

Babraham Parish Council.

To members of the Council.

You are hereby summoned to attend the meeting of Babraham Parish Council at **Babraham Primary School** on **12th April 2018** at **7.30pm** for the purpose of transacting the following business.

Please could Councillors ensure they read the agenda notes and supporting documents via email prior to the meeting.

Members of the public and press are invited to address the Council at this meeting during ‘Public Participation Time’.

PART I – NON-CONFIDENTIAL INFORMATION

0418/01	TO RECEIVE ANY APOLOGIES FOR ABSENCE
0418/02	TO RECEIVE MEMBERS’ DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting.
0418/03	TO SIGN & APPROVE MINUTES OF MEETING DATED 08th March 2018 Copy circulated via email for information.
0418/04	EXCLUSION OF THE PUBLIC To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
0418/05	PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED
0418/06	REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR A G Orgee
0418/07	REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford
0418/08	REPORT FROM Babraham Research Campus (BRC) representative. <u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u>
0418/09	Local Highways Improvement Funding Bid 2017/18 for Babraham High Street/A1307 Intersection Update if available.
0418/10	Clerk’s Report.
0418/11	Neighbourhood Plan. Update if available.
0418/12	Speeding Traffic. Update if available.
0418/13	LHI Application For Speeding Traffic 2018/2019. Update if available.

0418/14	<p>Improvements To White Lining And Renewing The ‘Slow’ Sign. Update.</p>
0418/15	<p>Pocket Park Lease. Clerk contacted CAME and Co for advice on public liability insurance and coverage needed for Pocket Park. They automatically insure up to £10 million for public liability on land the Council are responsible for.</p> <p>It is recommended that a risk assessment is carried out for the trees and the dipping platform. Signage informing members of the public that the water is deep, rather than suggesting not to swim in it are recommended. An inspection of the trees by a qualified company is also recommended.</p> <p>Do members wish to renew the lease? Debate, actions and decision.</p>
0418/16	<p>Leasing Of Babraham Sports Field. Update if available.</p>
0418/17	<p>Dog Fouling Signage. Update on the signage trialled. To consider different arrangements, and spending funds, on alternative signage. Debate and decision required.</p>
0418/18	<p>Community Gathering. Working party to feedback ideas. Discussion and decision required.</p>
0418/19	<p>Grass Cutting And Maintenance Contract 18/21. To confirm the name of the contractor, the value of the contract and the duration. NB: CAPALC confirmed that this information should be released to the public.</p>
0418/20	<p>GDPR (General Data Protection Regulations). Clerk attended training with CAPALC on 15th March 18 and was issued with a toolkit (electronic document circulated). Things to consider:</p> <ul style="list-style-type: none"> • Consent by those on the website update service needs to start afresh. Template is in toolkit. APM may be a good opportunity to do this. • To designate someone within the Council to be responsible for data protection • To appoint an outside Data Protection Officer. CAPALC are offering a scheme which costs £25 per year to a council with an annual spend not exceeding £25,000 • A data audit to be completed (the Clerk has started this but needs completing) • Privacy notices need to be displayed on the website. Template in toolkit. <p>Debate and decisions required.</p> <p><u>To consider other matters.</u></p>
0418/21	<p>Bus Shelter. Glass has been broken in a bus shelter which needs replacing. All relevant bodies have been contacted and the Clerk is informed it is the responsibility of the parish</p>

