

Babraham Parish Council

Held at Babraham Primary School on Thursday 14 March 2019

The meeting commenced at 19.30

Present	<p>Chair: Stuart Laurie Councillors: Robert Attwood, Jane Goody, Gareth Walker, Charlotte Rogers. Cllrs Kevin Cuffley (left at 20.15), Peter McDonald (left at 20.10). Ms Sam Davies (for item 1903/09). Four members of the public.</p>
1903/01	<p>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE None was received.</p>
1903/02	<p>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA None was declared.</p>
1903/03	<p>TO SIGN AND APPROVE MINUTES OF MEETING DATED 14 FEBRUARY 2019 The Minutes were approved unanimously by those present and signed</p>
1903/04	<p>EXCLUSION OF THE PUBLIC No matters required exclusion.</p>
1903/05	<p>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED Member raised the condition of village gutters and drains, and explained that the website states works should be carried out quarterly. Clerk had contacted John O'Brien at CCC (1903/16), who is seeking contact. Cllr Cuffley reported that drains and gullies are the responsibility of CCC, whereas sweeping works are the responsibility of SCDC. Cllr Cuffley will take up.</p>
1903/06	<p>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald Cllr McDonald highlighted two Babraham-specific items: the SCDC business plan has been approved; Cllr McDonald noted that SCDC seeks 25% of income from investments: this might develop from space made available for small and growing businesses. SCDC deficit last year was £0.5M, which will be addressed. Council Tax rates are planned to increase in line with inflation. Cllr McDonald raised the SCDC cross-party Brexit group to provide information especially small- to medium-size businesses. Cllr McDonald highlighted a meeting on H/1:b next week: Planners will meet the developers on Monday 18 March. Cllr McDonald has the view that the proposal of 158 dwellings is too high and has a set of questions for the meeting, but welcomes additional questions from Babraham Parish Council. Allocation of S.106 funds has been proposed, but not decided between Sawston and Babraham Parishes. Cllr McDonald explained that capacity in the SCDC Planning Department is a concern, with the challenge of rewards from the private sector: Steven Kelly is examining resourcing for the Planning Department.</p>
1903/07	<p>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford Cllr Cuffley's report was received: in discussion he specifically mentioned Older People's Day Services and asked if Cllrs had suggestions. He reported that usage of Park & Ride was 15% higher, but was not currently solving transport challenges.</p>

	<p>Cllr Cuffley urged the Parish Council to comment on the E-W railway. Cllr Laurie asked about impact of the E-W rail on the local areas: Cllr Cuffley replied that travel to reach the station(s) could cause additional congestion.</p> <p>Cllr Attwood asked about actions and timing on works on the A1307: Cllr Cuffley replied that an autonomous bus route had been chosen and that a Working Group is being set up amongst affected parishes. There are sensitive issues of Green Belt land. Cllr Tony Orgee is Chair of the Local Liaison Forum and able to provide an update: Cllr Attwood will contact to clarify.</p> <p>Cllr Cuffley reported that the Feasibility Report for GCP “concluded that the Babraham Road site is the most favourable and it is recommended that this site should be progressed to the next stage of Public Consultation and Preliminary Design.” [Details in RTH Sawston Feasibility Report at https://www.greatercambridge.org.uk/transport/transport-projects/rural-travel-hubs/.] The proposals include at least 46 parking spaces.</p> <p>Cllr Cuffley also recommended that Cllrs complete the GCP questionnaire on ‘Choices for Better Journeys’. Cllrs are considering developments at Uttlesford, Genome Campus, Granta Park and the A505 along with other work.</p>
1903/08	<p>REPORT FROM Babraham Research Campus (BRC) representative No report was received.</p>
	<p>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</p>
1903/09	<p>‘Beacon Forest’ proposal</p> <p>Ms Davies outlined the 350-acre Beacon Forest proposal and its benefits: to convert the site to mixed woodland and chalk downland; to seek support from business community; and to contribute to the community. The team have received strong support to date. Ms Davies explained that CCC seeks a commercial return; the Beacon team need to demonstrate that the project is feasible through grants and local business contributions. Ms Davies explained that maintenance will be a combination of volunteer and commercial activities, such as team-building events. In a similar scheme, Heartwood Forest, 600,000 trees were planted, most by volunteers. They hope to bid before the site tenancy renewal in January 2020.</p> <p>Cllr Attwood asked about access and isolation of the site. Ms Davies replied that access will be a long approach, but it does create a valuable amenity that would attract visitors.</p> <p>Cllr Cuffley asked what is the gain, given that the site is already green space. Ms Davies replied that conversion of arable to woodland culture increases carbon sequestration: the scheme is approved by Carbon Neutral Cambridge.</p> <p>The team do not seek stewardship by the Woodland Trust, for example, but seek a Cambridge grass roots success story. Cllr Laurie mentioned that Cllrs were broadly in favour and asked what the team would seek from the Parish Council: Ms Davies replied that a declaration of support, subject to further detail, would help the scheme.</p>
1903/10	<p>Clerk’s Report</p> <p>Clerk’s leave dates were circulated previously: they include the Annual Parish Meeting and Thursday 9 May meeting.</p> <p>Clerk, Cllr Laurie and Cllr Attwood attended Parish Planning Training on 7 March at SCDC, which provided information on Material Considerations and discussions with Planning staff.</p>

