**BOTTISHAM PARISH COUNCIL**

**Minutes of meeting Monday 5th October at 7.45pm, held online due to coronavirus restrictions**

**PRESENT:**

Cllr Jon Ogborn- Chair. Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, O’Dell, Sunner, Martin, van Someren and Winkcup; D/Cllr Cane and C/Cllr Shuter also attended for part of the meeting.

**115 APOLOGIES FOR ABSENCE:**

Received from Cllr Marsh.

**116 MINUTES OF LAST MEETING:**

Minutes of the meeting held on 7 September were agreed and will be signed when possible.

**117 DECLARATIONS OF INTERES[[1]](#footnote-2)T:**

Cllr Sunner declared an interest in the Planning Applications relating to 12 High Street, Bottisham and withdrew from the meeting while they were discussed

**118 PRESENTATION FROM MRS J RANKINE, HEAD, BOTTISHAM VILLAGE COLLEGE**

Cllr Ogborn welcomed Mrs Rankine and invited her to address the meeting on how the Village College is implementing protective measures during the pandemic.

Mrs Rankine said that during the lockdown about 90 of the 1290 pupils on the roll attended in person. These were children of keyworkers or those identified as vulnerable. There was also a focus on motivating the young people in year 11 through all the uncertainties about exams and making their choices for sixth form study – she reported that the majority had secured their first choice.

At the end of the summer term, the government announced that schools should reopen in September. Staff worked through much of the holiday to prepare for all the students within the national guidelines. In order to ensure the students receive the maximum benefit, the full curriculum is being offered. All activities are assessed to mitigate risk – she praised the timely advice (an email sent each day at 7am summarising the latest government direction) offered by Jonathan Lewis, Director of the Education service for Cambridgeshire and Peterborough, which allowed staff to focus on the practical tasks.

The college is now organised into 5 year group “bubbles”. Young people are asked to follow the guidance to protect their friends rather than under threat of sanction. She estimates that 97% of students are self-regulating and that issues arise with only a small minority. The precautions span the whole day, including the transport, where seating plans are used to reduce mixing beyond the “bubble” children are in during the day.

She outlined the three stages of the reopening plan as i) refamiliarising students with the environment (90% of students returned in the first week which is now up to 97%) ii) building students’ confidence, and iii) catchup strategies to make up for the time lost during lockdown.

Referring to the arrival and departure of students, which is the factor having most impact on the village, she advised that arrangements had been designed to enable the increased number of parents driving their children to and from school to drive into the grounds through a one way system to maintain the flow of traffic. Parking near the entrance is discouraged as this disrupts school buses and other traffic. While most have worked within this system, a few are continuing to arrive early and park in Lode Road, some leaving engines running. When encouraged to move further away, some are parking on the Triangle creating obstructions to other traffic. Senior staff are involved in keeping things running smoothly but are on occasion receiving abuse. Mrs Rankine noted that Bottisham Primary School is operating a staggered day, which means that some parents with children at both schools are having to spend a longer time in the village. During the discussion it was noted that the staggered day also meant that primary school children and parents were walking/cycling down Lode Rd during peak periods for BVC school pick-up - which can be difficult for them.

Looking forwards, the college has prepared plans, as required by government, for 4 scenarios to be implemented at 24 hours notice: i) college fully open with students wearing masks (current); ii) A rotation system to reduce the numbers in school at any one time; iii) college only open to year 11 and children of keyworkers or those who are vulnerable; iv) vulnerable and keyworkers’ children only.

Cllr Ogborn thanked Mrs Rankine for giving this comprehensive account of the measures being taken by the college and highlighted the need for the whole community to support their work. In the ensuing discussion a number of points were made:

* Concern at increased parking on the triangle, with some people not responding to requests to turn off their engines; maybe pollution monitoring would be appropriate at this location
* The College is encouraging Police Community Support Officers to attend at peak traffic times when they have opportunity and also reinforcing messages about safe and considerate parking
* The question of temporary signage was mentioned and C/Cllr Shuter pointed out that signs have to be approved by Highways. Mrs Rankine said that a pedestrian crossing was being considered and this would entail the installation of zig-zags preventing parking in the approaches
* The traffic flow to and from the College has been manageable up until now
* The College roll is going to increase by 300 pupils over the next few years
* This is an unparalleled situation where parents are trying to reduce risk for their children, school and police are under huge pressure and there is a general right for the public to use the highway
* Finally Mrs Rankine said that the college had been able to give 50 computers to students without such a facility at home and would be grateful for further donations of such equipment

