

Draft Minutes of the Babraham Parish Meeting

Held at Babraham Primary School
On Thursday 8th March 2018 at 7:30pm

Meeting commenced at 7:30pm.

	Present	<p>Chair: Stuart Laurie Councillors: Robert Attwood, Charlotte Rogers, Gareth Walker, Jane Goody, District Cllr Orgee (departed at 8.20pm), Clerk: Sam Bramley Members of the public: Two members</p>
0318/01	Apologies	County Cllr Cuffley BRC representative
0318/02	Members Declaration of Interests	None
0318/03	Minutes of meeting held 08.2.18	The minutes were approved unanimously by those present at the meeting and signed.
0318/04	Exclusion of public	It was resolved to exclude the public and press from Item 0318/19 as it was felt it might affect contractual negotiations.
0318/05	Public participation	It was noted that traffic and speeding are still an issue throughout the village. It was also noted that three tyres had been dumped in the car park of Pocket Park and Clerk will report it to SCDC.
0318/06	D Cllr report.	See District Councillor report below in Appendix A.
0318/07	C Cllr report.	See County Councillor report below in Appendix B.
0318/08	BRC report	None available.
0318/09	LHI Funding Bid.	No update.
0318/10	Clerk's report.	<p>Clerk noted that various differing advice had been received regarding reclaiming VAT when a councillor had been reimbursed for services purchased on behalf of the parish council. A claim won't be made until further advice is clarified from HMRC.</p> <p>A bus shelter has a broken pane of glass and the Clerk has made enquiries as to the ownership of the shelter as it is not listed on the asset register. Current advice from the Public Transport Team Cambridgeshire County is that they belong to the Parish Council but Clerk is checking all avenues to ensure it is the parish council's responsibility. The broken glass has been reported to SCDC for the street team to clear.</p> <p>The Clerk is waiting for Councillors Attwood and Laurie to confirm they are set up for internet banking so online payments can be paid.</p>

		<p>Cllr Goody has prepared a road repair list for CCllr Cuffley and this will be passed onto him via email.</p> <p>All register of interests are complete and will be sent to SCDC.</p>
0318/11	Neighbourhood Plan.	<p>Cllr Attwood reported that a very positive meeting had taken place. A further meeting has been arranged where a South Cambs representative will advise the next steps for moving forward. It is proposed that a history archive will be set up where parishioners can take photographs of the parts of Babraham they love (visual identification of Babraham).</p> <p>Cllr Attwood has also attended the Sawston Neighbourhood Plan meeting where discussion took place about possible building land which spanned across the two parishes.</p>
0318/12	Speeding Traffic.	Inclement weather has prevented Cllr Laurie from accessing the speed sign data.
0318/13	LHI application (new).	No update has been received.
0318/14	White lining.	Highways are having an issue with contractors during the winter months who aren't guaranteeing works which have taken place during the winter. Clerk will contact Highways in April to get this underway.
0318/15	Pocket Park Lease.	It is thought that if Babraham Parish Council were not to renew the Pocket Park lease that it would likely be closed to the public. It was resolved that the Council would like to take on the lease, subject to terms, finances and insurance cover, to ensure the public would be able to access it. Clerk will contact the Insurance Company to determine what this would mean for insurance cover.
0318/16	Babraham Sports Field Lease.	No update.
0318/17	Dog fouling signage.	<p>It was resolved to print and laminate three signs to be placed in known areas of dog fouling to remind owners to pick up after their dogs.</p> <p>Clerk will investigate costs for a larger dog bin for the next meeting.</p>
0318/18	Community Gathering.	It was suggested that a 'Babraham Bash' was already in the process of being organised by another organisation. Cllr Laurie will report back with any new information.
0318/20	PC Email Addresses.	Cllrs have been issued with new email addresses to be used for parish council business. All addresses are now up and running; website and noticeboard to be updated.
0318/21	GDPR.	Clerk is attending training with CAPALC 15th March '18.
0318/22	Litter Issues After Storms and signage.	A response from Babraham Institute has been received. It was agreed a response would be drafted by Cllr Attwood, in agreement with the Council, to address a misunderstanding about entrances.
0318/23	External Audit Review	It was resolved to be externally audited for the year 2017/2018. Expected minimum cost £200 plus VAT.

