

Babraham Parish Council

Minutes of the Meeting held at Babraham Primary School on Thursday 13 June 2019

The meeting commenced at 19.30.

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| Present | <p>Chair: Stuart Laurie Councillors: Robert Attwood, Jane Goody, Charlotte Rogers. One member of the public; a second joined at 19.45.</p> |
| 1906/01 | <p>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE Apologies were received from Cllr Walker.</p> |
| 1906/02 | <p>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA None was declared.</p> |
| 1906/03 | <p>TO SIGN AND APPROVE MINUTES OF MEETING DATED 9 MAY 2019 The Minutes were approved unanimously by those present and signed. The Minutes to the Annual Parish Meeting were approved unanimously by those present and signed.</p> |
| 1906/04 | <p>EXCLUSION OF THE PUBLIC It was resolved to take 1904/23 XXX??? We kept it in open meeting...</p> |
| 1906/05 | <p>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED A member of the public expressed appreciation for the central reservation cutting but expressed disappointment that a small area affecting visibility was left uncut.</p> |
| 1906/06 | <p>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald Written report received.</p> <p>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford No report was received.</p> |
| 1906/08 | <p>REPORT FROM Babraham Research Campus (BRC) representative No report was received.</p> <p>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</p> |
| 1906/09 | <p>Clerk's Report Clerk had no report not under Agenda items. Cllrs noted requirement to take the Corporate Governance Questionnaire before the AGAR on the Agenda, as required, and resolved to do so.</p> |
| 1906/10 | <p>Auditor Report and Year End Cllrs reviewed the Auditor Report emailed previously and noted the requirement to update the Budget, circulated previously. Cllr Attwood proposed approval of the Audit Report; Cllr Laurie seconded: approved unanimously. Cllrs reviewed the revised Budget.</p> |

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| | <p>Cllr Attwood proposed approval of the revised Budget; Cllr Laurie seconded: approved unanimously.</p> |
| <p>1906/11</p> | <p>Corporate Governance Questionnaire Cllrs reviewed the Corporate Governance Questionnaire, completed by Cllr Laurie, Chair. Cllr Attwood proposed approval of the Corporate Governance Questionnaire; Cllr Rogers seconded: approved unanimously.</p> |
| <p>1906/12</p> | <p>Annual Governance and Accountability Report (AGAR) Cllrs noted completion and signing of section 2 of the AGAR by the Clerk and reviewed the AGAR and associated documents. Cllr Attwood proposed approval of the AGAR, that it meets the criteria for 2018/19 and that the Council wishes to be an exempt authority; Cllr Goody seconded: approved unanimously. Signed and dated by Cllr Laurie, Chair.</p> |
| <p>1906/13</p> | <p>Clerk appraisal and salary Cllrs agreed the appraisal form presented by Clerk and that Cllrs Laurie and Walker would conduct the Clerk appraisal. Cllrs noted that the Clerk had been underpaid in 2018/19 and approved backpayment of FY18/19 scale with immediate effect and agreed to add underpayment to June schedule. Cllrs noted new salary scale, from 1 April 2019, and approved payment of new Salary scale with immediate effect, plus backpayment of April and May. Cllrs agreed to add underpayment to June schedule to a total estimated at £45.70.</p> |
| <p>1906/14</p> | <p>PFHI Cllrs discussed the PFHI and agreed that Cllrs Walker and Rogers would lead liaison with Josh Rutherford and arrange meeting with Josh Rutherford and Tam Parry.</p> |
| <p>1906/15</p> | <p>Meeting on GCP proposals with representatives from GCP and Mott Macdonald Cllrs noted the proposals for the CAM Metro route and Park&Ride presented by Andrew Munro and Joe Hitchcock. Cllrs noted that a filter lane might not be possible, but GCP are continuing to explore.</p> |
| <p>1906/16</p> | <p>Wych Road Cllr Laurie noted that, under 1906/14, meeting is to be arranged to discuss widening the Wych Road to provide good traffic flow. Cllrs resolved to explore all opportunities to explore widening: proposed by Cllr Laurie, seconded by Cllr Attwood; approved unanimously.</p> |
| <p>1906/17</p> | <p>Other traffic and transport <i>Speed sign data:</i> Clerk presented summary data suggesting that the median and mode speeds were in the collected range of 25—29 mph. Clerk and Cllr Walker to assess the data by doing a manual count on a ‘normal’ weekday. Street sweeping and lining: Clerk reported no action had been taken since a reply from John O’Brien on 22 May. Cllrs expressed extreme disappointment that no progress had been made since the initial request in February. Clerk to chase and discuss with Cllr Cuffley.</p> |
| <p>1906/18</p> | <p>A1307 Central reservation grass</p> |