**119 MATTERS ARISING:**

a) Parish Councillor vacancy

Cllr Ogborn said that he is going to speak with a possible candidate and encouraged other Councillors to continue to seek out anyone who may be interested

b) Options for the triangle

C/Cllr Shuter said that he had received a response from Bob Rossiter (Area Highways Officer) which he will circulate. This indicates that placing rocks or planters to prevent parking would be acceptable. Cllr Clarke said that Council will now be able to decide on the most cost-effective option

c) Website

Cllr Ogborn reported that a meeting is taking place on Thursday to consider options in relation to the website and IT generally. Options identified will be presented to the November meeting

**120 DISTRICT COUNCIL REPORT:**

The report circulated by D/Cllr Cane is attached as an appendix to these minutes. She went through the items listed and commented in particular on the accounts for East Cambridgeshire Trading Company: a trading surplus had been forecast, but the final result was a substantial loss even though only a only a short period of the lockdown was included in the period covered by the results.

Looking to the future, the financial outlook for the District Council is challenging with a projected shortfall of £4.4m in 2023-24. She expressed concern about the impact that job losses and evictions might have on local residents.

On planning matters, she noted the refusal of the appeal in respect of the application to develop 4 dwellings to the rear of 187 High Street on the grounds that it falls within the green belt. This is relevant to the application for the Retirement Care Village adjacent to this location. While consideration of the latter application has been postponed, this is only to allow for the applicant to respond to the submission from the County Council – wider matters should not be included.

Regarding the cutting back of the trees on the open land in Ancient Meadows, she said that officers have been asked to propose measures to prevent vehicular incursion on the site.

**121 COUNTY COUNCIL REPORT:**

C/Cllr Shuter said that much of the County Council’s energy is directed towards managing the impact of the pandemic and that the work of Jonathan Lewis had been particularly appreciated as noted by Mrs Rankine.

A planning application is being considered to permit the Milton Recycling facility to remain on its present site. There is a possibility of a raised road to facilitate access to the skips.

C/Cllr Shuter said he is awaiting the survey report on flooding in Lode Road.

In response to a question about the unresolved issue of the tree in Tunbridge Lane requiring surgery to lower its height, he said he would ask officers to take enforcement proceedings if there was a resolution from the Parish Council.

**122 CHAIRMAN**’**S REPORT:**

Cllr Ogborn drew attention to the email from Cllr Buchanan explaining that nominations for awards in respect of service during the pandemic could be made by both individuals or the Council. Cllr Buchanan will resend the email in case anyone did not receive it.

Cllr Sunner withdrew from the meeting during the consideration of the first two planning items.

**123 PLANNING:**

The Parish Council considered the following applications:

20/01108/ADI 12 High Street: Proposed new illuminated Co-op sign

Cllr Buchanan advised that this application complemented the application under reference 20/01246/LBC to remove the old signs and lighting. The Parish Council did not have any comments regarding these applications

20/01247/FUL 12 High Street: Subdivision of existing flat into two flats. The Parish Council had previously considered the application to divide the existing flat into three which was subsequently withdrawn and had no issues to raise in connection with this application

Cllr Sunner rejoined the meeting

20/01209/FUL and 20/01210/LBC 1 Bottisham Place: Conversion and change of use of existing redundant agricultural yard buildings/cattle sheds to Class B1(Business) use.

Cllr Buchanan said that further information was needed in respect of the application before the Parish Council can comment meaningfully, so she has requested additional time for its response. Cllr Clarke pointed out that Class B is a wide category and could include light or general industrial use. Questions arise about how much traffic would be generated and what sort of vehicles might be involved. There is also an issue about whether it would be possible to move to class A1 use without a further planning application. There was general support for the reuse of dilapidated buildings.

Spring Hall Farm: Cllr advised that issues previously raised had been resolved between the owners and ECDC. No further action is required

Little Tunbridge, Lode Road: The owner of this property has temporarily ceased work on erecting a fence on the boundary with College Close until he has received clarification from ECDC about precisely where the boundary should be located

Planning White Paper: Cllr Buchanan has requested sight of ECDC’s response to the consultation. She will then prepare some bullet points to guide the Parish Council in considering its own response

**124 FINANCE:**

It was proposed by Cllr Clarke, seconded by Cllr Ogborn and unanimously agreed that the following payments be made:

