

Draft Minutes of the Babraham Parish Council Annual General Meeting

Held at Babraham Primary School
On Thursday 12th October 2017 at 7.30pm

Meeting commenced at 7.30 pm.

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| | Present | <p>Chair: Stuart Laurie Councillors: Charlotte Rogers (arrived 7.36pm), Robert Attwood (arrived 7.01pm), Jane Goody, Gareth Walker, DCllr Orgee (departed 8.20pm), Clerk: Sam Bramley Members of the public: Two (one departed 8.30pm)</p> |
| 1017/01 | Apologies | Chris Chapman (BBT), County Cllr Cuffley |
| 1017/02 | Members Declaration of Interests | None |
| 1017/03 | Minutes of meeting held 14.09.17 | Approved unanimously by those present at meeting and signed. |
| 1017/04 | Exclusion of public | None identified. |
| 1017/05 | Public participation | <p>It was reported that the traffic lights in the village had an issue the previous week and the relevant authorities dealt with it quickly. It was highlighted that the hole in the layby by the post box was still there despite those working on the road being asked to fill it.</p> |
| 1017/06 | D Cllr report. | Report attached below. |
| 1017/07 | C Cllr report. | See County Councillor report below. |
| 1017/08 | BBT report Chris Chapman. | Report attached below. |
| 1017/09 | LHI Funding Bid. | No update. This is on hold now until Greater Cambridge Partnership decides on changes to be made to the junction. |
| 1017/10 | Babraham Brick Wall | The work is almost complete. |
| 1017/11 | Clerk's report. | <p>The clerk reported that a VAT claim form for £191.20 had been submitted to HMRC and the payment had cleared. The clerk has confirmed with CGM that an error was made in accounting and the amount stated in the contract was for one bin empty, not two. The clerk reminded Cllrs that register of interests can be updated at any time. Cllr Attwood and Goody are to update theirs.</p> |

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| | | NHS Stay well this winter advice has been put on the website. As one of the recipients of the A14 community fund, the Institute of Continuing Education at Madingley Hall is offering free creative writing classes. The clerk attended CiLCA training this month and more policies will be on the way. Part of the course is to write up an event plan and apply for grant funding which will be useful for the community gathering the council wish to arrange. |
| 1017/12 | Joint Neighbourhood Plan. | A working party has been formed who will represent the village. The flyer to ascertain the wishes of the village will be delivered asap in order to inform Sawston and Pampisford at the next meeting (10am 19 th October '17 at Sawston Parish Council Office). |
| 1017/13 | LLF/ A1307, Three Campuses to Cambridge. | Verbal feedback from the last meeting was given. Council thanked Cllr Attwood and Goody for representing the parish throughout the meeting process. It has recommended three strategies to take to the executive board and there will be further meetings (see report from C and D Cllrs for further information). |
| 1017/14 | Speeding Traffic. | Cllr Walker has not been successful at downloading data from the speed sign and will contact the company and ask them to come out to download the data. The Council understand that this may require a fee to do so. |
| 1017/15 | Possible LHI application for speeding traffic. | It was agreed to make an application to the LHI fund for a raised area, possibly a speed hump, to curb speeding in the village. Chairman to submit application by the 15 th October 2017. Once the application is submitted a Highways officer will be in touch to discuss the feasibility of the plan. |
| 1017/16 | White lining. | Highways have put this on hold until the cabling/electric line has been completed |
| 1017/17 | Grass Cutting Contract/dog bins. | CGM agreed to empty the dog bin by the church twice a month. The dog bin will be re-sited away from the church in the near future. |
| 1017/18 | Unity Trust Bank Change. | The application has been sent. All Cllrs signed the signatory document and authorised two £500 cheques to be sent to open the new accounts. |
| 1017/19 | Transparency Fund Application. | The application for equipment to comply with the Transparency Code was submitted by CAPALC in October and the Council await the outcome. |
| 1017/20 | Community Gathering. | Clerk to investigate funding options. |
| 1017/21 | Litter and River Pick. | Cllr Walker will create a risk assessment for River Pick. Date undecided. The litter pick was very successful with five bags of rubbish collected, thank you to all those involved. |
| 1017/22 | PC Email Addresses. | Cllrs have been issued with new email addresses to be used for parish council business. Councillors to email Clerk when they have been set up and are ready to use. |
| 1017/23 | Pocket Park | Options were discussed. It was resolved the Chairman would liaise with BBSRC and |

