

# **BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

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**A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 5 July 2021 at 7.45pm for the purpose of transacting the following business.**

**There will be an open forum prior to the start of the meeting for any resident to address the Parish Council or raise questions. A maximum of 15 minutes is allocated to this session with each speaker allowed a maximum of 3 minutes. It would be helpful if you could email the Clerk in advance of the meeting if you wish to speak.**

## **MEETING OF BOTTISHAM PARISH COUNCIL – AGENDA**

1. APOLOGIES FOR ABSENCE
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. APPROVE MINUTES OF MEETING of 7 June 2021
4. MATTERS ARISING FROM JUNE MEETING

<b>Minute</b>	<b>Action</b>	<b>By whom</b>
34a	Draft a letter to the Governors of BVC alerting them to concerns about the increased charges to the swimming club and enquiring about reasons for the size of the increase. Forward to Cllr Ogborn and the Clerk for signing and dispatch	Cllr van Someren
34d	Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located	Clerk to contact Cllr di Lorenzo
34e	Reconvene Play Area Working Group to plan consultation with residents of Ancients Meadows	Cllr di Lorenzo with Cllrs Cundell, Marsh & Martin
35	Check NALC Guidance for any updates to model Standing Orders and Financial Regulations	Clerk
39a	Allocate “patches” to Cllrs Cundell & Wilson for environmental monitoring	Cllr Chetwynd

39b	Invite Karen Barclay, Project Leader for the Cambridge Waste Treatment Plant Relocation Project to meet with the Parish Council	Cllr Wilson
43	Liaison over content management of non- Parish Council sections of the new website	Cllrs Cundell & Winkcup

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
6. CHAIRMAN'S REPORT
7. PLANNING – see Attachment 2
  - a) Consultations received - none
  - b) Planning Applications Approved
  - c) Cambridge Water Treatment Plant Relocation Project – Consultation
8. ENVIRONMENT:  
Update from Cllr Chetwynd on areas of responsibility
9. FINANCE  
To approve payment of outstanding accounts

<u>July</u>	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
TEEC -annual subscription (pd by agreement with Chair)	295.19
Haven Power – Streetlights (paid by DD)	49.11
Wave- Cemetery water	14.97
SWARCO - Maintenance of Speed signs Gold contract	1907.56
or Silver Contract (fault repair only)	1535.44
10. UPDATE ON NEW PARISH COUNCIL WEBSITE AND EMAIL – see attachment 3  
Update - Cllr Winkcup
11. NEW CEMETERY WORKING PARTY  
Update – Cllr Ogborn
12. PLAY AREA WORKING PARTY  
Update - Cllr di Lorenzo
13. CORRESPONDENCE RECEIVED
  - a) Rowan Charity for People with Learning Disabilities – request for donations
  - b) SWARCO re Speed Indicator Maintenance Contract

- c) Response from CCC re report of dead tree on Triangle made 22 April – work will be carried out within next three months
- d) Neighbourhood Plans – Reach and Isleham
- e) Anglian Water - Notification of phase 2 consultation on Cambridge Waste Water Treatment Plant relocation

#### CORRESPONDENCE/CONTACTS FROM RESIDENTS

- a) Suggestion that Bottisham PC arrange for the installation of a defibrillator in the village
- b) Suggestion that grasscutting Bottisham Path 10 be contracted by CCC to ECDC
- c) Overgrown tree in Arber Close – Reported to CCC on behalf of resident
- d) Brick Bus Shelter – thank you from resident who raised concern about the light being on all night
- e) Ivy overgrowing the bus shelter at the Newmarket end of the High Street – referred to CCC and Anglian Water

#### 14. DATE OF NEXT MEETING

The next meeting will be Monday 6 September 2021, 7.45pm.

*Jonathan Giles*

Jonathan Giles

Parish Clerk

#### FURTHER MEETING DATES

Monday 4 October, Monday 1 November, Monday 6 December

# **BOTTISHAM PARISH COUNCIL**

## **Minutes of meeting Monday 7 June at 7.45pm, in the Poppy Room, Bottisham Social Club**

### **PRESENT:**

Cllr Ogborn- Chair. Cllrs Cundell, Marsh, Martin, van Someren, and Wilson

C/Cllr Sharp

### **APOLOGIES:**

Cllrs Buchanan, Chetwynd, Clarke, di Lorenzo, O'Dell, and Winkcup

D/Cllrs Cane and Trapp

**ITEMS FROM THE PUBLIC:** None

**32 DECLARATIONS OF INTEREST:** None

**33 MINUTES OF MEETING 4 MAY 2021:** Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr Martin. Approved unanimously

**34 MATTERS ARISING FROM MAY MEETING:**

**a) Representation from Bottisham Early Morning Swimming Club:** Cllr Ogborn noted that Mr Clarke who made the presentation had not sent a written report as offered at the meeting. He invited members to comment on whether and how the Parish Council should respond. A number of members commented about the long involvement of the village community with fundraising for the development of the facilities at the College. It was commented that it would be helpful to understand the reasons for such a large proposed increase in the charges to the group. In that context, and bearing in mind the importance of the working relationship between the College and Parish Council, it was proposed that Cllr van Someren would draft a letter from the Council to the Governors and forward it to the Chair and Clerk for signing and dispatch.

