

Bottisham Parish Council

Minutes of Meeting 38 of the Council, held in The Poppy Room, Bottisham Sports and Social Club Bottisham, on Monday 6th July 2026 at 7.30pm.

Present: Cllr Jon Ogborn; Cllr Keith Morrison; Cllr Maria Socea (arrived late 20:10); Cllr Steven O'Dell; Cllr Robert Crida; Cllr Nadene Cundell; Cllr Savannah Laurent; Cllr Rehana Shaker.

Members 8 (4 vacancies) Quorum 4

Clerk: Sam Chambers-Turner

In Attendance: County Councillor Edge.

Members of the Public: 1

Meeting opened at 7.30pm

636. APOLOGIES FOR ABSENCE

Cllr Socea reported that they would be late.

District Councillor Trapp

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

None

638. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr O'Dell, seconded by Cllr Morrison and resolved that the minutes of meeting 37 held on 1st June 2026 be approved and signed as a true record by those present.

639. OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public was present to discuss:

- Safety matters on Bell Road junction.

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

- Enquiries in to land owned by ECDC have gone quiet, it was suggested that a chaser email be sent.
- A resident has been in contact about planning matters.

641. COUNTY AND DISTRICT COUNCILLORS REPORTS

District Councillors Trapp and Cane provided a written report that was circulated prior to the meeting. This included:

- Community Safety Partnership report
- Budget report for previous financial year
- Register of building of Local Interest
- Performance report for waste and street cleansing services
- Report on new waste bin strategy
- Long term empty homes strategy

County Councillor Edge provided a written report that was circulated prior to the meeting. This included:

- Local Government Reorganisation

- Cambridgeshire SEND reform plan
- Holiday activities and food
- New ways of tackling poverty
- Digital support for unpaid carers
- Kingsway
- Forest City 1
- Highways contract renegotiated
- Bus services at risk
- Local Highways Improvement bids
- Local Maintenance
- Lines and signs
- Footways

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

642. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS .

- It was proposed by Cllr Ogborn, seconded by Cllr Crida and resolved that the bank reconciliation for May 2026 be approved.**
- It was noted that the following had been received: None
- It was proposed by Cllr Laurent seconded by Cllr Ogborn and resolved that the outstanding accounts for July be approved. Action: Clerk to set up payments for authorisation.**

S Chambers-Turner	Clerks Salary			Confidential
V Coley	Admin Assistant Salary			Confidential
Brunel Engraving	Sign Little Library	£30.48	£6.09	£36.57
Simon Handyman	Hedge clearance	£350.00	£0.00	£350.00
Bottisham CSASC	Room Hire	£80.00	£0.00	£80.00
Simon Handyman	Allotment clearance	£1130	£0.00	£1130
SWARCO	Speed sign contract	£1,858.92	£371.78	£2,230.70

643. PLANNING MATTERS

Planning Applications

26/00691/TRE, 115 High Street, Bottisham. G1 Two lawson cypress tress – fell. T1 Hazel – Fell, G2 row of small leylandii trees – fell. The Parish Council have no comments

26/00547/ERN 187 High Street, Bottisham. Change of use from office to dwelling. The Parish Council have no comments

Site south of 2 parsonage Barns, Bottisham. To discharge condition 5 of decision 23/00017/FUL

Planning Decisions

25/00560/DISA Spring Hall Newmarket Road, Bottisham. To discharge condition 3 (materials) of decision dated 14th August 2025 for 25/00560/FUL. Conversion and part rebuild of cart lodge to create a single dwelling and associated works.

25/01350/FUL The old Garage, 56 High Street, Bottisham. Regularisation of the development – change of use of units 1, 7,8, 9, 10,11 and 12 to class E with accompanying ancillary storage area, change of use to be applied for unit 2 and other associated works. The Parish Council wished to thank Cllr Socea for all the hard work they have undertaken on this planning application.

644. ALLOTMENTS

The documentation for the land transfer from Accent to the Parish Council has still not been completed. The Parish Council's solicitor has raised concerns to the developers solicitors about service charges, water costs and "allotment readiness" and seeking clarification on the placement of a gate at the entrance of the car park.

645. PROJECT PLAY

Cllr Laurent provided an update to the Council which was circulated in advance of the meeting. It was reported that the working group have had a meeting with ECDC to discuss the previously raised concerns on land ownership, which is being further investigated. ECDC will be carrying out a survey on the woodland in due course. It was agreed that a proposal should be drafted and brought back to the meeting in September. The proposal is to include the pros and cons on the Parish Council taking ownership of the land and the proposals of Project Play. *Action: Cllr Laurent to provide the clerk with the proposal in advance of the agenda being circulated in September. Cllr Laurent to also work with the Clerk on possible funding avenues. Furthermore, Cllr Laurent will provide the Clerk with the membership details of Project Play. Cllr Laurent also to provide Clerk and Chairmanship with details of Working Group members.*

In addition it was agreed that the proposed maintenance agreement for the play area at the Primary School should be deferred until the September meeting to enable full review.

646. NEIGHBOURHOOD PLAN

- Cllr Morrison provided a written report which was circulated in advance of the meeting which included :
The preparation of the document for regulation 14 consultation and supporting comments received from ECDC.
- **It was proposed by Cllr Ogborn, seconded by Cllr Cundell and resolved that the Neighbourhood Plan draft be submitted for regulation 14, after the proof reading of the document has concluded. Furthermore, it was proposed by Cllr Cundell, seconded by Cllr Laurent and resolved that a budget of £500.00 be set aside for costs incurred for printing in preparation of the submission.**

647. ENTRANCE SIGNS

Cllr Cundell shared with the group a draft of the proposed entrance signs to Bottisham. A final design will be shown at September meeting.

648. COUNCIL ADMINISTRATION

- **It was proposed by Cllr Ogborn, seconded by Cllr Shaker and resolved that powers be delegated to the Clerk and Chairmanship to carry out the functions of the Parish Council in the absence of a meeting in August.**

- It was proposed by Cllr Crida, seconded by Cllr Shaker and resolved that the ammendment of mileage rate in the expenses policy be approved.
- There were no other submitted reports from working groups.
- East Anglian Air Ambulance will be holding CPR training at Bottisham Sports and Social Club on 3rd August 2026. **Action:** *Clerk to contact those who have expressed an interest for the training. The event will be posted on local social media and Parish Council website.*

649. STAFFING MATTERS

It was noted that the Clerk review has been undertaken and the Council wish for the Clerk's hours to be increased to 14 hours per week.

650. 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.

651. DATE OF NEXT MEETING

Parish Council Meeting, 7:30pm Monday 7th September 2026 at The Poppy Room, Sports and Social Club, Downing Close, Bottisham

Meeting closed at 9.15pm