

## Draft Minutes of the Babraham Parish Council Annual General Meeting

Held at the Back Restaurant Gerorge Inn, Babraham  
On Thursday 13<sup>th</sup> July 2017 at 7.30pm

Meeting commenced at 7.33pm.

	Present	<p><b>Chair:</b> Stuart Laurie  <b>Councillors:</b> Charlotte Rogers, Robert Attwood, Gareth Walker, Jane Goody.            Clerk: Sam Bramley            District Cllr T Orgee arrived 7:51pm and left at 8:29pm            County Cllr Cuffley arrived 7:59            Members of the public: 3</p>
0717/01	Apologies	None
0717/02	Members Declaration of Interests	Chairman declared an interest in item 1717/20 and will leave the room for the discussion.
0717/03	Minutes of meeting held 1 <sup>st</sup> June 2017	Approved unanimously by those present at meeting and signed.
0717/04	Public participation	<p>The public reiterated that speeding is still an issue.            The speed sign has LEDs which aren't displaying correctly. Cllr Walker to contact SWARCO.            Members of the public have been tending the garden by the parish sign and the Council gave thanks for their efforts.</p>
0717/05	D Cllr report.	See attached report.
0717/06	C Cllr report.	Cllr Hickford and Cuffley have been meeting with Highways about road conditions. Cllr Cuffley reports that the Sporting Village, which included Cambridge United Football Club, at Trumpington has been withdrawn over Greenbelt issues.
0717/07	BBT report Chris Chapman.	In conjunction with Biomed Realty representative Orestis Tzortzoglou, (BioMed Director of Development), Mr Chapman presented a site plan and illustrations of the new RND2 development on the campus. Biomed are the leaseholders of this development. A public art consultant will be in touch with the community to discuss what public art should be commissioned and where it should be sited.
0717/08	LHI Funding Bid.	<p>Stephen McGee, the appointed lead officer, has been in contact. 'Greater Cambridge Partnership (formerly, City Deal) propose significant changes to this junction, including a potential roundabout. Any LHI work carried out may therefore be abortive should these proposals move forward to implementation. They also mentioned that, should the option at Babraham be selected, the parish will have input in making improvements and that they would pick up other necessary changes at their cost'.</p> <p>He proposes that the LHI is kept temporarily halted until a decision is made and the</p>

		Council are in agreement with this.
0717/09	Village Hall	A report was received regarding the Village Hall pre-application and it isn't encouraging. The current site would sit on flood zone 3 and most likely isn't a viable option along with significant outlay costs. Mr Chapman (BBT) suggested another site which would be further back but out of the flood zone. Cllr Attwood to pass a copy of the report to the Village Hall Committee to enable them to make a decision as they will be the owners of the building; the council would lease the land.
0717/10	Babraham Brick Wall	Mr Chapman (BBT) reports money will be made available to repair the wall; the loosening of flint, ivy and a hole. Clerk to hasten progress.
0717/11	Clerk's report.	<p>Communication received about noise disturbance from a resident; directed to SCDC as PC have no powers to act.</p> <p>Communication from two parishioners who would like to hold a gathering with food for the local community in conjunction with the Parish Council in September. This will be added onto the agenda for August to be discussed and any actions agreed.</p> <p>Reread the audit report and it is mentioned that the financial regulations aren't quite right and hopefully the Clerk will have time to address any issues this month. Clerk thanked Councillors for getting in touch when the A14 closure made it impossible to attend training.</p> <p>Clerk reported that she has the delegated authority to spend money between meetings, with the Chairman's agreement, usually when deemed essential/emergency; Councillors do not have this authority as they cannot act individually. Clerk will look at introducing a Scheme of Delegation so it is clear when and what the Clerk can do in the situation.</p>
0717/12	Tree report.	Branches have been cleared but it is noted that a large amount of wood is still in the river from Storm Doris. It was discussed that Cllr Goody might organise a working party, along with Cllr Walker and Rogers and fellow parishioners, to clear the river. Cllr Goody to report back at the next meeting where it can be decided if it should go ahead. Clerk to check if there are any insurance implications and to see if permission might be needed from the Environmental Agency.
0717/13	Central reservation grass cut.	This has been completed.
0717/14	Joint Neighbourhood Plan.	Cllr Walker to place information about the neighbourhood plan onto the website and to email out to all those of the mailing list to ask for volunteers to form a neighbourhood plan working party.
0717/15	Speeding Traffic.	<p>Cllr Walker is still trying to collect any evidence we can to help back up our case for funding various speed control systems in the village. If anyone does have any information that illustrates some of the problems associated with speeding and road safety in Babraham, in particular details of past accidents that have occurred in the village please get in contact. As yet there has been no response.</p> <p>Cllr Cuffley to chase Highways visiting to discuss possible traffic calming possibilities. Sawston would support Babraham's request that the 30mph limit through the High Street be extended to the junction of the A1307 to reduce speed through the village and, to introduce a speed limit through the S bends adjacent to the Barn development</p>

