

Draft Minutes of the Babraham Parish Council Annual General Meeting

Held at Babraham Primary School, Babraham
On Thursday 1st June 2017 at 7.30pm

Meeting commenced at 7:47pm.

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| | Present | <p>Chair: Stuart Laurie Councillors: Ms C Rogers, Robert Attwood, Gareth Walker, Jane Goody. Clerk: Sam Bramley District Cllr T Orgee from 8:06pm County Cllr Cuffley from 8:09pm Members of the public: 3</p> |
| 0617/01 | Apologies | Chris Chapman (BBT). Cllr Orgee and Cuffley will join us later in the meeting. |
| 0617/02 | Members Declaration of Interests | None declared. |
| 0617/03 | Minutes of meeting held 11 th May 2017 | Approved unanimously by those present at meeting and signed. |
| 0617/04 | Public participation | <p>It was reported that grass cutting of the central reservation had not been done. Cllr Cuffley agreed to hasten.</p> <p>Concerns we raised about the state of the Babraham brick wall, in particular a large hole where a tree had fallen down onto the wall during Storm Doris and where flint has been falling out in a number of places (including near the school). Clerk was asked to get an update from Babraham Institute about the issue.</p> <p>It was noted piles of gravel had been left in the road, possibly from a company's lorry in Sawston. Cllr Rogers agreed to look into it.</p> |
| 0617/05 | D Cllr report. | <p>Overview and Scrutiny report on a number of issues can be seen on the District Council's website. Cllr Orgee reported that a number of large scale building proposals in the area, Cambridge City Football Club, Smithson Hill proposal and Agritech Village, could have an adverse effect on Babraham and the surrounding areas due to the increase of traffic; village need to keep an eye on the developments and respond to any correspondence received.</p> <p>The Local Liason Forum is meeting (see correspondence) and Cllr Goody and Cllr Attwood will be attending all three workshops. Clerk to RSVP. Please note these aren't open to the public.</p> |
| 0617/06 | C Cllr report. | <p>Cllr Cuffley delivered a brief report about changes to Council structure. Please see detailed report attached.</p> <p>Cllr Cuffley and Hickford are very keen to address Highways Issues and are meeting with the Local Highways Officer. They would like a list of areas needing repairs and where they are located to be sent to Cllr Hickford ASAP.</p> |

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| 0617/07 | BBT report Chris Chapman. | No report. |
| 0617/08 | Acceptance of office. | Chairman signed acceptance of office form. |
| 0617/09 | Clerk's contract. | Clerk's contract agreed and signed. Clerk appointed as the RFO. |
| 0617/10 | Clerk's report. | The clerk thanks the council for the resources authorised at the previous meeting. The clerk has acquired copies of the Annual return and these can now be published on the noticeboard and website. No physical copy of the Council's Code of Conduct can be found so the clerk will locate one recommended by the District Council. Bush and Bennett annual report was submitted to the clerk and will be published in the APM minutes and on the website. |
| 0617/11 | LHI funding bid. | Correspondence has been received, explaining that a draft plan of works will be submitted to the parish council to consider. It was confirmed that the council are still in a position to contribute at least 53.3% and the Clerk will respond to Stephen McGee. |
| 0617/12 | Tree report. | Cllr Rogers updated that tree works have been carried out but there was damage to the fencing which they have fixed in a timely fashion. It was reported that a number of branches have been left and Cllr Rogers will contact the company to remedy the situation. |
| 0617/13 | Neighbour- hood plan | Possible dates proposed for neighbourhood plan officers to meet with Babraham parishioners; Suggested Wednesday 21 st and Thursday 22 nd July. Cllr Cuffley will liaise and get back to the council. It was suggested that Pampisford might like to join this meeting. Clerk to contact. It was decided that the 15 th June meeting with Sawston Parish Council be postponed until a later date until the parishioners decide how they would like to proceed. Clerk to contact. |
| 0617/14 | Speeding traffic | Cllr Walker is gathering evidence to find out what the speeding issues are in the village through data collected from the speed sign and from parishioners. Councillor Cuffley will contact Highways to come out to Babraham and discuss the calming possibilities and find the best solution to the problem. It was noted that Sawston are proposing to extend a 30mph limit and it was speculated that the council could join forces and extend this through Babraham High Street until it joins the A1307. Clerk to email Sawston about the possibility. |
| 0617/15 | White lining. | Clerk has contacted Highways (Peter Taylor) and an order is being put in to refresh the signs as we speak. He has asked that if there is anything else needing doing that we let him know. |
| 0617/16 | Contact details and emails. | Contact details for the noticeboard approved, after a few changes, and will be on the noticeboard in due course. It is requested that all emails sent out on behalf of the Parish Council be copied into the clerk and any emails sent from the Clerk be acknowledged by councillors. |
| 0617/17 | Grass | A discussion took place and it was decided works needing to be carried out are the same |

