

Bottisham Parish Council

Minutes of Meeting 13 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Thursday 16th May 2024 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr John Wilson; Cllr Nadene Cundell; Cllr Mark Overton; Cllr Savannah Laurent; Cllr Maria Socea; Cllr Rehana Shaker; Cllr Camilia Mihaescu.

In Attendance : District Councillor Charlotte Cane; County County Councillor Alan Sharp; One member of the public.

Members 11 (1 vacancy) Quorum 4

Clerk: Absent for health reasons. Minutes taken by Cllr Cundell

Meeting opened at 7.31pm

210. TO ELECT A CHAIRPERSON

- Cllr Ogborn stated that he was happy to remain as Chairperson. It was proposed by Cllr Wilson and seconded by Cllr Shaker that Cllr Ogborn retain position as Chair.
- A secondary motion was raised in order for the motion to be carried and the Acceptance of Office form be signed due to the proper officer not being present. It will therefore be signed prior to the next Council meeting in July. It was proposed by Cllr Cundell and seconded by Cllr Overton

211. TO ELECT 2 VICE CHAIRPERSONS

- Cllr Cundell stated that she was happy to remain as Vice Chair. It was proposed by Cllr Overton and seconded by Cllr Wilson that Cllr Cundell retain position as Vice Chair.
- Cllr Wilson stated that he was happy to remain as Vice Chair. It was proposed by Cllr Shaker and seconded by Cllr Laurent that Cllr Wilson retain position as Vice Chair.
- A secondary motion was raised in order for the two above motions to be carried and the Acceptance of Office forms be signed due to the proper officer not being present. It will therefore be signed prior to the next Council meeting in July. It was proposed by Cllr Cundell and seconded by Cllr Overton

212. APOLOGIES FOR ABSENCE

- Cllr Stephen O'Dell; Cllr John Austin; Cllr Jawahar Swaminathan;

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

None

214. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Cundell, seconded by Cllr Overton, and resolved that the minutes of Meeting 12 held on 8th April 2024 be signed as a true record.

215. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

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

Action: Bank payments have been set up.

Action: Cllr Cundell to consider suitable solutions for safety of the bus stop on High Street.

This has been actioned.

Cllr Cundell spoke with East Cambridgeshire Police regarding issues of anti-social behaviour at the bus stop on High Street along with issues of young adults dangerously climbing the bus stop and onto the roof. The outcome of the discussions was two-fold; 1) a quick resolution would be that anti-climb paint be purchased which may be a less intrusive and more economic and effective method of deterrent. Research shows that it is like a gel which makes it more slippery for the person trying to climb to get any hold / grip of. Anti-climb paint is suitable for using in all temperatures. We are best to put a notice on the side of the bus stop that anti climb paint is used. It is also recommended by police forces. 2) in addition to the paint to open discussions with Bottisham Village College (BVC) seeking their involvement in a competition to design a mural for the bus stop back wall and then coat this with graffiti proof coating. Cllr Cundell explained the longer-term option would be to completely re-do the bus shelter with a curved UV stable polycarbonate (glass like) transparent roof with two closed ends (this type of material is anti-vandal) but remain with a seat but slanted. This was discussed with East Cambridgeshire Police and they have found this to be a highly recommended option and Cllr Cundell explained, verified by Cllr Cane, that this has been successful in the Parish of Milton, Cambridge. **Action:** *It was agreed that Cllr Cundell will engage directly with BVC to ascertain further interest and get this started.*
Action: *Clerk to liaise with Neighborhood Plan working group and return the surplus grant funding for 23/24. The monies have yet to be called for but monies have been accounted for. This action carries over to July meeting.*

217. COUNTY AND DISTRICT COUNCILLORS' REPORTS

- a) County Councillor Cane provided a brief update but no formal report as there were no meetings in May due to the elections.

Motion was proposed and agreed between Conservative and Liberal Democrats adopting zero tolerance of unacceptable behaviour towards Councillors.

Policy motions were also agreed around accessible play areas to make them available and suitable for all in terms of physical, disability and mental abilities. Developers, going forward, will be obligated to follow this.

