

Bottisham Parish Council

Minutes of Meeting 28 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 1st September 2025 at 7.30pm.

Present: Cllr Jon Ogborn; Cllr Keith Morrison; Cllr Nadene Cundell (Chair); Cllr John Austin; Cllr Mark Overton (left 8.15pm); Cllr Maria Socea; Cllr Rehana Shaker .

Members 10 (2 vacancy) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: District Councillor Trapp; County Councillor Edge.

Members of the Public: 1

Meeting opened at 7.30pm

475. TO ELECT A CHAIRMAN

It was proposed by Cllr Ogborn, seconded by Cllr Shaker and resolved that Cllr Cundell be elected as Chairman. Cllr Cundell duly signed the acceptance of office in the presence of the Proper Officer

476. TO ELECT A VICE CHAIRMAN

It was proposed by Cllr Morrison, seconded by Cllr Austin and resolved that Cllr Ogborn be elected as Vice Chairman. Cllr Ogborn duly signed the acceptance of office in the presence of the Proper Officer.

477. APOLOGIES FOR ABSENCE

Cllr Swaminathan; Cllr O'Dell; Cllr Laurent.

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

None.

479. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Socea, seconded by Cllr Overton and resolved that the minutes Of meeting 27 held on 7th July 2025 be approved and signed as a true record by those present.

480. OPEN FORUM FOR PUBLIC PARTICIPATION

None.

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

- Notification had been received of the phase 2 consultation.

482. COUNTY AND DISTRICT COUNCILLORS REPORTS

Councillors Trapp & Cane had not provided a written report before the meeting, but gave a verbal report which included:

- East Cambs District Council position on Local Government Reorganisation.

Councillor Edge had provided a written report before the meeting which was circulated to all councillors which included:

- Local Government reorganisation
- Adults & Health
- Children & Young People

- Communities, social mobility and inclusion
- Highways & Transport

Copies of the reports are available from the website or upon request from the Clerk.

483. 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 July and August 2025 be approved.
- It was noted that the following had been received: None
- It was proposed by Cllr Ogborn, seconded by Cllr Shaker and resolved that the outstanding accounts for September be approved. Action: Clerk to set up payments for authorisation.

S Chambers-Turner	Clerks Salary August			Confidential
V Coley	Admin Assistant Salary August			Confidential
N Cundell	Expenses	£160.90	£0.00	£160.90
Bottisham Sports & Social	Village Day	£500.00	£0.00	£500.00
CAPALC	Audit 23-24	£197.50	£0.00	£197.50
CAPALC	Training Mihaescu	£75.00	£0.00	£75.00
CAPALC	Training Socea Planning	£45.00	£0.00	£45.00
J Parker	Bulbs Triangle	£270.00	£54.00	£324.00
SLCC	IILCA _ Admin Assistant	£120.00	£24.00	£144.00
TEEC	Website	£351.99	£70.40	£422.39

484. PLANNING MATTERS

Planning Applications

25/00257/FUL 2 Thomas Christian Way, Bottisham. Part Single and part two storey side extension. The Parish Council had no comments.

Planning Decisions

25/00560/FUL, Spring Hall, Newmarket Road, Bottisham. Conversion and part rebuild of cart lodge to create a single dwelling and associated works. Approved.

25/00819/TRE, 2 Stocks Close, Bottisham. T1 Yew Tree – Fell. Approved.

Action: Clerk to report planning comments.

The Council discussed issues relating to the Old Garage site and the engagement with enforcement officers. It was discussed that it was felt that the officers were not responding appropriately to the Council or residents concerns. **Cllr Overton left the meeting at 8.15pm. It was therefore proposed by Cllr Ogborn, seconded by Cllr Morrison and resolved that a formal complaint is to be made to East Cambs District Council about the Enforcement Team and is handling of the Old Garage site on the High Street.**

485. BOTTISHAM GREENWAY

The Parish Council had been invited to attend an engagement event with the Greenways Project Team on 12th September 2025 to see the current plans and discuss any concerns. It was agreed that Cllr Austin would attend on behalf of Bottisham Parish Council and prepare a report for Full Council. Action: Clerk to arrange attendance for Cllr Austin.

