

Draft Minutes of the Babraham Parish Meeting

Held at Babraham Primary School
On Thursday 12th April 2018 at 7:30pm

Meeting commenced at 7:31pm.

	Present	<p>Chair: Stuart Laurie Councillors: Robert Attwood, Charlotte Rogers, Gareth Walker, Jane Goody. Clerk: Sam Bramley Members of the public: Two members (one left at 9:12pm) and BRC representative (left at 8:31pm)</p>
0418/01	Apologies	County Cllr Cuffley, District Cllr Orgee
0418/02	Members Declaration of Interests	Declarations of interest were made by Cllr Laurie, Rogers and Goody regarding 0418/35 and 0418/36.
0418/03	Minutes of meeting held 08.3.18	The minutes were approved unanimously by those present at the meeting and signed.
0418/04	Exclusion of public	
0418/05	Public participation	A member of the public offered to help put the parish council in touch with a British Horse Society representative in regard to the proposed bridleway changes and the Cambridge South East Transport Study (CSETS) Consultation. It was resolved not to include this as an item on the agenda in the immediate future.
0418/06	D Cllr report.	See District Councillor report below in Appendix A.
0418/07	C Cllr report.	See County Councillor report below in Appendix B.
0418/08	BRC report	<p>It was reported that R and D2 is three weeks ahead of schedule and should be completed by this time next year.</p> <p>The public art steering group have met and shortlisted three artists. Interviews are imminent and one artist will be chosen.</p> <p>Pocket Park is being looked after, tree-wise, due to the lease expiring.</p> <p>BBT has very generously offered to arrange and pay for the replacement of the bus shelter glass which has been broken. Any future repairs will need to be considered on a case by case basis.</p> <p>It was reported that the owl on the wall has been damaged and will be repaired.</p> <p>The Council offered their thanks for both the replacement of shelter glass and the gravel placed in the kissing gates as it is working really well. The Council enquired if there was a possibility an overgrown footpath along Rowley Lane could be cleared and this will be investigated.</p>

0418/09	LHI Funding Bid 17/18.	The money through the LHI has been reabsorbed due to the Cambridge South East Transport Study (CSETS) Consultation taking place.
0418/10	Clerk's report.	The clerk reported that there are 6 boxes and a filing cabinet which need to be collected for the new clerk to house. The Chairman will collect them once the internal audit has taken place. The Clerk was thanked for her work over the past year and wished well on her future endeavours.
0418/11	Neighbourhood Plan.	It was reported that the NP has a strong team of nine. A designated area is needed to define the boundary. The next meeting will be held on the 24 th April 18.
0418/12	Speeding Traffic.	The machine recording speed is not reading accurately when it rains. It was agreed that Cllr Walker would contact them to come out to the machine, even if there is a fee, as the council cannot access it and it has a fault.
0418/13	LHI application (new).	Babraham PC was not successful in the application for money via the LHI process this year. Cllr's scored other schemes significantly higher and as a result Babraham fell below the cut-off point. The Cllr's didn't note anything specific that they didn't like, they just appeared to favour other schemes more and the money is allocated based 100% on their scores. It was resolved to contact Highways for the estimated cost to carry out the works fully funded by the Council; the Chairman will do this.
0418/14	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. The Chairman will contact Highways to get this underway.
0418/15	Pocket Park Lease.	Clerk contacted CAME and Co for advice on public liability insurance and coverage needed for Pocket Park. They automatically insure up to £10 million for public liability on land the Council are responsible for. It is recommended that a risk assessment is carried out for the trees and the dipping platform. Signage informing members of the public that the water is deep, rather than suggesting not to swim in it are recommended. An inspection of the trees by a qualified company is also recommended. It was resolved that based on current information the Council would like to renew the lease for Pocket Park in order to keep it open to the public. The Chairman will make contact with the relevant people.
0418/16	Babraham Sports Field Lease.	No update.
0418/17	Dog fouling signage.	It was reported that the signs have been taken down twice. Cllr Rogers will research an alternative to the homemade signs and report back at the next meeting.
0418/18	Community Gathering.	This will be discussed at the next meeting.
0418/19	Grass Cutting And Maintenance Contract.	The contract was awarded to Brookfield Groundcare with a cost of £3030 (excluding VAT) for 18/19. The Council have the option to renew this for a further two years if both parties are happy. The Council are very pleased with the work and their interaction to date. It was noted that the Council were influenced by cost, although there is no