Proposed by Cllr van Someren, seconded by Cllr Cundell and agreed unanimously,

**ACTION:** Cllr van Someren to draft the letter and forward to Cllr Ogborn and the Clerk

- b) Installation of a time switch in the Bus Shelter:** The Clerk reported that the electrician who had been involved in renovating the shelter had been asked to fit the time switch and the work planned to be done during the week ending 5 June.
- c) Course on Planning for Council members:** Cllr Wilson has made approaches to both Rebecca Saunt, Head of Planning at ECDC and CAPALC about the content of such a session and will report back when he has a response.
- d) Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located:**

**ACTION:** Clerk to contact Cllr di Lorenzo who is researching the issue

- e) Reconvene Play Area Working Group to plan consultation with residents of Ancients Meadows:** Cllr Ogborn explained that when the original planning permission was granted for the Ancient Meadows development, there was a requirement for the developer to provide a Play Area on the green space under the S106 agreement. However, when the developer went out of business the receiver was released from this obligation on transfer of the green space to ECDC. ECDC are willing to consider leasing part of the green space to the Parish Council for a play area, subject to a consultation with Ancient Meadows residents. The Working Group has not been able to make progress during the lockdown, but it is important to pursue it now. In that context he asked for volunteers from the Council to support Cllr di Lorenzo in taking the consultation forwards.

**ACTION:** Cllrs Cundell, Marsh and Martin will work with Cllr di Lorenzo to undertake the consultation

- f) Parish Open Meeting:** Cllr Ogborn explained that in previous years this has been a 2 hour formal meeting with a large number of people sat together in the Poppy Room. This does not feel appropriate in the current climate, so he is exploring a different format whereby a short socially distanced formal session of around 30 minutes would be followed by an opportunity for organisations to promote their activities on stalls enabling people to circulate around the space. He has had discussion with the Social Club about renting the main hall for this purpose in October. Cllr Wilson asked about the legal context for such a meeting, to which the Clerk responded that the legislation requires that the meeting take place between 1 March and 1 June. This requirement has clashed with the requirement to hold meetings remotely during the pandemic.

- g) Path from Beechwood Avenue to Ancient Meadows:** The Clerk had reported the problem with cycling on the path to ECDC, who advised that they would look into the problem and see what solution could be devised.

- h) Missing small green bin in Cemetery:** It was concluded that the loss was not a serious issue as it had to be emptied into the larger bin for collection in any event.

- i) Parish Council Insurance:** As agreed at the May meeting, the Clerk sought alternative quotations and recommended one arranged through brokers Community Action Suffolk (who specialise in insurance for Parish Councils) to Cllrs Ogborn and Clarke. The quoted premium of £401.25 offered better cover than the previous insurer, whose price had risen to £665 from £581 once the updated asset register was taken into account.

### **35 READOPTION OF STANDING ORDERS AND FINANCIAL**

**REGULATIONS:** It was proposed by Cllr Ogborn and seconded by Cllr Wilson that the

Standing Orders and Financial Regulations be readopted, subject to a check by the Clerk on the latest NALC guidance - in which case proposed amendments would be brought forward to the July meeting.

**ACTION:** Clerk to check NALC guidance

**36 COUNTY COUNCIL REPORT:** Cllr Ogborn offered congratulations to C/Cllr Sharp following his election. C/Cllr Sharp reflected that he had previously represented this ward as a District Councillor, so is familiar with many local issues. Although he had missed the discussion about the Bottisham Early Morning Swimming Club at the beginning of the meeting, he advised that he has met with Mr Clarke, secretary of the Club in his role as co-chair of Governors at the Village College and will be raising the issue with the Principal, with a view to making a proposal to resolve the situation.

There has only been one full meeting of the County Council since the election but C/Cllr Sharp has been appointed to a number of committees: Highways and Transport, Children and Young People, Audit and Accounts, and the Pension Fund. He voiced his concern that two committees had been disbanded with one of them, Health, being combined with the Adults Committee.

He undertook to follow up on the environmental issues advised by Cllr Winkcup which remain unresolved from before the election. Cllr Martin also highlighted the problem with the drain outside 6 Tunbridge Lane.

