

# Babraham Parish Council

Held at Babraham Primary School on Thursday 11 April 2019

The meeting commenced at 19.30

<b>Present</b>	<p><b>Chair: Stuart Laurie</b>  <b>Councillors: Robert Attwood, Jane Goody, Gareth Walker, Charlotte Rogers</b>  <b>Cllr Cuffley (left at 20.32), Cllr McDonald from 19.35 (left at 20.32), Mr Chapman left at 20.35).</b>  <b>One member of the public.</b></p>
<b>1904/01</b>	<p><b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b>  None was received.</p>
<b>1904/02</b>	<p><b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b>  None was declared.</p>
<b>1904/03</b>	<p><b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 14 MARCH 2019</b>  The Minutes were approved unanimously by those present and signed.</p>
<b>1904/04</b>	<p><b>EXCLUSION OF THE PUBLIC</b>  No matters required exclusion.</p>
<b>1904/05</b>	<p><b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b>  None was required.</p>
<b>1904/06</b>	<p><b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b>  Cllr McDonald had sent his report in advance. He highlighted Cam Metro and estimated £4bn cost: the system will reach out to villages – perhaps Whittlesford Parkway or Spicer's site that Huawei has taken over. Huawei has an office north of Cambridge North Station and the new site will host a research unit with around 400 people, a significant number of whom will be postgraduate level. Cllr McDonald feels that Huawei are keen to engage and support communities and are likely to provide engagement meetings: Cllr McDonald encouraged Cllrs and Parishioners to attend.  The Planning Appeal for Agri-Tech is set for several days in June. The Genome Campus meeting with SCDC Planning was cancelled to support public participation. Mr Chapman asked if the Metro, as one of A1307 solutions, would have satellite roads to serve communities. Cllr McDonald said further understanding will emerge from feasibility studies. Cllr Attwood mentioned Babraham Council meeting with Andrew Munro from CCC Highways Department, where the Metro was not raised. Cllr Attwood felt there is not a strong linkage among the schemes proposed. Cllr McDonald and Cllr Cuffley expressed the view that a coherent approach is not emerging: however, both schemes are for consideration, and intended to link up. Mr Chapman mentioned that the Campus has put forward views within the stakeholder liaison process to explore alignment of the projects that could serve Babraham and the Campus. Cllr Cuffley suggested a meeting with the Community Authority and the Greater Cambridge Partnership, perhaps with other biomedical campuses and organisations.</p>

<b>1904/07</b>	<p><b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b></p> <p>Cllr Cuffley mentioned that Department of Education has named CCC as trailblazer authority in its approach to work with children and to social care, substance abuse and domestic abuse. Cllr Cuffley has particular interest in these programmes. At a meeting on 11 April, Huawei briefed Sawston Parish Council on the high-tech group's plans for the Spicer's site: they are considering housing for staff; Sawston PC mentioned the problems of infrastructure. Among Huawei plans are an academy programme for those with lower formal education attainment.</p>
<b>1904/08</b>	<p><b>REPORT FROM Babraham Research Campus (BRC) representative</b></p> <p>Mr Chapman reported that the BioMed buildings are complete and the Campus is working with tenants for fit-out. The Imperial College building has been transferred to Kadans, a Dutch Company who have a successful programme of providing R&amp;D facilities to university campuses in the Netherlands. The Campus has submitted Planning Application for two buildings near the farm: a barn and a workshop. Mr Chapman has received correspondence from the Church about their connection to the Campus foul drainage: it has been agreed by the Campus. Mr Chapman said the boundary wall would be repaired once the frosts has passed. In response to a question from Cllr Laurie, Mr Chapman said he had no additional information on the BBSRC review of leases. Cllr Attwood asked about the art project: Mr Chapman replied that the artist has been in New Zealand finishing another project but had now returned to UK. The PA process would now resume with the intention to complete by October 2019.</p> <p><b>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</b></p>
<b>1904/09</b>	<p><b>Clerk's Report</b></p> <p>The Clerk noted the preparation of the May Annual Parish Meeting Agenda. He reported that his comments would be taken in Agenda items.</p>
<b>1904/10</b>	<p><b>Insurance Quotation</b></p> <p>Three quotations were received and circulated prior to the meeting from the Council's broker Came &amp; Co. Cllrs discussed provisions, coverage and costs of the three policies. Cllr Laurie proposed and Cllr Walker seconded accepting offer from Hiscox: agreed unanimously.</p>
<b>1904/11</b>	<p><b>Allotment guidance</b></p> <p>Clerk circulated sample contract and listing of guidance from public bodies and allotment charities. Cllrs noted the proposal to establish an Allotment Committee to administer and regulate use of allotments. Cllrs will review when a site has been found. Cllr Laurie asked Cllr Walker to send email requesting interest in allotments.</p>
<b>1904/12</b>	<p><b>H1 Planning and Developments</b></p> <p>Cllr Laurie attendee SCDC Planning meeting with Clerk on 10 April. His presentation was held at 12.45 after 10.00 start. Regrettably, because of previous commitment, he was able only to make presentation and not take questions. Cllrs learned on 11 April 2019 that Hill Development application had been approved. Cllrs discussed the development.</p>
<b>1904/13</b>	<b>S.106</b>

