provided and will be approved by Cllr Wilson via email on this occasion.
- It was noted that the following receipts have been received.
Burial Income: £180.00
- It was proposed by Cllr Winkcup, seconded by Cllr Overton and resolved that November 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 | Inland Revenue | Income Tax & NI | £150.60 | £0.00 | £150.60 |
| BACS | East Cambs Trading | Grass Cutting | £552.39 | £110.47 | £662.86 |
| BACS | PKF Littlejohn | External Audit | £315.00 | £63.00 | £378.00 |
| DD | Wave | Water Church | £22.85 | £0.00 | £22.85 |
| BACS | Sports & Social Club | Room Hire | £60.00 | £0.00 | £60.00 |
| BACS | N Cundell | Survey Boxes | £18.00 | £0.00 | £18.00 |
| | | | £1118.84 | £173.47 | £1292.31 |

103. ANNUAL PARISH MEETING

The Annual Parish Meeting was scheduled for 30th April 2024. **Action: Clerk to confirm room availability with Sports and Social Club.**

104. RETIREMENT VILLAGE

Cllr Ogborn had attended the hearing of the appeal to the Planning Inspectorate for the retirement village that was held in October 2023 and had provided all Cllrs with a written summary of the week's proceedings. Cllr Ogborn represented the Parish Council at this hearing, along with District Cllr Cane (who read a submission from County Councillor

Daunton), and Dr Keith on behalf of Bottisham Medical Practice. It was noted that the ECDC Local Plan is now fully current and had following recent amendments. The need for affordable homes in ECDC's area had reduced and the assess point from Rowan Close had been lost since the application was initially made, which materially changed the application.

105. BOTTISHAM GREENWAY

- County Cllr Sharp has been unable to find out more information relating to the specific powers that the Greater Cambridgeshire Partnership (GCP) has to deliver the project but will continue to investigate. As the Greenways Project is part of the City Deal the GCP is carrying this function on behalf of Cambridge County Council and therefore is in control of the powers to deliver the project.
- A meeting had been scheduled with GCP Greenways Project team for 13th November 2023. The meeting is to present the Parish Council with options for the area by the shops on the High Street. All Councillors were encouraged to attend to see the proposals being put forward. **Action:** *Cllr Ogborn to ask the GCP Greenways Team for the proposals by the end of the week so that these can be shared in advance of the meeting.*
- It was noted that Swaffham Bulbeck Parish Council had hosted a public event to inform residents of the proposals of the GCP, it was discussed that Bottisham could also hold a similar event in January 2024. Preferably the Parish Council wish to use the maps provided by the GCP team to be able to correctly put forward the plans to residents. **Action:** *The Clerk will provide details for Cllr Ogborn to make contact with Swaffham Bulbeck Parish Council. The Clerk will also ask the GCP Greenways team for permission to share the maps with the residents. Cllrs Ogborn and Socea will start to prepare information for the public event.*

106. CEMETERY MATTERS

- a. Cllr Ogborn reported that good progress is being made with the New Cemetery, S278 agreement is being prepared which details the design and access of the site and the long term ecological plan is also under way. This is to discharge the conditions outlined in the planning approval. Two contractors have been approached who would be able to undertake the works and are interested in providing a tender. A third contractor has been extremely difficult to communicate with and an alternative is being sought.
- b. Cllrs O'Dell, Winkcup and Ogborn have met with the Clerk to discuss the limitations of the current burial ground. It was agreed that the space was at a premium and that the spoil heap should be removed to allow for the extra spaces to be used. It was agreed by the Council that quotations should be obtained to remove the hedging and spoil heap to create extra burial space. **Action:** *Clerk to seek quotations and present to Full Council at a future meeting.*

107. PLANNING MATTERS

23/01170/FUL 6 Cedar Walk, Bottisham. Ground floor rear extension, first floor extension and new entrance porch to front. The Parish Council made no comments on this application.
23/01061/FUL 33 Jenyns Close, Bottisham. Single storey rear extension to replace existing conservatory, rear box dormer to create 2 bedrooms. The Parish Council were concerned at the size and scale of the extension on a tight end of Jenyns Close. **Action:** *Clerk to inform planning of the comments raised.*

108. THE CRESSET

The Editorial team at the Cresset have submitted a request to the Parish Council for assistance with producing the monthly Cresset paper copy. It appears that printing costs have been

incorrectly charged and there will be dramatic increase in costs which will leave a considerable deficit. **It was proposed by Cllr Ogborn, seconded by Cllr Shaker and resolved that a grant of £1000 would be given toward the production of the Cresset in 2024/5 and this will be reviewed on an annual basis.**

109. ENVIRONMENT

It was discussed that trees on the grass opposite the Church by the Vicarage require attention. It is believed that the trees belong to Highways and therefore should be maintained by them. The Highways Officer has already been invited to the Parish to discuss the trees on the Triangle, so will be asked to review the trees opposite the Church at the same time.

110. SIX OAKS ENERGY

Clean Ridge Energy have now upped their initial offer for a Community Benefit Scheme from £25k to £30K. A proposal made by Bottisham Parish Council has been accepted by Great Wilbraham Parish Council. Bottisham has responded to a counter proposal sent by Little Wilbraham and Six Mile Bottom Parish Council. It is hoped that an agreement will soon be reached. It is thought that scheme will run by all Parish Councils having a separate contract with Clean Ridge Energy.

111. STREET LIGHTING

The Parish Council discussed the Parish owned street lighting, some of which are currently out of order and have been for some time. **It was proposed by Cllr Laurent, seconded by Cllr Winkcup and resolved that Balfour Beaty should be contacted to carry out an audit of all the parish owned street lights to access the works that need to be carried out. Action: Clerk to contact Balfour Beaty.**

112. PROJECT PLAY

Three letters have been sent to local landowners enquiring about areas that might be available for play equipment. Two landowners have replied and felt that they were unable to assist the Parish Council with the search. We are yet to hear from the third landowner. Bottisham Village College have also been approached but were unable to offer land. **Action: Clerk to chase the third landowner for a response and should correspondence not be received within one week of the letter, then Cllr Laurent to chase via telephone.**

113. TEMPORARY TRAFFIC ORDER

A Temporary Traffic Restriction Order had been received by the Parish Council for works on Lode Road early next year. This order will see traffic diverted from Lode Road to the A1303 via Albert Road, Stow cum Quy to access Lode.

114. 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.

115. DATE OF THE NEXT MEETING

Full Council Meeting, Monday 4th December 2023, 7.30pm, The Poppy Room, Bottisham Sports and Social Club.

Meeting Closed at 9.30pm.

| Minute Point | Action | By Whom |
|---------------------|--|--|
| 102 | Set up bank payments | The Clerk |
| 103 | To confirm availability of Poppy Room for a public event for GCP | The Clerk |
| 105 | To provide details for Cllr Ogborn to contact Swaffham Bulbeck Parish Council. To ask GCP Greenways team for permission to share the maps with the residents. Cllrs Ogborn and Socea will start to prepare information for the public event. | The Clerk The Clerk Cllrs Ogborn & Socea |
| 107 | Planning responses to submit to ECDC | The Clerk |
| 111 | Contact Balfour Beaty about audit and service contract | The Clerk |
| 112 | Chase 3 landowner if no response in 1 week Cllr Laurent to call. | The Clerk/Cllr Laurent |
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