**37 CHAIR'S REPORT:** Cllr Ogborn said that the key item he wanted to progress was the work of the Play Area Working Group, already discussed, otherwise there were no other matters to be raised at this stage.

**38 PLANNING:** No formal consultations had been received from ECDC; no concerns were identified with the new applications noted on the Planning Portal.

Cllr Wilson advised that ECDC had received a licence application for an ice cream round across a number of villages in the district which had been passed to the Council for comment. A concern had been raised about the amount of time the van would be operating in the village, but Cllr Wilson advised that the stay at each location would be short and the application indicated that several villages would be visited on any given day - rather than only visiting one for an extended period.

**39 ENVIRONMENT:**

a) **Issues within the village:** Outstanding issues identified by Cllr Winkcup were taken on by C/Cllr Sharp as indicated above. It was noted that neither Cllr Cundell or Wilson have yet been allocated a patch for environmental monitoring.

**ACTION:** Cllr Chetwynd to allocate patches to Cllrs Cundell and Wilson

Cllr Martin advised that, following the installation of 10 bollards by Meads last week. The remaining two bollards will be installed next week by Cllr Martin, following minor repairs to them carried out by him. Cllr Ogborn expressed his thanks to Cllr Martin for his work on this project.

**b) Cambridge Waste Water Treatment Plant Relocation Project Community Working Group:** Cllr Wilson had attended a meeting of the Group on behalf of the Parish Council on 2 June and circulated a report. He summarised his concerns as being odour, increased traffic in the local area and potential visibility of the digesters from some points in the village e.g. the church tower. He advised that information packs are to be circulated to villages including Bottisham as part of Phase 2 of the consultation. He said that Karen Barclay, Project Leader, has offered to come and speak with local Parish Councils.

**ACTION:** Cllr Wilson to arrange with Karen Barclay to address a meeting of the Parish Council

**40 ANNUAL GOVERNANCE STATEMENT:** The Clerk advised that the Internal Auditor had completed his work and confirmed that all the required internal control objectives had been met. Following that, the Council considered the Annual Governance Statement. It was proposed by Cllr Wilson and seconded by Cllr van Someren that all the required statements were agreed; this was passed unanimously, following which the statement was signed by the Chair and the Clerk.

**41 ACCOUNTING STATEMENTS 2020-21:** The Council considered the accounting statements; it was proposed by Cllr March and seconded by Cllr Martin that they be approved. This was agreed unanimously, after which they were signed by the Responsible Financial Officer and the Chair.

**42 FINANCE:** The following payments were approved:

Jonathan Giles – Salary, Pension, PAYE and NI	749.60
J Giles – Cemetery shed keys	17.50
I Swift – Litter picking (5 weeks)	65.63
K Levitt – Litter picking (5 weeks)	65.63
TEEC -migration to new website	735.00
Haven Power – Streetlights (paid by DD)	47.82
East Cambs Trading Company	425.81
Community Action Suffolk (Insurance) - paid	401.25
M Williamson – Internal Audit fee	75.00
Mead – installation of bollards	900.00

At the time of the meeting, the invoice for the installation of a time switch to Bus shelter had not been received. It was proposed that the payment could be signed off by the chair when received if it falls within the delegated limit.

It was proposed by Cllr Wilson and seconded by Cllr Marsh that the above payments be agreed and that the time switch installation be signed off by the Chair when the invoice is received. This was agreed unanimously.

**43 NEW WEBSITE AND EMAIL:** The Clerk described the work that has been done to date, to migrate the content of the current website into the much more navigable new format. In the light of the difficulties experienced by a number of Council members in gaining access to the current email system, as well as a recent concern that the system had been hacked, Cllr Winkcup and the Clerk discussed the matter with the new website provider. They advised that using the gov.uk email address would be more secure as well as appropriate to the Council's position as part of local government. The cost would be an additional £50 per annum and require the completion of an application form as part of the security process.

Cllr Cundell asked about how the content of the site would be managed. The Clerk would be responsible for the routine management of the Parish Council's own section of the site. However Cllr Ogborn indicated that Cllr Winkcup would very much welcome her involvement in developing the wider content, given her experience. The Council unanimously expressed its gratitude to Cllr Winkcup for all the work he has done on this project.

**ACTION:** Cllrs Cundell and Winkcup to liaise over the content management of the site

**44 NEW CEMETERY WORKING PARTY:** Cllr Ogborn reported that a meeting had taken place in May between the Working Party (including one of its consultants) and the National Trust. Attending from the Trust were the Regional Estate Manager, their landscape architect and the CEO of Anglesey Abbey. The Trust representatives presented an outline design which they advised would need to be followed closely if the Council wishes to proceed with the support of the Trust. The Working Party felt that the design was an attractive option, although markedly different from the design prepared by the Council. The key issue with the Trust's design is the proposed access to the site close to the chicane traffic calming system on Lode Road. Cllr Ogborn is in touch with Highways to clarify the best way forwards in relation to the traffic calming feature. An on-site meeting of the working party is planned to review the best way forwards on access.