| | cutting contract. | as in previous year. Contract to run from August 1st 2017 to March 31 st 2018 with an option to extend for a further two years if the work is to a high standard. Financial regulations (11.1h) state we must obtain 3 quotations for works between £25,000 and £3,000. For works between £3,000 and £100 we must strive to obtain 3 quotations in order to insure value for money. However; the council are not obliged to accept the lowest quote. Cllr Walker to put up and advertisement on the website and clerk to advertise on the noticeboard. Other companies will be invited to tender by the clerk. It is hoped we will have a number of quotations to consider at the July meeting and make a decision. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 0617/18 | Internal audit 16/17 | Report was presented to the Council and formally considered. The Action plan was agreed and clerk will send the response. (Action point R2). Hoped to achieve everything in the next few months. Council noted the invoice was a larger amount than expected. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0617/19 | External report 16/17 | Council noted documentation has been completed and sent to the External Auditor via recorded delivery. The statutory inspection period runs from Monday 5th June- Friday 14th July. The notice is displayed on the parish noticeboard but also needs to be put onto the website, along with signed copies of Section One and Two of the Annual Return. Clerk to send documents to Cllr Walker to go up on the website. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0617/20 | The Pensions Regulator. | We are enrolled and YTB have declared our compliance before the due date Oct 17. Clerk will not be joining the scheme. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0617/21 | Barclays Bank | Members resolved to permit the RFO to be authorised to give instructions to Barclays PLC to obtain account information and to make fund transfers between bank accounts in Babraham Parish Council's name. Papers signed and clerk will take into the bank ASAP (2 nd June). Clerk will not send out cheques authorised today until she can transfer money and be sure of the bank balance. Then can start with Cllr's signatory forms. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0617/22 | Precept 16/17 | We retrospectively minute that the annual precept demand approved for 2016-17 was £10,255. As per the recommendation set out in the internal audit 2016/2017 (Action point R1). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0617/23 | Payments | Members authorised payments. Schedule circulated at the meeting detailed below. Both signatories signed each invoice as per the auditor's recommendation. <table border="1" data-bbox="397 1438 1557 1837"> <thead> <tr> <th>Paid</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>CAPALC</td> <td>CiLCA training</td> <td>420.00</td> </tr> <tr> <td>Auditing Solutions Ltd</td> <td>Audit service</td> <td>264.00</td> </tr> <tr> <td>Society of Local Council Clerks</td> <td>SLCC membership</td> <td>60.00</td> </tr> <tr> <td>SLCC Enterprises</td> <td>10th Ed. CAB book</td> <td>78.40</td> </tr> <tr> <td>Samantha Bramley</td> <td>Mileage/Salary/Expenses</td> <td>275.26</td> </tr> <tr> <td>Adam Lewis</td> <td>Tree Surgery</td> <td>2,800.00</td> </tr> <tr> <td>Babraham Primary School</td> <td>Room hire</td> <td>14.25</td> </tr> <tr> <td>Gareth Walker</td> <td>Email hosting</td> <td>43.89</td> </tr> <tr> <td></td> <td>Total</td> <td>3,955.80</td> </tr> </tbody> </table> | Paid | Details | Amount £ | CAPALC | CiLCA training | 420.00 | Auditing Solutions Ltd | Audit service | 264.00 | Society of Local Council Clerks | SLCC membership | 60.00 | SLCC Enterprises | 10th Ed. CAB book | 78.40 | Samantha Bramley | Mileage/Salary/Expenses | 275.26 | Adam Lewis | Tree Surgery | 2,800.00 | Babraham Primary School | Room hire | 14.25 | Gareth Walker | Email hosting | 43.89 | | Total | 3,955.80 |
