

Draft Minutes of the Babraham Parish Council Annual General Meeting

Held at Babraham Primary School

On Thursday 9th November 2017 at 7:30pm

Meeting commenced at 7:30 pm.

	Present	<p>Chair: Stuart Laurie</p> <p>Councillors: Charlotte Rogers, Robert Attwood, Gareth Walker, DCllr Orgee (arrived 8pm and departed 8:40pm), Chris Chapman representative from BBT (left at 9:05pm), County Cllr Cuffley (departed at 9:30pm)</p> <p>Clerk: Sam Bramley</p> <p>Members of the public: Two</p>
1117/01	Apologies	Jane Goody
1117/02	Members Declaration of Interests	None
1117/03	Minutes of meeting held 12.10.17	Approved unanimously by those present at meeting and signed.
1117/04	Exclusion of public	None identified other than 1117/43.
1117/05	Public participation	<p>Concerns were raised by members of the public about the condition of the Babraham to Sawston cycle path. The lights on the cycle path are ineffective due to the recent works being carried out; debris has covered them and some appear to have been damaged/not working. It was resolved the Clerk would contact Highways in addition to CCllr Cuffley.</p> <p>The gate at Pocket Park was reported to need a closer as it was not returning to the shut position; there were concerns for children's safety. Mr Chapman was hopeful he might be able to fix this issue.</p>
1117/06	D Cllr report.	See report attached below.
1117/07	C Cllr report.	See County Councillor report below.
1117/08	BBT report Chris Chapman.	<p>It was reported the R and D2 building works are schedule to start Jan/Feb which may last for up to 24 months. The construction traffic are not to access the site through Babraham High Street.</p> <p>Public consultation for public art will begin soon; a consultant has been appointed and two members of the public are needed for the steering committee. Commitment includes attendance at 3/4 meetings and being available to help choose the artists. A YouTube channel using footage within the campus is going to be set up to show animals in their natural habitat within the campus.</p>

		It was noted that the Chairman was welcome to speak with Chris in regard to leases the Parish Council are seeking and a meeting was arranged. Rowley Lane has had issues with fly tipping and may be closed to general vehicles during majority of the day. Vehicles with gate access, walkers and cyclists would still have access.
1117/09	LHI Funding Bid.	No update. Cllr Cuffley offered to speak to Highways to see what their thoughts are.
1117/10	Clerk's report.	The Clerk reminded Cllrs that register of interests can be updated at any time. The Clerk and Cllr Walker have been looking into setting up a direct debit with the email providers. It was agreed that the Clerk should attend the GDPR meeting help by SLCC Cambridgeshire on the 8th December 17. The Clerk had been in contact with Barclays to remove those from the mandate who no longer present on the Council. Councillors signed the mandate.
1117/11	Joint Neighbourhood Plan.	The wishes of the parish were to seek a Neighbourhood Plan independently from Sawston and Pampisford. It was resolved to continue to send a representative to the Neighbourhood Plan meetings in Sawston.
1117/12	Speeding Traffic.	Cllr Walker had been told by the company who installed the radar speed sign that a key should have been issued at time of installation. As no member can recall being given a key Cllr Walker agreed to continue to correspond with the company.
1117/13	LHI application (new).	The LHI application for a crossing ramp, a raised area with room to cross, has been submitted. This type of ramp has the benefit of being less noisy. The Council await a Highways officer to get in touch to discuss the feasibility of the plan.
1117/14	White lining.	Now the cabling has finished it was resolved to hasten Highways to complete the works.
1117/15	Grass Cutting Contract/dog bins.	Placement of the bin further away from the Church will take place when the bin is emptied. Clerk will request an up-to-date schedule now bi-monthly emptying has been agreed. It was noted that some of the path was still not being swept sufficiently and the Clerk would notify CGM.
1117/16	Unity Trust Bank.	All Councillors had received their internet banking details. It was resolved that the Clerk would start the process of transferring money over to Unity Trust and then close the Barclays accounts.
1117/17	Transparency Fund.	NALC have confirmed the application has been authorised, apart from internet costs, and will be processed in the November funding. Council now need to decide which equipment to purchase.
1117/18	Community Gathering.	The Clerk has investigated the options for funding and has started to fill out the Big Lottery Fund application. The application needs to be received 3 months before the proposed date. Council to decide on what they would like to provide.
1117/19	River Pick.	Cllr Walker created a risk assessment for River Pick and this successfully took place on the weekend of the 4/5 th November. Cllr Walker was thanked for his efforts.
1117/20	PC Email Addresses.	Cllrs have been issued with new email addresses to be used for parish council business. Cllr Walker offered assistance to those who might be having difficulty. Noticeboard and website will be updated when everyone is up and running.
1117/21	Pocket Park	It was resolved the Chairman would liaise with Mr Chapman and set a date to do this

