

# Babraham Parish Council

## Draft Minutes of the Babraham Parish Meeting

Held at Babraham Primary School

On Thursday 17<sup>th</sup> May at 6:30pm

Meeting commenced at. 18:30

|                |  |
|----------------|--|
| <b>Present</b> | <b>Chair:</b> Stuart Laurie<br><b>Councillors:</b> Charlotte Rogers, Gareth Walker, Jane Goody.<br><b>Members of the public:</b> Brian Milnes  |
| <b>0518/01</b> | <b>To Receive Any Apologies for Absence</b><br>Cllr Robert Attwood<br>Chris Chapman<br>Peter McDonald (will attend APM)  |
| <b>0518/02</b> | <b>To Elect A Chairman Of The Parish Council For The Ensuing Year</b><br>Cllr Laurie duly elected  |
| <b>0518/03</b> | <b>To Elect A Vice Chairman Of The Parish Council For The Ensuing Year</b><br>Cllr Walker duly elected   |
| <b>0518/04</b> | <b>For Councillors To Sign Their Acceptance Of Office Forms</b><br>All completed except for Councillor Attwood   |
| <b>0518/05</b> | <b>To Elect Council Representatives To Outside Bodies</b><br>- Neighbourhood plan (Rob Attwood)  |
| <b>0518/06</b> | <b>To Receive Members' Declaration Of Interest For Items On This Agenda</b><br>None made   |
| <b>0518/07</b> | <b>To Sign &amp; Approve Minutes Of Meeting Dated 12<sup>th</sup> April 2018</b><br>The minutes were approved unanimously by those present at the meeting and signed.  |
| <b>0518/08</b> | <b>Exclusion Of The Public</b><br>No exclusions necessary  |
| <b>0518/09</b> | <b>Public Participation Time – 5 Minutes Allowed</b><br>Brian Milnes – discussion of Sawston developments. Continues to be an anomaly where our coop houses sit in Babraham Parish. Understands we want to keep hold due to section 106 money accruing, main reason is we don't want to move our boundary and shrink. Section 106 (James Fisher) will not be given to Babraham. Suggestions to use this money for road improvements. |
| <b>0518/10</b> | <b>Report From Incoming South Cambridgeshire District Councillor - Peter McDonald</b><br><b>Report From Outgoing South Cambridgeshire District Councillor – Tony Orgee</b><br>Deferred to APM due to time pressure - see APM details for Cllr Orgee's report   |
| <b>0518/11</b> | <b>Report From Cambridgeshire County Councillor - K Cuffley and R Hickford</b><br>Deferred to APM due to time pressure - see APM details for Cllr Cuffley's report   |
| <b>0518/12</b> | <b>Report From Babraham Research Campus (BRC) representative.</b><br>Deferred to APM due to time pressure  |

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| <b>0518/13</b> | <p><b>Update on Clerk</b><br/> One application to be date, due to be interviewed by chair and vice chair<br/> Agreed to remove Sam Bramley from bank and to authorise Cllr Walker as main person on the bank to administer account</p>   |
| <b>0518/14</b> | <p><b>Neighbourhood Plan</b><br/> Update deferred due to time pressure</p>   |
| <b>0518/15</b> | <p><b>Speeding Traffic</b><br/> Quote received from Swarco for speed camera maintenance, Cllr Laurie to discuss with the company<br/> Discussion around speed bumps (update from Cllr Laurie) to be deferred due to time pressure</p>  |
| <b>0518/16</b> | <p><b>Improvements To White Lining And Renewing The 'Slow' Sign</b><br/> Update from Cllr Laurie (due to contact highways) was deferred due to time pressure</p>   |
| <b>0518/17</b> | <p><b>Pocket Park Lease</b><br/> There are issues at the campus due to internal restructuring, this is imminent so defer to next meeting</p>   |
| <b>0518/18</b> | <p><b>Leasing Of Babraham Sports Field</b><br/> There are issues at the campus due to internal restructuring, this is imminent so defer to next meeting</p>  |
| <b>0518/19</b> | <p><b>Dog Fouling Signage</b><br/> Update deferred due to time pressure</p>  |
| <b>0518/20</b> | <p><b>Community Gathering</b><br/> Working party to feedback ideas. Update deferred due to time pressure</p>   |
| <b>0518/21</b> | <p><b>Grass Cutting And Maintenance Contract 18/21</b><br/> It was agreed that the work was very good so far, and Cllr Walker/Clerk would feed this back to the company. Also to confirm they are sweeping other side of the road</p>  |
| <b>0518/22</b> | <p><b>GDPR (General Data Protection Regulations)</b><br/> Update from Cllr Walker – changes made to website as required, first email sent out asking people to re-subscribe, second to follow. Cllr Walker to speak to CAPALC with regards to arranging a DPO.</p>   |
| <b>0518/23</b> | <p><b>Dog Bin Purchase</b><br/> Cllr Goody has received the bin and it is ready for fitment. Invoice submitted to be approved at next meeting. Cllr Rogers to arrange mounting.</p>  |
| <b>0518/24</b> | <p><b>Arrangements for Website and Email Payments</b><br/> Update deferred due to time pressure</p>  |
| <b>0518/25</b> | <p><b>Internal Review 2017/2018</b><br/> Audit report has been completed and is included within the supporting documents. Overall summary was that “based on the programme of work undertaken, the Council has maintained adequate and effective internal control arrangements during the year”. There are a few matters arising for discussion, which was deferred to next meeting due to time pressure</p> |
| <b>0518/26</b> | <p><b>External Audit 2017/2018</b><br/> PFK Littlejohn have confirmed receipt of the request for Babraham to have an external audit. All documents need to be with them by the 11<sup>th</sup> June 2018. The AGAR will need to be signed off at the May meeting and minuted as such. The Clerk has</p>  |

