

Babraham Parish Council: Minutes

Minutes of the Meeting held remotely on Zoom Thursday 6 May 2021

Meeting ID: 881 7948 9403

The meeting commenced at 19.00

Present remotely

Chair: Stuart Laurie

Councillors: Robert Attwood, Jane Goody, Charlotte Rogers

Mr Chapman

Hannah Thompson - Zero Carbon Project

Glyn Huskisson – to be co-opted

No members of the public.

Part I: Non-confidential information

2105/01 To receive and approve apologies for absence

Apologies were received from Cllr Peter McDonald

2105/09 Co-option for Vacancy this was decided to be dealt with earlier in the meeting.

Glyn Huskisson proposed by Cllr SL, seconded by Cllr JG. Unanimous agreement.

Glyn Huskisson was welcomed to the Parish Council

2105/02 To elect a Chairman of the Parish Council for the ensuing year

Cllr Laurie declared he was willing to stand: Cllr Attwood proposed and Cllr Huskisson seconded Cllr Laurie's election as Chair: Carried unanimously.

2105/03 To elect a Vice Chairman of the Parish Council for the ensuing year

Cllr Attwood declared he was willing to stand: Cllr Laurie proposed and Cllr Goody seconded Cllr Attwood's election as Vice Chair: Carried unanimously.

2105/04 For Councillors to sign their acceptance of office forms

Cllr SL to distribute to everyone for signing

2105/05 To elect Council representatives to outside bodies

Neighbourhood Plan- Cllr RA,

Local Liaison Project & Greater Cambridge Project – Cllr GH and Cllr JG

Zero Carbon Project Cllr RA to liaise with Hannah Thompson

Village Hall – Cllr SL.

2105/06 To receive members' declaration of interest for items on this agenda

None declared

2105/07 To sign and approve Minutes of Meeting dated 8th April 2021

The Minutes of 8th April 2021 were reviewed by Cllrs and approved unanimously.

2105/08 Exclusion of the public None was required.

2105/10 Public participation time: 15 minutes are allocated -no members of public present

Signed

Date

2105/11 Report from South Cambridgeshire District Councillor P McDonald

Cllr McDonald was unable to be present as he was involved in local elections. His report would be circulated to the Councillors.

2105/12 Report from Cambridgeshire County Councillor K Cuffley. Not present**2105/13 Report from Babraham Research Campus (BRC) representative**

1. River Granta: work done by Wildlife Trust/EAA has now been completed, there will be a press release soon, explaining what has been done and why. Blocks of willow have been distributed in the river to change the flow and route of water, this will direct it into the centre of the river allowing for gravel beds and reeds towards the edges. The fence will also be reinstated.
2. During the past year or so of lockdown, the Campus has been experiencing footfall where it shouldn't be – round conservation zones and farmland. Signage will be replaced and/or enhanced, additional fencing erected and security barriers put up after working hours.
3. Public Art. Some filming has been taking place, this will make the art available on the Campus website. There will be signs and information boards installed. Filming will continue in the near future.
4. Repairs are being carried out to the flint wall.

2105/14 Clerk's report

Cllr Laurie discussed the new Clerks contract. It was agreed that the hours would be 8 per week and the salary would be at Scale point 18.

Proposed by Cllr Laurie, seconded by Cllr Attwood, carried unanimously.

Clerk is taking the CiLCA course and also attending the meeting on the New Code of Conduct (already booked via Hinxton PC)

2105/15 Coronavirus

Nothing new to report, the Pub is still not open due to the wet weather.

2105/16 Insurance

Still awaiting quote from Came & Co , Clerk had sent chaser email to them. Clerk to follow this up

2105/17 Action Plan and Policies

These have now been reviewed and a vote was taken to approve Parish Council Action Plan and Policies. Proposed by Cllr Laurie, seconded by Cllr Attwood, carried unanimously.

Clerk to send Action Plan to Cllr Huskisson.

2105/18 Year End and Annual Governance and Accountability Return

This has now been submitted to External Auditors.

2105/19 Boundary review

This is going ahead; Cllr Laurie will set up a meeting with Redrow Homes re H/1:c

2105/20 Zero Carbon opportunities

We have received notification of payment of £9,835.00. Hannah Thomas to present a workplan as an appendix- what is to be done and when to invoice the PC for payments. Copies of all invoices will be required. An email was circulated regarding training for Net Carbon Now courses, Hannah has applied for this.

2105/21 Local Plan and local developments

There has been a call for sites, however with the new developments, this should mean that we have gone above the required number of houses asked for in our area, but it was questioned if the boundary change may mean that Babraham may now be asked to offer more sites? It was thought that the Local Plan was for the South Cambs are as a whole, so with this development and the Oak Lane site, we should have provided more than enough houses.

2105/22 Transport, traffic and planning

Cllr Huskisson has put together a proposal for the BPC to adopt as an objection to the Park and Ride and new Bus route. Cllr Laurie will read through this and see if any revisions needed. The lobbying needs to be done in May, it will be put before the Joint Committee in June and to the Executive Committee in July The proposal will also be sent to Robert Jenrick (S of S) and the shadow minister. Cllr Huskisson will liaise with Hannah, and then put to the BPC.