	<p>Cllr Laurie and Clerk were present at SCDC Planning Meeting when Case Officer for H/1:b, Rebecca Ward, stated that S.106 contributions would go entirely either to Sawston or to Babraham. Cllr McDonald, with agreement of the Chair, confirmed this in his paper of S.106 Heads of Terms, circulated prior to the meeting: this reports that Primary School contribution would be for “Expansion of Ickniel Primary School by 1FE or an expansion to Babraham Primary School.” Also noted were: “Indoor meeting space being a contribution of £71,914.64 towards the cost of building a new multi purpose community Hub in Babraham to be located adjacent the primary school” and “Public art being a contribution of £20,000 towards the funding of performance arts space and facilities within the new Babraham village Hub”.</p> <p>Through the Chair, Cllr Cuffley outlined discussion with S.106 Officer Rob Lewis: there is a hierarchy of contribution, with Ickniel School top ranked. Cllr Cuffley is seeking commitment on distribution of S.106 monies. He also mentioned that added staff on Babraham Research Campus would strengthen Babraham’s case. Cllr Attwood asked if S.106 allocation would be influenced by a Parish boundary review? Cllr McDonald reported that the decision on S.106 contributions is likely to be made in advance of review. Cllr Cuffley supported Cllr McDonald’s view that S.106 contributions would be ring-fenced.</p> <p>Cllr McDonald suggested that, if the boundary review goes to the Civic Affairs Committee in June, Babraham representatives meet with Jason Clerk in May, Cllr McDonald could support our meeting.</p>
<p><b>1904/14</b></p>	<p><b>Meeting on GCP proposals with representatives from GCP and Mott Macdonald</b></p> <p>Cllr Laurie summarised Options presented by Andrew Munro from GCP. These were discussed at the meeting on 4 April 2019. Cllrs had proposed addition of a filter lane from the High Street onto A1307 northbound at that meeting. After discussion, Cllr Laurie proposed Option 3 to include the filter lane; seconded by Cllr Attwood: carried unanimously.</p> <p>Cllrs agreed the Clerk should thank Mr Munro for his explanation and express Babraham Parish Council’s support for the proposal with the additional filter lane. There was discussion on the impact of the Cam Metro and traffic using the A13017/A11/A505 Park&amp;Ride: the traffic levels are not known.</p> <p>Cllr Laurie explained how traffic in the village and in the surrounding Parishes would be improved by widening the High Street beyond Sawston Road (known as the Wych Road), giving better access to the A505. Through the Chair, Cllr McDonald suggested widening the Wych would be a sound decision, perhaps with an additional roundabout, but that this must be a decision by Highways Department based on evidence. Cllr Cuffley, through the Chair, suggested Sawston residents might be in favour of the GCP Option 3, although its impact might be greatest on Stapleford and Shelford.</p> <p>Cllr Laurie will contact Highways Department with support of Cllr McDonald on improvement to Wych Road.</p>
<p><b>1904/15</b></p>	<p><b>PFHI</b></p> <p>Cllr Laurie is seeking a meeting with Parishioner and highways consultant on additional calming measures in the built village and around. Clerk to inform Highways Department that we will proceed, but are investigating additional works.</p>
<p><b>1904/16</b></p>	<p><b>Other traffic and transport</b></p> <p>Clerk had contacted parishioner about collecting data from speed sign.</p>

