

# Babraham Parish Council

Minutes of the Meeting held at Babraham Primary School on Thursday 9 May 2019

The meeting commenced at 18.32

<b>Present</b>	<b>Chair: Stuart Laurie</b> <b>Councillors: Robert Attwood, Jane Goody, Gareth Walker, Charlotte Rogers</b> <b>Other: Cllr McDonald arrived 18.45.</b>
<b>1905/01</b>	<b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b> Clerk, Cllr Cuffley and Mr Chapman apologised for absence.
<b>1905/02</b>	<b>TO ELECT A CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR</b> Cllr Laurie was proposed by Cllr Walker, seconded by Cllr Rogers; carried unanimously.
<b>1905/03</b>	<b>TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR</b> Cllr Walker was proposed by Cllr Laurie, seconded by Cllr Rogers; carried unanimously.
<b>1905/04</b>	<b>FOR COUNCILLORS TO SIGN THEIR ACCEPTANCE OF OFFICE FORMS</b> All forms were completed.
<b>1905/05</b>	<b>TO ELECT COUNCIL REPRESENTATIVES TO OUTSIDE BODIES</b> Local Liaison Committee: Cllr Attwood and Cllr Goody were proposed by Cllr Laurie, seconded Cllr Rogers; carried unanimously.
<b>1905/06</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> None was declared.
<b>1905/07</b>	<b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 11 APRIL 2019</b> The Minutes were approved unanimously by those present and signed.
<b>1905/08</b>	<b>EXCLUSION OF THE PUBLIC</b> No matters required exclusion.  <b>PUBLIC PARTICIPATION TIME</b> None was required.
<b>1905/09</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b> Deferred to Annual Parish Meeting: available online at the Parish Council's <a href="#">Agendas and Minutes page</a> .
<b>1905/10</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b> Deferred to Annual Parish Meeting: available online at the Parish Council's <a href="#">Agendas and Minutes page</a> .
<b>1905/11</b>	<b>REPORT FROM Babraham Research Campus (BRC) representative</b> Deferred to Annual Parish Meeting: available online at the Parish Council's <a href="#">Agendas and Minutes page</a> .

	<p><b>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</b></p>
<b>1905/12</b>	<p><b>Clerk's Report</b> The Clerk submitted no issues in advance.</p>
<b>1905/13</b>	<p><b>Year End and Annual Governance and Accountability Return</b> Cllrs reviewed and discussed available updated Year-End and AGAR documentation, circulated in advance. Cllr Attwood proposed and Cllr Rogers seconded approving the documents: carried unanimously.</p>
<b>1905/14</b>	<p><b>Corporate Governance return</b> The Return was not received and item was deferred to the June meeting.</p>
<b>1905/15</b>	<p><b>PFHI</b> Cllrs discussed the increased quote to include additional street lighting that adds £9000 to the original quote of £19,000 for street works (and will increase Parish lighting charge). Cllrs agreed to meet Josh Rutherford to review costs and reach a decision at a future meeting.</p>
<b>1905/16</b>	<p><b>Meeting on GCP proposals with representatives from GCP and Mott Macdonald</b> Meeting is to be arranged and current works to be presented at the Annual Parish Meeting.</p>
<b>1905/17</b>	<p><b>Wych Road</b> Cllrs agreed to arrange a meeting with Tam Parry, Principal Transport Officer, for discussions on improvements to the Wych Road.</p>
<b>1905/18</b>	<p><b>Other traffic and transport</b> Cllr Walker presented preliminary analysis of the first set of speed data, which indicated an average speed of 28.7mph over the time period. More reliable data will be derived from additional data collections. Clerk and Cllr Walker will continue to collect data and publish on the website. Rowley Lane works: Cllr Goody reported the Lane will be restored in the next 3-6 weeks. Street Sweeping: Cllr Laurie reported that John O'Brien at CCC Highways is seeking costs for the relining, and will then place the order for street sweeping by SCDC.</p>
<b>1905/19</b>	<p><b>S.106</b> Discussion on S.106 contributions was deferred to the next meeting.</p>
<b>1905/20</b>	<p><b>New developments</b> Huawei: Cllr Walker attended a meeting with other local Parish Councillors to hear the company's plan for the Spicers site. Cllr Walker reported that there would initially be 350 jobs and no housing, although this is likely to change with future developments. All councillors bought up concerns about transport in the area. Attendees generally felt was that Huawei were receptive to how they could help with these issues. Cllr Walker to get contact name for Cllr Laurie to write to with regards to anything the company could do to help the Parish.</p>