2105/23 Traffic calming

Babraham has been ranked second in the South area of LHI applications. Hopefully we will find out soon if we have been successful.

Babraham High St; Increased safety in Babraham High Street for pedestrians, cyclists and vehicles through reduced vehicle speeds from traffic-calming measures. Raised Features / Speed Limit - Install one single & four pairs of speed cushions along High Street. Single one to go next to existing give way feature. Install a new 20mph zone along High Street from the existing 30mph limit to the pub, moving the 30mph limit out of the village to where the existing cycle path ends. Cost, £24,000.31; Babraham PC, £19,000.00.

Actions: Clerk to contact Highways re 3 problems. 1 we have been informed that there have been reports of speeding near the H/1:b development, the speed signs are still covered by sacking. 2. The School Ahead sign is not flashing. 3. The pavement between the pub and the Cheveley Park Farm entrance is very dangerous, there are holes and trip hazards present. Water from the thatched roofs hit the pavement and cause it to break up and damage it.

2105/24 Street Lighting

Majority of lighting has now been replaced by LED lights. Clerk to monitor the bills and compare with last years to see if they are cheaper.

2105/25 Defibrillator

No update yet on how to ensure correct operation and maintenance of defibrillator.

2105/26 Neighbourhood Plan

NP Group applying for grant. Once this has been received, receipts and invoices need to be presented. Cllr Attwood to add names to Council website

2105/27 Future meetings, Annual Parish Meeting

As it is still not possible to meet in person, it was agreed that a Newsletter would be produced to notify the village of what has been happening instead. This is safer while we look into suitable premises for future meetings- Cllr Laurie will contact the school to see if we could have the room if we locked up the school ourselves, which would negate the need to have the caretaker on site.

Cllr Attwood agreed to publish the newsletter and asked for any reports to reach him by the end of May.

GCP report- Cllrs Huskisson and Goody

Neighbourhood Plan and Zero Carbon Grants- Hannah Thomas

School- Hannah

Church- Cllr Rogers

Wildlife -Cllr Goody.

FINANCE**2105/28 Receipts (as of 29th April 2021)**

Cllrs to note following receipts

SCDC	Zero-carbon grant	£9835.00
SCDC	Precept six-month H1 FY21/22	£8072.23

2105/29 Payments (as of 29th April 2021)

HMRC	Income tax, April	£83.40
Employee	Salary, April	£334.20
Employee	Travel, April	£13.41
Employee	Costs	£347.61 £347.61
Brookfield	Bins, March	£135.00
FRRFD	Friends Roman Road & Fleam Dyke 21-22	£30.00
Parish Noticeboard Co	Noticeboard	£2076.00
Codec Facilities	New bench	£557.00
Ionos: 3 DD	Mail and web services (Inv 16, 17 Apr)	£30.00
Haven: 3 DD	Electricity for lighting, all periods (Inv. 1 Apr)	£40.73
Total (as of 29 April 2021)		£3,299.74

A full list of payments will be circulated and reviewed at the meeting.

Cllrs to consider payments and, if minded, resolve to approve.

Cllr L propose Cllr A unanimous.

2105/30 Purchases (as of 29th April 2021)

Cllrs to consider the following purchases;

Cllr Laurie to look at the costs of a Mini library.

Need to anchor the new seat which will be sited near the Noticeboard, the present seat to be sited in the pocket park.

Signed

Date

2105/31 Balances and Bank Reconciliation

Balances held at 29 April 2021

Unity Current A/C balance	£122,619.08
Unity Savings A/C balance	£61,242.84
Total	£183,861.92

Cllrs to consider bank reconciliation and, if minded, resolve to approve

2105/32 Unity Bank and Bank Accounts

A new investment account to be opened at Cambridge Building Society. It was advised to check the licences to make sure that the new bank was not under the same umbrella finance institution.

Need to check signatories on bank accounts. Clerk to look into setting up internet banking

2105/33 Bookkeeping software

Clerk will arrange to attend training using the Scribe software.

2105/34 VAT reclaim

Clerk to submit a VAT reclamation.

PLANNING**2105/35 Planning Applications (as of 29th April 2021)**

[21/00635/HFUL](#): consultation period closed. 43 High Street Babraham CB22 3AG; Single storey front extension and conversion of existing double garage to create a music room and gym with shower room. Applicant, Mr & Mrs David & Ruth Rowland; Agent, Mr Stephen Clarke.

[20/01475/REM](#): consultation period closed. Land Adj 6 Blacksmiths Close Babraham Cambridgeshire. Approval of all matters reserved following outline planning permission S/2925/16/OL for a development of 1 no detached dwelling house with associated car parking. Applicant, David Oxley

2105/36 Planning Decisions (as of 29th April 2021)

None received

2105/37 Correspondence

None received

2105/38 Items to report and inclusion in the next meeting**History Boards**

Date of next meeting: **Thursday 10th June 2021 at 7.30pm**

2105/39 Part II: Confidential Information

None was required.

The meeting finished at 20.40

Signature: *Anne Charteris*. 8th May 2021