

Babraham Parish Council

Minutes of the Meeting held at Babraham Primary School on Thursday 14 November 2019

The meeting commenced at 19.32

Present	Chair: Stuart Laurie Councillors: Gareth Walker, Robert Attwood, Jane Goody, Charlotte Rogers Mr Chapman. Two members of the public. Cllr McDonald from 19.55
1911/01	TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE Apologies were received from Cllr Cuffley and from Cllr McDonald for late arrival.
1911/02	TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA None was required.
1911/03	TO SIGN AND APPROVE MINUTES OF MEETING DATED 10 OCTOBER 2019 The Minutes were approved unanimously by those present and signed by Cllr Laurie.
1911/04	EXCLUSION OF THE PUBLIC None was required.
1911/05	PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED A member of the public raised concerns about flooding outside Brick Row and along the High Street. Clerk to write to CCC Highways to explore reasons. A member of the public raised concerns that buses seem to pass the bus stop without stopping. Clerk to gather timings and write to Stagecoach for their explanation.
1911/06	REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald Cllr McDonald's report was circulated previously. Council agreed to hold discussion until Cllr McDonald was able to attend. Item was discussed at 19.58. Cllr McDonald highlighted SCDC customer service contact centre, reported on the apprenticeship scheme, and explained challenges from the old Council phone system. SCDC is installed LED street lighting to save energy. The A505 study will start on Monday 16 November including Peter Topping and officers from Cambridgeshire and Peterborough Combined Authority. Clerk to forward email to Cllr McDonald of Council concerns. Cllr Rogers asked about replacement: Cllr McDonald explained that LEDs will not be installed on recently replaced units. Cllr Attwood asked about the Whittlesford Parkway Hub: Cllr McDonald replied its development will be influenced by Marshall move.
1911/07	REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford None was received.
1911/08	REPORT FROM Babraham Research Campus (BRC) representative Mr Chapman reported that the current land manager will retire on 14 February and that the Campus has appointed the postholder's deputy in the role from December. Cllrs agreed to send a thank you card. Mr Chapman has been asked to take part in Whittlesford Parkway transport hub, covering local business needs.

	<p>Cllr Attwood asked about the campus village entrance and traffic through the village. Mr Chapman understood Cllr comments: the Campus does what they can, but some deliveries will follow SatNav though the village.</p> <p>Mr Chapman reported recent Local Plan meeting, where zero-carbon footprint is likely to be required for all new developments; Council to share with Village Hall.</p> <p>A member of the public asked whether walks could be provided for Parishioners: Mr Chapman hoped it might be possible to explore, for example, the Walled Garden. He also hoped to arrange a new bat event.</p> <p>Cllr Goody reported the running board has a loose plank. Also noted that there is a tree down.</p>
1911/09	<p>Clerk's Report</p> <p>Clerk stated report items would be covered under Agenda items.</p>
1911/10	<p>Review Draft Budget</p> <p>Cllrs reviewed the draft 2020/21 Budget and resolved to adopt: proposed by Cllr Laurie, seconded by Cllr Walker: carried unanimously.</p>
1911/11	<p>2020 Precept</p> <p>Cllrs reviewed the proposed precept request and resolved to adopt: Cllr Laurie proposed, Cllr Attwood seconded; carried unanimously. Clerk to present documentation at meeting on 9 January 2020.</p>
1911/12	<p>Review Financial Regulations</p> <p>Cllrs reviewed Parish Council Financial Regulations and resolved to adopt: Cllr Rogers proposed, seconded Cllr Goody; carried unanimously.</p>
1911/13	<p>Review Standing Orders</p> <p>Cllrs reviewed Parish Council Standing Orders and resolved to adopt: Cllr Laurie proposed, Cllr Goody seconded; carried unanimously.</p>
1911/14	<p>Review Policies</p> <p>Cllrs reviewed and resolved to adopt the following Council Policies: Cllr Laurie proposed, Cllr Rogers seconded; carried unanimously.</p> <ul style="list-style-type: none"> • Community Engagement Policy • Complaints Procedure Policy • Equal Opportunities Policy • Financial Regulations • Health and Safety Policy • Lone Working Policy • Standing Orders
1911/15	<p>Greater Cambridge Partnership (GCP) and A1307 work</p> <p>Cllrs discussed the works: Cllr Attwood reported they were still expected to begin in December.</p>
1911/16	<p>Boundary Review and S.106</p> <p>Cllr Laurie summarised the S.106 position for H/1:c and proposed that the Council seek agreement on Babraham receiving one-third of S.106 agreement; if the density and therefore value increase beyond Local Plan dwelling allocation, Babraham allocation remains at one-third. Cllr Laurie proposed, Cllr Attwood seconded: carried unanimously. Cllrs to refine proposals already outlined including Village Hall and Alms Houses.</p>