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| <p>1906/19</p> | <p>Cllrs noted completed grass cutting and schedule from Dennis Vacher at SCDC.</p> <p>S.106 There was no further information on S.106 contributions.</p> |
| <p>1906/20</p> | <p>H/1:b Cllr Laurie explained the process of the Secretary of State 'calling in' planning applications, with reference to the H/1:b development: Cllrs resolved to support other Parishes if they propose this: proposed Cllr Laurie, seconded Cllr Rogers; approved unanimously.</p> |
| <p>1906/21</p> | <p>Huawei Clerk had not contacted Huawei for discussion on Huawei proposals: to provide for July meeting.</p> |
| <p>1906/22</p> | <p>New developments There were no developments to discuss.</p> |
| <p>1906/23</p> | <p>Parish Boundary Review Cllr Laurie reported that he attended Sawston PC Boundary review agenda item; clearly some opposed and some were in favour. The process is simpler if both Councils agree. Jason Clarke, Programme Manager at SCDC, commented at the meeting that there appeared to be a strong governance argument for a move of the boundary. Cllr Laurie was given leave to speak and opposed the movement of the boundary. Mr Clarke proposed a joint meeting of both Parish Councils: Jo Keeler (Sawston Clerk) to arrange.</p> |
| <p>1906/24</p> | <p>Defibrillator Cllrs noted Clerk attempts to clarify Listed Building status of George Inn extension, with no response from SCDC. Clerk to seek response from Planning or Heritage Officer. Cllrs noted repayment of Heartsafe cheque, with appropriate signatures. Clerk had received defibrillator (not cabinet). Clerk to seek electrical contractors once siting has been determined.</p> |
| <p>1906/25</p> | <p>Leases with UKRI on Pocket Park and Sports Field Cllr Laurie reported he and Clerk had met Dana Warboys, Head of Property and representatives of BBSRC and BRC to discuss coherent proposal for leases of BBSRC lands in the village. The BBSRC team will respond once they have considered the Council proposal.</p> |
| <p>1906/26</p> | <p>Brookfield contract Cllrs noted that several bins were being heavily used and require more frequent emptying: Cllr Goody to request improved service from Highways (A1307 northbound bin). If this cannot be delivered, Cllrs resolved to request more frequent service from Brookfield: Cllr Laurie proposed, Cllr Rogers seconded; approved unanimously.</p> |
| <p>1906/27</p> | <p>Neighbourhood Plan Cllr Attwood reported the team had drafted aims and policies and made good progress and will meet in the next few weeks to consolidate work.</p> |