Additionally, regarding street and/or road cleaning a request will be put forward to Street Scene (who maintain and sweep road / kerbs) asking for a forward schedule to be provided to either Parish Council and/or residents are notified.

A proper schedule of meetings will commence again.

- b) County Councillor Sharp

A brief overview on a recent Highways meeting to discuss the spend/budget on road repairs, improvement and safety was given. The Highways meeting discussed the scheme to be put in place where county officers score roads where improvements and repairs including white lines etc. should be made. Criteria considerations including safety of roads due to proximity of schools and facilities.

The legal issues including compulsory purchase of land to enable the improvements on the Swaffham Heath crossroads has been resolved. Works will likely commence early September in order to avoid the heavy traffic issues from the Newmarket racecourse events throughout the summer.

Cllr Sharp notified BPC that the main contact for Highways was unavailable currently therefore outstanding issues will be sent to him. **Action:** *Cllr Cundell to send action items previously raised to Cllr Sharp*

An update on the LHI status was given whereby the LHI applications and the associated scoring will go to a LHI working group in June and then passed on to the Transport and Highways meeting on 2nd July 2024. There is no action currently needed by BPC currently.

218. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a. It was proposed by Cllr Overton seconded by Cllr Laurent and resolved that the bank reconciliation for April 2024 should be approved.
- b. There were no receipts to note
- c. The council were not in possession of the year-end accounts for 23/24 or the Annual Governance and Accountability Return (AGAR) with the associated internal audit and finalised report. Cllr Cundell requested that an extra-ordinary meeting be called in June 2024.

Action: Cllr Cundell will obtain the year-end accounts for 23/24 along with the internal audit and circulate to council. Cllr Cundell and Cllr Ogborn will contact the Social Club to ascertain meeting room availability in June and decide on a date and notify All Council. Cllr Cundell will hold on to the AGAR for signing.

- d. It was proposed by Cllr Ogborn, seconded by Cllr Laurent and resolved that April Accounts are paid. **Action:** Cllr Cundell will validate all costs and make any amendments needed to ensure all invoices have been received. Cllr Cundell will liaise with Clerk to arrange payment of outstanding accounts.

Method	Payee	Item	Net	VAT	Total
Payments made since the last meeting					
BACS	Mrs S Chambers-Turner	Clerk's Salary			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
BACS	Navigate Planning	Professional Fees New Cemetery	£274.50	£54.90	£329.40
Current					
BACS	Inland Revenue	Income Tax & NI	£167.28	£0.00	£167.28
BACS	TEEC	Website Hosting and Email Provision	£528.00	£105.60	£633.60
BACS	CAPALC	Training Cllr Socea	£14.00	£0.00	£14.00
BACS	Anglian Learning	Room Hire	£40.00	£0.00	£40.00
BACS	J Ogborn	Mileage to Ely	£17.10	£0.00	£17.10
BACS	LGS Services	Payroll 23/24	£108.00	£21.60	£129.60
BACS	S Chambers-Turner	Lanyards and card	£27.17	£0.00	£27.17
BACS	S Chambers-Turner	Keys	£18.00	£0.00	£18.00
BACS	Simon Handyman	Clearing & disposal ivy from shed	£70.00	£0.00	£70.00
BACS	S Chambers-Turner	Postage Stamps & Pens	£27.35	£0.00	£27.35

229. PLANNING MATTERS LED BY CLLR WILSON

Planning Applications * two applications came in after agenda circulated * Approvals

24/00182/FUL 19 Pound Close Bottisham Alterations to the ground floor layout to create an enlarged kitchen and study. Extension to porch. Replace flat roof with pitched roof over the altered and extended spaces. Install solar panels and rooflights.

24/00243/TCON Dunkeld 70 Tunbridge Lane Bottisham. To comply with Condition 6 (Tree Topping, Lopping & Felling) of Decision Notice 98/00604/FUL Removal of leylandii trees in garden to improve light.

