

Bottisham Parish Council

Minutes of Meeting 16 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 2nd September 2024 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Nadene Cundell; Cllr Mark Overton; Cllr Maria Socea; Cllr Camilia Mihaescu; Cllr Stephen O'Dell; Cllr John Wilson; Cllr Savannah Laurent; Cllr Jawahar Swaminathan.

Members 11 (1 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: County Councillor Sharp, District Councillor Trapp

Members of the Public: 3

Meeting opened at 7.30pm

258. APOLOGIES FOR ABSENCE

Cllr John Austin; Cllr Rehana Shaker.

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

None

260. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Cundell, seconded by Cllr Wilson, and resolved that the minutes of Meeting 15 held on 1st July 2024 be signed as a true record.

261. OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public was present to communicate that the Churchyard at Holy Trinity had received a Bronze Award by Cambridgeshire Churchyard Conservation Scheme in conjunction with the Wildlife Trust. The award recognises the hard work that had been undertaken to maintain the Churchyard whilst promoting the growth of wild flowers and managing wildlife habitats.

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

Councillor Ogborn reported that he is in discussion with the Holy Trinity Parochial Church Council, with a view to developing a Memorandum of Understanding in relation to maintenance of the churchyard (closed in 1899) by the Council.

262. CO-OPTION

It was proposed by Cllr O'Dell, seconded by Cllr Wilson and resolved that Keith Morrison would be co-opted to the Council.

263. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillors Trapp and Cane had provided a written report for the meeting which included:

- Bus Franchising
- Councillor Trapp will be attending all future meetings of Bottisham Parish Council due to Councillor Cane's commitments in Westminster on a Monday.

Councillor Sharp had provided a written report for the meeting which included:

- Highways
- Buses
- Education
- Weeds
- A1303/Swaffham Heath Road

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

264. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a. It was proposed by Cllr Swaminathan, seconded by Cllr Overton and resolved that the bank reconciliation for July and August be approved. It was noted that the Lloyds Accounts are now closed and monies have been transferred to the Unity Accounts.
- b. To note the receipt of:
Groundwork UK Grant £5723.00
Burial Income: £375.00
- c. It was proposed by Cllr Cundell, seconded by Cllr Mihaescu and resolved that the outstanding accounts of September be approved and settled. Action: Clerk to set up payments.

Method	Payee	Item	Net	VAT	Total
BACS	Mrs S Chambers-Turner	Clerk's Salary			Confidential
BACS	Mr Isaac Swift	Litter Picker			Confidential
BACS	East Cambs Trading	Grass Cutting March	£552.39	£110.47	£662.86
BACS	Anglian Learning	Contribution to play equipment repairs	£267.60	£0.00	£267.60
BACS	Bottisham Sports & Social	Grant Award for Village Day	£500	£0.00	£500.00
BACS	Personnel Advice & Solutions	Administration Costs	£200.00	£40.00	£240.00
BACS	East Cambs Trading	Grass Cutting Apr-Aug	£3702.60	£740.52	£4443.12

265. PLANNING MATTERS

24/00834/FUL Rothbury Cottage, 122 High Street, Bottisham. Single storey side extension. The Parish Council have concerns about the proximity of the extension to the property boundary and the access for maintenance for both this property and the neighbouring one. It was also noted that the plans included a discharge of rainwater via the public highway to a gully, which it is believed that the gully is not near the area. The Council recommended refusal of the planning application. Action: Clerk to provide Planning Services with the comments.

24/00861/FUL 1 A Jenyns Close, Bottisham. Single storey side extension and replacement UPVC windows and doors. The Parish Council made no comments.

Planning Approvals

24/00481/FUL 26 Peacock Drive, Bottisham. Single storey rear extension and internal alterations.

266. NEIGHBOURHOOD PLAN

Cllr Wilson provided the Parish Council with an update on the Neighbourhood Plan. Currently a draft Neighbourhood Plan framework has been circulated amongst the working group and is currently being reviewed. The Parish Council wishes to extend their gratitude to the working group, in particular the lead Tony Jolley, for all their hard work on what is a major task.

267. NEW CEMETERY

Cllr Ogborn gave the Parish Council a brief update on the status of the New Cemetery. It is understood that all parties now understand and have agreed the process for the purchase.

The lawyers acting for ECDC are awaiting formal approval by the National Trust of the documentation to allow them to proceed to the next steps in the CPO process.

- It was discussed that the process of applying for a Public Works Loan can be complex and will require some significant work to ensure transparency and accountability. **It was therefore proposed by Cllr O'Dell, seconded by Cllr Michaescu and resolved that the Finance Working Group be given the authority to begin the process of applying for the Public Works Loan to cover the costs of the New Cemetery.**

268. COUNCIL ADMINISTRATION

The Clerk reported that all the minutes except for a period of two years are now present and should be deposited into archives for safe keeping. **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolve that the minutes should be bound before depositing.**
Action: Clerk to prepare minutes, have professionally bound and deposit minutes to the Archives at Ely.

269. ENVIRONMENT

- Overgrown vegetation overhanging footpaths continues to be a village wide problem. Residents need to be reminded of the legal duty to keep footpath boundaries clear of vegetation. It was discussed and agreed that a template letter will be created for Councillors to distribute as necessary. Action: Clerk to create a template and circulate for discussion.
- An Environment Working Group document was circulated prior to the meeting that included:
 - Bench at the shops
 - Mirror on Bell Road Junction
 - Christmas tree
 - Parking around the Triangle
 - Litter picking

The above were discussed and it was agreed that certain areas would require the input of the Local Highways Officer. We are awaiting advice from the Anglesey Abbey gardens team on a potential supplier of a Christmas tree.
Action: Clerk to arrange a meeting with Highways.

- Complaints have been received about the state of the hedging and trees along Bell Road. Contact has been made with the responsible party for the hedging, but it was reported that overhanging trees are preventing this work from being carried out on the East side. Previously Cambridgeshire Highways have arranged for the trees to be trimmed. Cllr Alan Sharp will take this matter up with Highways to see what the situation is regarding the required works.

270. POLICIES AND PROCEDURES

It was proposed by Cllr Swaminathan, seconded by Cllr Wilson and resolved that the following policies and procedures be approved and adopted by the Parish Council:

Standing Orders
Financial Regulations
Model Publication Scheme
Freedom of Information Policy
Complaints procedure

How meetings are run procedure
BPC Governing Documents
Disposal and Retention Policy
General Terms of Reference

271. 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.

- Cllr John Wilson tendered their retirement from the Parish Council. The Parish Council gave thanks to John for his service and support over the years and wish him the very best for the future.

272. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 7th October 2024** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:23pm

Minute Reference	Description	Action By
265c	Set payments up for authorisation	Clerk
266	Submit planning responses	Clerk
269	Arrange to have minutes bound and deposit into archives	Clerk
270	Arrange a meeting with LHO	Clerk