		obligation to choose the cheapest option, and whether those tendering were VAT registered.
0418/20	GDPR.	<p>Clerk attended training with CAPALC on 15th March 18 and was issued with a toolkit (electronic document circulated).</p> <p>Things considered were:</p> <ul style="list-style-type: none"> • Consent by those on the website update service needs to start afresh. Template is in toolkit. APM will be a good opportunity to do this. • To designate someone within the Council to be responsible for data protection. Cllr Walker volunteered to do this • To appoint an outside Data Protection Officer. CAPALC are offering a scheme which costs £25 per year to a council with an annual spend not exceeding £25,000. The Council resolved to use this service. • A data audit to be completed (the Clerk has started this but Cllr Walker will endeavour to finish it) • Privacy notices need to be displayed on the website. Template in toolkit and Cllr Walker will look at this.
0418/21	Bus Shelter.	As reported above, BBT has very generously offered to arrange and pay for the replacement of the bus shelter glass which has been broken. Any future repairs will need to be considered on a case by case basis.
0418/22	Dog Bin Purchase.	<p>It was agreed to purchase another dog bin. Three comparable large (50l) dog bins were discussed. It was agreed the Cllr Goody would order a bin from Glasdon, invoiced to the parish council. This will cost up to £260 (excluding VAT).</p> <p>The current dog bin by the church will be relocated to Rowley Lane by the kissing gate and the new larger one installed in its place.</p>
0418/23	Great Abington NP.	Great Abington Parish Council submitted its Neighbourhood Plan for the former Land Settlement Association estate to South Cambridgeshire District Council, (SCDC) on 22 February 2018, along with its supporting documents. The council resolved to make no comment.
0418/24	Meeting Times For 17.05.2018	The Annual Meeting of the Parish Council and Full Parish Council Meeting on May 17 th will commence at 6:30pm. The Annual Parish Meeting (APM) will commence at 7:30pm.
0418/25	APM Agenda and Refreshment Budget.	The agenda was agreed for the APM. Those reporting will need to be contacted; Cllr Rogers agreed to do this. A budget of £100 was agreed in order to provide refreshments for parishioners attending. The Chairman will purchase the refreshments and be reimbursed.
0418/26	Clerk Vacancy.	<p>The Clerk has handed in her resignation and will finish on the 22nd April 2018. The advertisement for a new clerk was agreed. Advertising is free to members of CAPALC and the Clerk will contact them with the agreed advert. The Clerk will also circulate the job vacancy with SLCC Cambridgeshire clerks. Cllr Walker will place information on the website.</p> <p>LGS services can provide relief in the short term and are recommended by CAPALC; £20 per hour (plus VAT) standard rate and finance work at £30 per hour. NB: Councillors can carry out the work of the Clerk but cannot receive payment.</p>