The meeting closed at 9.30 pm

**PLANNING INFORMATION FORM - PRE-PC MEETING  
July 2021**

REFERENCE	ADDRESS	LATEST PC COMMENT DATE	DRAFT PC COMMENT
21/00873/TCON	Car Parking Area Rear Of 2 To 20 Howlett Way Bottisham  To comply with Condition 4 (Tree Topping, Lopping & Felling) Decision Notice 93/00035/FUL		No issues
21/00756/TRE	Orchard House 179 High Street Bottisham Cambridge CB25 9BB  Reshaping/reduction of 7 trees: sycamores, acer and acacia		No issues
21/00783/TRE	Rose Cottage 127 High Street Bottisham Cambridge CB25 9BA  (T1 Apple Tree: Fell because too large for its space, apples fall on pavement causing problems for walkers)		Approved : BPC had previously approved
21/00644/FUL	1 Tunbridge Lane Bottisham Cambridge CB25 9DU  (Single storey extension & new carport and lean-to roof)		Approved : BPC had previously approved
21/00069/VARM	Swynford Paddocks Stud London Road Six Mile Bottom Newmarket Suffolk  (To vary Conditions 1 (Approved Drawings), 6 (Remediation Strategy), 7 (Foul Water Disposal) and 8 (Surface Water Drainage) of previously approved 18/00653/FUM for refurbishment of existing racecourse stud		Approved : BPC had previously approved

## PC Website and Email – July '21 update

### *Background briefing notes*

- Existing PC website is around 7 to 8 years old, does not comply with current legislation, is not secure and existing provider support has been challenging
- Existing PC email provision is not secure, dated, unreliable, obsolete and support from provider has been poor
- Existing provider cost is around £650/pa.

### *Detail*

#### *Actions required*

1. Compliance with GDPR and The Public Sector Bodies (Websites and Applications) Accessibility Regulations – WCAG 2.1 AA. Deadline for compliance for this - Sept '20.
2. Upgrade existing email and website provision and hosting to provide secure, supported infrastructure.
3. Identify new supplier for both email and website hosting. Create new compliant website. Transfer all email to new provider.

### *March Steps completed*

#### *Shopping list of requirements circulated*

1. 3 main PC website / email providers identified and contacted for initial proposals and costing
2. 2 replies received
  - a. Town and Parish Council Websites
  - b. My Parish Council
3. No reply from ParishCouncil.net
4. Of the two replies received detailed review required on each proposal. In very broad outline.

#### *Town and Parish Council Websites*

- One off new website creation - £599  
Annual hosting website and email - £240/pa  
Email accounts: £80 set-up plus £80pa annual maintenance charge
- UK hosting, WCAG 2.1 AA compliant, telephone and email support, desktop and mobile, SSL cert, unclear on email provision.

#### *My Parish Council (initial favourite) Parish or Town Council Website Home - My Parish Council*

- One off new website creation - £612.50  
Domain transfer and annual hosting - £5.99/pa  
Annual hosting website and email - £240/pa
  - UK hosting, WCAG 2.1 AA compliant, telephone, ticket and email support, desktop and mobile, SSL cert, analytics, secure dedicated email provision, quarterly report, DDoS
5. Main points from initial discussions with **My Parish Council** (25 March 21)
    - a. Can take over, upgrade to compliant template and host the existing web site

- b. Can port over the existing email account addresses and contents*
- c. Can provide an additional service to scan ECDC planning portal and auto publish to PC website a summary for Bottisham*
- d. Master template based service with free auto updates for any Gov compliance*
- e. Automated ticket service to support Clerk*

### ***April Steps completed***

- 1. Completed a final clarification of points with My Parish Council*
- 2. Addition of planning portal to proposal, quote attached*

### ***May / June steps completed***

- 1. Orders place and work commenced.*
- 2. Kick off meeting with vendor*
- 3. Migration process performed from old to new website to produce "version 1"*

### **July Status**

1. Draft website produced – version 1
2. Version 1 website reviewed (Jonathan, Nadene, Neil) and comments/critique returned to vendor
3. Awaiting version 2 of website
4. .gov.uk email address's request submitted
5. Requests to community (and the postman's daughter) for additional photos for the website

### **Cost Summary**

One off migration	- £612.50
Annual	
Email and website hosting	- £240
Domain	- £5.99
Planning portal	- £24
Total	- £269.99/pa

Existing supplier - £650pa – ∴ < 1.2 year payback