	<p>council although no one can offer any documentation of proof. Do members wish to take responsibility of the shelter or continue to ask for proof? Debate, actions and decision required.</p>
0418/22	<p>Dog Bin Purchase. Consider whether to ease the burden on the current dog bin by purchasing an additional bin. Clerk has circulated three comparable dog bin options prior to the meeting for cost comparison. Debate and decision required.</p>
0418/23	<p>Great Abington Former Land Settlement NP. Great Abington Parish Council submitted its Neighbourhood Plan for the former Land Settlement Association estate to South Cambridgeshire District Council, (SCDC) on 22 February 2018, along with its supporting documents. They are responsible for all the remaining stages of making the Neighbourhood Plan and have confirmed that the submitted Neighbourhood Plan and its supporting documents comply with all the relevant statutory requirements.</p> <p>They are seeking your views on the Neighbourhood Plan before it is considered by an examiner and can proceed towards a referendum. Comments can be submitted to SCDC between 9am on Monday 5 March and 5pm on Monday 16 April 2018.</p>
0418/24	<p>Confirm Meeting Times For 17th May Meeting and Annual Parish Meeting (APM). A classroom can be used from 6pm and the school hall can be used from 6:30pm. This needs to be confirmed with the school. Decision required.</p>
0418/25	<p>Confirm APM Agenda and Refreshment Budget. Clerk has circulated the 2017 agenda previously used to inform this year's agenda. Those listed will need to be contacted. Members to agree a budget for refreshments and who will be purchasing them.</p>
0418/26	<p>Clerk Vacancy. The Clerk has handed in her resignation and will finish on the 22nd April 2018. To consider advertisement and terms members wish to offer a new Clerk. Advertising is free to members of CAPALC and Clerk has drafted a suggested advertisement for review. Debate and decision required.</p> <p>LGS services can provide relief in the short term and are recommended by CAPALC; £20 per hour (plus VAT) standard rate and finance work at £30 per hour. NB: Councillors can carry out the work of the Clerk but cannot receive payment. Do members wish to consider using LGS services? Decision required.</p>
0418/27	<p>Arrangements for Website and Email Payments. HMRC have confirmed VAT can be reclaimed if a service for the Council is paid for by a councillor and they are reimbursed but only when there is a clear paper trail (needs to be minuted) where payments were authorised by the Council before the purchase. To consider changing the current arrangement for dealing with payments for the website and email accounts. Debate and decision required.</p>
0418/28	<p>Internal Review 2017/2018. Auditing Solutions representative will be meeting with the Clerk on the 22nd April to pick up the documents needed to complete the review and is scheduled to return</p>

	them on the 25 th .						
0418/29	<p>External Audit 2017/2018. PFK Littlejohn have confirmed receipt of the request for Babraham to have an external audit. All documents need to be with them by the 11th June 2018. The AGAR will need to be signed off at the May meeting and minuted as such. The Clerk has printed out the guidance for this.</p> <p>Finance.</p>						
0418/30	<p>Receipts. £16.85 Interest.</p>						
0418/31	<p>Clerk Overtime. To approve 10 hours overtime for March.</p>						
0418/32	<p>Payments. Please can members authorise payments for March? This includes April pay for outgoing Clerk. A full schedule will be circulated at the meeting. Two signatories sign each invoice as per the auditor's recommendation.</p>						
0418/33	<p>Balances And Bank Reconciliation as of 31st March 2018. Reconciliation to be presented at meeting. Balances held:</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£15,732.24</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60,517.02</td> </tr> <tr> <td>Total</td> <td>£76,249.26</td> </tr> </table>	Unity Current A/C balance	£15,732.24	Unity Savings A/C balance	£60,517.02	Total	£76,249.26
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0418/34	<p>End Of Year Accounts 2017/2018. Copies of the Receipts and Payments and Bank Reconciliation for the year ended 31st March 2018. A copy of section 2 of the Annual Return to be circulated along with variance statement.</p> <p>Planning.</p> <p>Planning Applications.</p>						
0418/35	<p>S/0718/18/FL Conversion of existing barn and hovel to new 2 bed house The Black Barn and cartsheds, High Street, Babraham, Cambridge, Cambridgeshire, CB22 3AG by Babraham Farms (CERN). Received 5.04.2018, response due by 26.04.2018.</p>						
0418/36	<p>S/1303/18/LB Conversion of existing barn and hovel to new 2 bed house The Black Barn And Cartsheds, High Street, Babraham, Cambridgeshire by Babraham Farms (CERN). Received 5.04.2018, response due by 26.04.2018.</p>						
0418/37	<p>S/0927/18/DC Discharge of condition 21 (Travel plan) of planning permission S/1676/14/OL Location: Babraham Bioscience Technologi, Babraham Research Campus, High Street, Babraham, Cambridgeshire Applicant: Mr Chris Chapman. Received 15.03.2018. Information only.</p>						

0418/38	<p>S/0953/18/DC Discharge of Condition 2 (External Materials) of Planning Permission S/2917/17/RM Location: Babraham Research Campus, High Street, Babraham, Cambridge, Cambridgeshire, CB22 3AT Applicant: Mr Orestis Tzortzoglou, BMR - Babraham Ltd. Received 27.03.2018. Information only.</p>
0418/39	<p>Planning decisions.</p> <p><u>Correspondence.</u></p>
0418/40	<p>Items to report and inclusion in the next meeting.</p> <p>Date of next meeting 17th May 2018 time to be confirmed.</p> <p>PART II – CONFIDENTIAL INFORMATION`</p> <p>Exclusion of the Press and the Public: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.</p>

Signature *SBramley* 6th April 2018.

Samantha Bramley Clerk/RFO. 83 Fulbourn Road, Teversham, CB1 9AJ.