

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 **11 April 2019** at **7.30pm** 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

	PART I – NON-CONFIDENTIAL INFORMATION
1904/01	TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE
1904/02	TO RECEIVE MEMBERS’ DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA 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.
1904/03	TO SIGN AND APPROVE MINUTES OF MEETING DATED 10 JANUARY 2019 Copy circulated via email for information.
1904/04	EXCLUSION OF THE PUBLIC To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
1904/05	PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED
1904/06	REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald
1904/07	REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford
1904/08	REPORT FROM Babraham Research Campus (BRC) representative
	TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES
1904/09	Clerk’s Report
1904/10	Insurance Quotation Cllrs to note request for Insurance renewal and to review and approve, if agreed, renewal of Insurance provision.
1904/11	Allotment guidance Cllrs to note and review guidance on allotments and legal requirements circulated previously.

1904/12	<p>H1 Planning and Developments Cllrs to consider developments and reports on SCDC Planning Meeting and other meetings held on H/1:b.</p>
1904/13	<p>S.106 Cllrs to consider any required action on proposal from Mr Fisher (SCDC S.106 Officer) and to resolve on response.</p>
1904/14	<p>Meeting on GCP proposals with representatives from GCP and Mott Macdonald Cllrs to discuss meeting with Andrew Munro (Project Manager GCP) on 4 April. Cllrs to note meeting proposed by Mott Macdonald (partners with GCP), concerning A1307 and Park&Ride discussions, will be held at a later date: Cllrs to discuss Council position from available information.</p>
1904/15	<p>PHFI Cllrs to note agreement to pay invoice and reply (if any) from CCC Highways, including proposed timelines.</p>
1904/16	<p>Other traffic and transport Cllrs to note discussions and responses on speed and weight restrictions. Cllr Walker to report on update to speed monitoring system. Clerk to report on actions on street-sweeping request.</p>
1904/17	<p>Neighbourhood Plan Update from Cllr Attwood.</p>
1904/18	<p>Defibrillator Chair to report on discussions with The George and Greene King on formal approval of siting. Cllrs to discuss and agree next steps.</p>
1904/19	<p>Village event, Saturday 6 April Cllr Laurie to report on Babraham Village event.</p>
1904/20	<p>Leases with UKRI on Pocket Park and Sports Field Clerk to report any response on work to obtain leases for amenity areas.</p>
1904/21	<p>Welcome to Babraham leaflet Update from Cllr Attwood and Clerk.</p>
1904/22	<p>Website accessibility Clerk and Cllr Walker to report on research into requirements to meet new Accessibility Regulations (informed by SLCC) effective from 22 September 2020.</p>
1904/23	<p>Risk Register Cllrs to review and approve, if agreed, updated Risk Register, circulated in advance.</p>
1904/24	<p>Asset Register Cllrs to review and approve, if agreed, updated Asset Register, circulated in advance.</p>
1904/25	<p>Action Plan</p>

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1904/26	<p>Corporate Governance return</p> <p>Cllrs to review and approve, if agreed, Corporate Governance return completed by Chair, Cllr Laurie, circulated in advance.</p>																
1904/27	<p>Annual Governance and Accountability Return</p> <p>Cllrs to review and approve, if agreed, Annual Governance and Accountability Return (AGAR), circulated in advance.</p> <p>TO CONSIDER OTHER MATTERS</p> <p>FINANCE</p>																
1904/28	<p>Receipts (as of 2 April 2019)</p> <table> <tr> <td>Interest on Savings A/C received</td> <td>£60.04</td> </tr> </table>	Interest on Savings A/C received	£60.04														
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1904/29	<p>Payments due (as of 2 April 2019)</p> <p>Payments to be circulated at meeting.</p> <table> <tr> <td>Village Event costs</td> <td>£250.00</td> </tr> <tr> <td>HMRC PAYE January 18</td> <td>£57.60</td> </tr> <tr> <td>Clerk</td> <td></td> </tr> <tr> <td> Pay Nett March 2019</td> <td>£230.70</td> </tr> <tr> <td> Travel 47.6 miles</td> <td>£21.42</td> </tr> <tr> <td>Clerk Total</td> <td>£252.12</td> </tr> <tr> <td>Bank charges</td> <td>£18.00</td> </tr> <tr> <td>Babraham School, Hall Hire</td> <td>£14.25</td> </tr> </table> <p>Cllrs are asked to approve Clerk Overtime of 38.5 h for the period November 2018 to March 2019. This is estimated at £369.99.</p> <p>Cllrs are asked to note Clerk appraisal and salary review next month.</p>	Village Event costs	£250.00	HMRC PAYE January 18	£57.60	Clerk		Pay Nett March 2019	£230.70	Travel 47.6 miles	£21.42	Clerk Total	£252.12	Bank charges	£18.00	Babraham School, Hall Hire	£14.25
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1904/30	<p>Balances and Bank Reconciliation at 31 March 2018</p> <p>Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£16660.17</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60937.05</td> </tr> <tr> <td>Total</td> <td>£77597.22</td> </tr> </table>	Unity Current A/C balance	£16660.17	Unity Savings A/C balance	£60937.05	Total	£77597.22										
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1904/31	<p>Year End</p> <p>Cllrs to review, comment on and approve, if agreed, updated Year-End documentation, to include Council Audit documents, circulated in advance.</p>																
1904/32	<p>VAT Report</p> <p>Clerk to report on VAT reclaim submitted in March 2019.</p>																
1904/33	<p>Brookfield contract</p> <p>Cllrs to review, comment on and approve, if agreed, updated terms of contract with Brookfield for a two-year period.</p>																
1904/34	Change to date of July Parish Council meeting																

	<p>Cllrs to agree revised date for 11 July 2019 Parish Council Meeting, required because School Hall is to be used for School Event. Possible dates are Tuesday 9 July or an alternative Thursday.</p> <p>PLANNING</p> <p>Planning Applications (as of 2 April 2019) S/3729/18/FL: Notification of SCDC Planning Meeting and offer to make representations. Received 29 March 2019.</p> <p>1904/35</p> <p>1904/36 Planning decisions (as of 2 April 2019) None was received at this date.</p> <p>1904/37 Correspondence</p> <p>Items to report and inclusion in the next meeting</p> <p>Date of next meeting: 9 May 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.</p> <p>Signature: <i>Don Powell</i>, 2 April 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>
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