|                           | printed out the guidance for this. This will be progressed by the new clerk, or a deferment to be arranged  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
|---------------------------|---|--|------------|---------------------------|------------|--------------|------------------------|-------------------------------------|----------|------------|-------------|--|----------|------------|------------------------------|-----------|---------|
| <b>0518/27</b>            | <b>Rowley Lane</b><br>Discussion deferred due to time pressure  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/28</b>            | <b>Register of Interests Form</b><br>A new form has been issued due to GRDP which will require all councillors to complete and submit. Copy was given to all counsellors present  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/29</b>            | <b>Government Consultation on Powers for dealing with unauthorised development and encampments</b><br>Parish council declined to submit a comment   |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/30</b>            | <b>Insurance Renewal</b><br>It was resolved to keep with the current insurer  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/31</b>            | <b>Review Of Standing Orders</b><br>New standing orders have been published so will need to be reviewed. Clerk/interim to progress<br>Discussion deferred due to time pressure  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/32</b>            | <b>Receipts</b><br>£6,127.50 – precept  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/33</b>            | <b>Payments</b><br>Following payments were authorised:<br><table border="1" data-bbox="375 1019 1401 1276"> <thead> <tr> <th>Date</th> <th>Paid</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>23/04/2018</td> <td>Auditing Solutions Ltd</td> <td>Provision of internal audit service</td> <td>£ 270.00</td> </tr> <tr> <td>01/05/2018</td> <td>YTD Limited</td> <td>2017/18 payroll and HMRC year end compliance</td> <td>£ 144.00</td> </tr> <tr> <td>09/05/2018</td> <td>Babraham CofE Primary School</td> <td>Hall hire</td> <td>£ 14.25</td> </tr> </tbody> </table> | Date   | Paid       | Details                   | Amount     | 23/04/2018   | Auditing Solutions Ltd | Provision of internal audit service | £ 270.00 | 01/05/2018 | YTD Limited | 2017/18 payroll and HMRC year end compliance | £ 144.00 | 09/05/2018 | Babraham CofE Primary School | Hall hire | £ 14.25 |
| Date                      | Paid  | Details                                      | Amount     |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| 23/04/2018                | Auditing Solutions Ltd  | Provision of internal audit service          | £ 270.00   |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| 01/05/2018                | YTD Limited   | 2017/18 payroll and HMRC year end compliance | £ 144.00   |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| 09/05/2018                | Babraham CofE Primary School  | Hall hire                                    | £ 14.25    |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/34</b>            | <b>Balances And Bank Reconciliation as of 30th April 2018.</b><br>Balances held:<br><table border="1" data-bbox="375 1384 1152 1496"> <tbody> <tr> <td>Unity Current A/C balance</td> <td>£20,971.61</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60,517.02</td> </tr> <tr> <td><b>Total</b></td> <td><b>£81,488.63</b></td> </tr> </tbody> </table>   | Unity Current A/C balance                    | £20,971.61 | Unity Savings A/C balance | £60,517.02 | <b>Total</b> | <b>£81,488.63</b>      |                                     |          |            |             |  |          |            |                              |           |         |
| Unity Current A/C balance | £20,971.61  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| Unity Savings A/C balance | £60,517.02  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>Total</b>              | <b>£81,488.63</b>   |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/35</b>            | <b>Planning Applications</b><br>None received   |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/36</b>            | <b>Planning decisions</b><br>Non received   |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/37</b>            | <b>Correspondence</b><br>None received  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/38</b>            | <b>Items to report and inclusion in the next meeting</b><br>Legal advice on Parish boundaries<br>Cllr Rogers sends her apologies  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |
| <b>0518/39</b>            | <b>Date of next meeting 14<sup>th</sup> June 2018 7:30pm at the school</b>  |  |            |                           |            |              |                        |                                     |          |            |             |  |          |            |                              |           |         |