24/00271/FUL 41 Beechwood Avenue Bottisham. Single storey front extension small ground floor extension

* **24/00404/CCA** Bottisham Primary School Beechwood Avenue Bottisham. The retention of a 7-bay (21mx8.7m) mobile classroom for a temporary period with the retention of 2 scooter pads. A 4-year extension to the original agreement. Recommended that Bottisham Parish Council has no objection. All in agreement.

Refusals

23/00887/FUL Spring Hall, Newmarket Road, Bottisham. Change of use of barn to events venue – retrospective. Unable to use/hold barn for events but can apply for stand-alone/individual licence for 1 event.

Cllr Cundell suspended standing orders at 8:33pm for member of the public to put forward their objection to the planning application below.

Planning Application

* **24/00328/FUL** Rothbury Cottage 122 High Street Bottisham. Single storey side ground floor extension to existing dwelling.

The Parish Council will respond under delegated authority to this planning application.

Cllr Cundell resumed the meeting at 8:42pm

It was proposed that BPC delegate authority to the Clerk to respond to planning applications in the absence of the June meeting. Agreed that this would be go ahead with the email approval of the majority of the Chairmanship. Proposed by Cllr Socea and seconded by Cllr Laurent

219. Scheme of Delegation

It was proposed that BPC delegate powers to the Clerk to carry out the functions of the Parish Council in the absence of a June meeting, with the majority email approval of the Chairmanship. Proposed by Cllr Overton and seconded by Cllr Mihaescu

220. Internal Audit

To note the receipt of the Internal Auditor report. Receipt was noted. **Action:** *Cllr Cundell* And Cllr Ogborn *to obtain the internal audit and finalised report and circulate to all BPC.*

To note the dates of the notice of Public Rights. The report findings must be made available for viewing. **Action:** Clerk to set date for notice.

221. Policies

Proposal: To Adopt the Standing Orders, Financial Regulations and Publication Scheme for 2024. Cllr Cundell advised all council, upon guidance from the Clerk, that there have been no changes to these documents in the past year. Cllr Cundell stated that she was aware not all Councillors have seen these documents. It was proposed that these documents be re-issued for 2024 and be re-approved in light of no changes. Then, if necessary, when all parties have had sight of these amendments/updates could be made in future. Proposed by Cllr Overton and seconded by Cllr Ogborn. **Action:** *Chairmanship to hold discussion for the review of these documents and schedule review in future meeting.*

222. ANNUAL PARISH MEETING LED BY CLLR OGBORN.

To receive feedback on the Annual Parish Meeting. There is a legal requirement for this meeting to take place. Attendance was lower than previously and council noted that this was likely due to the volume of meetings held recently where public have attended and also the day was one of good weather. The attendance from the younger generation in the village is still incredibly low. It was noted that residents have stated they like the current format.

It was recommended that we could create a “suggestion /ideas pot” email for how we could generate greater attendance and a wider range of residents to attend. It was also suggested that we reach out to the current speakers including Police, Schools, District, County Council on suggestions for “improvement”. **Action:** *Chairmanship to discuss further and potentially develop an email.*

223. MEMBERSHIP OF WORKING GROUPS.

- To delegate members to the working groups. Current working groups were reviewed and validated and all members were agreed. It was reminded that all working groups; play area, neighbourhood planning are run and governed by Bottisham Parish Council and any items discussed and / or proposed must be approved by BPC. Residents must be encouraged to join working groups but must read, acknowledge and accept the Terms of Reference and where all detail must be provided to BPC. All working groups must follow this premise as detailed in the Terms of Reference. **Action:** *Cllr Ogborn to circulate list of working groups to Chairmanship and then onto all Council.*
- To reaffirm areas of responsibility. Cllr Mihaescu to take over previous Cllr Winkcup area of responsibility. **Action:** *Cllr Ogborn to update areas of responsibility.* **Action:** *Cllr Laurent to create a “Google map” ie a visual aid of councillors areas of responsibility.*

224. RUBBISH ON HIGH STREET AT BUS STOP To receive a request for an additional bin. **Action:** *Clerk to add to July 2024 meeting.*

