

# Babraham Parish Council

## Draft Minutes of the Babraham Parish Meeting

Held at Babraham Primary School

On Thursday 13 September 2018

Meeting commenced at 19.33

<b>Present</b>	<b>Chair:</b> Stuart Laurie <b>Councillors:</b> Robert Attwood, Jane Goody; Charlotte Rogers; District Councillor Peter McDonald (from 19.40, left at 20.05); County Cllr Kevin Cuffley (from 20.00) Clerk: Don Powell
<b>0918/01</b>	Two members of the public from 20.05; one member from 20:15 <b>TO RECEIVE ANY APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Walker and from Mr Chapman.
<b>0918/02</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> None was declared.
<b>0918/03</b>	<b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 9 August 2018</b> The Minutes were approved unanimously by those present and signed.
<b>0918/04</b>	<b>EXCLUSION OF THE PUBLIC</b> Cllrs determined that discussion on aspects of development H1/b (Item 0918/10) must be held in confidence based on information provided by the developer.
<b>0918/05</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b> Cllrs unanimously agreed to defer this item until expected arrival of a member of public to discuss the Village Hall work at 20:15 Describing the work of the Village Hall Committee, a member of the public informed the meeting that they hope to have a combined village hall on school grounds to be used by community and school. The timings for use would be designed to generate rental income. They anticipate activities such as table tennis, carpet bowls, badminton, fitness and gardening groups. Babraham school would turn the current Hall into perhaps two classrooms. The Committee will have a meeting with stakeholders on 8 October, to explore requirements for the new build. The Committee is also exploring governance; it is anticipated the Parish Council might lease the land from the Bush and Bennet Trust and the property be managed and owned by Madeleine Hall Cttee. The Committee recognises that the development would raise additional traffic and require measures to manage this.
<b>0918/06</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b> Cllr McDonald's report was noted, which mentions hare-coursing: the meeting discussed recent hare-coursing in the village, which has been reported to Police. Cllr McDonald described Police RCAT, a large team relative to population. Cllr McDonald met Rural Watch, who use social media to communicate, and who are seeking mechanisms to increase funding support for their work. It has been noted

	<p>that civil rather than criminal remedies might be a more effective approach to this problem.</p> <p>Cllr McDonald encouraged Cllrs to attend the meeting on 19 September at SCDC on local planning proposals.</p> <p>Cllrs Laurie and Attwood agreed to attend.</p>
<b>0918/07</b>	<p><b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b></p> <p>Cllr Cuffley's report was noted: Cllr Cuffley highlighted issues from the report, including TPO.</p>
<b>0918/08</b>	<p><b>REPORT FROM Babraham Research Campus (BRC) representative.</b></p> <p>Mr Chapman sent a report noting the following items:</p> <ul style="list-style-type: none"> <li>• The Big Tent Ideas event held on campus had been very successful and 1100 people attended. Tickets instructed people to approach campus from A1307 and avoiding village;</li> <li>• Building B501 has been demolished; there is no intention to replace it at this time;</li> <li>• Mr Chapman noted some problems with lorries attending the Biomed site going through the village to the old entrance. He sent his apologies for this and reported that the Campus and SDC developers have reinforced the instructions to NOT use the village or drive through it.</li> </ul> <p><b><u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b></p>
<b>0918/09</b>	<p><b>Clerk's Report</b></p> <p>Clerk had attended first part of CAPALC training on day of meeting; part two is 20 September.</p> <p>Clerk will seek to set up online payments by Unity for next round of payments.</p> <p>Clerk will seek on Agenda item pre-approval through resolution in Minutes of Clerk Salary and of Direct Debits (2-year review).</p>
<b>0918/10</b>	<p><b>Site H1/b Planning and KWA Architects</b></p> <p>Cllrs noted the presentation by KWA Architects and colleagues on 15 August: Cllr Laurie had received an email from KWA about Public Artwork: Cllr Laurie to reply affirmatively.</p>
<b>0918/11</b>	<p><b>Traffic and Transport</b></p> <p>Cllr Laurie had not met with CCC Highways representative Anna Chylinska-Derkowska, Project Manager, as yet. Ms Chylinska-Derkowska had provided form for application for review of outline works. Cllr Laurie drafted response with proposal that Cllrs allocate up to £30,000 for works. Cllrs unanimously agreed that Cllr Laurie to send response.</p> <p>Cllrs to examine budget at October meeting.</p>
<b>0918/12</b>	<p><b>Neighbourhood Plan (NP)</b></p> <p>Cllr Attwood reported that the Babraham team had met with SCDC representatives, providing a list of issues in the four Parish areas. The NP team will examine using a Questionnaire in village on the issues: they feel community engagement is essential on these issues.</p> <p>Cllr Attwood also attended a meeting on GCP, which seems to favour the autonomous bus solution. The junction of the High Street and A1307 featured in</p>