1911/17	<p>PFHI/LHI Cllr Laurie explained the proposal and Cllrs noted the work to engage further with Parishioners. Clerk and Cllr Laurie to draft material and distribute for Parishioner comment.</p>
1911/18	<p>Wych Road There was no action to report.</p>
1911/19	<p>Other traffic and transport No action required. Clerk had not completed survey and will do so.</p>
1911/20	<p>Cambridgeshire and Peterborough Combined Authority Local Transport Plan No action required.</p>
1911/21	<p>Street Lighting Clerk is reviewing alternative providers and will produce proposals for January meeting.</p>
1911/22	<p>Parish and new developments No action required.</p>
1911/23	<p>Huawei No response received: Clerk to follow up with Huawei representatives.</p>
1911/24	<p>Bus Shelter on northbound A1307 Clerk presented updated request for tender and list of providers. Cllrs agreed to proceed with request and providers.</p>
1911/25	<p>Defibrillator Cllr Laurie reported that the Institute proposed mounting the defibrillator on a post next to the Post box, with supply from the Institute. Cllrs supported the proposal.</p>
1911/26	<p>Leases with UKRI on Babraham Pocket Park and Sports Field Cllr Laurie had spoken to Babraham Institute Director of Finance and Operations, Simon Jones; Institute leases are now in place. Council might have to explore lease with BBSRC. The Cricket Club is in favour and wants improved facilities and is keen: it might be able to contribute funds and expertise.</p>
1911/27	<p>Brookfield contract Clerk presented the updated contract: Cllr Laurie proposed approval, Cllr Rogers seconded; carried unanimously.</p>
1911/28	<p>Neighbourhood Plan Cllr Attwood presented the draft plan. The team seeks additional help from residents and will seek funding. Cllr Attwood has recruited one member of the public. Cllr Laurie congratulated the team on progress to date and asked about timescales. Cllr Attwood will circulate the draft.</p>
1911/29	<p>Welcome to Babraham leaflet Cllr Rogers and Cllr Attwood presented an updated draft. Further work is to be done.</p>

1911/30	<p>Aerial photography Cllrs discussed the proposal for drone photography at a cost of about £250. Cllr Attwood asked about need: Cllrs discussed uses in leaflet, planning, presentations and Neighbourhood Plan. Mr Chapman will share some example images from the Campus shoot. Cllrs agreed to defer until spring at the April meeting.</p>																																																								
1911/31	<p>Clerk appraisal Cllr Walker to complete the review.</p>																																																								
1911/32	<p>Community event Cllr Laurie reported the event had been very successful; despite bad weather, about 35 people joined the breakfast and the walk through the village. Clerk to send thanks on behalf of the Parish Council.</p>																																																								
1911/33	<p>Meeting schedule 2020 Cllrs approved the proposed meeting dates for 2020 to be submitted to Babraham School. 9 Jan; 13 Feb; 12 Mar; 9 Apr; 14 May; 11 Jun; 9 Jul; 13 Aug; 10 Sep; 8 Oct; 12 Nov.</p>																																																								
1911/34	<p>VE Day 2020 Cllrs noted VE Day activities (8—10 May 2020, www.veday75.org) and deferred until February meeting.</p>																																																								
1911/35	<p>FINANCE</p> <p>Receipts Council received two credits of VAT refund: £365.88 for 1 October 2017 to 31 March 2018 (1909/36); and £724.67 for 1 April 2018 to 31 March 2019 (1910/36).</p>																																																								
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1911/37	<p>Books Clerk asked for approval to purchase 2018 11th Edn <i>Local Council Administration</i> at £103.99. Cllr Laurie proposed and Cllr Walker seconded approval: carried unanimously.</p>																																																								

1911/38	<p>Balances and Bank Reconciliation at 31 October 2019</p> <p>Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£20,604.09</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61,059.32</td> </tr> <tr> <td>Total</td> <td>£81,663.41</td> </tr> </table>	Unity Current A/C balance	£20,604.09	Unity Savings A/C balance	£61,059.32	Total	£81,663.41
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1911/39	<p>Unity Bank</p> <p>Clerk reported that Unity had clarified process for Bank signatories. Clerk to add Cllr Rogers.</p>						
1911/40	<p>VAT Report</p> <p>Clerk had not done the 2019-20 VAT return, prepared as Apr-Sep 2019.</p>						
1911/41	<p>Bookkeeping software</p> <p>Clerk reported on accounting software: Cllrs discussed costs and savings and agreed to purchase suitable package at less than £20 pcm: Cllr Walker proposed, Cllr Laurie seconded; carried unanimously.</p>						
1911/42	<p>PLANNING</p> <p>Planning Applications</p> <p>S/4329/18/OL: Outline planning permission with all matters reserved for a phased, mixed use development comprised of up to 150,000 square metres of Gross External Area ... Wellcome Trust at Wellcome Genome Campus. Hinxton. At Planning Committee 24 October.</p>						
1911/43	<p>Planning decisions</p> <p>S/3447/19/FL: 5, Cambridge Road, Babraham, Cambridge, Cambridgeshire; withdrawn.</p>						
1911/44	<p>Correspondence</p> <ul style="list-style-type: none"> • ITP bus survey for Cambs/Peterborough Combined Authority <ul style="list-style-type: none"> ○ Clerk to forward to Mr Chapman • Operation London Bridge <ul style="list-style-type: none"> ○ Noted 						
1911/45	<p>Items to report and inclusion in the next meeting</p> <p>None was noted.</p> <p>Date of next meeting: Thursday 9 January 2019 at 7:30pm</p>						
1911/46	<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>, 9 December 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>						