	<p>H/1:b: Cllrs noted that Sawston Parish Council had called in the Secretary of State in respect of H/1:b housing density. Cllrs discussed Babraham action and agreed to write to Sawston PC. Motion to offer support proposed by Cllr Laurie, seconded by Cllr Rogers; carried unanimously. Clerk to contact Sawston Parish Council to discuss action.</p>
<b>1905/21</b>	<p><b>Parish Boundary Review</b> Cllr Laurie reported that we need an update from Cllr Cuffley as he anticipates Sawston will initiate this. Cllr McDonald recommended discussion with Jason Clarke, Programme Manager at CCC, who works on boundary issues. Cllrs discussed that new Sawston residents of H/1:b and 1:c will seek to use Babraham School and funding would be required to support this. Cllrs to consider if it would be better that Babraham is centred around the current village. Cllrs discussed the financial benefits and detriments and the effects on the Parish Council. Cllr McDonald to seek meeting with Jason Rutherford and Cllr Laurie to report to next meeting.</p>
<b>1905/22</b>	<p><b>Defibrillator</b> Clerk had added Heartsafe invoice to payments for May: £2,518.80. Cllrs noted the contact information required for the order. Cllrs to consider electrical contractor and Clerk to obtain three quotes for installation. Cllrs noted the approval, subject to legal review and agreement, from Greene King to install the defibrillator. Cllrs approved Clerk's email to planning to seek clearance on installation on the kitchen building, attached to the Grade II listed Inn: the email should be sent.</p>
<b>1905/23</b>	<p><b>Leases with UKRI on Pocket Park and Sports Field</b> BBSRC had emailed the Clerk to set up a call; Clerk to set the call up for Cllr Laurie.</p>
<b>1905/24</b>	<p><b>Brookfield contract</b> Cllrs reviewed and approved the updated terms of contract with Brookfield for a two-year period including additional collection of bins at £3569+VAT per visit. Proposed by Cllr Rogers, seconded by Cllr Attwood: carried unanimously.</p>
<b>1905/25</b>	<p><b>Neighbourhood Plan</b> Deferred to the next meeting.</p>
<b>1905/26</b>	<p><b>Welcome to Babraham leaflet</b> Deferred to the next meeting.</p>
<b>1905/27</b>	<p><b>Website accessibility</b> Deferred to the next meeting.</p>
	<p><b>TO CONSIDER OTHER MATTERS</b></p>
	<p><b>FINANCE</b></p>
<b>1905/28</b>	<p><b>Receipts</b> The Parish had received half-year precept payment by SCDC of £ 6127.50.</p>
<b>1905/29</b>	<p><b>Payments</b></p>