225. TERMS OF REFERENCE To discuss the implementation of Terms of Reference for all working groups. Terms of Reference have not been created for all the working groups and this needs to be addressed. These also need to be accepted by all working groups and be accessible on the BPC website. **Action:** *Chairmanship to discuss with Clerk all the Terms of Reference needed and hold a meeting to create these ready for approval at one specifically designated meeting.*

226. NEW CEMETERY & PROJECT PLAY **Action:** *Clerk to add to July 2024 meeting.*

227. DEFIBRILLATOR Cllr Ogborn updated all council that we hope to be gifted a defibrillator by Lindum Homes (developers of the Bottisham Meadows, Bell Road). We are expecting this offer potentially October 2024. It will be housed in a coded box and be on the national database for 999 services as a standard. **Action:** *Cllr Cundell to liaise with Co-Op and Morgans (Hairdressers) explaining what we may be having and where we suggested it be housed ie between those two premises.*

228. NEW BUS SERVICE To approve the letter to the Mayor about the proposed bus routes. Not all parties, prior to the meeting, had seen the proposed letter. The proposed letter was read out at the meeting for review. It was recommended that amendments were made; “...place on record its support for the proposals produced by the A2B1102 Group relating to a subset

of the Agenda ... “ and also stating the route locations “The Council feels particularly positive about the proposal for a new service from Newmarket – Burwell ...” **Action:** *Cllr Cundell to make amendments to the letter as proposed for Chair to sign and send off to the Mayor as a matter of urgency. Turnaround ideally by Friday 17th 2024.*

230. AGENDA ITEMS FOR THE NEXT MEETING:

Action: *Chairmanship to meet and discuss the next forthcoming two agenda items for July and September 2024 along with a potential forward plan for future.*

231. DATE OF NEXT MEETING: Action: *Chairmanship to work out date and location for EOM to sign off AGAR and circulate date to all councillors and post on website. Next Parish Council Meeting, 7:30pm **Monday 1st July 2024** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham*

Meeting closed at 9:29pm

Minute Point	Action	By Whom
218	Validate all costs and make any amendments needed to ensure all invoices have been received. Make bank payments	Cllr Cundell The Clerk
210	Prior to next meeting commencing sign of Acceptance form for election of Chair	The Clerk
211	Prior to next meeting commencing sign of Acceptance form for election of Vice Chairs	The Clerk
216	Engage directly with BVC to ascertain interest in having a bus stop mural competition Look into options for anti-slip and anti-graffiti paint	Cllr Cundell Cllr Cundell and The Clerk
216	Liaise with Neighborhood Plan working group and return the surplus grant funding for 23/24	The Clerk
217	Actions from BPC meeting with James Broder to be sent to Cllr Sharp	Cllr Cundell
218	Obtain year-end accounts for 23/23 along with the internal audit and circulate to council. Contact the Social Club to ascertain meeting room availability in June and decide on a date and notify All Council	Cllr Cundell Cllr Ogborn & Cllr Cundell

229	Ensure planning refusal letter issued to ECDC.	Cllr Cundell and The Clerk
220	Set date for Public Rights to view the BPC internal audit	The Clerk
221	Hold discussion for the review of Standing Orders, Financial Regulations and Publication Scheme 2024 and schedule review in future meeting.	Chairmanship
222	Create a “suggestion /ideas pot” email for how we could generate greater attendance and a wider range of residents attend.	Chairmanship
223	Agreed Working Group list to be circulated to Chairmanship initially and then on to all Councillors Create a “Google map” ie a visual aid of councillors areas of confirmed responsibility.	Cllr Ogborn Cllr Laurent
224	Rubbish on High Street at Bus Stop – move to July agenda	The Clerk
225	Terms of Reference needed for all working groups.	The Clerk & Chairmanship
226	New Cemetery & Project Play added to next meeting	The Clerk
227	Discuss and agree location with Co-Op and Morgans of the new defibrillator being gifted	Cllr Cundell
228	Make amendments to the “new bus service” letter that is to be sent to the Mayor To send the letter to the Mayor	Cllr Cundell Cllr Ogborn
231	Work out date and location for EOM to sign off AGAR and circulate date to all councillors and post on website.	Chairmanship