	Lease.	(13 th November 2017 2pm).
1117/22	Babraham Sports Field.	It was resolved the Chairman would liaise with Mr Chapman and set a date to do this (13th November 2017 2pm).
1117/23	Allotments.	Cllr Rogers reported that Savills were not in support of the venture. It was resolved that the Council would like to purchase the agricultural land to provide allotments for those in the parish.
1117/24	Meeting dates 2018.	Meeting dates were agreed. It was resolved that the Clerk would contact the school to book these dates and Cllr Walker would update the website with the information. Cllr Cuffley would investigate when the elections might be to ensure no clashes.
1117/25	Play area.	It was resolved that the Chairman would contact Hundred Houses to enquire if it would considered allowing the Council to provide a play area on the site in return for maintaining the grass.
1117/26	GDPR.	The Clerk has contacted SLCC with questions that had arisen from the course attended. The answers raised more questions than it answers. The Clerk will continue to gather all information as it is released and keep the Council up-to-date.
1117/27	Local Council Foundation Award.	The Clerk presented information about the award scheme which celebrates the success of parish councils. It was resolved to meet the criteria and apply for the award.
1117/28	Babraham Action Plan 17/18.	It was resolved to take away the document and comment at the next meeting.
1117/29	Lone Working Policy.	It was resolved to adopt this policy and publish on the website.
1117/30	Training Statement of Intent policy.	It was resolved to adopt this policy and publish on the website.
1117/31	Amendment to Parish Boundaries.	At this time the Council do not wish to make an amendment to the parish boundaries as a result of the new development on the Babraham/Sawston border.
1117/32	Joint Working on Planning Issues.	It was agreed that working together with Sawston and Pampisford on planning issues arising from the new development would be beneficial to all parties.
1117/33	Hosting of Village Website.	It was resolved that the village website should be hosted by an independent company and Cllr Walker would arrange an alternative. Expects it be around £6 a month in fees (excluding VAT).
1117/34	Mileage.	Mileage for Clerk to attend the CiLCA course was approved.
1117/35	Receipts.	HMRC £191.20
1117/36	Payments.	Members authorised payments. Schedule circulated at the meeting detailed below.

		Both signatories signed each invoice as per the auditor's recommendation. Payments November 2017.																					
		<table border="1"> <thead> <tr> <th>Paid</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cambridgeshire ACRE</td> <td>Subscription</td> <td>£54.00</td> </tr> <tr> <td>R Attwood</td> <td>Printing costs</td> <td>£15.00</td> </tr> <tr> <td>S Bramley</td> <td>Salary/stationary/mileage</td> <td>£439.66</td> </tr> <tr> <td>Babraham Primary School</td> <td>Rom hire</td> <td>£14.25</td> </tr> <tr> <td>CGM Group</td> <td>Bins/Sweeping/grass</td> <td>£361.44</td> </tr> <tr> <td>SLCC</td> <td>CiLCA registration</td> <td>£250.00</td> </tr> </tbody> </table>	Paid	Details	Amount	Cambridgeshire ACRE	Subscription	£54.00	R Attwood	Printing costs	£15.00	S Bramley	Salary/stationary/mileage	£439.66	Babraham Primary School	Rom hire	£14.25	CGM Group	Bins/Sweeping/grass	£361.44	SLCC	CiLCA registration	£250.00
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1117/37	Balances and reconciliation.	Clerk presented balances and bank reconciliation to the council. Balances held as of 31.10.2017.																					
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1017/38	Budget 2018/2019	Clerk presented a suggested budget for 2018/2019. Cllrs agreed to take it away and look at it in more detail ready for January.																					
1017/39	Planning application.	None.																					
1017/40	Planning decisions.	None.																					
1017/41	Correspondance.	None.																					
1117/42	Items to report/next agenda.	Precept.																					
	Date of next meeting	11th January 2018 at 7:30pm.																					

Meeting to the public closed at: 9:40pm

PART II – CONFIDENTIAL INFORMATION`

Exclusion of the Press and the Public: It was resolved 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.

1117/43	Review and Confirm Employment of Clerk	It was resolved to confirm employment of the Clerk after a satisfactory 6 month probationary period. SCP 19 was agreed.
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Meeting closed at: 9:50pm

S Bramley Clerk 18th October '17.

Report from Tony Orgee, District Councillor for Babraham:

Changes to recycling collections

Last month I wrote about the change to SCDC's recycling collections - 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.

