

# Bottisham Parish Council



**Minutes of Meeting 1 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Wednesday 10<sup>th</sup> May 2023 at 7.45pm.**

**Present:** Cllr Jon Ogborn; Cllr John Wilson; Cllr Neil Winkcup; Cllr Mark Overton; Cllr Nadene Cundell; Cllr Jawahar Swaminathan; Cllr Stephen O'Dell.

**In attendance:** County Cllr Alan Sharp; District Cllr Charlotte Cane, 3 members of the public.

Members 8 (4 vacancies) Quorum 4

Clerk: Mrs S Chambers-Turner

Meeting opened at 7.45pm

## **1. TO ELECT A CHAIRMAN**

**It was proposed by Cllr Wilson, seconded by Cllr Winkcup and resolved that Cllr Ogborn be appointed Chairman of the Parish Council.**

## **2. CHAIRMAN TO SIGN THE ACCEPTANCE OF OFFICE**

Cllr Ogborn duly signed the Acceptance of Office.

## **3. ELECT VICE CHAIRMEN**

**It was proposed by Cllr Cundell, seconded by Cllr Ogborn and resolved that Cllr Wilson and Cllr Winkcup be appointed as Vice Chairman of the Parish Council.**

## **4. VICE CHAIRMEN TO SIGN THE ACCEPTANCE OF OFFICE**

Cllr Wilson and Cllr Winkcup duly signed the Acceptance of Office.

## **5. ALL COUNCILLORS TO SIGN ACCEPTANCE OF OFFICE TO COUNCIL**

All Councillors present signed the Acceptance of Office.

## **6. APOLOGIES FOR ABSENCE**

Cllr Austin.

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

None

## **8. TO APPROVE MINUTES OF PREVIOUS MEETING**

**It was proposed by Cllr Cundell, seconded by Cllr Winkcup and resolved that the minutes of the meeting held on 4<sup>th</sup> April 2023 be approved and signed.**

## **9. OPEN FORUM**

None.

## **10. MATTERS ARISING/CLERKS AND COUNCILLORS REPORTS (FOR INFORMATION ONLY)**

Cllr Ogborn reminded all Councillors that the Annual Parish Meeting would be taking on 16<sup>th</sup> May 2023. Attending the meeting will be the Village College, Primary School and Police, with presentations made by the Chair and the District and County Councillors. It was suggested that 4 tables would be manned by members of the Parish Council including Planning/Neighbourhood Plan, New Cemetery, Environment, and Communications. Cllr Ogborn and the Clerk will arrange all the signs and paperwork to be displayed on the evening.

## **11. COUNTY AND DISTRICT COUNCILLORS REPORTS**

District Councillor Cane provided a report for the Council which included:

- Cllr Cane and Cllr Trapp have been re-elected to represent the Bottisham Ward at District Level and will remain in office for a further 4 year term.

- Although the Liberal Democrats won the most votes at the recent election, however they did not win the most seats. The current format is made up of 15 Conservatives And 13 Liberal Democrats.

County Councillor Sharp provided a report for the Council which included:

- It had been reported that Highways had attended Bell Road to address the pot hole problem. It was noted that the quality of the workmanship was poor and unlikely to be long lasting.
- Cllr Sharp is requesting a motion to the County Council that reserves are diverted to cover a £710k deficit caused by not increasing the budget for road repairs.
- The Parish Council were reminded that if large areas of cow parsley are noticed at junctions, this should be reported on the Highways reporting system to ensure the safety of the roads.
- The Council are in the process of procuring a new reporting system for Highways, which will allow Clerks and Councillors to pull off reports to aid with the status of reported works, but it was also suggested that the system should be much more user friendly for all users.

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

- It was proposed by Cllr Swaminathan, seconded by Cllr Winkcup and resolved that the bank reconciliation for April 2023 be approved.**
- To approve Year End accounts was deferred until a later meeting due to Internal Audit not yet being completed.
- To note Receipts
- It was proposed by Cllr Winkcup, seconded by Cllr Overton and resolved that May Accounts are paid. Action: Clerk to arrange payment of outstanding accounts.**
- It was proposed by Cllr Winkcup, seconded by Cllr Overton and resolved that powers should be delegated to the Clerk to pay outstanding Coronation Accounts with the approval of the Chairman and Vice Chairmen up to the cumulative total of £2250 as per the agreed budget.**

Payee	Item	Net	VAT	Total
Mrs S Chambers-Turner	Clerk's Salary			Confidential
Miss A Bettoney	Clerk's Salary			Confidential
Mr Isaac Swift	Litter Picker			Confidential
Miss K Levitt	Litter Picker			Confidential
Sports & Social Club	Coronation Entertainers	£470.00	£0.00	£470.00
Drax	Street Lighting	£2.51	£0.12	£2.63
Drax	Street Lighting	£7.24	£0.36	£7.60
Drax	Street Lighting	£37.51	£1.87	£39.38
LGS Services	Payroll	£58.00	£11.60	£69.80
Sports & Social Club	Proxy - Table Tennis Grant	£400.00	£0.00	£400.00
N. Cundell	Coronation Expense	£74.59	£0.00	£74.59
M. Langdon	Coronation Expense	£100.08	£0.00	£100.08
Sports & Social Club	Room Hire	£100.00	£0.00	£100.00
Navigate Planning	Professional Services	£792.40	£158.48	£950.88
		<b>£2042.33</b>	<b>£172.43</b>	<b>£2214.96</b>

### 13. TO DELEGATE MEMBERS TO WORKING GROUPS AND COMMITTEES

Membership of the various working groups has been reallocated, details of which are available on the website.