486. NEIGHBOURHOOD PLAN

Cllr Morrison provided an update for the Council on the Neighbourhood plan, which included the current status on the requirement of funding to see the project through to a made plan. It was indicated that the consultant will require an additional days work to carry out the changes raised by the ECDC team which is likely to occur in November 2025. It is also likely that a further 12 days from the consultant will be required post Regulation 14. The current cost for the consultant is approximately £545 per day. The Parish Council were hopeful that further funding would be available, but unfortunately this is not the case and the onus would be on the Parish Council to fund the remaining amount. As this has not been budgeted for it has been requested that the Finance Working group review the additional costing. **Action:** *Finance Working Group to review costings during budget review meeting.*

487. COUNCIL REORGANISATION

The Parish Council submitted a letter to East Cambridgeshire District Council for their consideration on the Local Government reorganisation. The Parish Council received a response which indicated that ECDC had not yet made a formal decision on their preference but will be holding a special Full Council meeting in November 2025 for decision making purposes.

488. HIGHWAYS AND TRANSPORT

- The Clerk reported that the steps on the public right of way between Bottisham and Swaffham Bulbeck have been assessed by Highways and that a works order has been raised. It is hoped that the work will be completed in due course.
- Cllr Austin reported that the AtoB1102 have managed to secure funding for Real Time Information Boards (RTIB) each parish along the T4/5 route had been considered for 1 fully funded unit. It was suggested that the board be placed on the northside of the High Street. **It was proposed by Cllr Ogborn, seconded by Cllr Shaker and resolved that the AtoB1102 group be informed of the Parish Council's acceptance of the placement.**

489. ENVIROMENT AND COMMUNITY

- The Clerk had attended a meeting held by planning on the Kingsway Solar Farm. It was suggested that powers be delegated in order to respond to planning consultation due to some short deadlines. It was therefore proposed by Cllr Morrison, seconded by Cllr Austin and resolved that powers be delegated to Cllr Socea as planning lead and the Chairmanship to respond to Kingsway Solar Consultations on behalf of the Parish Council.
- Cllr Cundell reported that a donation has been pledged for further improvements to the Triangle and the suggestion of book exchange. Different options were explored and it was agreed that further information was required before final decision was made. **Action:** *Cllr Cundell to prepare a comparision and total costing for installing a book exchange.*
- Cllr Cundell reported that a significant number of entries for the bus stop artwork competition had been received. The Council were presented with 19 different entries which was then narrowed down to 9. The finalists will printed on to boards, for display purposed and the final decision will be made by MP Charlotte Cane and County Councillor Jonny Edge. Arrangements are to made with the school to present certificates to the winner. **Action:** *Cllr Cundell to make arrangements for presentation evening.*

490. PROJECT PLAY

Cllr Laurent was not present at the meeting.

491. NEW CEMETERY

Cllr Ogborn reported that it was expected that the Parish Council would be looking to go out to tender towards the end of the year as the Compulsory Purchase Order was likely to be completed within the next two months.

492. ALLOTMENTS

The Clerk reported that the land transfer was still awaited. Investigations are taking place to see if the land can be transferred ahead of the open space transfer.

493. COUNCIL ADMINISTRATION

- It was noted that Councillor Mihaescu had tendered their resignation from the Parish Council.
- Cllr Cundell expressed a wish for all Council members to sign up to the NALC app, to be able to receive the most up to date information on Local Government. **Action:** *All Councillors to sign up as soon as possible, Clerk to share link to registration.*
- The Annual Parish Meeting is due to be held on 14th April 2026.
- The dates of the 2026 meetings has been prepared. Action: Clerk to circulate meeting dates.
- It was agreed that the survey on the Public Works Loan application would be delayed until after the Finance Working Group had prepared their recommendations for the budget in November.

494. AGENDA ITEMS FOR NEXT MEETING

Any business, payments or reports 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.

495. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm **Monday 6th October 2025** at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9:35pm

Minute Reference	Description	Action By
483	Set payments up for authorisation	Clerk
484	Planning Comments	Clerk
485	Arrange attendance of Cllr Austin to Greenway event	Clerk
486	Finance group to review budget and potential costing of NP	Cllrs Cundell, Ogborn, Overton, Swaminathan.
488	To report back to the AtoB1102 group about placement of RTIB	Cllr Austin
489	Make arrangements for presentation evening	Cllr Cundell
489	Gain further information on type and costing of book exchange	Cllr Cundell
493	Circulate NALC page for Councillor registration	Clerk/All Councillors