

# Bottisham Parish Council

Minutes of Meeting 18 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 4<sup>th</sup> November 2024 at 7.30pm.

**Present:** Cllr Jon Ogborn (Chair); Cllr Mark Overton; Cllr Maria Socea; Cllr Stephen O’Dell; Cllr Keith Morrison; Cllr John Austin; Cllr Jawahar Swaminathan; Cllr Rehana Shaker; Cllr Savannah Laurent (from 19.40).

**Members 11 (1 vacancy) Quorum 4**

**Clerk:** Sam Chambers-Turner

**In Attendance:** County Councillor Sharp, District Councillor Trapp

**Members of the Public:** 1

**Meeting opened at 7.30pm**

## 290. APOLOGIES FOR ABSENCE

Cllr Camilia Mihaescu; Cllr Nadene Cundell; .

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

None

## 292. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Overton, seconded by Cllr Socea, and resolved by those present that the minutes of meeting 17 held on 7<sup>th</sup> October 2024 be approved and signed as a true record.

## 293. OPEN FORUM FOR PUBLIC PARTICIPATION

None

## 294. MATTERS ARISING/CLERKS AND COUNCILLORS’ REPORTS (FOR INFORMATION ONLY)

- The Clerk reported that the Pride of Place application had been submitted.
- Correspondence had been received about the garages at Jenyns Close.

## 295. COUNTY AND DISTRICT COUNCILLORS REPORTS

**Councillor Trapp provided a written report before the meeting that included discussion of:**

- Pension Credit eligibility and winter fuel payments.
- Sea toilets
- District Waste Strategy approval
- Local Plan Working Group
- Approval of two more Neighbourhood Plans
- East Cambridgeshire Community Fund

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

- Buses
- CSET Busway
- Greater Cambridge Partnership
- Swaffham Heath Road/A1303 crossroads

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

## 296. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a.** It was proposed by Cllr Ogborn, seconded by Cllr Swaminathan and resolved that the bank reconciliation for October be approved.
- b.** To note the receipt of:

Precept £34973.00

- c. It was proposed by Cllr Overton, seconded by Cllr Austin and resolved that the outstanding accounts of November be approved and settled. Action: Clerk to set up payments.

Method	Payee	Item	Net	VAT	Total
<b>Payments made since the last meeting</b>					
BACS	Mrs S Chambers-Turner	Clerk's Salary			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
<b>Current</b>					
BACS	ECDC	Professional fees new Cemetery	£7273.20	£1454.64	£8727.84
BACS	Simon Handyman	Hedge Clearance	£170.00	£0.00	£170.00
BACS	Parish Online	Software	£135.00	£27.00	£162.00
BACS	Simon Handyman	Bench repair	£40.00	£0.00	£40.00
BACS	Eastern Tree Surgery	Tree works Cemetery	£2205.00	£441.00	£2646.00
BACS	Simon Handyman	Ivy clearance	£100	£0.00	£0.00
BACS	Noticeboards Online	Community Noticeboard	£3290.00	£658.00	£3948.00

## 297. PLANNING MATTERS

### Planning Decisions

**24/00847/TCON** 11 Thomas Christian Way, Bottisham. To comply with condition 2 of decision notice 87/0107/RMA. Approved.

**24/00834/FUL** Rothbury Cottage, 122 High Street, Bottisham. Single storey side extension. Approved.

**24/00861/FUL** 1a Jenyns Close, Bottisham. Single storey side extension and replacement UPVC windows and doors.

## 298. NEIGHBOURHOOD PLAN

- Cllr Overton reported that the Neighbourhood Plan Working Group had met on 21<sup>st</sup> October and new members have now joined to the group. The team have been looking at the gaps in the information already held and working out ways to gain the information. It was discussed that at the next meeting, the consultant would be attending as a critical friend to look at the information already documented. It was recognised that a significant amount of work had already been completed, but that it would be necessary for members to carry out some of the investigatory work. Members of the wider Parish Council were also present at the meeting to discuss what support the group needed to progress the project. The Clerk reported that Parish Online would be an excellent tool to invest in as it contains some of the information that is required for the publication of a neighbourhood plan. **It was therefore proposed by Cllr Swaminathan, seconded by Cllr Ogborn and resolved that the Parish Council will purchase the Parish Online software to aid with the Neighbourhood Plan work.** A smaller sub group will be created between members of

the Neighbourhood Plan working group and the Clerk to investigate the use of Parish Online within the team.