### 14. TO REVIEW POLICIES

- a. **It was proposed by Cllr Cundell, seconded by Cllr Wilson and resolved that the Standing Orders, Financial Regulations be adopted for 2023/24.**
- b. The setting up of working group to look at policies was deferred to a later meeting.

### 15. FINANCE WORKING GROUP

- a. The Finance Working Group met on 27<sup>th</sup> April 2023, to discuss the year end figures and review the budget for 2023/24. The report will be circulated to Councillors before the next meeting for formal approval at the next meeting.
- b. **It was proposed by Cllr Ogborn, seconded by Cllr Swaminathan and resolved that the EMR Reserves for 23/24 be approved.**
- c. The Annual Governance and Accountability Return 22/23 was not available due to a delay in Internal Audit - this item was deferred until the next meeting.

### 16. PLANNING MATTERS

#### ***Applications***

**23/00255/FUL**, 68 High Street, Bottisham. First floor rear dormer. The Parish Council have no comments.

**23/00399/FUL** Laburnum House, 6 Tunbridge Lane, Bottisham. Two storey rear extension. The Parish Council recommend approval but wish to add that all construction vehicles should not be parked on the public highway. The Parish Council also wish to support the comments of the Conservation Officer.

**23/00421/FUL** Howgar House, 41 Bell Road, Bottisham. Construction of 1no. 3/4 bedroom, two storey dwelling, with off street parking for two vehicles on garden land. The Parish Council discussed this application. It was felt that this was more acceptable than the previous two dwelling proposal, but that the Council do not support back-filling in gardens on principle. **Action:** *Cllr Wilson to prepare a draft response to the Planning Officers and circulate to all Councillors before submission.*

#### ***Approvals***

**22/01307/FUL**, Site to South and East Ox Meadow, Bottisham. Construction of a temporary construction access.

**23/00179/FUL**, 22 High Street, Bottisham. Relocate front door, replace and alter windows and doors, replace corrugated plastic roof to plain tile, install photovoltaic panels and internal alterations.

### 17. BOTTISHAM GREENWAYS

A meeting has been held with the Greater Cambridgeshire Partnership (GCP) to discuss the proposals of the Bottisham Greenway. The Parish Council have reservations as to the suitability of the plans in areas of the village and wished to get further clarification. Although the meeting was helpful there are still matters that will need addressing, particularly around the triangle (subsequent to the meeting an onsite visit with the Council has been offered by the GCP project team). County Cllr Sharp also raised concerns over the Governance of the GCP, as ECDC is not part of the partnership – yet the GCP is making decisions on developments in East Cambs. Cllr Sharp highlighted that East Cambs villages have not been properly consulted on the project and that decisions have been made without the involvement of the District. It was suggested that the Parish Council contact Lucy Frazer to see if any assistance can be provided, **Action:** *Cllr Wilson and Cllr Cundell to draft a letter to Lucy Frazer seeking assistance.*

## 18. NEW CEMETERY

Cllr Ogborn provided the Parish Council with an update of the new cemetery project. All relevant authorities have now approved the plans and a determination date has been set for the end of the month. The Indemnity Agreement is almost complete and it is hoped that the next stage of purchasing the land can commence in the coming months.

## 19. PROJECT PLAY

Cllrs Ogborn and Cllr DiLorenzo have had an initial informal meeting with Ghisli Dunn who has volunteered to Chair the working group. The first formal meeting of the group is scheduled for 12<sup>th</sup> June 2023 in the Poppy Room. The Council are pleased to note that two of the retired Councillors (Lino Di Lorenzo and Hilda Buchanan with long experience on previous play area working groups will be members, along with members of the Parish Council and local residents to look at areas of land for potential purchase. Their initial focus will be on identifying potential areas of land for purchase. Terms of Reference have been composed for this working group and will require formal approval of the Full Parish Council at a future meeting. Cllr Cundell will liaise with the working group to help with the communication aspects of the project.

## 20. NEIGHBOURHOOD PLAN

A first meeting has been held with a Cambridge Acre consultant, which has set out a good road map of where funding may be available for creating a Neighbourhood Plan as various other organisations need to be involved with the process. It was suggested that the village would need a consultation with residents about what is liked and disliked to start the formulation. A meeting has also been arranged with Sue Romero, Chairman of Swaffham Bulbeck Parish Council; who have just had their Neighbourhood Plan successfully approved by East Cambridgeshire District Council.

## 21. NOTICEBOARDS AND SIGNS

Cllr Swaminathan gave a report on the noticeboard at the triangle. The board has been damaged and the door has become disconnected from the frame. After inspection it is deemed that the board is beyond repair and should be replaced as soon as possible. The Clerk has obtained some quotations for replacing the board with a recycled plastic board of around the same size. It was agreed that a board would be purchased after 3 quotations have been received and circulated. **It was therefore proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that a new recycled plastic noticeboard would be purchased within a budget of £2500. Action: Clerk to obtain three quotations for a new board.**

## 22. ENVIRONMENT

Cllr Swaminathan also raised that other signage and noticeboards may need attention or replacement. It was agreed that this would be forwarded to a future agenda.

## 23. AGENDA ITEMS FOR THE NEXT MEETING

*Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.*

## 24. DATE OF THE NEXT MEETING

Annual Parish Meeting, 16<sup>th</sup> May 2023, Bottisham Sports and Social Club.

Full Council Meeting, Monday 5<sup>th</sup> June 2023, 7.45pm, The Poppy Room, Bottisham Sports and Social Club.

**Meeting Closed at 9.35pm.**