

Bottisham Parish Council

Minutes of Meeting 25 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 2nd June 2025 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Steven O'Dell; Cllr Keith Morrison; Cllr Nadene Cundell; ; Cllr John Austin; Cllr Camilia Mihaescu; Cllr Mark Overton.

Members 11 (1 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: District Councillor Trapp; County Councillor Edge.

Members of the Public: 0

Meeting opened at 7.30pm

439. APOLOGIES FOR ABSENCE

Cllr Jawahar Swaminathan; Cllr Maria Socea; Cllr Rennah Shaker; Cllr Savannah Laurent.

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

None.

441. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Cundell, seconded by Cllr Morrison and resolved that the minutes of meeting 24 held on 12th May 2025 be approved and signed as a true record by those present.

442. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

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

None

444. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillors Trapp & Cane provided a written report before the meeting, that included:

- Annual Council Meeting
- Seminar on Local Government Reorganisation

Councillor Edge had provided a written report before the meeting, that included:

- County Council Annual Meeting
- Pressures on Integrated Care Boards
- School Funding
- SEND Inspection
- Buses
- Capital Highway Maintenance Programme 25/26
- Disposable vape ban

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

445. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a. This item was deferred as the Internal Audit had not been completed.
- b. This item was deferred as the Internal Audit had not been completed.
- c. It was proposed by Cllr Overton, seconded by Cllr Mihaescu and resolved that the bank reconciliation for April and May 2025 be approved.

- d. It was noted that the following had been received: £48.00 Toni's Ices, and £140 burial income.
- e. **It was proposed by Cllr Overton, seconded by Cllr Cundell and resolved that the outstanding accounts for June be approved. Action: Clerk to set up payments for authorisation.**

S Chambers-Turner	Clerks Salary May			Confidential
V Coley	Admin Assistant Salary May			Confidential
N Cundell	Expenses	£36.94	£0.00	£36.94
N Cundell	Generator payment	£20.00	£0.00	£20.00
Bottisham Sports & Social	Room Hire	£320.00	£0.00	£320.00
LGS	Payroll 24-25	£178.00	£35.60	£213.60
S Chambers-Turner	Clerks Mileage to Ely	£16.20	£0.00	£16.20
Swarco	Year 2 Maintenance contract	£1,858.92	£371.78	£2,230.70
Simon Handyman	Hedge Cutting & Clearance	£100.00	£0.00	£100.00
Simon Handyman	Waste removal triangle	£30.00	£0.00	£30.00
Community Action Suffolk	Insurance renewal	£813.22	£0.00	£813.22

446. PLANNING MATTERS

This section was discussed in the absence of Cllr Socea.

It was noted that the changes required to develop a Budgens at 56 High Street may require planning approval – no such application had been made as yet. It was further discussed that the planning authority are currently investigating the current commercial property classifications at the site and what businesses fall within that category. Further information will be provided in due course to the Parish Council. **Action: Cllr Cundell to provide District Councillor Trapp correspondence sent to the planning authority.**

447. NEIGHBOURHOOD PLAN

Cllr Morrison reported the the meeting of the sub working group had not yet taken place and there were no specific updates at this stage.

448. NEW CEMETERY

Cllr Ogborn reported that Cllr Morrison and a local resident will be stepping forward to assist with the project, as there will be a significant workload once construction commences. Cllr Ogborn reported that the legal teams are near reaching agreement on the terms of a commercial sale that would take place once the Secretary of State had approved a Compulsory Purchase Order (CPO). The CPO could not proceed until that agreement was reached, but it was believed that the process may have been completed by the autumn. Thus it was hoped to go out to tender for construction early November. It was discussed that the process of the Public Works Loan should be investigated further and the process started. **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Responsible Financial Officer (RFO & Clerk) and Cllr Overton start the discussion with CAPALC to lay the**

groundwork for the Public Works Loan Board application. Action: Cllr Overton and RFO to hold a meeting to discuss the process and make contact with CAPALC.

449. ENVIROMENT AND COMMUNITY

- The new play area at Copse Close was officially opened by Cllr Ogborn on 13th May 2025. However, the land transfer for the allotment and open space area is still outstanding. It was agreed that Cllr Swaminathan would now be taking over the lead on the land transfer to ease the workload on Cllr Ogborn.
- Cllr Cundell provided the Parish Council with an update on the redevelopment of the triangle which included the placement of further planters. It was hoped that the project would be completed by the end of the month. It was also discussed that volunteers would be required to water the plants whilst they get established.
- It had been brought to the attention of the Parish Council that some of the fencing along the footpath beside the cemetery was leaning into the path and impeding access. This is beyond the remit of the Council to remedy. However the Council had arranged for the cemetery hedge to be trimmed back to ease access along the path.
- Cllr Cundell and the Clerk attended the Licensing sub Committee meeting at ECDC. Cllr Cundell made representation to the sub committee on behalf of the Parish Council. The sub committee came back with permission for the licensing to be granted - however had put in place conditions that must be adhered to including staff training, CCTV and suitable lighting, rubbish bins, refusals registers and that alcohol should be sited at the back of the store.

450. PROJECT PLAY

Cllr Ogborn reported on progress in the absence of Cllr Laurent. The next step for the working group is to produce a very rough brief for Spencer Clark (ECDC Open Spaces Manager), so that he can advise on a rough budget and equipment providers who will be suitable. At that stage, the working group plans to put together proposals (possibly with alternative options), to bring to Council for approval. Following that there will be a consultation with residents before commencing the drafting of final designs with ECDC. There can be further public consultation, as thought necessary, before the Parish Council are asked to approve the final design/costs. Commisioning of the works will be carried out by ECDC.

451. 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.

452. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 7th July 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:15pm

Minute Reference	Description	Action By
445	Set payments up for authorisation	Clerk
448	To hold a meeting to discuss and start discussions with CAPALC over PWLB	Clerk/Cllr Overton

Signed: *J Ogborn*
7/7/2025