	<p>Cllrs approved the following payments.</p> <table> <tr> <td>YTB: payroll annual cost</td> <td>£144.00</td> </tr> <tr> <td>Cllr Laurie: Mower repair; Gog Magog</td> <td>£40.00</td> </tr> <tr> <td>HMRC: PAYE April 18</td> <td>£120.00</td> </tr> </table> <p>Clerk</p> <table> <tr> <td><i>Pay Nett April 2019</i></td> <td><i>£184.32</i></td> </tr> <tr> <td><i>Overtime Nett Nov-Mar</i></td> <td><i>£296.05</i></td> </tr> <tr> <td><i>A4 Paper</i></td> <td><i>£20.97</i></td> </tr> <tr> <td><i>Travel 59.6 miles</i></td> <td><i>£26.82</i></td> </tr> </table> <p>Clerk: Total £528.42  AED Locator Ltd: defibrillator £2,518.90  CAPLC: membership &amp; GDPR services £225.02  <b>Meeting Total £3,576.34</b></p> <p>Cllrs approved purchase of HP cartridge (est. £90, incl. VAT) and folders (est. £15, incl. VAT) by Clerk.  Cllrs asked Clerk to provide appraisal form based on Parish Council standards and agreed to review salary at June meeting.</p>	YTB: payroll annual cost	£144.00	Cllr Laurie: Mower repair; Gog Magog	£40.00	HMRC: PAYE April 18	£120.00	<i>Pay Nett April 2019</i>	<i>£184.32</i>	<i>Overtime Nett Nov-Mar</i>	<i>£296.05</i>	<i>A4 Paper</i>	<i>£20.97</i>	<i>Travel 59.6 miles</i>	<i>£26.82</i>
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<b>1905/30</b>	<p><b>Balances and Bank Reconciliation at 30 April 2019</b></p> <p>Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£21079.15</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60937.05</td> </tr> <tr> <td><b>Total</b></td> <td><b>£82016.20</b></td> </tr> </table>	Unity Current A/C balance	£21079.15	Unity Savings A/C balance	£60937.05	<b>Total</b>	<b>£82016.20</b>								
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<b>1905/31</b>	<p><b>VAT Report</b></p> <p>Clerk had received no information on VAT reclaim for 2017-18 from HMRC.</p>														
<b>1905/32</b>	<p><b>Insurance</b></p> <p>Cllrs noted valid insurance policy provided by Hiscox, through Came and Co (brokers) and noted the policy expires 31 May 2020.</p>														
	<p><b>PLANNING</b></p>														
<b>1905/33</b>	<p><b>Planning Applications (as of 7 May 2019)</b></p> <p><i>S/1111/19/FL. Proposed Single Storey Side and Rear Extension; Churchfield House, Church Farm Barns, Sawston Road, Babraham; Mr &amp; Mrs Clayton-Payne.</i></p> <p>No comments from Cllrs.</p>														
<b>1905/34</b>	<p><i>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 (GEA) of flexible employment uses ... Wellcome Genome Campus Hinxtton Saffron Walden, Cambridgeshire, CB10 1RQ; Wellcome Trust.</i></p> <p>Cllrs agreed that a working group should review the application and prepare a draft submission to be agreed outside meeting. Cllr Laurie proposed initial objection. Cllr Attwood seconded: carried unanimously.</p> <p><i>S/1520/19/AD: The George Inn, 1 x no. double sided banner frame.</i></p> <p>Cllrs noted the Application was incorrect as the sign is lit and a double sign: requires amendment.</p>														

	<p><i>S/1464/19/FL: Babraham Research Campus application for New single storey implement store and single storey workshop.</i> No comments from Cllrs.</p>
<p><b>1905/35</b></p>	<p><b>Planning decisions</b> None was received as of 9 May 2019.</p>
<p><b>1905/36</b></p>	<p><b>Correspondence</b> Cllrs noted:</p> <ul style="list-style-type: none"> <li>• Sawston Neighbourhood Plan</li> <li>• Zero-carbon funding: Cllr Laurie suggested Clerk to investigate</li> <li>• SCDC Bulletins</li> <li>• ACRE Survey: Cllr Walker encouraged councillors to complete</li> <li>• Email to Clerk ref streetlight from parishioner: Clerk to contact County Council to sort and reply to parishioner</li> </ul> <p><b>Other items</b></p> <p><b>Items to report and inclusion in the next meeting</b></p> <ul style="list-style-type: none"> <li>• Central Reservation: Cllr Goody mentioned that the central reservation grass, as every year, had grown such that limited visibility was becoming a danger. Cllr McDonald suggested contacting Dennis Vacher at CCC to ask for the work schedule; if necessary, we ask for this to be brought forward: Clerk to contact Dennis Vacher.</li> <li>• Large vehicles through village: Cllr Rogers mentioned Frimstone are owned by Mick George who operate policy to avoid local little villages. Clerk to contact to check with the,</li> <li>• Rubbish at BRC: Cllr Walker mentioned the large amount of rubbish behind the wall next to bus stop on the Cambridge side. Clerk to write to BRC to ask them to resolve.</li> <li>• Overgrowing bushes: Cllr Goody mentioned issues with overgrowth near bridge; Cllr Walker to resolve.</li> </ul> <p><b>Date of next meeting:</b> 13 June 2019 at 7:30pm</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> None was required.</p> <p><b>The Meeting closed at 19.25</b></p> <p>Signature: <i>Don Powell</i>, 30 May, 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>