 £

 Mrs C Fullwood – Salary & PAYE 1713.76

 Jonathan Giles – Salary & PAYE 448.33

 I Swift – Litter picking (4 weeks) 52.50

 A Fullwood – Litter picking (4 weeks) 52.50

 J Ogborn – Zoom subscription (Annual) 106.95

 Wave – Cemetery Water 11.97

 Leaving gift 36.06

**125 ENVIRONMENT:**

Pavement in Pound Close: This was omitted from the resurfacing of pavements in the village and has been logged on the Cambridgeshire County Council Highways Fault reporting system by both Cllr Ogborn and D/Cllr Cane

Christmas Tree on the triangle: Cllr Sunner had spoken with Tony Jolley, who had gone through the issues that arose when this was being considered a few years ago. Cllr Sunner sees this as a long term project, which will depend on the cost of getting power to the triangle to enable lights to be connected. He will investigate further. Cllr Ogborn stressed that any lights would need to be professionally installed

ACTION: Cllr Bill Sunner to review and bring forward a recommendation for progress on the matter.

Bare patches on the pavement in front of the takeaway shops: The recent resurfacing work had highlighted these bare patches - although they do not present an immediate trip hazard. Cllr Winkcup said that, as any non-urgent faults would be deferred on budget grounds, it is important to get them logged for inclusion within the Highways programme for 2021-22. Cllr Sunner undertook to make the report

ACTION: Cllr Sunner to report the fault.

Rowan Close: A mossy area has been identified on the footpath but as it has arisen because no-one walks there, no action is required

Bus Shelter: Members agreed that the tiles on the roof need to be cleaned and the gutter repaired.

ACTION: The Clerk to obtain a quotation from SN Handyman Services.

Garden area around the War Memorial: The bed needs renewing with winter plants.

ACTION: Cllr O’Dell to speak with Reg Webb about winter plantings

Information Board next to War Memorial: Cllr Ogborn had reported that the board needed some repair.

ACTION: The Clerk to seek a quotation from Tony Martin who has previously done similar work for the Council.

Trees: Cllr Ogborn commented that there is a legacy “gentleman’s agreement” that Parish Council maintain trees previously donated to the village and planted on Highways land. Normally trees on Highways land are the responsibility of Highways. However the Clerk is having difficulty identifying which trees are our responsibility. Cllr Ogborn, Cllr Buchanan and the Clerk will seek to clarify the matter , seeking information from Claire Fullwood as necessary. The Parish Council has been asked if it has a Tree Officer by Kevin Drane, who is the lead for trees within ECDC Planning Department. The Clerk will ask him for a role description so that the Parish Council can determine whether it wishes to appoint one.

ACTION: Cllrs Ogborn, Buchanan and the clerk to clarify trees that are PC responsibility.

**126 NEW CEMETERY WORKING PARTY:**

Cllr Ogborn reported that it is hoped that progress can be made during this month, as the persons able to review our draft plans for the National Trust should be returning from furlough in October.

**127 PRE-SCHOOL PLAY AREA WORKING PARTY:**

The revised agreement with Anglia Learning for use of the play equipment in the primary school has now been received, signed by Cllr Ogborn and Clarke and will be returned to BVC for their signature.

**128 DATE OF NEXT MEETING:**

Monday 2 November 2020

APPENDIX

October Report to Parish Councils

from Charlotte Cane and John Trapp

At the last meeting, which lasted all of six hours and both of us were present, of the Finance & Assets Committee:

1. The Custom and Self-Build Housing Supplementary Planning Document was adopted
2. The Natural Environment Supplementary Planning Document was adopted.
3. A Climate Change Supplementary Planning Document (SPD) has been composed, and will be sent out for consultation to residents and organisations (including Parish Councils) in the District; because SPDs cannot create new policy which is not in the Local Plan, these policies are guidance rather than mandatory. Please consider a response to this consultation.
4. The Equality, Diversity and Inclusion Policy 2020 – 2023 proposal was presented, and will be sent round for consultation in the District. Please also consider a response to this consultation.
5. The East Cambs Trading Company accounts were noted despite some misgivings.
6. The East Cambs Trading Company Business Plan was accepted, again with some misgivings.
7. The Medium Term Financial Strategy report showed a need for substantial savings to be made in two years’ time – rising to a shortfall of £4.4m in 2023/24, and the shortfall won’t be covered by a rise in Council Tax. Services may be affected, and we pressed for consultation with residents and organisations in the District.

At the last meeting of the Operational Services Committee:

1. Resolved to ask local MPs for more information on the Local Electricity Bill before deciding whether or not to support it.
2. Received an update from the Housing & Community Team on the impact of Covid-19
3. Received an update on the Climate Change Strategy and Action plan.
4. Noted a small forecast underspend on the Operational Services revenue budget and a small forecast overspend on the capital budget.
1. [↑](#footnote-ref-2)