

Babraham Parish Council Minutes

Minutes of the Meeting held online at Zoom (<https://us02web.zoom.us/j/623754561>,

Meeting ID: 623 754 561) on Thursday 9 April 2020

The meeting commenced at 19.30

Present remotely	<p>Chair: Stuart Laurie Councillors: Robert Attwood, Jane Goody (from 19:35), Charlotte Rogers (from 19:33), Gareth Walker Cllr Cuffley, Cllr McDonald One member of the public</p>
2004/01	<p>To receive and approve apologies for absence Mr Chapman sent his apologies.</p>
2004/02	<p>To receive members' declaration of interest for items on this agenda None was declared.</p>
2004/03	<p>To sign and approve minutes of meeting dated 12 March 2020 The Minutes were approved unanimously by those present remotely, and signed.</p>
2004/04	<p>Exclusion of the public None was required.</p>
2004/05	<p>Public participation time – 15 minutes allowed None was required.</p>
2004/06	<p>Report from South Cambridgeshire District Councillor P McDonald Cllr McDonald's report was received in advance. He mentioned the SCDC patch lists of responsibilities across the district. He also highlighted: business support; business rate relief (and the large numbers of applications); council tax relief; payment plans; precept paid as two quarters in first half of year; self-employed relief; movement of staff to support critical activities, such as rates.</p>
2004/07	<p>Report from Cambridgeshire County Councillor K Cuffley and R Hickford Cllr Cuffley highlighted: the CCC Coronavirus hub, with five districts; Council is practicing distancing in essential maintenance works; schools and meals are available for key workers and vulnerable children, including working over the coming Easter break; children are provided with a £15 voucher; Council is using virtual meetings; Annual Parish meetings can be deferred; Zoom is offering a discount on council subscriptions.</p>
2004/08	<p>Report from Babraham Research Campus (BRC) representative Mr Chapman had reported that: the campus is still open for those who need to attend work; however, BBT has introduced a work from home policy for all within BBT who can; a small cohort of staff remains on campus to carry out operations required to keep the campus open and to maintain safety and security of the site; campus has a larger cohort of staff on call and ready to respond to emergencies. The Institute and tenant companies are following different degrees of business interruption; all are reducing on-site presence to the minimum; there is some experimental work that has to be brought to a halt over a period of time and cannot be shutdown immediately and others that cannot be halted at all. Government, under UKRI (for public bodies) and the BIA (for commercial bodies) has identified that there are essential elements of research in the healthcare sector that should remain functional, hence a level of operations still continuing on site.</p>

2004/09	<p>Clerk's Report</p> <p>Clerk's report is covered in Agenda items.</p> <p>Chair asked that item 2004/13 Policies be covered after 2004/10 Coronavirus: this was done, but items are Minuted below as under their original designations.</p>
2004/10	<p>Coronavirus</p> <p>Cllr Laurie noted with regret the death of Professor Michael Wakelam, Director of Babraham Institute: he expressed the sadness of Babraham Parish Council. An electronic book of remembrance was launched by the Institute.</p> <p>Cllrs were not aware of confirmed cases or deaths in the village with Coronavirus: no Parishioners had contacted the Clerk for assistance. Cllr Rogers noted that the village Facebook pages seems to be active in gathering Parishioners: Cllr Laurie asked Cllr Rogers to inform the Council of actions it might take, raised on Facebook, to support the Parish. Cllr Laurie noted the village included 35 vulnerable people: Parish Council information was posted to each. Cllr Laurie will receive hand sanitiser and disposable gloves to support works.</p> <p>The Council has identified three volunteers from its email.</p> <p>Cllrs discussed measures they should take to reduce transmission, to protect Parishioners and stem the spread of Coronavirus. Cllrs discussed taping benches to discourage their use, but were informed experience in other Councils suggested that removal of the tape was very common. Cllrs discussed the numbers of people driving to the village to walk dogs in the context of current guidance on not to drive for exercise and to stay at home if possible; guidance for those walking dogs for others is to walk from the persons' home. Cllrs agreed to post signs asking publics to adhere to current government guidance and regulations and not to travel unless their journey is essential. It was agreed that Cllr Attwood would contact the Police to prepare the signage.</p>
2004/13	<p>Review Policies, Asset Register and Action Plan</p> <p>Cllrs discussed and reviewed the following documents:</p> <ul style="list-style-type: none"> • Risk Register • Asset Register • Action Plan 2020-24. <p>Cllrs reviewed the following Policies:</p> <ul style="list-style-type: none"> • Disciplinary & Grievance Policy • Publication Scheme • Privacy notice • Standing Orders <p>Approval of all documents was taken together: proposed by Cllr Laurie, seconded by Cllr Attwood; carried unanimously.</p>
2004/11	<p>Audit</p> <p>Clerk noted that Council could delay the Audit if required: the Clerk would prefer to try to maintain the current schedule if possible. Clerk has circulated a list of the documents required for internal audit: most are available. Clerk had circulated</p> <ul style="list-style-type: none"> • Corporate Governance Questionnaire • Action Plan • Cashbook for year end • Standing Orders • Risk Assessment • Insurance renewal • Budget and expenditure for year end

