

# 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 **9 May 2019** at **6.30pm** for the purpose of considering and resolving the business as set out below.

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 the Public Participation Time.**

**Members: 5    Quorum: 3**

	<b>PART I – NON-CONFIDENTIAL INFORMATION</b>
<b>1905/01</b>	<b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b>
<b>1905/02</b>	<b>TO ELECT A CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR</b>
<b>1905/03</b>	<b>TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR</b>
<b>1905/04</b>	<b>FOR COUNCILLORS TO SIGN THEIR ACCEPTANCE OF OFFICE FORMS</b>
<b>1905/05</b>	<b>TO ELECT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES</b> Local Liaison Forum (LLF: currently Cllrs Goody and Attwood)
<b>1905/06</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> Members are reminded to declare any pecuniary or other interest in any item on this agenda at this point or at any point during the meeting.
<b>1905/07</b>	<b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 11 APRIL 2019</b> Copy circulated via email for information.
<b>1905/08</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>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b>
<b>1905/09</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b>
<b>1905/10</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b>
<b>1905/11</b>	<b>REPORT FROM Babraham Research Campus representative</b>
	<b>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</b>
<b>1905/12</b>	<b>Clerk's Report</b>

1905/13	<p><b>Year End and Annual Governance and Accountability Return</b>  Cllrs to review, comment on and approve, if agreed, available updated Year-End documentation and Annual Governance and Accountability Return (AGAR), circulated in advance.</p>
1905/14	<p><b>Corporate Governance return</b>  Cllrs to note auditor comments on return if received.</p>
1905/15	<p><b>PFHI</b>  Cllrs to note Clerk discussion with CCC Highways, including timelines, payment and proposed meeting.  Cllr Laurie to report on meeting with Parishioner and highways consultant.</p>
1905/16	<p><b>Meeting on GCP proposals with representatives from GCP and Mott Macdonald</b>  Cllrs to discuss responses from Andrew Munro (Project Manager GCP) and works proposals received 1 May 2019 for Highways.  Cllrs to discuss meeting with Mott Macdonald (partners with GCP) on works on A1307 and Park&amp;Ride.</p>
1905/17	<p><b>Wych Road</b>  Cllr Laurie to report on discussions with CCC Highways, supported by Cllr McDonald, on works to improve access to and use of Wych Road (Babraham High Street west of Sawston Road junction).</p>
1905/18	<p><b>Other traffic and transport</b>  Clerk to report on data access to speed monitoring system.  Clerk to report on actions on street-sweeping request.  Cllr Laurie to report on Rowley Lane works.</p>
1905/19	<p><b>S.106</b>  Cllrs to consider any information or decisions received on Heads of Terms for H/1:c S. 106 contributions and to resolve on response or actions.</p>
1905/20	<p><b>New developments</b>  Cllrs to review presentation by Huawei at former Spicer's site and other new and current developments that affect the Parish. Cllrs to resolve on any further actions in respect of H/1:b.</p>
1905/21	<p><b>Parish Boundary Review</b>  Cllrs to consider discussions on Parish Boundary Review, following Cllr McDonald's suggestion of a meeting with Jason Clerk.</p>
1905/22	<p><b>Defibrillator</b>  Clerk to report on discussions with The George and Greene King on formal approval of siting. Cllrs to discuss and agree next steps.</p>
1905/23	<p><b>Leases with UKRI on Pocket Park and Sports Field</b>  Clerk to report any response on work to obtain leases for amenity areas.</p>
1905/24	<p><b>Brookfield contract</b></p>