1903/11	<p>Risk Register Cllrs reviewed the Risk Register: Clerk highlighted aspects for improvement. Cllrs requested Clerk to review and update Asset Register for April meeting.</p>
1903/12	<p>Standing Orders Review Cllrs reviewed and approved the Standing Orders, circulated in advance, updated in line with guidance from National Association of Local Councils.</p>
1903/13	<p>H1 Planning and Developments Clerk had submitted Council's objection, circulated by email and approved by vote, to the amendments to H/1:b. No response received.</p>
1903/14	<p>S.106 Cllrs noted the reply from Clerk to Mr Fisher.</p>
1903/15	<p>PHFI Cllrs reviewed the PHFI proposal from CCC, noting total costs of £19,507.96 plus VAT. Cllrs noted budget allocation of £15,000 for this project in 2019-20, with additional earmarked reserves of £12,000 for PHFI works. Cllr Laurie proposed and Cllr Rogers seconded accepting the proposal with variance of 10%: carried unanimously. Cllr Laurie to contact Mr Chapman of BRC to investigate Campus support and financial support for proposal.</p>
1903/16	<p>Other traffic and transport Clerk had contacted Dennis Vacher and John O'Brien about proposed speed limits (20 mph in village, 40 mph on Sawston Road) and weight restrictions on OGV traffic (6 March 2019) and chased for reply on 13 March. Clerk contacted Dennis Vacher and John O'Brien for contact at SCDC to encourage street sweeping (6 March 2019) and chased: Mr O'Brien has contacted the department for help with our request. Clerk had received email from Parishioner, circulated in advance, on hazards and possible controls at western edge of Parish: Cllr Laurie will contact the Parishioner to explore concerns and actions. Cllr Walker will contact support on update to village speed-monitoring system.</p>
1903/17	<p>Allotments Cllr Laurie and Clerk met Steve Mumford of Cheveley Park Farms, who will examine legal aspects and possible space to best provide allotments. Council current proposal is for plots of 10 m x 8 m. Clerk had drafted a survey for Parish email list.</p>
1903/18	<p>Neighbourhood Plan Babraham NP team met and are preparing a framework: they will meet again on 18 March 2019. Cllr Attwood proposed a mini-exhibition of activities at the Village Breakfast. Cllr Walker will mail the Parishioner list and add to the website to announce the event.</p>
1903/19	<p>Defibrillator</p>