This is just a reminder that the change comes into effect as from early December. The change will be highlighted in the next edition of the South Cambs Magazine which is due to be delivered to all residents in late November. **There will be no change to collection days.**

Cambridge City Football Club – proposed stadium, Sawston

I attended the SCDC Planning Committee meeting held on 1 November where the planning application for a new football stadium and associated works was considered.

My primary reason for attending this and speaking on the application was to support the views expressed by Babraham Parish Council. These views were accurately reflected in the agenda papers but I thought they needed supporting since, if the football club were to relocate to a site off Babraham Road in Sawston, there would be traffic implications for Babraham. The planning application was approved by 8 votes to 2.

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.

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.

I attended the Joint Assembly meeting on 2 November and spoke about the work of the Local Liaison Forum and its views. The Joint Assembly agree to support these views being put forward to the Executive Board, and I will be speaking at that meeting as well. The Executive Board will then make the decision which strategies to put forward for a public consultation in February 2018.

I have covered most of this in previous reports. However, there was one significant development at the Joint Assembly meeting - after I had spoken, Chris Tunstall of the Partnership Team, stated (and this was in an open public meeting) that **the two sites originally put forward as potential sites for a new Park and Ride site had 'now been discounted'** and other sites were being looked at.

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)

Having begun the task of considering all these responses, Uttlesford District Council have concluded that further work needs to be done, and so the original timetable for the next stages of developing the plan has been set aside. A new timetable may be set out by the time of the next Uttlesford Policy Planning Working Group due to be held on 14 December.

Since the last parish council meeting, I and the chairs of a number of local parish councils have attended a presentation by the developers and subsequently a meeting with Heidi Allen MP about the proposals. **There is a public exhibition being held at Ickleton Village Hall on Saturday, November 11 from 10.00 am till 1.00 pm.**

County Council Report for Parish Councils November 2017 Cllr Roger Hickford & Cllr Kevin Cuffley: General News

Last month was dominated by the Children Centre debate at Full Council (see below).

All the Committees have begun their budget setting process for next year.

The A10 works is still on progressing. Roger and Kevin worked with Highways officers to get the timescale for the works cut drastically, and are hopeful it may even be completed slightly ahead of the revised schedule.

Children's Centres

It is disappointing the irresponsible way certain political parties have chosen to portray the Children's Centre proposals to residents, which in many cases has been a gross distortion of the truth and has frightened people into believing that they will lose frontline services in their local area. The day before the County Council debate on Children's Centres both Roger and Kevin received many emails which stated, "Please vote against the closure of Sawston Children's Centre..."

As stated last month, the opposite is happening, where Sawston will have more provision than before. It will result in more sessions for more people in more locations meaning more local access and more opportunity for staff to work with new families.

The plans aim to take out unnecessary running costs of buildings, but will not result in loss of children's centre sessions and services to residents. This is about maximising contact with families, not spending money unnecessarily on managing buildings. The funding of front line delivery services, which are the actual Children

Centre sessions and outreach services, are increasing from £2.56m to £2.63m, which means more sessions in more places for more families.

Residents should be reassured that their children's centre sessions will continue and that for many residents they will may also be able to access sessions in new places closer to where they live.

BOATS (Byways Open to All Traffic)

I have been investigating on behalf of Hauxton PC the possibility of closing a BOAT within the parish. There has been some confusion as to whether a PC can close a BOAT, or indeed has the powers to do so. Please see below comments from a Rights of Way officer to another PC on this very subject. It is clear that should a PC wish to investigate the closure of a BOAT, then there is a mechanism to do so. You do not necessarily require the support of the Rights of Way officer, or indeed any officer, but you do require the support of the community via consultation.

We have been informed by our colleagues in Policy and Regulation that it may be possible for a Parish Council to seek a Third Party Funded Traffic Regulation Order. Local consultation will need to be undertaken by the Parish to ensure that there is support for the changes in the community. Once a community has gained support and funding for their project, the County Council will work with them to make the improvements. The Third Party Funded TRO Application Form which can be found on our website. It is difficult to provide an accurate timescale for the making of a TRO because each Order will be different, and the timescales are inevitably connected to the number and nature of objections received to each proposed TRO. In general terms, and where a TRO is relatively simple and attracts few (if any) objections, the process should normally take approximately 3 months. If the proposals are more complicated, and particularly where the proposed TRO attracts significant objections, the process may take significantly longer, and will also be governed by the decision making timescales in operation at the time. Please note that, at this time, as the Public Rights of Way Officer who's duty is to make sure Public Rights of Way are open, unobstructed and suitable for their intended use I would submit an objection to such an order on this particular Public Byway .

Local Highways Improvement Scheme (LHIS)

All applications are now in and PC's will be hearing from Highways officers very soon, if they have not been contacted already.