0418/27	Arrangements for Website and Email Payments.	HMRC have confirmed VAT can be reclaimed if a service for the Council is paid for by a councillor and they are reimbursed but only when there is a clear paper trail (needs to be minuted) where payments were authorised by the Council before the purchase. The Council will consider changing the current arrangement for dealing with payments for the website and email accounts at a later date.																												
0418/28	Internal Review 2017/2018.	Auditing Solutions representative will be meeting with the Clerk on the 22nd April to pick up the documents needed to complete the review and is scheduled to return them on the 25th.																												
0418/29	External Audit 2017/2018.	PFK Littlejohn have confirmed receipt of the request for Babraham to have an external audit. All documents need to be with them by the 11th June 2018. The AGAR will need to be signed off at the May meeting and minuted as such. The Clerk has printed out the guidance for this.																												
0418/30	Receipts.	£16.85 Interest.																												
0418/31	Clerk Overtime.	Approval for 10 hours overtime.																												
0418/32	Payments.	<p>Members authorised payments. Schedule circulated at the meeting detailed below. Both signatories signed each invoice as per the auditor's recommendation. Payments April 2018.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Paid</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>12.04.2018</td> <td>R.Attwood</td> <td>Newsletter printing costs</td> <td>£30</td> </tr> <tr> <td>12.04.2018</td> <td>S.Bramley</td> <td>Salary/stationary/mileage March</td> <td>£ 409.54</td> </tr> <tr> <td>12.04.2018</td> <td>CAPALC</td> <td>GDPR Workshop</td> <td>£35</td> </tr> <tr> <td>12.04.2018</td> <td>Babraham Primary School</td> <td>Hall hire April</td> <td>£14.25</td> </tr> <tr> <td>12.04.2018</td> <td>S.Bramley</td> <td>Salary April</td> <td>£ 399.34</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£ 888.13</td> </tr> </tbody> </table>	Date	Paid	Details	Amount	12.04.2018	R.Attwood	Newsletter printing costs	£30	12.04.2018	S.Bramley	Salary/stationary/mileage March	£ 409.54	12.04.2018	CAPALC	GDPR Workshop	£35	12.04.2018	Babraham Primary School	Hall hire April	£14.25	12.04.2018	S.Bramley	Salary April	£ 399.34	Total			£ 888.13
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0418/33	Balances and reconciliation	<p>Clerk presented balances and bank reconciliation to the council. Balances as of 31/03/2018.</p> <table border="1"> <tbody> <tr> <td>Unity Current A/C balance</td> <td>£15,732.24</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60,517.02</td> </tr> <tr> <td>Total</td> <td>£76,249.26</td> </tr> </tbody> </table>	Unity Current A/C balance	£15,732.24	Unity Savings A/C balance	£60,517.02	Total	£76,249.26																						
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0418/34	End Of Year Accounts 2017/2018.	Copies of the Receipts and Payments and Bank Reconciliation for the year ended 31st March 2018 were circulated along with a copy of section 2 of the Annual Return, summary of receipts and payments, budgetary statement and a variance statement.																												
0418/35	Planning application	<p>S/0718/18/FL Conversion of existing barn and hovel to new 2 bed house. The Black Barn and cartsheds, High Street, Babraham, Cambridge, Cambridgeshire, CB22 3AG by Babraham Farms (CERN). Received 5.04.2018, response due by 26.04.2018.</p> <p><i>Babraham Parish Council would like to offer their support to the proposals. 'The current structure is unsightly and it would be nice to see the building restored and preserved.'</i></p>																												

0418/36	Planning application	S/1303/18/LB Conversion of existing barn and hovel to new 2 bed house. The Black Barn And Cartsheds, High Street, Babraham, Cambridgeshire by Babraham Farms (CERN). Received 5.04.2018, response due by 26.04.2018. <i>Babraham Parish Council would like to offer their support to the proposals. 'The current structure is unsightly and it would be nice to see the building restored and preserved.'</i>
0418/37	Planning application	S/0927/18/DC Discharge of condition 21 (Travel plan) of planning permission S/1676/14/OL Location: Babraham Bioscience Technologi, Babraham Research Campus, High Street, Babraham, Cambridgeshire. Applicant: Mr Chris Chapman. Received 15.03.2018. Information only.
0418/38	Planning application	S/0953/18/DC Discharge of Condition 2 (External Materials) of Planning Permission S/2917/17/RM Location: Babraham Research Campus, High Street, Babraham, Cambridge, Cambridgeshire, CB22 3AT Applicant: Mr Orestis Tzortzoglou, BMR - Babraham Ltd. Received 27.03.2018. Information only.
0418/39	Planning decision	None.
0418/40	Correspondance.	SCDC uncontested election for Babraham.
0418/41	Items to report/next agenda.	Next agenda: Rowley Lane.
Date of next meeting 17th May 2018 at 6:30pm. Meeting closed at 9:38pm		

Appendix A.

