

# Bottisham Parish Council

Minutes of Meeting 21 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 3<sup>rd</sup> February 2025 at 7.30pm.

**Present:** Cllr Jon Ogborn (Chair); Cllr Mark Overton; Cllr Maria Socea; Cllr Steven O’Dell; Cllr Keith Morrison; Cllr Nadene Cundell; Cllr Rehana Shaker; Cllr John Austin.

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

**Clerk: Sam Chambers-Turner**

**In Attendance: District Councillor Trapp; County Councillor Sharp.**

**Members of the Public: 1**

**Meeting opened at 7.30pm**

**366. APOLOGIES FOR ABSENCE**

Cllr Savannah Laurent; Cllr Jawahar Swaminathan; Cllr Camilia Mihaescu.

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

None.

**368. TO APPROVE MINUTES OF PREVIOUS MEETING**

**It was proposed by Cllr Cundell, seconded by Cllr Shaker and resolved that the minutes of meeting 20 held on 6<sup>th</sup> of January 2025 be approved and signed as a true record.**

**369. OPEN FORUM FOR PUBLIC PARTICIPATION**

A member of the public was present to discuss the Bottisham Charities. A background report was given to the Parish Council and it was discussed that the Charities are in need of an additional trustee.

**370. MATTERS ARISING/CLERKS AND COUNCILLORS’ REPORTS (FOR INFORMATION ONLY)**

- Correspondence had been received from Haslingfield Greenway Working group about the legal action that is being taken against the GCP.
- The fencing along the side of Lysander Way has still not been removed or repaired.
- Generic information has been received that the works on the potential Bottisham Greenway could start in Summer 25. The Parish Council agreed that the Greenway team should be pursued to get further information, as it was left that they would be back in contact as soon as possible. However nothing has been heard from them in nearly 12 months. **Action:** *Clerk to make contact with Peter Blake to find out more information.*
- Cllr Cundell is making progress with a planned event to celebrate the 80<sup>th</sup> anniversary of VE Day. More information to be shared at the next meeting.

**371. COUNTY AND DISTRICT COUNCILLORS REPORTS**

**Councillors Trapp & Cane did not provided a written report before the meeting, but**

**Reported on:**

- Budget
- Procurement process for new crematorium.
- Reorganisation of County

**A report will be sent after the meeting.**

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

- Buses
- Council reorganisation
- Budget
- Kingsway Solar

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

**372. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS**

- It was proposed by Cllr Overton, seconded by Cllr Morrison and resolved that the bank reconciliation for January 2025 be approved.**
- To note the receipt of:**  
None
- It was proposed by Cllr Overton, seconded by Cllr Cundell and resolved that the outstanding accounts of February be approved and settled. Action: Clerk to set up payments.**

Mrs S Chambers-Turner	Clerk's Salary January	Confidential
Mr Isaac Swift	Litter Picker January	Confidential
Mrs V Coley	Data Administration Assistant January	Confidential
ECDC Planning	Planning New Cemetery	£215.00
Cambridge ACRE	NP Professional Fees	£1635.00
Edge IT	Cemetery Software	£482.40
Navigate Planning	Professional Fees New Cemetery	£374.40

**373. PLANNING MATTERS**

**Planning Applications**

**25/00029/FUL** 21 Parsonage Barns. Single storey extension to rear (already approved) and 2 storey dormer extension to rear. It appears that neighbors were not informed of the planning application. The Parish Council were concerned on the impact of this application to neighboring properties. **Action:** Clerk to find out why neighbours were not informed of the application. Cllr Socea to prepare submission of planning comments.

**25/00034/FUL** The Vicarage 86 High Street Bottisham Cambridge CB25 9BA. Proposed single storey side extension, two storey and single storey rear extension and front porch extension with new windows and doors. The Parish Council have no specific comments, but consideration should be given to the access of other properties during the construction phase.