	<p>Cllr Laurie had contacted the George Inn and left messages with two Greene King contacts but received no reply. Cllr Laurie to chase and liaise with George Inn licensee.</p>
1903/20	<p>Village event Council previously approved £500 for event on 6 April 2019: Cllr Laurie and two Parishioners are organising. Cllrs Laurie and Walker to develop more for publicity to increase interest.</p>
1903/21	<p>Leases with UKRI on Pocket Park and Sports Field Clerk had sent plans for the sites (8 February 2019) to BBSRC: received reply asking for our timescales: they will be discussed at BBSRC meeting 18 March 2019.</p>
1903/22	<p>Tree works Cllr Rogers reported the works had been carried out satisfactorily and the Jonas Webb statue was now clear.</p>
1903/23	<p>Litter and dog bins Clerk had contacted Brookfield to add resited bin (email summary circulated 11 March 2019): they will inform us of any change in costs. Cllrs to note contract expires 31 March 2019: Brookfield will continue service until Cllrs can review and decide at April meeting. Cllr Laurie expressed thanks to GA Groundworks for moving the waste bin. The bin at Oak Lane must be relabelled as dog/waste. Cllr Goody had received no reply from Michael Parsons (CCC Highways) to Council's request on A1307 bins.</p>
1903/24	<p>Welcome to Babraham leaflet Clerk to update draft for April meeting.</p>
1903/25	<p>Babraham Newsletter No issue due: this item will be added when required.</p>
1903/26	<p>Website accessibility Clerk and Cllr Walker will research and report in next two months on requirements to meet new Accessibility Regulations (informed by SLCC) effective from 22 September 2020.</p>
1903/27	<p>Big Lunch/Great Get Together, June 2019 Cllr Laurie excused himself: Cllr Walker took the Chair. Cllrs discussed the proposals, but felt the Village event already funded and supported would fulfil Parish efforts this year. Cllrs agreed that our own event would fulfil the CCC aim of bringing "neighbours together, including those who might be more isolated, to share food, have fun and get to know each other better." Cllr Laurie resumed Chair at end of item 1903/27.</p>
	<p>TO CONSIDER OTHER MATTERS</p>
	<p>FINANCE</p>
1903/28	<p>Receipts</p>