	Cllr Laurie had completed the Corporate Governance Questionnaire and proposed signing the completed return: Cllr Rogers seconded; carried unanimously.																																		
2004/12	Insurance	Cllrs had received a copy of the insurance renewal invitation from Came & Co.; Clerk noted that the value of one asset – the northbound bus shelter – had increased by around £300: Cllrs agreed to submit for renewal on that basis.																																	
2004/14	Traffic and transport	Cllrs noted that all Highways were on hold, including the works to improve the A1307.																																	
2004/15	Street Lighting	Cllr Laurie had recorded all street lights in the village: Clerk to compare to inventory provided by Cambridgeshire County Council. The light outside Chalgrove House is permanently on; Clerk to contact CCC. The light near The George Inn is obscured by a yew tree: Clerk to contact owner on behalf of Council as advised by Cllr Cuffley. Council agreed to take actions: proposed by Cllr Laurie, seconded by Cllr Rogers; carried unanimously.																																	
2004/16	Defibrillator	Cllr Attwood reported the defibrillator was working and registered with East of England Ambulance Trust. Cllr Attwood noted the need for a spare set of pads: these are added for approval in Purchases. Cllr Rogers asked about inspection and records: Clerk had asked Heartsafe about register and records: C Clerk to check with EEAT for records required.																																	
2004/17	Council, Annual Council and Annual Parish Meeting	Cllrs discussed the Annual Parish Meeting and decided that, unless required, the Council would not hold a meeting this year. Council will hold its Annual Meeting in May: to conduct annual business including electing the Chair and vice Chair, in the expectation this will be a remote meeting.																																	
	FINANCE																																		
2004/18	Receipts (as of 8 April 2020)	£60.95 interest was received. Clerk had informed Cllrs by email that the precept payment will be made as two quarters in April and July.																																	
2004/19	Payments (as of 8 April 2020)	<table> <tr> <td>Brookfield</td> <td>Bins, March</td> <td>£279.00</td> </tr> <tr> <td>SLCC</td> <td>Membership</td> <td>£92.00</td> </tr> <tr> <td>AED Defibrillator</td> <td>Spare pads</td> <td>£130.68</td> </tr> <tr> <td>HMRC</td> <td>Tax</td> <td>£65.00</td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Salary Mar</i></td> <td><i>£260.12</i></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Travel Mar</i></td> <td><i>£3.42</i></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Zoom A/C one year</i></td> <td><i>£143.88</i></td> </tr> <tr> <td>Don Powell</td> <td>Costs</td> <td>£407.42</td> </tr> <tr> <td>Ionos (Direct Debit)</td> <td>Mail and web services</td> <td>£24.00</td> </tr> <tr> <td>Unity Bank</td> <td>Service Charge</td> <td>£18.00</td> </tr> <tr> <td></td> <td>Meeting total</td> <td>£1,016.10</td> </tr> </table> <p>Cllrs examined and approved invoices, payments and signed cheques where required.</p>	Brookfield	Bins, March	£279.00	SLCC	Membership	£92.00	AED Defibrillator	Spare pads	£130.68	HMRC	Tax	£65.00	<i>Don Powell</i>	<i>Salary Mar</i>	<i>£260.12</i>	<i>Don Powell</i>	<i>Travel Mar</i>	<i>£3.42</i>	<i>Don Powell</i>	<i>Zoom A/C one year</i>	<i>£143.88</i>	Don Powell	Costs	£407.42	Ionos (Direct Debit)	Mail and web services	£24.00	Unity Bank	Service Charge	£18.00		Meeting total	£1,016.10
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2004/20	Purchases																																		

	<p>Cllrs had approved purchase of Zoom account for remote meeting by email. Clerk ordered online.</p>						
2004/21	<p>Balances and Bank Reconciliation at 1 April 2020</p> <p>Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£10,922.52</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61,181.83</td> </tr> <tr> <td>Total</td> <td>£72,104.35</td> </tr> </table> <p>Cllrs examined and approved the cashbook reconciliation with bank statements.</p>	Unity Current A/C balance	£10,922.52	Unity Savings A/C balance	£61,181.83	Total	£72,104.35
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2004/22	<p>Unity Bank</p> <p>Clerk had completed application to add Cllr Rogers to online authorised signatory: three Cllrs required to sign the application.</p>						
2004/23	<p>Bookkeeping software</p> <p>Clerk had not purchased Xero, as approved January 2020, 2001/34: to do so during April.</p>						
2004/24	<p>PLANNING</p> <p>Planning Applications</p> <p>S/4241/19/FL: Deadline passed; 7 April 2020; 5 Cambridge Road Babraham Cambridge Cambridgeshire CB22 3AF, Construction of 2 Storey Rear/ Side Extension and internal alterations.</p>						
2004/25	<p>Planning decisions (as of 1 April 2020)</p> <p>Cllrs noted that the Secretary of State had rejected the appeal by SmithsonHill, AgriTech and others for development on lands near the A505.</p>						
2004/26	<p>Correspondence</p> <p>Cllrs received collected email correspondence on 20, 24, 27, 30 March and 2 April. Cllrs noted especially:</p> <ul style="list-style-type: none"> • Government advice on meetings • Audit timetable • Closure of road projects • SCDC has five-year housing supply: Cllr Cuffley emphasised that the Coronavirus pandemic made all such calculations unreliable • Green bin collection cancelled • LHI process dates 1 April to 31 May 2020 • SCDC bulletins 						
2004/27	<p>Items to report and inclusion in the next meeting</p> <p>Cllr Laurie asked if there might be a report on the Neighbourhood Plan</p> <p>Cllr Laurie thanks all Cllrs for participating and contributing to the first online Parish Council meeting.</p> <p>The meeting closed at 20:28.</p> <p>Date of next meeting: Thursday 14 May 2020 at 7:30pm</p>						
2004/28	<p>Part II: Confidential Information</p> <p>No discussion was required.</p> <p>Signature: <i>Don Powell, 29 April 2020</i></p> <p>Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>						