

# Babraham Parish Council

## Draft Minutes of the Babraham Parish Meeting:

Held at Babraham Primary School

On Thursday 11 October 2018

Meeting commenced at 19.32

<b>Present</b>	<b>Chair: Stuart Laurie</b> <b>Councillors: Robert Attwood, Jane Goody, Gareth Walker, Charlotte Rogers (from 19.37)</b> <b>One member of the public; a second member from 19.44.</b>
<b>1810/01</b>	<b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b> None was received.
<b>1810/02</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> None was declared.
<b>1810/03</b>	<b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 13 September 2018</b> The Minutes were approved unanimously by those present and signed.
<b>1810/04</b>	<b>EXCLUSION OF THE PUBLIC</b> None was required.
<b>1810/05</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b> A member of the public raised the closure of the footpath outside Chalk Farm for works. It was felt the contractor should have made the works clear. Cllr Laurie to contact Highways to determine who is responsible. It was reported that hare-coursing was still happening but the meeting was not aware of effective actions being taken.
<b>1810/06</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b> Report received: Cllrs discussed the planning proposals in Cllr McDonald's report. Cllr McDonald's report included actions against hare-courers.
<b>1810/07</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b> None was received.
<b>1810/08</b>	<b>REPORT FROM Babraham Research Campus (BRC) representative</b> None was received.
	<b><u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b>
<b>1810/09</b>	<b>Clerk's Report</b> Clerk had completed two parts of New Clerk training. Clerk had set up some of the 'beneficiaries' for online payment. Two Cllrs are required to authorise these beneficiaries. No online payments can be made until Cllrs approve the beneficiaries; no payments can then be made unless two Cllrs

	<p>approve each payment.</p>
<b>1810/10</b>	<p><b>H/1:b Planning and Development</b>  Cllr Laurie and Attwood meeting at Cambourne with other PC Cllrs and District Cllrs. Cllr Laurie shared concerns about rat runs. Cllr Laurie raised the issue that H/1:b stated as a Sawston site when, in fact, it is a Babraham PC site; he told the meeting that this wrong designation potentially affects S106 and other funding being awarded to the Parish.  Cllrs expressed deep concern about increased traffic from H/1:b, H/1:c and Cambridge City FC.  Cllr Laurie pointed out that communications between PCs, DCs, CCC and Highways were fragmented, with no coherent approach or data analysis.  Further discussion was deferred to item 1110/28 Planning Applications under S/3729/18/FL.</p>
<b>1810/11</b>	<p><b>Traffic and Transport</b>  Clerk reported data examining likely impact of developments in Sawston (Cambridge City FC, H: 1/a, /b, and c) on traffic through the village. At time of meeting, the report was based on data from survey provided by Applicant agent. Cllrs noted the report and agreed that analysis of newly available data will be essential in the Council response to Planning Application (see <b>1018/28</b>).  Cllr Laurie described PFI application, suggested by CCC Highways representative Anna Chylinska-Derkowska, Project Manager, Highway Project, with outline proposals for traffic control and improvement. Cllr Laurie to provide copy for Minutes.  Cllrs discussed challenges posed by parking at Babraham School, and the time required for drop off of students. Cllrs also noted that Babraham School might seek to expand.</p>
<b>1810/12</b>	<p><b>Budget discussion</b>  Cllrs discussed viring Budget spending to support traffic control measures PFI Application, 1810/11, above). Because no action will be required in the near future, Cllrs voted unanimously to put the discussion in abeyance and act as part of the Council's Budget Meeting in November.</p>
<b>1810/13</b>	<p><b>Neighbourhood Plan</b>  Cllr Attwood reported that an update meeting will be held in the near future. To help engage village residents, Cllr Attwood has written content for the Babraham Bulletin.</p>
<b>1810/14</b>	<p><b>Leases with UKRI on Pocket Park and Sports Field</b>  Cllr Laurie reported that no response had been received on the Pocket Park or Sports Field lease. Cllr Laurie to follow up with Dana Warboys (UKRI) and Mr Chapman (BRC).  Cllr Laurie reported that Babraham Institute had informed him that they will top out the poplars in the Pocket Park.</p>
<b>1810/15</b>	<p><b>External Audit</b>  Clerk reported receipt of interim comment from the external auditors, PKF Littlejohn.  They have not completed their review and forwarded AGAR Section 3 with</p>