<p>1903/29</p>	<p>No receipts were received in this period.</p> <p>Payments</p> <table border="1"> <thead> <tr> <th>Chq No</th> <th>Payee, Purpose</th> <th>Supplier</th> <th>Gross</th> <th>Nett</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>300058</td> <td>Adam Lewis,</td> <td>Tree surgery</td> <td>£336.00</td> <td>£280.00</td> <td>£56.00</td> </tr> <tr> <td>300059</td> <td>GA Construction,</td> <td>Dog bin installation</td> <td>£274.87</td> <td>£229.06</td> <td>£45.81</td> </tr> <tr> <td>300060</td> <td>HMRC,</td> <td>PAYE & NIC Jan 18</td> <td>£46.20</td> <td></td> <td></td> </tr> <tr> <td>300061</td> <td>Don Powell,</td> <td>Total</td> <td>£204.13</td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Don Powell, Salary</i></td> <td></td> <td><i>£184.44</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Don Powell, Travel</i></td> <td></td> <td><i>£1.71</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>Don Powell, Stationery, WH Smith</i></td> <td></td> <td><i>£17.98</i></td> <td><i>£16.65</i></td> <td><i>£1.33</i></td> </tr> <tr> <td>300062</td> <td>Babraham CofE School,</td> <td>Hall Hire</td> <td>£14.25</td> <td></td> <td></td> </tr> <tr> <td>300063</td> <td>Cambs CC,</td> <td>Street Lighting</td> <td>£456.07</td> <td></td> <td></td> </tr> <tr> <td>300064</td> <td>GA Construction,</td> <td>bin moving</td> <td>£24.00</td> <td>£20.00</td> <td>£4.00</td> </tr> <tr> <td></td> <td>Meeting Total</td> <td></td> <td>£1,355.52</td> <td></td> <td></td> </tr> <tr> <td></td> <td><i>VAT to reclaim</i></td> <td></td> <td><i>£107.14</i></td> <td></td> <td></td> </tr> </tbody> </table>	Chq No	Payee, Purpose	Supplier	Gross	Nett	VAT	300058	Adam Lewis,	Tree surgery	£336.00	£280.00	£56.00	300059	GA Construction,	Dog bin installation	£274.87	£229.06	£45.81	300060	HMRC,	PAYE & NIC Jan 18	£46.20			300061	Don Powell,	Total	£204.13				<i>Don Powell, Salary</i>		<i>£184.44</i>				<i>Don Powell, Travel</i>		<i>£1.71</i>				<i>Don Powell, Stationery, WH Smith</i>		<i>£17.98</i>	<i>£16.65</i>	<i>£1.33</i>	300062	Babraham CofE School,	Hall Hire	£14.25			300063	Cambs CC,	Street Lighting	£456.07			300064	GA Construction,	bin moving	£24.00	£20.00	£4.00		Meeting Total		£1,355.52				<i>VAT to reclaim</i>		<i>£107.14</i>		
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<p>1903/30</p>	<p>Balances and Bank Reconciliation at 31 February 2018</p> <p>Balances held</p> <table border="1"> <tbody> <tr> <td>Unity Current A/C balance</td> <td>£17841.87</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60877.01</td> </tr> <tr> <td>Total</td> <td>£78718.88</td> </tr> </tbody> </table>	Unity Current A/C balance	£17841.87	Unity Savings A/C balance	£60877.01	Total	£78718.88																																																																								
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<p>1903/31</p>	<p>Preparation for Year End</p> <p>Clerk had circulated email from Auditing Solutions Ltd (26 February) on our financial records and preparation for Year End. Clerk circulated PKF Littlejohn (AGAR auditor) email: mechanisms to claim exemption to be issued in March.</p>																																																																														
<p>1903/32</p>	<p>VAT Report</p> <p>Clerk reported that Auditing Solutions suggested claiming VAT of £365.88 still due from 2017-18; Clerk had submitted claim to HMRC.</p> <p>Auditing Solutions advised Council to claim VAT due for 2018-19 at year end: total at 28 February is £623.44.</p>																																																																														
<p>1903/33</p>	<p>Council-owned Lawnmower and Strimmer</p> <p>Cllrs discussed disposal of this asset and agreed to review at future meeting as a part exchange for allotment equipment, subject to valuation.</p>																																																																														
<p>1903/34</p>	<p>Street Lighting</p> <p>Clerk received invoice (previously sent to wrong address) of £456.07, which had been added to payments for meeting (1903/29).</p>																																																																														
<p>1903/35</p>	<p>PLANNING</p> <p>Planning Applications</p>																																																																														
<p>1903/35</p>	<p>S/3729/18/FL: Land to the North of Babraham Road - Hill residential. Suite of amended documents, accessible 20 February 2019.</p> <p>Cllrs objected to the proposal and submitted Material Considerations to SCDC on 4 March 2019.</p>																																																																														
<p>1903/36</p>	<p>Planning decisions</p>																																																																														

1903/37	<p>S/0172/19/NM: Stable Cottage, High Street, Babraham, Cambridge, CB22 3AG: Decision to permit movement of roof light.</p> <p>S/4743/18/FL: Permission for New HV compound, Transformer and LV compound in screened enclosure together with associated footpaths. Babraham Research Campus, Babraham, Cambridge, Cambridgeshire, CB22 3AT; Chris Chapman, BBT.</p> <p>Correspondence Cllrs noted correspondence circulated previously: update to Register of Electors (6 March); CCC note about surface works on 'Wool Street' alongside Wandlebury; email from Cllr Cuffley (28 February) asking Cllrs to complete the Greater Cambridge Partnership survey on proposals for a future public transport network and ways to reduce congestion; SCDC note about Waterbeach New Town; SCDC adoption of Gt Abington Former Land Settlement Neighbourhood Plan.</p> <p>Items to report and inclusion in the next meeting Cllrs to discuss bin, grass-cutting and maintenance contract. Clerk to update and present Asset Register. Clerk and Cllr Laurie to complete AGAR submission. Cllrs to review draft Action Plan. Chair to complete Corporate Governance review. Clerk to prepare requirements for Year End and Cllrs to review if completed.</p> <p>The Meeting closed at 21.06</p> <p>Date of next meeting: 11 April 2019 at 19.30.</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>, 1 April 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>
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