| | Lease. | discuss all available options to the Council. | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1017/24 | Babraham Sports Field. | Options were discussed. It was resolved that the council would like to lease the field and that the Chairman would liaise with BBSRC and discuss all available options to the Council. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/25 | Cambridgeshire Acre Renewal. | It was resolved to renew the annual subscription for Cambridgeshire Acre. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/26 | Allotments. | Options were discussed of possible sites in Babraham that might make for good allotments. Cllr Rogers to enquire with Savills to establish if it would be possible to lease some land for that purpose. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/27 | Cambridgeshire Parish Council Conf 2017. | It was resolved the Clerk will attend the conference on Friday 17 November 2017, 9.00am – 1.30pm in St Ives. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/28 | Newsletter costs. | Members resolved to authorise payment to R Attwood for the materials used in creating the newsletter. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/29 | Mileage. | Mileage for Clerk to attend the CiLCA course was approved. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/30 | Clerk's Printing Costs. | It was resolved to reimburse the Clerk in full for the ink cartridge replacement cost. It should print around 6500 pages. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/31 | Receipts. | Precept payment 17/18 £5127.50 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/32 | 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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| 1017/33 | Balances and reconciliation. | Clerk presented balances and bank reconciliation to the council. Balances held as of 30.09.2017. | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total | £80,804.89 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/34 | Quarterly Budget Performance | Report detailing payments from July 1st to September 30 th 2017 and was circulated to Councillors. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1017/35 | Initial Precept Discussion. | Clerk presented a suggested budget for 2018/2019 and further details were added. Clerk will amend for Council agreement in November. | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1017/36 | Planning application. | S/3210/17/LB Internal upgrades to internal doors and screens to improve fire protection and compartmentation at Babraham Bioscience Technologi, Babraham Research Campus, High Street, Babraham, Cambs by Chris Chapman. Application dated 21.09.2017. Council wish to make no comment. |
| 1017/37 | Planning application. | S/3435/17/LB Replacement of three single glazed windows and a single glazed door in modern rear extension with double glazed units at 40 High Street, Babraham, Cambridge, Cambridgeshire, CB22 3AG by Joanne O'Shaughnessy. Council wish to make no comment. |
| 1017/38 | Appeals. | S/1112/17/FL Appeal ref: APP/W0530/D/17/3181448 Partial First Floor extension over an existing single storey side extension and new front porch for Church Farm Cottages, 49, Sawston Road, Babraham, Cambridge, CB22 3AP. Council do not wish to make any amendments to anything originally submitted. |
| 1017/39 | Planning decisions. | None |
| 1017/40 | Correspondance. | Heidi Allen's monthly newsletter. NHS Stay Well advice. |
| 1017/41 | Items to report/next agenda. | GDPR- data protection. |
| | Date of next meeting | 9th November 2017 at 7.30pm. |
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Meeting closed: 9:33pm

S Bramley Clerk 13th October 17.

Changes to recycling collections

The district council is in the process of procuring new vehicles for collecting recycled waste. The present vehicles have two compartments, one for paper only and the other for all the other types of recyclable materials collected. The present system leads to inefficiencies since when either compartment is full a vehicle has to return to Waterbeach to be emptied.

When the present vehicles came into service waste paper that was not co-mingled with other types of recyclable materials fetched a much higher price than paper that was co-mingled. However, the two prices now are far more similar.

The decision has been made to use vehicles with no separate space for paper, meaning that it will not be until a vehicle is completely full will it need to return for emptying. The consequence for householders is that there will no longer be a need to separate the paper that goes into the blue bin from the other recyclables placed in that bin. The large black caddies will therefore become redundant when the new scheme comes into operation.

The new scheme will commence from early December. From then on the blue bin can have paper placed within it; the black caddy will no longer be needed as the paper won't need to be separated. Householders can keep the black caddies and use them for whatever purpose they want. However, if

someone does not want to keep their black caddy they can recycle it at one of the householders waste recycling centres – they should not put it in the blue bin since hard plastics are not collected in these bins.

Information about this change in collections will be in the next edition of the *South Cambs Magazine*.
There will be no change to collection days.

A1307 Local Liaison Forum

The A1307 Local Liaison Forum held a public meeting on 26 September following a series of workshops. Three possible strategies for tackling congestion on the A1307 between Haverhill and the Cambridge Biomedical campus were presented to the meeting. These were

- An off road high quality public transport link close to or along the track of the old railway line from the northern side of the A505 (across the A505 from the site of the old Pampisford station) to the eastern side of Sawston and Stapleford and on to the Cambridge Biomedical Campus;
- On line improvements on the A1307 between Four Wentways and the Biomedical Campus including new bus lanes;
- On line improvements on the A1307 between Four Wentways and the Babraham park and Ride site, including new bus lanes and a new link road for public transport between the Park and Ride site and the Biomedical Campus.

There has been further thought to possible Park and Ride sites near Four Wentways or off the A505, and the site on land immediately next to Babraham village now appears to be a non-runner.