		on Babraham Road, Sawston. Clerk to contact Evan Loughlin.
0717/16	Highway concerns.	Reported that a drain needs repairing near the school, speeding issues throughout the village, white lines needing refreshing, both at the top of the road and within the village. Clerk to email Cllr Hickford/Cuffley with the list.
0717/17	White lining.	Signs and white lining to be refreshed still haven't materialised. Clerk to hasten Peter Taylor.
0717/18	Electric line through High Street.	Nothing new to report. Cllr Walker is in touch and will continue to update the council.
0717/19	Local Liaison Forum.	40 schemes over three meetings were put to those who attended. The council raised concerns that putting a roundabout in at the top of the village, one of the schemes suggested, has road safety implications. There will be a final meeting in September. For more information see Cllr Orgee's report attached below.
0717/20	Grass Cutting Contract.	The Vice-Chairman lead the discussion as the Chairman left the room due to his interest. Clerk sent out the invitation to tender to eight companies, had correspondence from four, but only two companies quoted despite best efforts. Council noted that VAT can be reclaimed for works carried out. It was agreed to offer CGM the grass cutting and maintenance contract initially until 31 <sup>st</sup> March 2018. This will be reviewed in January/February dependant on quality; if satisfactory the contract will continue for a further two years. Clerk to contact CGM to arrange a site visit with Cllr Rogers to make sure everything detailed in the contract is clear to CGM and hopefully a smooth start will ensue.
0717/21	Internal Audit 16/17	Points met so far: R1, R2, R5, R6, R7 (YTB can see no reason to suggest that BPC owe money to HMRC regarding tax payments for the clerk before the previous clerk; we are currently in credit with HMRC), and R8. R3- currently reviewing standing orders. R4- currently gathering all information to comply with the Transparency Code for Smaller Authorities. Cllr Walker has updated the website with The Annual Reports for 2015-16 and 2016-17, Items of Expenditure over £100 for 2016-17, Explanation of Variances 2016-17, Bank reconciliation 2016-17, and List of Councillor Responsibilities. Missing 'Location of Public Land and Building Assets'. Council confirms the lease the land of 'Pocket Park' from BBSRC and is responsible for the maintenance of the trees. Survey has recently been completed and works carried out.
0717/22	External Audit.	The statutory inspection period ends Friday 14th July. The notice is displayed on the parish noticeboard and website along with signed copies of Section One and Two of the Annual Return.
0717/23	Code of Conduct.	Councillors resolved to adopt the Model Parish Code of Conduct. Cllr Walker to publish on the parish website. Clerk to send over electronic copy. All Councillors have a duty to follow this document.
0717/24	Standing Orders.	Clerk and Chairman will meet to discuss changes proposed to the Standing Orders and will then present to the council for review in August.
0717/25	Meeting dates.	Council confirmed meetings dates as August 10 <sup>th</sup> , September 14th, October 12th, November 9 <sup>th</sup> and January 11 <sup>th</sup> . There is no planned meeting in December. Clerk to confirm with the school.