Babraham Parish Council 12 April 2018

South Cambridgeshire Local Plan update

We still await the inspectors' report on the draft Local Plan and Main Modifications consultation. Once this is received, the District Council should be in a position to finally adopt the Local Plan.

Initial work on revising the Local Plan began in 2011, with the first public consultation that year, and the draft Local Plan was submitted to government in March 2014.

Because of the length of time taken, work on a new single Local Plan covering both South Cambridgeshire District and Cambridge City will begin in 2019, with a view to submission to national government in 2022.

Greater Cambridge Partnership and the A1307

The consultation on the Greater Cambridge Partnership's 'Cambridge South East Transport Study' proposals was extended to 9 April. A large number of responses were received including several hundred written responses from people who attended the various consultation exhibitions.

My own response to the consultation included the following comment in relation to the Phase 1, proposal 7 Eastbound bus lane at A11

The most important issue here, which is mentioned in passing in the consultation document, is safety at the Babraham High Street junction with the A1307. This junction is the site of numerous accidents, some of which have been very serious.

The consultation document does not set out any details for what safety measures might be considered. The lack of such details is a significant omission from the consultation.

There are hold-ups at the Four Wentways roundabout (A11 / A1307 junction), outbound from Cambridge, particularly in the afternoon / early evening peak, and this congestion does delay public transport and public service vehicles.

I can see some merit in implementing an eastbound bus lane as suggested but the detail needs to be considered in conjunction with safety measures at the Babraham High Street junction.

A report is expected to go to the Greater Cambridge Executive Board in early summer reviewing and analysing the consultation responses and the setting out a proposed way forward.

Babraham Parish Council has been well represented at meetings of the Local Liaison Forum, and the Forum's next meeting will be in the latter half of May (date and venue to be announced)

Wellcome Genome Campus

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.

The Wellcome Trust held two community workshops on 27 and 30 January, and follow up events on 17 and 20 March, which I attended.

Precise details of Wellcome's future vision for the Campus are still awaited but future proposals are likely to include expansion of the Campus on the eastern side of the A1301 together with about 1,500 houses.

It was stated that Wellcome are expecting to submit a planning application to the District Council before the end of 2018.

Uttlesford Local Plan (2011 – 2033)

The next meeting of Uttlesford District Council's Planning Policy Working Group (PPWG) is scheduled for Tuesday 17 April at 7 pm. However, there is nothing on this agenda specifically relating to the North Uttlesford Garden Village.

Further meetings of the PPWG are scheduled for 23 and 30 May.

Both the Wellcome Trust's proposals and Uttlesford's proposal of a new village of up to 5,000 houses just north of Great Chesterford have considerable implications for traffic in the area, particularly in relation to the A505.

Tony Orgee, District Councillor for Babraham

Appendix B.

The pot hole situation is being dealt with. A strategic programme is being set up.

White Ribbon campaign has progressed. Now have a short list of People to approach for becoming ambassadors within their field of employment and position.

The CCC, had a workshop to see how they can modernise library's in their commitment to secure our library's.

There is a huge drive at making our community resilient, and safeguarding all children and vulnerable people.

Someone had set up camp in the thicket by the Fourwentways roundabout. The police are fully aware. The person camping there is very healthy and well kept. The police have no cause for concern. This person is not in any way a threat to the community.

I have been approached by a resident as to having a salt box on the new housing estate. As when it freezes it is difficult to get out.

Kevin Cuffley, County Councillor for Babraham.