	<p>this meeting and proposals might include no right turn.</p>
<b>0918/13</b>	<p><b>Leases with UKRI on Pocket Park and Sports Field</b>  Cllr Laurie is still waiting for a reply from UKRI. Currently, the sites are owned by UKRI, with no lease in place. Members of the public raised the condition in the Pocket Park: Cllrs agreed that tidying of vegetation was needed, but could not provide support. Cllr Cuffley suggested SCDC Environmental might provide support for works to clear and tidy.</p>
<b>0918/14</b>	<p><b>GDPR (General Data Protection Regulations)</b>  Clerk has received DPO document, included in this meeting (Payment at 0918/21). Cllrs supported the scheme.</p>
<b>0918/15</b>	<p><b>External Audit</b>  Clerk had received a phone message, querying the Council's need to undergo external audit because Parish turnover is below £25,000 and hence can be excluded. Clerk has replied by leaving message, but no response yet. Cllrs had taken the view that an external audit would provide a more robust assessment of Council procedures and finances.</p>
<b>0918/16</b>	<p><b>Register of Interests Form</b>  Cllrs were reminded to complete the new Register of Interests form.</p>
<b>0918/17</b>	<p><b>Defibrillator</b>  Cllr Rogers reported that no additional actions had been taken: Clerk will provide comparable quotes for October meeting and add an Agenda item on purchase for that meeting.</p>
<b>0918/18</b>	<p><b>Welcome to Babraham leaflet</b>  Clerk has not drafted text and will action for October meeting.</p>
<b>0918/19</b>	<p><b>Sawston PC Village Design Statement</b>  Cllr Attwood was unable to attend due to illness.</p>
	<p><b><u>TO CONSIDER OTHER MATTERS</u></b></p>
<b>0918/20</b>	<p><b><u>FINANCE</u></b></p> <p>Clerk reported that the Excel provided by Auditing Solutions was much easier to operate.</p>
<b>0918/21</b>	<p><b>Receipts</b>  None was received.</p> <p><b>Payments</b></p> <ul style="list-style-type: none"> <li>• Information Commissioner's Office registration: options of £40 one-off payment or £35 by Direct Debit: Cllrs agreed to pay by Direct Debit.</li> <li>• Clerk's salary and travel</li> <li>• Replacement charger for Clerk Laptop (Cllr Walker): £20.98 (£17.48+£3.50 VAT)</li> <li>• Brookfield Groundcare for works: £216.00 (£180.00+£36.00 VAT)</li> </ul>

- Auditing Solutions for advice and new Excel system: £120 (£100.00+£20.00 VAT)
- Data Protection Fee for CAPALC service: £25.00

**0918/22**

**Balances And Bank Reconciliation at 31 August 2018**

Balances held

Unity Current A/C balance	£16,463.80
Unity Savings A/C balance	£60,547.20
Total	£77,011.00

**PLANNING**

**0918/23**

**Planning Applications**

None was received.

**0918/24**

**Planning decisions**

None was received.

**0918/25**

**Correspondence**

Updates to Electoral roll were received.

Clerk reviewed series of correspondence forwarded to Cllrs.

**0918/26**

**Items to report and inclusion in the next meeting**

Discussion on proposal to allocate funds for Highways works.

Discussion on pre-approval through resolution in Minutes of Clerk Salary and of Direct Debits (2-year review).

**Date of next meeting:** October 11th 2018 @ 7:30pm

**PART II – CONFIDENTIAL INFORMATION**

**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.**

Cllrs discussed reports related to local developments provided in confidence.

Cllrs approved Clerk salary and travel expenses.

Signature: *Don Powell*, XX September 2018

Don Powell, 68 Woodland Road, Sawston, CB22 3DU