	<p>Cheveley Park Farms contacted Cllr Laurie about clearing Rowley Lane in the coming weeks.</p>
<b>1904/17</b>	<p><b>Neighbourhood Plan</b> Cllr Attwood reported that the group had received good interest in their proposals at the Village Event. Cllr Laurie to attend next Neighbourhood Plan Group meeting.</p>
<b>1904/18</b>	<p><b>Defibrillator</b> Greene King had not responded to Cllr Laurie requests to site the defibrillator on The George Inn kitchen wall. Clerk to send image of proposed location to Greene King; Cllr Laurie to provide name of contact. Cllr Laurie proposed purchasing the defibrillator immediately; Cllr Walker seconded: carried unanimously.</p>
<b>1904/19</b>	<p><b>Village event, Saturday 6 April</b> Cllr Laurie reported that the Village event was a huge success: 55 Parishioners had agreed to come: they were served sausage and bacon in rolls, with juice and fruit. The event team awarded spotting and nature books. The event received very positive comments and feedback on Facebook. The final cost was just over half of the allowance (1904/29). Cllr Laurie congratulated Cllr Attwood on the poster and thanked two Parishioners for their work. Cllr Laurie will send notes to thank.</p>
<b>1904/20</b>	<p><b>Leases with UKRI on Pocket Park and Sports Field</b> Clerk had contacted BBSRC twice to request information from 18 March BBSRC meeting on leases for amenity areas. No response as yet.</p>
<b>1904/21</b>	<p><b>Welcome to Babraham leaflet</b> Clerk had not updated the draft: to provide prior to May meeting.</p>
<b>1904/22</b>	<p><b>Website accessibility</b> Cllr Walker is investigating requirements and government guidance to meet new Accessibility Regulations. The work includes examining each page, element and delivery to ensure our records are accessible to audiences. Government is due to produce an accessibility statement template for Councils in April that Cllr Walker expects to bring to May meeting. This would be among the quick wins for the Council, while a full review is carried out.</p>
<b>1904/23</b>	<p><b>Risk Register</b> Clerk circulated the Risk Register in advance. Cllrs discussed the Register and Cllr Laurie proposed and Cllr Rogers seconded approval: carried unanimously.</p>
<b>1904/24</b>	<p><b>Asset Register</b> Clerk had circulated Asset Register updated as from previous Clerk and updated asset information prepared for insurance quotation. Cllr Laurie suggested that, for Year End and financial planning, the Insurance values be used. Cllrs agreed and Clerk to transfer insurance values to Asset Register. Cllr Attwood proposed and Cllr Rogers seconded approval of the Asset Register: carried unanimously.</p>
<b>1904/25</b>	<p><b>Action Plan</b> Cllrs reviewed the Action Plan, circulated in advance, and agreed the Plan. Cllr Laurie proposed and Cllr Rogers seconded approval: carried unanimously.</p>

