

Babraham Parish Council

Minutes of the Meeting held at Babraham Primary School on Thursday 9 January 2020.

The meeting commenced at 19.30

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| Present | Chair: Stuart Laurie Councillors: Gareth Walker, Robert Attwood, Jane Goody, Charlotte Rogers Cllr McDonald. One members of the public. |
| 2001/01 | To receive and approve apologies for absence Apologies were received from Mr Chapman. |
| 2001/02 | To receive members' declaration of interest for items on this agenda Cllr Rogers declared a financial interest in item 2001/13. |
| 2001/03 | To sign and approve minutes of meeting dated 19 December 2019 The Minutes were approved unanimously by those present and signed by Cllr Laurie. |
| 2001/04 | Exclusion of the public None was required. |
| 2001/05 | Public participation time – 15 minutes allowed None was required. |
| 2001/06 | Report from South Cambridgeshire District Councillor P McDonald Cllr McDonald's report was circulated previously. |
| 2001/07 | Report from Cambridgeshire County Councillor K Cuffley and R Hickford No report was received. |
| 2001/08 | Report from Babraham Research Campus (BRC) representative No report was received. |
| 2001/09 | Clerk's Report Clerk stated any report items would be covered under Agenda items. |
| 2001/10 | 2020 Precept Cllrs agreed that approved precept request should be submitted. |
| 2001/11 | Review Policies Clerk proposed that review of policies should be held over to 13 February meeting. Cllrs agreed. |
| 2001/12 | Boundary Review and S.106 Cllrs noted that Parishes were waiting for the response from Cambridgeshire County Council and that both Parishes had agreed the draft Memorandum of Understanding. |
| 2001/13 | Bus Shelter on northbound A1307 Cllrs agreed to move discussion to last item: the discussion is Minuted here. After eight weeks, only one quotation was received from four requests. Given the need for repair and the comparable or higher costs of new replacement shelters, Cllrs reviewed the proposed works and decided to act on the quotation for works. Cllr Attwood proposed, Cllr Walker seconded; three in favour, one abstention. |
| 2001/14 | Greater Cambridge Partnership (GCP), A 1307 and Transport Hub work Cllr Attwood reported the works was postponed until March because other works were taking longer than expected. |

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| 2001/15 | Local Highways Initiative (LHI) Cllrs Laurie and Attwood to attend meeting in coming week. |
| 2001/16 | Wych Road There was no update on this item. |
| 2001/17 | Other traffic and transport Cllrs expressed their gratitude for the actions of Cllr Goody and a Parishioner to speed up repair of potholes. Cllrs also noted the frustration in communications from Parishioners that repairs take so long. Some works were carried out over the weekend 4-5 January, but other holes have appeared: some have been highlighted in yellow, implying works are to go ahead within a few weeks. Clerk has not yet requested Highways to trim the carriageway side of the hedge opposite H/1:b, as it is encroaching onto the road. Clerk had not analysed the latest speed sign data. |
| 2001/18 | Street Lighting Cllr Laurie reported that there is a light on all the time: Clerk to check number and contact Highways. The Parish Council hope to get additional lights during the High Street LHI. Clerk had chased Unity Aid about new provider. |
| 2001/19 | Defibrillator The defibrillator is installed and working, Clerk to send code to East Anglian Ambulance Trust. A Parishioner who works in emergency care will help with tuition: Cllr Laurie to arrange date and location. Clerk to prepare a formal maintenance schedule: Cllrs Rogers and Goody volunteered to provide primary inspection. |
| 2001/20 | Leases with UKRI on Babraham Pocket Park and Sports Field There was no update on leases: Chair of Village Hall Committee is working to develop new plans for the Hall on the Sports Field. |
| 2001/21 | Huawei Clerk to arrange meeting for 13 February at 18.30 if possible. |
| 2001/22 | Brookfield contract Clerk presented signed copy for information. |
| 2001/23 | Neighbourhood Plan Cllr Attwood reported further progress will be made at the forthcoming meeting. |
| 2001/24 | Welcome to Babraham leaflet Cllr Rogers hoped that the update will be presented at the March meeting. |
| 2001/25 | Clerk appraisal Cllrs noted the appraisal and proposals for Clerk actions. |
| 2001/26 | Meeting schedule 2020 Cllrs noted dates and discussed proposed increased fees for School bookings. Cllrs discussed alternatives, including Sawston Parish Council and The George Inn. Cllr Laurie to explore the defined rate with the School Head. |
| 2001/27 | Website and email accounts Cllr Walker explained the challenges with our GoDaddy and the advantages of moving to a new provide. Because accounts are staggered, the Council cannot move without incurring costs for some provision that will not recoverable. Under the new provider, all bills will be at the same time, paid by Direct Debit, with improved control of accounts. Cllr Walker will support Cllrs in transfer of their email. Website should update quite simply. Cllr Laurie proposed accepting Cllr Walker's proposal and payments of accounts |