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| Society of Local Council Clerks | SLCC membership | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 0617/24 | Balances | Clerk presented assumed balance based on cheques going out last month. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 0617/25 | Overtime and mileage | <p>Mileage claim for Clerk's training in May was authorised.</p> <p>A detailed overtime sheet was presented to the council and it was agreed to authorise overtime of an initial 6 hours for the clerk to be included in her pay next month. Clerk to continue detailing her hours and overtime will be reviewed accordingly.</p> | | | | | | | | | | |
| 0617/26 | Planning application. | <p>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. Application dated 12.05.17</p> <p>Comments: No comment</p> | | | | | | | | | | |
| 0617/27 | TPO | <p>S/1668/17/TC Tree works to 7 Yews, 1 Cedar and felling of 1 Yew application by Mr Anthony Jones at Babraham Hall Estate, High Street. Application dated 12.05.17.</p> <p>Comments: No physical application was received by the council from planning and clerk to chase.</p> | | | | | | | | | | |
| 0617/28 | Planning decision. | <p>S/1063/17/DC Discharge of conditions 8 and 15 of planning consent of S/1676/14/OL at Babraham Bioscience Technologies, Babraham Research Campus, High Street.</p> <p>Conditions discharged.</p> | | | | | | | | | | |
| 0617/29 | Planning decision. | <p>S/1388/17/LB and S/0418/17/FL Replace existing window with French windows and internal alteration to put additional velux rooflight at Stable Cottage, High Street, Babraham, for Ms Thomas. Permission granted.</p> | | | | | | | | | | |
| 0617/30 | Planning decision. | <p>Re S/1112/17/FL – Partial first floor extension at Church Farm Cottages, 49, Sawston Road, Babraham, Cambridge, for Adri Visagie. Permission refused.</p> | | | | | | | | | | |
| 0617/31 | Correspondance. | <p>Local plan objections.</p> <p>'The Inspectors examining the Cambridge and South Cambridgeshire Local Plans have updated the hearings programme for the remaining South Cambridgeshire specific hearings and joint hearings to be held in June and July 2017. This will take place at South Cambridgeshire District Hall.</p> <p>Wednesday 14 June – strategy for the rural area. The hearing will resume in the Chamber starting at 2pm for the following: 1.5A Babraham'.</p> | | | | | | | | | | |
| 0617/32 | Correspondance. | <p>Chairman and Councillor training.</p> <p>CAPALC are offering training for chairman and councillors in Hemingford Abbots. Councillor training covers:</p> <p>Session 1. Meetings, Meeting Procedures & Code of Conduct</p> <p>Session 2. Budgets, Precepts, Statutory Powers & Standing Orders</p> <p>Session 3. Planning, Section 106 Agreements, & Risk Management.</p> <p>It costs £35 per person per session and is a 6:30pm arrival for a 7pm start. Each session lasts 2/2.5 hours. Chairman dates: 6th, 13 June and 4th July. Councillor dates: 12th, 19th, and 26th July.</p> <p>Agreed Councillors Walker, Attwood and Goody to attend all three Councillor training evenings. Chairman would like to attend training but to confirm dates with Clerk.</p> | | | | | | | | | | |
| 0617/33 | Correspondance. | <p>Local Liaison Forum (members only and not open to the public).</p> <p>The workshops will look in more detail at the ideas for sustainable transport and safety</p> | | | | | | | | | | |