	2017/2018.																									
0318/24	Policy Review 2018/2019.	<p>The following policies were reviewed and adopted:</p> <ul style="list-style-type: none"> • Grievance and Disciplinary Policy (new detailed policy) • Health and safety (minor change) • Equal opportunities (replacing the Disability policy) • Freedom of Information publication scheme (updates on where information can be found) • Risk Management Register (minor updates) • Standing Orders (remove 3K) • Complaints procedure (no changes) <p>The review of the following documents has been delayed until firm advice is received regarding GDPR:</p> <ul style="list-style-type: none"> • Freedom of Information • Record Management 																								
0318/25	Asset Register Review 2018/2019.	A thorough review has been made which resulted in a number of changes made to reflect items which have disposed of and those which have been inadvertently missed off. The figure will need to be RESTATED on the annual return for 31 st March 2017.																								
0318/26	Cambridge South East Transport Study Consultation.	<p>The project aims to deliver new public transport links, new and improved walking and cycling routes and road safety improvements.</p> <p>The consultation runs from 9th February and has been extended to the 9th April 2018. It was agreed that Cllr Attwood would draft a response regarding the lack of safety features included in the consultation where the High Street meets the A1307 and suggest a single carriageway.</p>																								
0318/27	Newsletter.	The content of the newsletter was agreed. An advert will be placed within it to let parishioners know that they can advertise in the newsletter for free if they wish to. It was resolved to cover printing costs for R. Attwood.																								
0318/28	Barclays Bank Account Closure.	Money has been successfully transferred to UTB and Barclays accounts are now closed.																								
0318/29	Receipts.	Barclays interest £24.29																								
0318/30	Payments.	<p>Members authorised payments. Schedule circulated at the meeting detailed below. Both signatories signed each invoice as per the auditor's recommendation.</p> <p>Payments March 2018.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Paid</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>8.03.2018</td> <td>G. Walker</td> <td>Reimbursement email costs</td> <td>£335.16</td> </tr> <tr> <td>8.03.2018</td> <td>Babraham Primary School</td> <td>Hall hire March</td> <td>£14.25</td> </tr> <tr> <td>8.03.2018</td> <td>S Bramley</td> <td>Salary</td> <td>£311.68</td> </tr> <tr> <td>8.03.2018</td> <td>CGM</td> <td>Dog bin empty</td> <td>£10.20</td> </tr> <tr> <td>8.03.2018</td> <td>CGM</td> <td>Bins and sweeping</td> <td>£97.20</td> </tr> </tbody> </table>	Date	Paid	Details	Amount	8.03.2018	G. Walker	Reimbursement email costs	£335.16	8.03.2018	Babraham Primary School	Hall hire March	£14.25	8.03.2018	S Bramley	Salary	£311.68	8.03.2018	CGM	Dog bin empty	£10.20	8.03.2018	CGM	Bins and sweeping	£97.20
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		Total			£768.49
0318/31	Balances and reconciliations	Clerk presented balances and bank reconciliation to the council. Balances as of 31/02/2018.			
		Unity Current A/C balance	£16,518.73		
		Unity Savings A/C balance	£60,500.17		
		Total	£77,018.90		
0318/32	Planning applications	<p>S/0250/17/CW Extension to existing waste transfer facility, used for the recycling and processing of inert construction materials to include concrete roadways, concrete pads, a wash facility, ancillary landscaping, workshop building (retrospective) and HGV parking area (retrospective).</p> <p>Location: South of Worsted Lodge, A11, Little Abington, Cambridgeshire, CB22 3AX Application by Dockerill Plant Hire Limited. Response extension granted by 12.03.2018.</p> <p><i>'We cannot identify any processing or recycling of the waste within the application, and are concerned the waste will continue to stockpile.'</i></p> <p><i>The applicants have exceeded the previous planning restrictions regarding the height of waste, no more than 4m, and are concerned why planning permission for the workshop and HGV parking area was not sort prior to erection.</i></p> <p><i>There are reservations about the use of Chalk Hill for heavy lorries as significant damage has been caused and extra traffic will only exacerbate the problem.'</i></p>			
0318/33	Planning decisions.	None.			
0318/34	Correspondance.	Response from Babraham Institute regarding email sent about litter and signage.			
0318/35	Items to report/next agenda.	<p>It was reported that the Oak Lane lighting doesn't appear to switch off. Clerk will contact the relevant people to ask why.</p> <p>Next agenda: Bus shelter repair. Additional dog bin costings.</p>			

Date of next meeting 12th April 2018 at 7:30pm.