0717/26	Unity Trust Bank Report.	Clerk and Chairman will meet to discuss the report and will then present to the council in August.												
0717/27	Uttlesford Local Plan.	Sawston PC had asked the parish council to consider submitting a request to ask UDC to extend the Local Submission Plan deadline over the summer. Cllr Orgee reported that the deadline had been extended to the 4 <sup>th</sup> September. Council can comment on the consultation period being held during the summer months in their response to the plan.												
0717/28	Overgrowth of Honeysuckle Lane.	Reported that the growth on one side had been cut back by a member of the parish. Clerk to contact Peter Bennett over the subsidence issues on the road and overgrowth of plants hitting vehicles using the lane.												
0717/29	Overtime.	A detailed overtime sheet was presented to the council and it was agreed to authorise overtime of an initial 10 hours for the Clerk. Clerk to continue detailing hours and overtime will be reviewed accordingly.												
0717/30	Mileage Claim.	Decided to defer mileage claim until Chairman has completed all three sessions of his course.												
0717/31	Barclays Bank.	Clerk now has access to the accounts and online banking. Cheques were delayed until access was granted and money transferred; all have now been sent.												
0717/32	Receipts.	HMRC VAT repayment of £555.06.												
0717/33	Payments.	Members authorised payments. Schedule circulated at the meeting detailed below. Both signatories signed each invoice as per the auditor's recommendation.												
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0717/34	Balances and reconciliation	Clerk presented balances and bank reconciliation to the council.												
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0717/35	Budget Performance Report.	Clerk presented budget performance to the council and reported that 64% of the proposed budget for the year has been spent. As the council have reserves this isn't a significant problem at the moment. Expenditure has been higher due to significant unexpected tree works, an increase in Clerk's hours and training costs.												
0717/36	Planning application.	S/2239/13/FL Erection of football ground for Cambridge City Football Club and creation of new community recreational space at Land to the North of Deal Grove, Babraham Road, Sawston, Cambridgeshire by Mr Len Satchell. Application dated 14.06.17. Extension given to comment until 20.07.17. See attached response.												
0717/37	Planning	S/1960/17/TC Tree works to remove 2 yews, remove 2 elders, reduce 1/2 yew and												

	application.	clearance work application by Ms Sara Merritt at Chalk Farmhouse HIGH STREET, CB22 3AG. Application dated 6.06.17. No comment required.
0717/38	Planning decision.	S/0907/17/FL Improvements to campus entrance including extended staff vehicular entrance lane and additional vehicular exit lane together with associated works to cycleway / footpath, lighting and surface water drainage at Research Campus on the edge of the villa, Babraham Research Campus, Babraham, Cambridge, CB22 3AT. Permission granted.
0717/39	Planning decision.	S/1003/17/VC Variation of Conditions 11, 12, 14 and 20 of S/1676/14/OL at Babraham Bioscience Technologies, Babraham Research Campus, BABRAHAM, CB22 3AT for Babraham Bioscience Technologies. Permission granted.
0717/40	Planning decision.	S/1670/17/VC Variation of Condition 3 (materials) of planning permission S/3523/16/FL at 17, The Close, Babraham, Cambridge, Cambridgeshire, CB22 3AQ by Mr Adrian Bath. Permission granted.
0717/41	Correspondance.	CPRE Cambridgeshire and Peterborough is pleased to invite you to a workshop for Parish Councils, "Understanding the Planning System and responding to planning applications". The workshop takes place on Thursday 2nd November, 9am – 1pm, at St Ives Corn Exchange. £25 for up to two delegates (CPRE members), £40 for up to two delegates (not CPRE members). Agreed to wait until SCDC offer similar training.
0717/42	Items to report.	Corporate Parish Council email address suggested where Councillors have their own parish council address to use for parish council business. Cllr Walker to research and present at the next meeting. To start the budget and precept process for the year 18/19. Litter pick working party proposed to be led by Councillor Attwood. Community gathering in Babraham.
	Date of next meeting	<b>10<sup>th</sup> August 2017 at 7.30pm.</b>

S Bramley Clerk Meeting closed at 9:55pm  
14<sup>th</sup> July 17.

