

Bottisham Parish Council

Minutes of Meeting 24 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 12th May 2025 at 7.30pm.

Present: Cllr Jon Ogborn (Chair); Cllr Steven O'Dell; Cllr Keith Morrison; Cllr Nadene Cundell; ; Cllr John Austin; Cllr Savannah Laurent (arrived 8.15pm); Cllr Jawahar Swaminathan; Cllr Rehana Shaker; Cllr Camilia Mihaescu; Cllr Maria Socea

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

421. TO ELECT A CHAIRMAN

It was proposed by Cllr Cundell, seconded by Cllr Morrison and resolved that Cllr Jon Ogborn be elected as Chairman of Bottisham Parish Council. Cllr Ogborn duly signed the acceptance of office.

422. TO ELECT A VICE CHAIRMAN

It was proposed by Cllr Ogborn, seconded by Cllr Laurent and resolved that Cllr Nadene Cundell be elected as Vice Chairman of Bottisham Parish Council. Cllr Cundell duly signed the acceptance of office.

423. APOLOGIES FOR ABSENCE

Cllr Mark Overton.

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

None.

425. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Ogborn, seconded by Cllr Shaker and resolved that the minutes of meeting 23 held on 7th April 2025 be approved and signed as a true record by those present.

426. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

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

None

428. COUNTY AND DISTRICT COUNCILLORS REPORTS

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

- ECDC evenly balanced Conservative/Lib Democrats.
- Sanctuary Housing.
- Confirmation of the date for the Licensing hearing.
- Defibrillator training.
- Mepal crematorium

Councillor Edge has not provided a written report on this occasion but a brief verbal report which included:

- Introduction.
- Launch of quality-of-life survey
- Buses

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

429. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- It was noted that the preparation of the year end accounts for the financial year 24/25 had now been completed and is awaiting Internal Audit.
- It was proposed by Cllr Cundell, seconded by Cllr Mihaescu and resolved that the bank reconciliation for February, March 2025 be approved.** The bank reconciliation for April was not available due to software issues.
- The following receipts were noted: VAT Reclaim £4650.77, 1st installment precept £35385.50.
- It was proposed by Cllr Ogborn, seconded by Cllr Austin and resolved that the handyman account be deferred to the Finance group for clarification of account. It was therefore proposed that the remainder of the outstanding accounts for April be approved and settled. Action: Clerk to set up payments.**

Simon Handyman	Rubbish disposal	£100.00
Navigate Planning	Professional Fees New Cemetery	£160.00
ECTC	Grass Cutting	£901.57
Simon Handyman	Materials for the triangle	£369.00
Groundworks UK	Return of NP Grant Funding	£2,164.75
N Cundell	Triangle expenses & VE Expenses	£825.48
N Cundell	Triangle expenses & VE Expenses	£341.15
Cambridge Acre	Membership	£72.00

430. PLANNING MATTERS

Planning Applications

25/00443/LBC The Bell Inn 16 High Street Bottisham Cambridge CB25 9DA. New render colour and external signage.

25/00450/ADI The Bell Inn 16 High Street Bottisham Cambridgeshire CB25 9DA New external signs. **The Parish Council support the application for the new signage and improvements to the building.**

Planning Decisions

25/00220/FUL Koivula 98A High Street Bottisham Cambridge CB25 9BA. Garage conversion to Granny annexe

431. NEIGHBOURHOOD PLAN

Cllr Morrison provided an update on the Neighbourhood plan. The document has been sent to ECDC for pre-submission review and feedback has been received. The sub working group will review the feedback and arrange another full working group meeting to make recommendations for changes to the plan.

432. VE DAY

Cllr Cundell thanked all that attended and helped during the successful VE day celebrations held on 10th May 2025. The event was well attended and even had a fly past by a spitfire. Donations received are still being counted and will be deposited into the Parish Council funds

in due course. A social media post has been made to thank everyone involved. It was noted that there was a problem with the power source and that this should be investigated further for a permanent solution. County Councillor Edge will investigate power sourcing from street lights.

433. ANNUAL PARISH MEETING

The Annual Parish Meeting was held on 29th April 2025. Although not as well attended on this occasion, it was felt by the residents that the format worked better. The Parish Council will be reviewing the notes gathered on the evening to include in the Cresset update for June.

434. NEW CEMETERY

The National Trust has accepted the valuation that has recently been carried out and the draft transfer documents have now been received. The legal team acting on behalf of ECDC are currently working through the document. It is hoped that the of the Compulsory Purchase Order will commence in the next 3 months. However, the planning consent is due to expire in May next year and work will need to commence before this date and some conditions are still requiring further work.

435. ENVIRONMENT AND COMMUNITY

- Discussion were held on the allotments at Ox Meadow. It was agreed that the plots should be sub divided offering 20 plots (circa 50 sq.m.) in total - although the Parish Council are still awaiting the transfer of the land. It was agreed that notice of the allotments would be given to residents once the land was transferred and, as per the draft Tenancy Agreement, that allocation should be by ballot if applications exceed supply. Initial point of contact would be the Clerk for registration and the ballot would take place at a Parish Council meeting. Furthermore the allotment regulations should stipulate that no trees are to be included in the allotment plots and that no more than 5m² should be covered with poly tunnels. **Action: Draft Tenancy Agreement to be amended by Clerk and Cllr Swaminatham**
- A quotation had been received for the placement of signage at the allotment area, indicating that the parking was for allotment holders only. **It was proposed by Cllr Cundell, seconded by Cllr Laurent and resolved that the signs should be purchased from Create signs and that additionally installation would be requested. Action: Clerk to place the order.**

436. COUNCIL ADMINISTRATION

It was proposed by Cllr Cundell, seconded by Cllr Swaminathan that the terms of reference for project play be adopted.

437. 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.

438. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 2ND June 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:04pm

Minute Reference	Description	Action By
429	Set payments up for authorisation	Clerk
435	Ammend draft tenancy agreement Place order for signage at allotments	Clerk/Cllr Swaminathan Clerk