| | | improvements on the A1307 between Haverhill and Cambridge raised at the inception workshop. Each workshop will look at a specific section of the route. RSVP by Wednesday, 7 June. | | | | | | | | | | | | | | | | |
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| 0617/34 | Items to report and to include in next meeting. | <p>Reviewing standing orders.</p> <p>Adopting the Code of Conduct for Councillors.</p> <p>Confirming dates with school for the following year (2017-2018).</p> <p>Reports from Chairman regarding Madeline Hall Committee and Bush and Bennet.</p> | | | | | | | | | | | | | | | | |
| | Date of next meeting | 13th July 2017 at 7.30pm. | | | | | | | | | | | | | | | | |

S Bramley Clerk
2nd June 17.

Meeting closed at 21:42 pm

County Council Report for Parish Councils June 2017 by Cllr Roger Hickford & Cllr Kevin Cuffley

Representing the villages:

Babraham, Great Shelford, Harston, Haslingfield, Hauxton, Little Shelford, Newton, Sawston, Stapleford

Council Structure....

Cambridgeshire County Council has now been returned by the electorate to a Conservative led administration. For the last four years there has been "No Overall Control", which has been challenging for all concerned.

At the election, the Conservatives asked the electorate to put them back in control of the County Council, and this was shown by the results. The Conservatives have 36 out of 61 seats – a healthy majority of 11.

The first Full Council meeting since the elections took place on the 23rd May. Because the County Council now has a Committee System, and must maintain such a system by law for at least another two years, the Conservatives are determined to make it work more quickly, more efficiently and for the benefit of the residents of Cambridgeshire.

Previously the Council structure before the elections consisted of five main committees proportionally made up of 13 members from across all parties:

Adults, Children and Young People, Economy & Environment, Health, Highways and Infrastructure.

At the Full council meeting, the Conservatives proposed, and it was agreed, to have seven main committees, consisting of 10 members from across all parties. The two extra committees are:

Commercial & Investments

Community & Partnerships

These two additional committees are very important. The Commercial & Investments committee will look at how the Council can best use its assets, whilst at the same time looking to bring in a revenue stream via such projects as their Housing Development project. This will enable the Council to maintain front line services.

The Community & Partnerships committee will look at how the Council can and will work more closely with parish councils and communities - to work more collaboratively and efficiently. Cllr Kevin Cuffley is the vice-chair of this committee. There will be a Lead Councillor located in each District area. In SCDC, Cllr Lina Joseph has been nominated as the Lead Councillor.

At the Full Council meeting it was also agreed that the previous Leader and Deputy Leader would remain in position. Therefore Cllr Roger Hickford remains Deputy Leader of the Council.

It was also agreed not to have any more verbal questions, which was a platform for "showboating" by certain councillors, but instead to facilitate and accommodate more written questions so the Council is more open and transparent, and has a written record of questions asked. It was also agreed to limit the call in facility, as the committee system is by its nature its own scrutiny function.

The Conservatives are very pleased to be back in control of the County Council, and you have two councillors, who both have positions of responsibility and influence.

Highways....

Cllrs Hickford and Cuffley are meeting your local highways officer on Wednesday 14th June for the whole morning to discuss concerns in the electoral division. We ask parish councils to make all your highways concerns known to us before Friday 9th June, so we can prepare and compare to ensure all issues are being looked at and dealt with. It is our objective to develop a spreadsheet with all the issues raised, so they can be tracked and sorted asap. This system has worked well in the past, but only with the cooperation of the parish councils and residents. Please respond to Cllr Roger Hickford with your

ongoing highways issues at roger.hickford@cambridgeshire.gov.uk and I will collate them and share them with Cllr Cuffley and officers.

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