	<p>comment (dated 28 September 2018) reporting that: “We have not completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and ‘other’ matters will be provided with the certificate of completion, following finalisation of the review.”</p> <p>Council actions are to display the attached AGAR 1—3 and a notice of instruction to public on opportunities to view AGAR documents (before 30 September 2018). Clerk will comply after the meeting.</p> <p>PKF Littlejohn included their invoice for £240 (£200 + £40 VAT).</p>
<b>1810/16</b>	<p><b>Register of Interests Form</b></p> <p>Cllrs were reminded to complete the new Register of Interests form.</p>
<b>1810/17</b>	<p><b>Defibrillator</b></p> <p>Clerk yet to gather three quotes for defibrillators. Estimated costs are in the region of £1500—2500.</p> <p>Cllrs discussed siting and Cllrs agreed unanimously to install one defibrillator in the first instance, ideally at The George Inn, subject to formal agreement by the landlord and the brewery.</p> <p>Cllrs agreed unanimously a budget of up to £3000.</p> <p>Clerk to provide three quotes in advance of November meeting.</p>
<b>1810/18</b>	<p><b>Welcome to Babraham leaflet</b></p> <p>Clerk to provide text for Cllrs to review updated leaflet at November meeting.</p>
<b>1810/19</b>	<p><b>Sawston PC Village Design Statement</b></p> <p>Cllr Attwood reported that Babraham PC expects to take no further part in the Sawston work.</p>
<b>1810/20</b>	<p><b>Dog bin</b></p> <p>Cllr Laurie noted the need for additional capacity in key locations. Cllrs discussed re-siting existing bins. Cllr Goody will speak to SCDC about moving existing bin at Oak Lane to Church Lane.</p>
<b>1810/21</b>	<p><b>Tree works</b></p> <p>Cllr Rogers is developing application SCDC for tree works in conservation area (tree next to statue of Jonas Webb) and will update at next meeting. Need to lift crown and remove ivy.</p>
	<p><b><u>TO CONSIDER OTHER MATTERS</u></b></p>
<b>1810/22</b>	<p>None was discussed.</p>
	<p><b><u>FINANCE</u></b></p>
<b>1810/23</b>	<p><b>Receipts</b></p> <p>Current A/C: Precept for September 2018 to March 2019; £6127.50</p> <p>Savings A/C: Interest; £50.10</p>
<b>1810/24</b>	<p><b>Payments</b></p> <p>The following payments circulated at the meeting were approved.</p> <p>PKF Littlejohn (AGAR): £240</p>

<p><b>1810/25</b></p>	<p>Clerk salary and expenses: £289.46 School Hall Hire: £42.75</p> <p><b>Balances And Bank Reconciliation at 31 August 2018</b></p> <p>Balances held</p> <table border="1" data-bbox="400 371 1174 483"> <tr> <td>Unity Current A/C balance</td> <td>£22,328.80</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£60,597.30</td> </tr> <tr> <td>Total</td> <td>£82,926.10</td> </tr> </table>	Unity Current A/C balance	£22,328.80	Unity Savings A/C balance	£60,597.30	Total	£82,926.10
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<p><b>1810/26</b></p>	<p><b>Pre-approval of Payments</b></p> <p>Cllrs discussed establishing pre-approval of Clerk salary and Direct Debit payments subject to regular review. Given the small number of payments, Cllr Laurie proposed continuing with current practice and Cllrs agreed unanimously. Cllr Laurie had received note of VAT online access and he and Clerk to review reclaiming of VAT on payments.</p>						
<p><b>1810/27</b></p>	<p><b><u>PLANNING</u></b></p>						
<p><b>1810/28</b></p>	<p><b>Planning Applications</b></p> <p><b>S/3729/18/FL: Change of use to residential use and erection of 158 residential units. Site H/1:b - Land North of Babraham Road, Sawston, Cambs; Hill Residential Ltd [Received 3 October, 2018]</b></p> <p>Cllrs discussed the Application, notice of which was received on 3 October 2108. Cllrs agreed that the Applicant evidence does not give sufficient weight to traffic movements, to impacts or to mitigating actions for Babraham, in which H/1:b wholly lies. Cllrs noted that the Application has been described consistently in Planning documents as being in Sawston. Cllr Laurie noted his discussions and Application information that show no actions are proposed to support Babraham School or to address traffic in Babraham High Street.</p> <p>Cllr Laurie proposed that Babraham Parish Council object to S/3729/18/FL and that a Working Group of Cllrs Laurie, Walker and Clerk prepare a draft document to describe grounds for that objection: draft to be circulated by email. Cllrs to review the document, final version prepared and Cllrs to review and to let Clerk know whether or not they approve for it to be submitted via SCDC Planning website.</p> <p>Cllrs unanimously approved this approach.</p>						
<p><b>1810/29</b></p>	<p><b>Planning decisions</b></p> <p>Allowed at Appeal: APP/W0530/Y/17/3192166 - S/3435/17/LB – Windows and door at rear of 40 High Street, Babraham - Appeal Allowed</p>						
<p><b>1810/30</b></p>	<p><b><u>Correspondence</u></b></p> <p><b>Items to report and inclusion in the next meeting</b></p> <p>Clerk to prepare documentation for Annual Budget meeting for consideration and decisions by Cllrs at November meeting. Cllr Laurie and Clerk to update on VAT actions. Cllr Laurie to present expenses</p>						

Meeting ended at 20.51

**Date of next meeting:** 8 November 2018 at 7:30pm

**PART II – CONFIDENTIAL INFORMATION**

None was discussed.

**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.**

Signature: *Don Powell*, 30 October 2018

Don Powell, 68 Woodland Road, Sawston, CB22 3DU