

## 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 **8th March 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

<b>0318/01</b>	<b>TO RECEIVE ANY APOLOGIES FOR ABSENCE</b>
<b>0318/02</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting.
<b>0318/03</b>	<b>TO SIGN &amp; APPROVE MINUTES OF MEETING DATED 11<sup>th</sup> January 2017</b> Copy circulated via email for information.
<b>0318/04</b>	<b>EXCLUSION OF THE PUBLIC</b> To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
<b>0318/05</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b>
<b>0318/06</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR A G Orgee</b>
<b>0318/07</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b>
<b>0318/08</b>	<b>REPORT FROM Babraham Research Campus (BRC) representative.</b>  <b><u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b>
<b>0318/09</b>	<b>Local Highways Improvement Funding Bid 2017/18 for Babraham High Street/A1307 Intersection</b> Update if available.
<b>0318/10</b>	<b>Clerk's Report.</b>
<b>0318/11</b>	<b>Neighbourhood Plan.</b> Update if available.
<b>0318/12</b>	<b>Speeding Traffic.</b> Update if available.
<b>0318/13</b>	<b>LHI Application For Speeding Traffic 2018/2019.</b> Update if available.

0318/14	<p><b>Improvements To White Lining And Renewing The 'Slow' Sign.</b> Update.</p>
0318/15	<p><b>Pocket Park Lease.</b> Update if available. This lease officially ended on the 9th April 2017 (currently running over on a 'periodic tenancy'). Do members wish to renew the lease? Debate, actions and decision.</p>
0318/16	<p><b>Leasing Of Babraham Sports Field.</b> Update if available.</p>
0318/17	<p><b>Dog Fouling Signage.</b> Clerk has contact SCDC (Environmental Health) for further advice. They advise it is the responsibility of the Parish Council to provide signage. They have suggested this company to contact: <a href="http://www.safetysigns4less.co.uk">www.safetysigns4less.co.uk</a>.</p> <p>Other Parish Council Clerks have been in touch and sent information/signs which could be used. Keep Britain Tidy have suggestions: <a href="http://www.keepbritaintidy.org/search/node/dog">www.keepbritaintidy.org/search/node/dog</a></p> <p>Council to consider whether to erect signage, where signage might be placed and whether funds should be used in ordering such signage. Debate and decisions required.</p>
0318/18	<p><b>Community Gathering.</b> Working party to feedback ideas. Discussion and decision required.</p>
0318/19	<p><b>Grass Cutting And Maintenance Contract 18/21.</b></p> <p>To consider tenders received and agree which company to offer the contract to. The council are not obliged to accept the lowest quote. Discussion and decision required.</p>
0318/20	<p><b>Parish Council Email Addresses.</b> Have all councillors set up their new email addresses? Can the noticeboard and website be updated?</p>
0318/21	<p><b>GDPR (General Data Protection Regulations).</b> Clerk is attending training with CAPALC 15<sup>th</sup> March 18.</p>
0318/22	<p><b>Litter Issues After Recent Storms and Inconsistent Signage.</b> Babraham Institute have been contacted. Update if available.</p> <p><u>To consider other matters.</u></p>
0318/23	<p><b>External Audit Review 2017/2018.</b> Do members wish to be externally audited? Expected minimum cost £200 plus VAT. Decision required.</p>
0318/24	<p><b>Policy Review 2018/2019.</b> The following policies need reviewing and re-adopting (suggested amendments have</p>

	<p>been sent out prior to the meeting):</p> <ul style="list-style-type: none"> <li>• Grievance and Disciplinary Policy (new detailed policy)</li> <li>• Health and safety (minor change)</li> <li>• Equality (replacing the Disability policy)</li> <li>• Freedom of Information publication scheme (updates on where information can be found)</li> <li>• Risk Management Register (minor updates)</li> <li>• Standing Orders (replace 3K with legal sentence)</li> <li>• Complaints procedure (no changes)</li> </ul> <p>Suggested delaying the review of the following documents when firm advice is received regarding GDPR:</p> <ul style="list-style-type: none"> <li>• Freedom of Information</li> <li>• Record Management</li> </ul>
<b>0318/25</b>	<p><b>Asset Register Review 2018/2019.</b></p> <p>Suggested updates have been sent out prior to the meeting. Review and decision required.</p>
<b>0318/26</b>	<p><b>Cambridge South East Transport Study Consultation.</b></p> <p>The project aims to deliver new public transport links, new and improved walking and cycling routes and road safety improvements. More information on the proposals and to have your say, please go to:  <a href="http://www.greatercambridge.org.uk/CambridgeSouthEast">www.greatercambridge.org.uk/CambridgeSouthEast</a>  The consultation runs from Friday, 9 February to Tuesday, 3 April 2018  Do members wish to comment? Decision required.</p>
<b>0318/27</b>	<p><b>Newsletter.</b></p> <p>To consider the content of the newsletter, deadlines, and to cover printing costs for R.Attwood. Discussion and decisions required.</p> <p><u>Finance.</u></p>
<b>0318/28</b>	<p><b>Barclays Bank Account Closure.</b></p> <p>Money has been successfully transferred to UTB and Barclays accounts are now closed.</p>
<b>0318/29</b>	<p><b>Receipts.</b></p> <p>Barclays interest.</p>
<b>0318/30</b>	<p><b>Payments.</b></p> <p>Please can members authorise payments for February? A full schedule will be circulated at the meeting. Two signatories sign each invoice as per the auditor's recommendation.</p>
<b>0318/31</b>	<p><b>Balances And Bank Reconciliation.</b></p> <p>Reconciliation and balances held as of 28<sup>th</sup> February '18 to be presented at meeting.</p> <p><u>Planning.</u></p>
<b>0318/32</b>	<p><b>Planning Applications.</b></p>

	<p><b>S/0250/17/CW</b> Extension to existing waste transfer facility, used for the recycling and processing of inert construction materials to include concrete roadways, concrete pads, a wash facility, ancillary landscaping, workshop building (retrospective) and HGV parking area (retrospective).  Location: South of Worsted Lodge, A11, Little Abington, Cambridgeshire, CB22 3AX  Application by Dockerill Plant Hire Limited  Response by 5.03.2018 Extension granted by 12.03.2018</p>
<b>0318/33</b>	<b>Planning decisions.</b>
<b>0318/34</b>	<b><u>Correspondence.</u></b>
<b>0318/35</b>	<p><b>Items to report and inclusion in the next meeting.</b></p> <p><b>Date of next meeting 12<sup>th</sup> April 2018 at 7:30pm.</b></p> <p><b>PART II – CONFIDENTIAL INFORMATION`</b></p> <p><b>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.</b></p>
<b>0318/36</b>	<p><b>Adjustment of Clerk Hours.</b></p> <p>CiLCA qualification is almost complete and therefore hours need adjusting. Debate and decision required.</p>
<b>0318/37</b>	<p><b>Clerk Holiday.</b></p> <p>Clerk is unlikely to be able to take her eight hours of holiday leave before the 11th May. Council to consider allowing the Clerk to carry over eight hours into the following year. Debate and decision required.</p>

Signature *SBramley* 2<sup>nd</sup> March 2018.

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