Meeting closed to public at 9:24pm

Closed meeting opened at 9:30pm

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.

0318/19	Grass cutting/maintenance 18/21	The Council considered six tenders for the contract and will announce the successful tender at the next meeting, once the contract has been finalised and signed.
0318/36	Adjustment of Clerk Hours.	It was resolved that the Clerk use the eight hours contracted to be divided across the Council and CiLCA work as workload dictates, and that a review will take place once the qualification has been completed. The Clerk will inform the Council when that is the case.
0318/37	Clerk Holiday.	It was resolved to allow the Clerk to carry over eight hours outstanding holiday into the following year.

Meeting closed at: 10pm

Appendix A.

South Cambridgeshire Local Plan update

The six-week consultation on the main modifications required by the planning inspectors to the Local Plan has now finished.

I submitted a number of comments and an objection to a proposed change in Pampisford parish. We now await the inspectors' report.

Greater Cambridge Partnership and the A1307

The Greater Cambridge Partnership's 'Cambridge South East Transport Study' consultation has now started and was originally intended to run until Tuesday 3 April. However, because delivery of leaflets to villages along and near to the A1307 and proposed transport routes was adversely affected by the recent very cold weather, the consultation period has been extended until 9 April

Detailed leaflets setting out all the key proposals are being delivered to over 20,000 homes along the routes.

The two most local public exhibitions of the proposals are being held at the Abington Institute on Tuesday 13 March from 4 till 7 pm and at Sawston Village College on Wednesday 14 March, again from 4 till 7 pm.

In my view, it is important to respond by supporting those measures and strategies that you feel are appropriate, expressing opposition to what you think is inappropriate and making suggestions for what you think is missing or could be changed.

SCDC Budget

South Cambridgeshire District Council's budget-setting meeting was held on 22 February. The recommendation to the Council from its cabinet is for an increase in Council Tax of £5 per year for a Band D property (pro-rata for other Council Tax bands).

The District Council decided to increase its portion of Council Tax by £5 per year for a Band D property, and proportionately for other council tax bands.

The net result for a Band D property in Babraham is as follows

County Council	£1,249.83
District Council	£140.31
Police and Crime Commissioner	£198.72
Fire Authority	£68.76
Babraham Parish Council	£98.20
Total	£1,755.82

Agritech Park

Planning application ref S/4099/17/OL for an Agritech Technology Park to the east of Hinxton village was determined at the March 7 meeting of the SCDC Planning Committee. The planning application involved land in Hinxton, Pampisford and Whittlesford parishes, and therefore each of these parish councils was allowed to speak at the meeting.

The agenda papers for the application ran to about 60 pages, and Committee members visited the site on Tuesday 6 March. The officer recommendation was delegated refusal.

Afyer considerable discussion and debate, the Planning Committee members unanimously supported delegated refusal.

Wellcome Genome Campus

There is no further news from the Wellcome Trust following the two community workshops, held on Saturday 27 January and on Tuesday 30 January at the Genome Campus. I attended the 30 January event.

Wellcome, in their own words, were 'exploring the potential for future development at Hall Farm.' They are 'exploring what future development could look like and how this could best serve the existing research community, companies and staff already operating on site and the surrounding villages, as well as any future users of the Campus.'

Uttlesford Local Plan (2011 – 2033)

I have no further update on the Uttlesford Local Plan. The next meeting of the Planning Policy Working Group is scheduled for Tuesday 17 April at 7 pm.

Tony Orgee, District Councillor for Babraham

Appendix B.

County report from Kevin Cuffley.

At the February meeting the council voted to increase the precept on council tax by 2.99%, with adult social care at 2%. So the total increase is 4.99%. This is due to the increase demand in demand led services in Adult social care and Children and young People.

The county are in the process of getting accreditation for the white ribbon campaign which is to tackle Violence and domestic abuse towards women and girls. I am going to be the county ambassador.

The Sawston Hub is now moving forward now that I have actively got involved, they are hoping to start building in the summer of this year. This will create a brand new Children and family zone, that will be able to support more people and have a outreach programme for the surrounding villages.

I am also actively involved in getting our roads repaired. I am collating a full list of repairs needed.

The county has announced its full support for our library's and committed to keeping them open. There has been a slight change in that a small charge will be implemented for people whom use the computers for more than half hour, this is to allow access of them to all who wish to use them.