Your parish council representatives who have been very regular attendees at the Local Liaison Forum workshops and have made sure that the views of Babraham were represented.

The Forum supported all three possible strategies going forward to the Greater Cambridge Partnership [the new name for the City Deal] Joint Assembly meeting on 2 November and the Executive Board on 22 November. The Executive Board will then make the decision which strategies to put forward for a public consultation in February 2018.

Uttlesford Local Plan (2011 – 2033)

The first stage consultation on the draft Uttlesford Local Plan ended on 4 September. A number of local South Cambridgeshire villages submitted views opposing the inclusion in the draft plan of a new settlement of about 5,000 houses in North Uttlesford (close to Great Chesterford)

Uttlesford DC are in the process of considering the consultation responses and their Planning Policy Working Group's next meeting is on 17 October. The agenda papers do not appear to include any of the responses from the South Cambridgeshire villages, and this omission will be questioned at the meeting.

Tony Orgee, District Councillor for Babraham

County Council Report for Parish Councils

October 2017

Cllr Roger Hickford & Cllr Kevin Cuffley

Budget

Following on from the financial report in August, we are now entering the budget setting process at the County Council, which will continue until the Council Budget meeting in February. As some of you may have already heard from Cllr Hickford's interview on Radio Cambridge, there is a budget deficit for the coming financial year for a total of £37.5m. The good news is that £31.5m of savings has already been identified. Other proposals are in the pipeline and the Conservative administration is confident securing the extra savings required to balance the budget. Much has been talked about cuts to front line services, but it has been made clear, just as in previous years, that other things are looked at before even considering looking to cut services. These other things include making our residents more independent and reducing the need for our services, making the most of our assets and ensuring we work effectively and efficiently with our partners wherever possible, and also renegotiating contracts to ensure best value and future proofing as much as possible. A good example of using our assets better is in the Childrens Centres proposal (please see below) and an example of negotiating a better contract is our new contract with our Highways maintenance provider where we will be saving £500k whilst delivering at least the same service. The Conservatives also put another £2.5m into road maintenance last year, and this will continue.

A1307 LLF

The long awaited A1307 LLF took place at Sawston VC on 26th September. West of Fourwentways three options are going out to consultation. I am pleased to say Option 1 which Cllrs Hickford and Cuffley fought hard for is included. Option 1 is a route for a transport corridor from Fourwentways to Addenbrookes which is off the existing A1307 route and takes in Sawston and Shelford. Once the route is decided, then the mode of transport system can be discussed, which may include a guided busway or a light railway, or

anything else can be considered. The minor highways improvements to the east of Fourwentways are the same on all three options and are therefore likely to go ahead asap.

Children's Centres

The New Sawston Community Hub (which is on the site of the Sawston Community College) will be the location for the new Child and Family Zone – this will be a really good space and much larger than the present centre based in Bellbird School . The space in the Bellbird school will be used to provide more early years places so in effect Sawston will have more provision not less.

The proposed 1 million efficiency savings are to be made through limiting buildings overheads and management costs – this is a good example where children centres services can use a shared building to share overheads and have a better space from which to deliver services.

Residents from the surrounding villages can and do come into Sawston for their services and we would expect the same to happen in the future, although they will also be able to access outreach in their homes where there is an identified need.

Innovation Fund

There was a meeting for PC's and organisations to learn more about the £1m Innovation Fund set up by the County Council to encourage partnership working at a local level to improve services and potentially save money. It was well received with over 60 organisations registering their interest to apply for funding.

Local Highways Improvement Scheme (LHIS)

Five of our nine villages asked us to obtain officer support to look at potential ideas for bids to the LHIS. I am pleased to say that all five schemes we looked at are being considered further by the respective PC's , and hopefully will progress into full applications.

Chris Chapman report October 2017.

- Flint wall; repairs continue to be ongoing
- Tree work; the biannual survey of the trees on campus has been completed together with a management plan for their upkeep. All work required in year-one is to be started in October, with the aim to complete during the Autumn period. Removal of ivy from the trees along the village boundary has already begun and is nearing completion. Any work to trees adjacent to boundaries and access ways through the campus will be given first priority.
- Speeding through village; we received a report of a night duty security officer speeding through the village whilst on duty. The officer in question has been issued with a formal warning on their conduct.
- Planning application for fire protection work in the Hall; we have been carrying out internal works to improve the fire protection measures within the hall and some of these require listed building consent, hence the planning application.
- External works to the Hall. As part of an overall planned programme for maintenance works on the Hall we intend to carry out repair works to the external façade. This is mainly repair to stonework, window frames and general masonry upkeep. When the work is carried out we will be erecting scaffolding around the Hall for access. The repair work will be done in liaison with the local authority heritage officers.