#### **Report from Tony Orgee, District Councillor for Babraham:**

#### **District Council Chief Executive**

The District Council's new Chief Executive Beverley Agass joined the council on 3 July from Lincolnshire where she had held a similar role. She is getting to know the district and will be visiting many South Cambridgeshire villages in the next few months.

#### **Local Plan update**

Today (13 July 2017) was the final day of hearings at the examination in public of the District Council's draft Local Plan. The inspector will now complete her report. The District Council knows that there will be some further work to be carried out as the inspector has already asked the council to reconsider its listings of 'open green spaces' and consider whether another designation would be more appropriate. The key issue is whether the inspector will find the draft plan 'sound' or whether she will come to a different judgement about the

proposed scale of housing development and the creation of new jobs, and if she does this would lead to more extensive consultations.

## **Significant local matters**

### **(a) A1307 Local Liaison Forum**

The A1307 Local Liaison Forum has held three workshops, on June 12, 15 and 20, considering the consultants' proposals and ideas generated by the Forum itself.

The first meeting concentrated on that stretch of the A1307 between Haverhill and Hildersham, the second on the general Four Wentways area and six alternative Park and Ride strategies, and the third on the A1307 between Babraham and the Cambridge Biomedical Campus (Addenbrookes).

I was pleased that Babraham Parish Council was represented at all three workshops.

One of the criticisms at these workshops was that insufficient information had been made available to Forum members to make fully informed comments. A further workshop that had originally been planned for 18 July was therefore postponed in order to ensure that the latest traffic modelling and all relevant information would be made available to Forum members in sufficient time before the next workshop. A new date for this fourth workshop should soon be circulated, and I would expect this to be in early September.

One of the key issues possibly relating to Babraham is about the siting of a new site / new sites for Park and Ride, since one of a number of alternatives been considered is a site off the A1307 between the Babraham Crossroads and Four Wentways.

### **(b) Cambridge City Stadium, Sawston**

A planning application for the erection of a football ground for Cambridge City Football Club and the creation of new community recreation space at land to the north of Deal Grove, Babraham Road, Sawston was submitted about four years ago. After local consultation, the application went for determination to the District Council's Planning Committee. The officer recommendation was for refusal but the Planning Committee agreed to approve the recommendation.

A local resident made a legal challenge to the decision. The challenge was upheld on the grounds that the Committee had not given sufficient reason why it had approved the application given the officer recommendation for refusal.

The application, reference number S/2239/13/FL, which contains a number of updated reports, is now subject to further consultation before a decision is made. I attended the public exhibition of the proposals held on 16 May 2017 at Spicer's Pavilion in Sawston.

When the application was considered first time round, the then members of Pampisford Parish Council were very concerned about the additional traffic that would be generated, particularly spectators, traffic that it was thought might well travel through Babraham to get to and from the ground.

Although the application site is in Sawston, I think it important that the Parish Council should comment on this application because of its potential traffic implications.

**Finally, on a personal note**, I have been re-elected as Chair of The District Council's Scrutiny Committee for a further year.

Clerk to Babraham Parish Council  
clerk@babraham-village.net

15/07/17.

**Land to the North of Deal Grove, Babraham Road, Sawston, Cambridgeshire Ref: S/2239/13/FL**

Dear Mr Thorfinn,

The council discussed the proposed plans last night and although in support of the application in principle they have raised concerns about the following:

- Increased traffic through the Babraham High Street, where speeding is currently an issue.
  - Use of grounds by other users may cause traffic in addition to that caused by football events. For example, car boot sales early on a Sunday morning would generate a lot of traffic through the village at otherwise quiet times.
  - Potential increased traffic through the village if the club were to be promoted to a higher league in the future.
- Light pollution from floodlights.
- Noise pollution from the increase of traffic and the construction of the building.
- Safety regarding heavy construction traffic through the village. The road is often reduced to one lane due to on-road parking. Please note that the primary school is located on the main road and the increased traffic may pose a risk to vulnerable children.

The council would like to specify that no construction traffic use Babraham High Street to access the building site and seek reassurances that this will be enforced.