**299. CHURCHYARD**

A Memorandum of Understanding has been prepared to document the Parish Councils agreement with the Parochial Church Council to maintain the Churchyard. The Churchyard has been formally closed since 1899 and the Parish Council have been undertaking the work, however this has never been formally approved. **It was proposed by Cllr Ogborn, seconded by Cllr Laurent and resolved that the Memorandum of Understanding should be signed on behalf of the Parish Council.**

**300. VILLAGE FUN DAY 2025**

The Parish Council has been approached for a donation to next year's village fun day. **It was proposed by Cllr Ogborn, seconded by Cllr Austin and resolved that the Parish Council will be happy to make a donation of £500 to the Village Fun Day in 2025. Action: Clerk to include in the budget preparation documents.**

**301. NEW CEMETERY**

- The S278 order has been approved by Highways will be able to be actioned when necessary. A deposit is currently not required until the Parish Council are in the possession of the land.
- The Compulsory Purchase Order documents are currently under review by the National Trust but it is implied that a Red Book Evaluation is going to be required. The Parish Council have previously agreed that the organisation who carried out the initial evaluation would be approached to provide a secondary review.
- A draft business plan has been prepared by members of the Finance Working group and its currently being reviewed.

**302. POLICIES AND PROCEDURES**

This item was deferred until the December meeting.

**303. ENVIRONMENT AND COMMUNITY**

- Complaints had been received about the Airfield Museum and the Missing Sock and levels of noise. It was indicated that there had been a lack of community engagement. It was agreed that advance notice of events would be appreciated so that the community was informed. **Action: Clerk to contact all businesses that provide entertainment in the area to advertise any future events in good time, so that the community is informed.**
- Cllr Cundell has been making preparations for the Community lighting of the Christmas tree at the triangle on 7<sup>th</sup> December. Various businesses in the area have offered assistance with the delivery of the event. Interinary includes, carol signers, story telling, refreshments, lighting of the tree, Santa visit, and other events to be confirmed. It has been requested that all Parish Cllrs attend to assist with the event. **It was proposed by Cllr Shaker, seconded by Cllr O'Dell and resolved that a budget of up to £800 would set to deliver the Christmas event on the triangle. Action: Cllr Cundell to circulate a list of duties to all Cllrs to task allocation.**
- No significant areas of concern were raised by Cllrs. Cllr Morrison has not been allocated an area of responsibility. **Action: Clerk to issue Cllr Morrison with an area of responsibility.**
- An art competition is being run by Bottisham Village College on behalf of the Parish Council. The competition is create a reflection of Bottisham that can be placed in the bus stop on the High Street. Arrangements have been made for the judging of the competition by County Councillor Sharp and District Councillor Cane.

- It was discussed that anyone wishing to attend the pub after the social event on the 7<sup>th</sup> December was more than welcome, but after the meeting on 9<sup>th</sup> December, Parish Councillors would have a social event at the Bottisham Sports and Social Club.
- Cllr Austin had attended a Bus Franchising held by Cambridge and Peterborough Combined Authority (CPCA) and provided a summary to the Parish Council. **It was proposed by Cllr Ogborn, seconded by Cllr Socea and resolved that the Parish Council support the CPCA proposals for bus franchising.** Action: Cllr Austin to complete the form on behalf of the Parish Council.
- The AtoB1102 group has been heavily involved with the potential new bus route and has seen sight of a proposed timetable, which have been discussed as it was felt that this did not entirely deal with the ideology of bus interchanges. It was hoped that the new route would be in place for the end of November 2024, however due to the procurement process this is now delayed. More information will be available at the next meeting.

**304. MOTION TO EXCLUDE**

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 305 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Categories 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972(as amended).

**305. COUNCIL ADMINISTRATION**

Annual appraisals are due to be held in the coming week. Recommendations will be made to the Finance group to assist with the budget preparation 25/26 for full Council approval in December.

**306. 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.

**307. DATE OF NEXT MEETING**

Parish Council Meeting, 7:30pm **Monday 9<sup>th</sup> December 2024** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

**Meeting closed at 9:32pm**

Minute Reference	Description	Action By
296c	Set payments up for authorisation	Clerk
300	To include Village Fun Day in budget documents	Clerk
303	To circulate a list of duties for the community event in December	Cllr Cundell
303	To provide Cllr Morrison with an area of responsibility	Clerk
303	To complete the CPCA consultation on behalf of the Parish Council	Cllr Austin