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| | by Direct Debit, Cllr Goody seconded; carried unanimously. Cllr Laurie congratulated Cllr Walker on his work. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2001/28 | <p>FINANCE</p> <p>Receipts Interest of £61.56 paid 31 December 2019.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2001/29 | <p>Payments Cllrs approved the following payments.</p> <table border="1"> <tr> <td>Brookfield</td> <td>Bins: Nov, Dec</td> <td></td> <td>£225.00</td> </tr> <tr> <td>Gareth Walker</td> <td>GoDaddy email renew</td> <td></td> <td>£57.46</td> </tr> <tr> <td>HMRC</td> <td>PAYE Nov</td> <td>£81.20</td> <td></td> </tr> <tr> <td>HMRC</td> <td>PAYE Dec</td> <td>£65.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>£146.20</td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Salary Nov</i></td> <td><i>£325.50</i></td> <td></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Salary Dec</i></td> <td><i>£260.12</i></td> <td></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Travel Nov, Dec</i></td> <td><i>£8.55</i></td> <td></td> </tr> <tr> <td>Don Powell</td> <td>Costs</td> <td></td> <td>£594.17</td> </tr> <tr> <td><i>LexisNexis</i></td> <td><i>Council Law book</i></td> <td></td> <td>£103.99</td> </tr> </table> | Brookfield | Bins: Nov, Dec | | £225.00 | Gareth Walker | GoDaddy email renew | | £57.46 | HMRC | PAYE Nov | £81.20 | | HMRC | PAYE Dec | £65.00 | | | | | £146.20 | <i>Don Powell</i> | <i>Salary Nov</i> | <i>£325.50</i> | | <i>Don Powell</i> | <i>Salary Dec</i> | <i>£260.12</i> | | <i>Don Powell</i> | <i>Travel Nov, Dec</i> | <i>£8.55</i> | | Don Powell | Costs | | £594.17 | <i>LexisNexis</i> | <i>Council Law book</i> | | £103.99 |
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| 2001/30 | <p>Purchases Cllrs approved purchase of A4 paper (2 x 500) and 24 stamps by Clerk.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2001/31 | <p>Balances and Bank Reconciliation at 31 November 2019 Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£19,158.89</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61,059.32</td> </tr> <tr> <td>Total</td> <td>£80,218.21</td> </tr> </table> <p>Balances and Bank Reconciliation at 31 December 2019 Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£18,952.87</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61,120.88</td> </tr> <tr> <td>Total</td> <td>£80,073.75</td> </tr> </table> | Unity Current A/C balance | £19,158.89 | Unity Savings A/C balance | £61,059.32 | Total | £80,218.21 | Unity Current A/C balance | £18,952.87 | Unity Savings A/C balance | £61,120.88 | Total | £80,073.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2001/32 | <p>Unity Bank Clerk to add Cllrs for next meeting.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2001/33 | <p>VAT Report Clerk presented values to be submitted for period Apr-Sep 2019.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2001/34 | <p>Bookkeeping software Cllrs discussed purchase of Xero accounting software at a cost of approximately £20 pcm. Clerk explained anticipated saving in time spent in preparing books, accounts and VAT returns. Cllr Laurie proposed accepting purchase, Cllr Rogers seconded: carried unanimously.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2001/35 | <p>PLANNING Planning Applications S/4241/19/FL : Construction of 2 Storey Rear/ Side Extension and internal alterations; 5, Cambridge Road, Babraham, Cambridge, Cambridgeshire, CB22 3AF Mrs Louise Traynier - C/O Agent: No details on file</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Council to comment that details were not available for 5 Cambridge Road</p> <p>S/3255/19/FL: Proposed single storey rear extension: Fenestration and material details received. Churchfield House, Church Farm Barns, Sawston Road, Babraham, Cambridge, Cambridgeshire, CB22 3AP. Mr & Mrs Clayton-Payne</p> <p>No comments.</p> |
| 2001/36 | <p>Planning decisions</p> <p>S/3729/18/FL Discharge of condition 35 (Sustainability, S/4096/19/DC) pursuant to planning permission, discharge of conditions 12 (widening of footpath) and 16 (relocation of bus stop), discharge of condition 18 (horse refuge), discharge of condition 23 (noise) of planning permission S/3729/18/FL for full planning application for the erection of 158 residential units and associated access points, landscaping and infrastructure. Site H/1:b - Land North of Babraham Road, Sawston, Cambridge, S/4091/19/DC. Mr Matt Beckett, Hill Partnership Limited</p> |
| 2001/37 | <p>Correspondence</p> <ul style="list-style-type: none"> • Consultation on Local Plan commences January • Fews Lane Consortium <ul style="list-style-type: none"> ○ Comments on SCDC planning determination • CAPALC: Councillor training • Village Halls Week, 20—26 January • AgriTech development |
| 2001/38 | <p>Items to report and inclusion in the next meeting</p> <p>Council to discuss Few Lanes Consortium and planning determination.</p> <p>Date of next meeting: Thursday 13 February 2019 at 7:30pm</p> |
| 2001/39 | <p>Part II: Confidential Information</p> <p>None was required.</p> <p>Meeting closed at 20.37</p> <p>Signature: <i>Don Powell</i>, 5 February 2020</p> <p>Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p> |