

# Babraham Parish Council

## To members of the Council

You are hereby summoned to attend the meeting of Babraham Parish Council at **Babraham Primary School** on **17th May 2018** at **6.30pm** for the purpose of transacting the following business.

Please could Councillors ensure they read the agenda notes and supporting documents via email prior to the meeting.

**Members of the public and press are invited to address the Council at this meeting during 'Public Participation Time'.**

## PART I – NON-CONFIDENTIAL INFORMATION

0518/01	<b>To Receive Any Apologies For Absence</b>
0518/02	<b>To Elect A Chairman Of The Parish Council For The Ensuing Year</b>
0518/03	<b>To Elect A Vice Chairman Of The Parish Council For The Ensuing Year</b>
0518/04	<b>For Councillors To Sign Their Acceptance Of Office Forms</b>
0518/05	<b>To Elect Council Representatives To Outside Bodies</b> - LLF (Currently Cllr Goody and Cllr Attwood)
0518/06	<b>To Receive Members' Declaration Of Interest For Items On This Agenda</b> Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting.
0518/07	<b>To Sign &amp; Approve Minutes Of Meeting Dated 12<sup>th</sup> April 2018</b> Copy circulated via email for information.
0518/08	<b>Exclusion Of The Public</b> To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
0518/09	<b>Public Participation Time – 5 Minutes Allowed</b>
0518/10	<b>Report From South Cambridgeshire District Councillor - Peter McDonald</b>
0518/11	<b>Report From Cambridgeshire County Councillor - K Cuffley and R Hickford</b>
0518/12	<b>Report From Babraham Research Campus (BRC) representative.</b>
	<b><u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b>
0518/13	<b>Update on Clerk</b> Recruitment, interim measures, collection of papers etc.
0518/14	<b>Neighbourhood Plan</b> Update if available
0518/15	<b>Speeding Traffic</b> Speed sign update from Cllr Walker Provision of speed bumps (in light of LHI failure), update from Cllr Laurie

<b>0518/16</b>	<b>Improvements To White Lining And Renewing The 'Slow' Sign</b> Update from Cllr Laurie (due to contact highways)
<b>0518/17</b>	<b>Pocket Park Lease</b> Update if available from Cllr Laurie
<b>0518/18</b>	<b>Leasing Of Babraham Sports Field</b> Update if available
<b>0518/19</b>	<b>Dog Fouling Signage</b> Update from Cllr Rogers
<b>0518/20</b>	<b>Community Gathering</b> Working party to feedback ideas. Discussion and decision required.
<b>0518/21</b>	<b>Grass Cutting And Maintenance Contract 18/21</b> Any comments
<b>0518/22</b>	<b>GDPR (General Data Protection Regulations)</b> Update from Cllr Walker Use of CAPALC scheme for DPO
<b>0518/23</b>	<b>Dog Bin Purchase</b> Update from Cllr Goody
<b>0518/24</b>	<b>Arrangements for Website and Email Payments</b> 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. To consider changing the current arrangement for dealing with payments for the website and email accounts. Debate and decision required.
<b>0518/25</b>	<b>Internal Review 2017/2018</b> Audit report has been completed and is included within the supporting documents. Overall summary was that "based on the programme of work undertaken, the Council has maintained adequate and effective internal control arrangements during the year". There are a few matters arising for discussion.
<b>0518/26</b>	<b>External Audit 2017/2018</b> PFK Littlejohn have confirmed receipt of the request for Babraham to have an external audit. All documents need to be with them by the 11 <sup>th</sup> 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.
<b>0518/27</b>	<b>Rowley Lane</b> Discussion  <b><u>TO CONSIDER OTHER MATTERS</u></b>
<b>0518/28</b>	<b>Register of Interests Form</b> A new form has been issued due to GRDP which will require all councillors to complete and submit
<b>0518/29</b>	<b>Government Consultation on Powers for dealing with unauthorised development and encampments</b> Would the Parish Council like to comment? Please see supporting document. Closes 15 <sup>th</sup> June.

<b>0518/30</b>	<b>Insurance Renewal</b> Due 1 <sup>st</sup> June 2018. Please see attached support documents.						
<b>0518/31</b>	<b>Review Of Standing Orders</b> New standing orders have been published so will need to be reviewed. Clerk/interim to progress  <b><u>FINANCE</u></b>						
<b>0518/32</b>	<b>Receipts</b> £6,127.50 – precept						
<b>0518/33</b>	<b>Payments</b> Please can members authorise payments for May? A full schedule will be circulated at the meeting. Two signatories sign each invoice as per the auditor’s recommendation.						
<b>0518/34</b>	<b>Balances And Bank Reconciliation as of 30th April 2018.</b> Reconciliation to be presented at meeting. Balances held: <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£20,971.61</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60,517.02</td> </tr> <tr> <td>Total</td> <td>£81,488.63</td> </tr> </table> <b><u>PLANNING</u></b>	Unity Current A/C balance	£20,971.61	Unity Savings A/C balance	£60,517.02	Total	£81,488.63
Unity Current A/C balance	£20,971.61						
Unity Savings A/C balance	£60,517.02						
Total	£81,488.63						
<b>0518/35</b>	<b>Planning Applications</b> None received						
<b>0518/36</b>	<b>Planning decisions</b> Non received						
<b>0518/37</b>	<b><u>CORRESPONDENCE</u></b> None received						
<b>0518/38</b>	<b>Items to report and inclusion in the next meeting</b>						
<b>0518/39</b>	<b>Date of next meeting 14<sup>th</sup> June 2018 7:30pm at the school</b>  <b>PART II – CONFIDENTIAL INFORMATION`</b>  <b>Exclusion of the Press and the Public: To resolve 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.</b>						

Signature *G J Walker* 11<sup>th</sup> May 2018.

Cllr Gareth Walker, 42 High Street, Babraham