**374. INTERNAL AUDIT**

**It was proposed by Cllr Cundell, seconded by Cllr Ogborn and resolved that CAPALC should be appointed as the Internal Auditor for the financial year end 24/25.**

**375. ENVIRONMENT**

- Cllr Cundell and the Clerk have been working on plans for the triangle area by the shops to be able to secure the Pride of Place funding. Due to time constraints of the use of the funding being 31<sup>st</sup> March 2025, **it was proposed by Cllr Austin, seconded by Cllr Shaker and resolved that approval for the purchase of the items would be delegated to the Finance Working Group.** Formal plans will be drawn up and

presented to Full Council at the next meeting. A budget was agreed for up to £7000 to include the £2500 grant funding to complete the project.

- The Clerk reported that the paperwork for the new grass cutting contract is now ready to accompany the maps of cutting. **Action:** *Clerk to circulate to Finance Working Group.*
- Quotations have been received for the tree works in the Churchyard. **It was proposed by Cllr Ogborn, seconded by Cllr Socea and resolved that Eastern Tree Surgery should be appointed to carry out the works in the Churchyard. Action:** *Clerk to accept quotation from Eastern Tree Surgery.*

**376. PROJECT PLAY**

The proposed transfer of land from Accent to East Cambridgeshire District Council has not happened as yet. It was suggested that a meeting of the working party should be arranged to discuss further.

**377. ALLOTMENTS**

The Parish Council are still awaiting the transfer of the land on which the allotment sites are located to be completed. Until such time the Parish Council are unable to enter into any agreements with tenants. **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Allotment Tenancy Agreement be approved.** Furthermore, the Parish Council will discuss at the next meeting how plots will be advertised and allocated. It was also noted that the reels from the site had not been removed and that site entrance area still requires maintenance as per the agreement for planning consent. **Action:** *Cllr Ogborn to contact Lindum Homes to ensure repair works are carried out as per the agreement.*

**378. POLICIES AND PROCEDURES**

**It was proposed by Cllr O'Dell, seconded by Cllr Overton and resolved that the Selection of Contractors policy be adopted.**

**379. NEW CEMETERY**

Cllr Ogborn reported that a new evaluation of the land is being carried out and that until the report is received no progress will be made with the Compulsory Purchase. A minor change to the drainage of the site has been made and amended plans submitted to ECDC planning.

**380. NEIGHBOURHOOD PLAN**

A report was given by Cllr Morrison outlining the current position of the Neighbourhood plan, which included the public engagement meeting due to be held on 1<sup>st</sup> March 2025. **It was proposed by Cllr Ogborn, seconded by Cllr Morrison and resolved that a budget of £250 would be set aside for costs incurred for holding the event. There was also a discussion about the funding required to complete the Neighbourhood plan, as it had been revealed that recent changes in funding policy meant that we could not apply for a Design Code (as the Local Plan precluded the Parish from allocating land for development). This would significantly reduce the grant funding available to the Parish Council. Action:** *Clerk to prepare funding report for the Neighbourhood Plan.*

**381. ANNUAL PARISH MEETING**

The Annual Parish Meeting is due to be held on 29<sup>th</sup> April 2025. **It was proposed by Cllr Cundell, seconded by Cllr Socea and resolved that the discussion on the Annual Parish Meeting be deferred until the next meeting.**

**382. MOTION TO EXCLUDE**

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 333 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). **It was proposed by Cllr Ogborn, seconded by Cllr O'Dell and resolved that the meeting should be closed to the public and press.**

**383. COUNCIL ADMINISTRATION**

**It was proposed by Cllr Overton, seconded by Cllr Cundell and resolved that the role of general litter picker will be made redundant with immediate effect.**

**384. 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.

**385. DATE OF NEXT MEETING**

Parish Council Meeting, 7:30pm **Monday 3<sup>rd</sup> March 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

**Meeting closed at 9:36pm**

Minute Reference	Description	Action By
370	To make contact with Peter Blake to find out more information.	Clerk
372c	Set payments up for authorisation	Clerk
373	Contact ECDC Planning Write Planning submission	Clerk Cllr Socea
375	Circulate new Grass Cutting Tender to Finance WG Accept Eastern Tree Surgery quotation for works in the Churchyard	Clerk
377	Contact Lindum Homes about reels and tree planting	Cllr Ogborn
380	Funding report for NP	Clerk