	<p>CLLrs to review, comment on and approve, if agreed, updated terms of contract with Brookfield for a two-year period.</p>																								
<b>1905/25</b>	<p><b>Neighbourhood Plan</b> Update from Cllr Attwood.</p>																								
<b>1905/26</b>	<p><b>Welcome to Babraham leaflet</b> Update from Cllr Attwood and Clerk.</p>																								
<b>1905/27</b>	<p><b>Website accessibility</b> Clerk and Cllr Walker to report on research into requirements and actions to meet new Accessibility Regulations effective from 22 September 2020.</p>																								
	<p><b>TO CONSIDER OTHER MATTERS</b></p>																								
	<p><b>FINANCE</b></p>																								
<b>1905/28</b>	<p><b>Receipts (as of 1 May 2019)</b> Precept payment by SCDC: £ 6127.50</p>																								
<b>1905/29</b>	<p><b>Payments due (as of 1 May 2019)</b> Payments to be circulated at meeting. Payments to hand:</p> <table> <tr> <td>YTB: payroll annual cost</td> <td>£144.00</td> </tr> <tr> <td>Cllr Laurie: Mower repair; Gog Magog</td> <td>£40.00</td> </tr> <tr> <td>HMRC: PAYE April 18</td> <td>£120.00</td> </tr> </table> <p>Clerk</p> <table> <tr> <td><i>Pay Nett April 2019</i></td> <td><i>£184.32</i></td> </tr> <tr> <td><i>Overtime Nett Nov-Mar</i></td> <td><i>£296.05</i></td> </tr> <tr> <td><i>A4 Paper</i></td> <td><i>£20.97</i></td> </tr> <tr> <td><i>Travel 59.6 miles</i></td> <td><i>£26.82</i></td> </tr> </table> <table> <tr> <td>Clerk: Total</td> <td>£528.42</td> </tr> <tr> <td>Babraham School: Hall Hire</td> <td>£14.25</td> </tr> <tr> <td>AED Locator Ltd: defibrillator</td> <td>£2,518.80</td> </tr> <tr> <td>CAPLC: membership &amp; GDPR services</td> <td>£225.02</td> </tr> <tr> <td><b>Meeting Total (as of 1 May 2019)</b></td> <td><b>£3,598.49</b></td> </tr> </table> <p>Clerk requests purchase of HP Yellow print cartridge, estimated cost £90, and three folders, estimated cost £15. CLLrs are asked to note Clerk appraisal and salary review next month.</p>	YTB: payroll annual cost	£144.00	Cllr Laurie: Mower repair; Gog Magog	£40.00	HMRC: PAYE April 18	£120.00	<i>Pay Nett April 2019</i>	<i>£184.32</i>	<i>Overtime Nett Nov-Mar</i>	<i>£296.05</i>	<i>A4 Paper</i>	<i>£20.97</i>	<i>Travel 59.6 miles</i>	<i>£26.82</i>	Clerk: Total	£528.42	Babraham School: Hall Hire	£14.25	AED Locator Ltd: defibrillator	£2,518.80	CAPLC: membership & GDPR services	£225.02	<b>Meeting Total (as of 1 May 2019)</b>	<b>£3,598.49</b>
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<b>1905/30</b>	<p><b>Balances and Bank Reconciliation at 30 April 2019</b> Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£21079.15</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60937.05</td> </tr> <tr> <td><b>Total</b></td> <td><b>£82016.20</b></td> </tr> </table>	Unity Current A/C balance	£21079.15	Unity Savings A/C balance	£60937.05	<b>Total</b>	<b>£82016.20</b>																		
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<b>1905/31</b>	<p><b>VAT Report</b> Clerk to report on VAT reclaim submitted in March 2019.</p>																								
<b>1905/32</b>	<p><b>Insurance</b></p>																								

	<p>CLlrs are asked to note the insurance renewal with Hiscox, received from Came and Co (brokers), circulated in advance. for information. Policy expires 31 May 2020.</p>
	<p><b>PLANNING</b></p>
<b>1905/33</b>	<p><b>Planning Applications (as of 1 May 2019)</b> S/1111/19/FL. Proposed Single Storey Side and Rear Extension; Churchfield House, Church Farm Barns, Sawston Road, Babraham; Mr &amp; Mrs Clayton-Payne. <b>Deadline for comment 7 May 2019</b></p>
<b>1905/34</b>	<p>S/4329/18/OL: Outline planning permission with all matters reserved for a phased, mixed use development comprised of up to 150,000 square metres of Gross External Area (GEA) of flexible employment uses including research and development, office and workspace and associated uses falling within Use Classes B1 (office, laboratories, light industry), B2 (general industrial) and B8 (Storage) uses; up to 1,500 residential dwellings (Use Class C3); supporting community uses and social infrastructure including a nursery (Use Classes D1); conference facility (Use Class D1) and associated hotel (Use Class C1); retail uses including shops (Use Class A1), restaurants and cafes (Use Class A3) and bars (Use Class A4); leisure uses (Use Class D2); landscape and public realm, including areas for sustainable urban drainage and biodiversity enhancements; energy centre and utilities; site access (vehicular, cyclist and pedestrian), car and cycle parking and highways improvements; early landscape and enabling works; and associated works. (This application is subject to an Environmental Impact Assessment); Wellcome Genome Campus Hinxton Saffron Walden, Cambridgeshire, CB10 1RQ; Wellcome Trust. <b>Deadline for comment: 20 May 2019</b></p>
<b>1905/35</b>	<p><b>Planning decisions (as of 1 May 2019)</b> None was received by this date.</p>
<b>1905/36</b>	<p><b>Correspondence</b> Sawston Neighbourhood Plan; Zero-carbon funding; SCDC Bulletins; ACRE Survey</p> <p><b>Items to report and inclusion in the next meeting</b></p> <p><b>Date of next meeting:</b> 13 June 2019 at 7:30pm</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> <p>Signature: <i>Don Powell</i>, 1 May 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>