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| 1906/28 | <p>Welcome to Babraham leaflet Cllr Attwood had prepared updated draft: Clerk to review.</p> | | | | | | | | | | | | | | | | | | | | |
| 1906/29 | <p>Rubbish near bus stop at BRC Cllrs noted removal of rubbish by BRC staff.</p> | | | | | | | | | | | | | | | | | | | | |
| 1906/30 | <p>Vegetation on verge Cllrs noted that Cllr Goody's request to clear near the bridge had been carried out.</p> | | | | | | | | | | | | | | | | | | | | |
| 1906/31 | <p>Street light out Cllr Laurie reported that the street light near 1, Oak Lane, was now repaired. He explained that CCC Highways had explained that they had adopted the road but not the lighting. Cllr Laurie had asked for repair and asked to adopt all lighting in Oak Lane. In future, if any lights fail, Highways will be the direct contact.</p> | | | | | | | | | | | | | | | | | | | | |
| 1906/32 | <p>Frimstone traffic Clerk reported had not contacted Frimstone on OGV traffic in village: to action for July meeting.</p> | | | | | | | | | | | | | | | | | | | | |
| TO CONSIDER OTHER MATTERS | | | | | | | | | | | | | | | | | | | | | |
| 1906/33 | FINANCE | | | | | | | | | | | | | | | | | | | | |
| 1906/34 | <p>Receipts None was received.</p> | | | | | | | | | | | | | | | | | | | | |
| 1906/35 | <p>Payments made</p> <table border="0"> <tr> <td>Brookfield</td> <td style="text-align: right;">£768.00</td> </tr> <tr> <td>Cllr Laurie (APM refreshments)</td> <td style="text-align: right;">£70.40</td> </tr> <tr> <td>HMRC: PAYE June 19</td> <td style="text-align: right;">£46.20</td> </tr> <tr> <td colspan="2"><i>Clerk</i></td> </tr> <tr> <td style="padding-left: 20px;"><i>Pay Nett May 2019</i></td> <td style="text-align: right;"><i>£184.44</i></td> </tr> <tr> <td style="padding-left: 20px;"><i>HP Printer cartridge</i></td> <td style="text-align: right;"><i>£85.20</i></td> </tr> <tr> <td style="padding-left: 20px;"><i>Folders</i></td> <td style="text-align: right;"><i>£13.97</i></td> </tr> <tr> <td style="padding-left: 20px;"><i>Travel 15.2 miles</i></td> <td style="text-align: right;"><i>£6.84</i></td> </tr> <tr> <td>Clerk: Total</td> <td style="text-align: right;">£290.45</td> </tr> <tr> <td>Meeting Total (as of 13 June 2019)</td> <td style="text-align: right;">£1,175.05</td> </tr> </table> <p>Cllrs noted new cheque in favour of AED Locator Ltd for defibrillator of £2,518.90 to replace refused cheque.</p> | Brookfield | £768.00 | Cllr Laurie (APM refreshments) | £70.40 | HMRC: PAYE June 19 | £46.20 | <i>Clerk</i> | | <i>Pay Nett May 2019</i> | <i>£184.44</i> | <i>HP Printer cartridge</i> | <i>£85.20</i> | <i>Folders</i> | <i>£13.97</i> | <i>Travel 15.2 miles</i> | <i>£6.84</i> | Clerk: Total | £290.45 | Meeting Total (as of 13 June 2019) | £1,175.05 |
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| 1906/36 | <p>Balances and Bank Reconciliation at 31 May 2019</p> <p>Balances held</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Unity Current A/C balance</td> <td style="text-align: right;">£19,538.41</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td style="text-align: right;">£ 60,937.05</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£80,475.46</td> </tr> </table> | Unity Current A/C balance | £19,538.41 | Unity Savings A/C balance | £ 60,937.05 | Total | £80,475.46 | | | | | | | | | | | | | | |
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| Total | £80,475.46 | | | | | | | | | | | | | | | | | | | | |
| 1906/37 | <p>Zero-carbon funding Clerk had not provided report: to produce for July meeting.</p> | | | | | | | | | | | | | | | | | | | | |
| 1906/38 | Unity Bank | | | | | | | | | | | | | | | | | | | | |

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| <p>1906/39</p> | <p>Clerk had informed Cllrs about need to renew signatories: Cllrs to provide information to reactivate signatories.</p> <p>VAT Report Clerk had received no information on VAT reclaim for 2017-18 from HMRC. Clerk to chase and to prepare claim for 2018-19.</p> <p>PLANNING</p> <p>Planning Applications</p> |
| <p>1906/40</p> | <p>Cllrs noted objections and comments reviewed by email and, receiving a majority in support, on S/1583/19/FL, Hard-standing at The George Inn and S/4329/18/OL, Wellcome outline planning permission. Cllrs noted no recommendation on S/1520/19/AD, sign at The George Inn with correction of errors in Application.</p> |
| <p>1906/41</p> | <p>Planning decisions None was received.</p> |
| <p>1906/42</p> | <p>Correspondence Clerk had received an email from The George Inn about future events. Cllr Rogers outlined requirements for The George on holding events. Clerk presented update to the Electoral roll.</p> <p>Other items</p> <p>Items to report and inclusion in the next meeting</p> <ul style="list-style-type: none"> • Withdrawal of Services for Managing Street Lighting Energy for District and Parish Council Street Lights: notification from Cllr Cuffley. <p>Meeting closed at 20.59.</p> <p>Date of next meeting (please note change of date): Tuesday 9 July 2019 at 7:30pm</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. None was required.</p> <p>Signature: <i>Don Powell</i>, 2 July 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p> |