<b>1904/26</b>	<p><b>Corporate Governance return</b>          Cllrs reviewed the draft Corporate Governance return completed by Cllr Laurie as Chair. Clerk to include in returns to auditor for Year-End account and governance.</p>																																																				
<b>1904/27</b>	<p><b>Annual Governance and Accountability Return</b>          This item was deferred to the next meeting: Clerk to draft and review with auditor.</p> <p><b>TO CONSIDER OTHER MATTERS</b></p> <p><b>FINANCE</b></p>																																																				
<b>1904/28</b>	<p><b>Receipts (as of 2 April 2019)</b>          Interest on Savings A/C received                      £60.04</p>																																																				
<b>1904/29</b>	<p><b>Payments</b>          Cllrs approved the following payments</p> <table border="1" data-bbox="400 763 1425 1234"> <thead> <tr> <th>Chq No Payee, Purpose Supplier</th> <th>Gross</th> <th>Nett</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>300065 Karen Laurie, Village event (22 Mar 19)</td> <td>£250.00</td> <td></td> <td></td> </tr> <tr> <td>300066 Karen Laurie, Village event (balance)</td> <td>£19.23</td> <td></td> <td></td> </tr> <tr> <td>300067 Brookfield, bins and grass (Jan-Mar)</td> <td>£435.00</td> <td>£362.50</td> <td>£72.50</td> </tr> <tr> <td>300068 SLCC membership</td> <td>£76.00</td> <td></td> <td></td> </tr> <tr> <td>300069 HMRC, PAYE Mar 19</td> <td>£57.60</td> <td></td> <td></td> </tr> <tr> <td>300070 Don Powell, Total</td> <td>£265.51</td> <td></td> <td></td> </tr> <tr> <td>    <i>Don Powell, Salary</i></td> <td>£230.70</td> <td></td> <td></td> </tr> <tr> <td>    <i>Don Powell, Travel</i></td> <td>£21.42</td> <td></td> <td></td> </tr> <tr> <td>    <i>Don Powell, Stationery, Stamps</i></td> <td>£13.39</td> <td></td> <td></td> </tr> <tr> <td>300071 Babraham CofE School, Hall Hire</td> <td>£14.25</td> <td></td> <td></td> </tr> <tr> <td><b>Meeting Total</b></td> <td><b>£1,117.59</b></td> <td></td> <td></td> </tr> <tr> <td><i>VAT to reclaim</i></td> <td><i>£72.50</i></td> <td></td> <td></td> </tr> </tbody> </table> <p>Cllrs approved payment of Clerk overtime for 38.5 h for November 2018 to March 2019: estimated cost £369.99.          Cllrs approved purchase of three packs of printer paper: estimated cost £20.          Cllrs noted Clerk appraisal and salary review (salary increment date is 1 April 2019).</p>	Chq No Payee, Purpose Supplier	Gross	Nett	VAT	300065 Karen Laurie, Village event (22 Mar 19)	£250.00			300066 Karen Laurie, Village event (balance)	£19.23			300067 Brookfield, bins and grass (Jan-Mar)	£435.00	£362.50	£72.50	300068 SLCC membership	£76.00			300069 HMRC, PAYE Mar 19	£57.60			300070 Don Powell, Total	£265.51			<i>Don Powell, Salary</i>	£230.70			<i>Don Powell, Travel</i>	£21.42			<i>Don Powell, Stationery, Stamps</i>	£13.39			300071 Babraham CofE School, Hall Hire	£14.25			<b>Meeting Total</b>	<b>£1,117.59</b>			<i>VAT to reclaim</i>	<i>£72.50</i>		
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<b>1904/30</b>	<p><b>Balances and Bank Reconciliation at 31 March 2018</b>          Balances held</p> <table border="1" data-bbox="400 1514 1190 1626"> <tbody> <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><b>Total</b></td> <td><b>£77597.22</b></td> </tr> </tbody> </table>	Unity Current A/C balance	£16660.17	Unity Savings A/C balance	£60937.05	<b>Total</b>	<b>£77597.22</b>																																														
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<b>1904/31</b>	<p><b>Year End</b>          Cllrs reviewed the available Year-End documents circulated in advance which consisted of: Year-end Cashbook: Bank reconciliation; VAT return for 2017-18; AGAR certificate 2017-18; 2019-20 Precept request; budgetary report.</p>																																																				
<b>1904/32</b>	<p><b>VAT Report</b>          VAT claim for £365.88 was submitted in March: no receipt at time of meeting.</p>																																																				

<b>1904/33</b>	<p><b>Brookfield contract</b></p> <p>Following comments about overflowing bins from Cllrs and Parishioners, Clerk had contacted Brookfield to request weekly collection. Brookfield said they would be able to plan this, perhaps for Thursdays or Friday to give capacity for the weekend, at a cost equal to double the current fortnightly cost of £37.50. Brookfield will accept email confirmation of the request as variation to the contract. The annual cost of bin emptying is estimated at £1950, from original contract cost (for fewer bins) of £780, in increase of £1130. Cllrs discussed the proposal and agreed to seek a contract renewal of emptying the following bins weekly: northbound A1307 weekly and Church Lane two bins. Clerk to contact Brookfield.</p>
<b>1904/34</b>	<p><b>Change to date of July Parish Council meeting</b></p> <p>Babraham CofE School require the Hall on Thursday 11 July. Cllrs agreed to change the date of the July meeting to Tuesday 9 July at 19.30 in the School. Cllr Walker to post on the website and email the Parishioner list: Clerk to post on noticeboard.</p>
	<p><b>PLANNING</b></p>
<b>1904/35</b>	<p><b>Planning Applications (as of 11 April 2019 meeting)</b></p> <p>S/3729/18/FL: Notification of SCDC Planning Meeting and representations. Received 29 March 2019. Cllr Laurie and Clerk attended (1904/12).</p>
<b>1904/36</b>	<p><b>Planning decisions (as of 11 April 2019 meeting)</b></p> <p>None was received at this date.</p>
<b>1904/37</b>	<p><b>Correspondence</b></p> <p>Correspondence had been circulated by email.</p> <p><b>Items to report and inclusion in the next meeting</b></p> <p>Cllrs to discuss Parish boundary review at APM.  Clerk to update on Speed sign data.  Clerk to provide remaining Year-End and AGAR documents.  Cllr Laurie to present invoice for mower repairs.</p> <p>The Meeting closed at 21.14.</p> <p><b>Date of next meeting: 9 May 2019 at 18.30: note earlier time than usual, prior to Annual Parish Meeting.</b></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>None was required.</p> <p>Signature: <i>Don Powell</i>, 25 April 2019  Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>