

# Babraham Parish Council

Minutes of the Meeting held at Babraham Primary School on Tuesday 9 July 2019

The meeting commenced at 19.34.

<b>Present</b>	<b>Chair: Stuart Laurie</b> <b>Councillors: Robert Attwood, Jane Goody, Charlotte Rogers</b> <b>Mr Chapman.</b>
<b>1907/01</b>	<b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Walker, Cllr Cuffley.
<b>1907/02</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> None was declared.
<b>1907/03</b>	<b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 13 JUNE 2019</b> The Minutes were approved unanimously by those present and signed.
<b>1907/04</b>	<b>EXCLUSION OF THE PUBLIC</b> None was required.
<b>1907/05</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b> None was required.
<b>1907/06</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b> Cllr McDonald had provided his report in advance (posted to the village website).
<b>1907/07</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b> Cllr Cuffley had provided his report in advance (posted to the village website).
<b>1907/08</b>	<b>REPORT FROM Babraham Research Campus (BRC) representative</b> Mr Chapman mentioned the approved application for workshop and barn to accommodate facilities to support maintenance of buildings and the estate. In addition, the barn space will allow the campus to enhance its waste recycling facilities (currently 90% general waste is recycled). Campus will install estate signs south of the river for direction or events, to include walk maps at every public access point. Intention is also to encourage use of recognised paths and avoidance of conservation sites. Campus is currently doing external maintenance to Hall for windows and masonry, expected to finish in September. BBT is updating its environmental policy to include more information on measures taken on the campus: Mr Chapman noted that, since 1995, the Campus had planted more than 22,000 trees and recently planted more than 20,000 shrubs and plants at its most recent development site. Cllr Laurie asked about water use and disposal from new buildings: Mr Chapman replied they have water control systems to reduce flow and usage, foul water was treated using a clargester water treatment plant with outflow discharge controlled according to the EA licence in place. Mr Chapman hoped that contractual processes would be complete soon on the Public Artwork by Tania Kovats, to be installed adjacent to the cyclepath running through the perimeter of the Campus.

	<p>The Greater Cambridge Partnership (GCP) has visited the Campus to display the proposed SE Cambridge A1307 transport options: the Campus is supportive of efforts to improve transport to and from site, but any solution should be close enough to encourage uptake. Mr Chapman has also submitted comments on Whittlesford Transport hub.</p> <p>Cllr Laurie asked Mr Chapman to express thanks to the teams for repair of the footbridge to Pocket Park. In addition, he raised a problem that a dog had worried sheep; could the gate near Church and the gate between paddocks have wire netting or similar system prevent access through bottom of gates. Cllr Goody also mentioned the occasional escape of lambs. Cllrs discussed improvements to gates.</p> <p>Cllr Attwood raised the signage and use of the village gate to the Campus.</p> <p>Cllr Attwood asked about additional buildings and support for Church: the Campus has given permission to connect to foul drainage, but no solution has been decided yet. Campus has no formal plans for additional buildings at this time.</p> <p><b>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</b></p>
<b>1907/09</b>	<p><b>Clerk's Report</b></p> <p>Clerk items were covered in the Agenda: Clerk apologised for misnumbering the Agenda, which is corrected in these Minutes.</p>
<b>1907/10</b>	<p><b>Annual Governance and Accountability Report (AGAR)</b></p> <p>Cllrs noted email from PKF Littlejohn (8 July 2019) acknowledging Council's declaration of exemption, circulated in advance.</p>
<b>1907/11</b>	<p><b>Boundary Review</b></p> <p>Cllrs noted the draft Memorandum of Understanding circulated in advance and agreed to discuss the possible review after the proposed joint meeting with CCC, SCDC, Education and Sawston, which will indicate the distribution of support from developments.</p>
<b>1907/12</b>	<p><b>PFHI</b></p> <p>Cllr Laurie explained that, because of work pressure, Cllr Walker was able to give limited time to Council duties. Cllr Laurie will support Cllr Rogers in examining the PFHI. Cllr Rogers to arrange meeting with Josh Rutherford and Tam Parry. Cllrs agreed to submit a Local Highways Improvement application, in addition to PFHI. Maximum funding is £15,000 and the deadline is Sunday 4 August 2019.</p>
<b>1907/13 (from 1907/14)</b>	<p><b>Greater Cambridge Partnership (GCP)</b></p> <p>Cllrs had attended either Sawston or Babraham GCP meetings and felt that feedback was supportive. Cllr Rogers mentioned that the slip road, proposed by the Parish Council was not included, but GCP had explained that no other solution was possible.</p>
<b>1907/14 (from 1907/15)</b>	<p><b>Wych Road</b></p> <p>Actions were discussed under 1907/12: PFHI.</p>
<b>1907/15 (from 1907/16)</b>	<p><b>Other traffic and transport</b></p> <p>Relining is due for w/c/ 15 July: Cllrs noted no new actions for discussion.</p>

<b>1907/16 (from 1907/17)</b>	<b>Cambridgeshire and Peterborough Combined Authority Local Transport Plan</b> Cllrs to review and respond by deadline: to be included in August Agenda.
<b>1907/17 (from 1907/18)</b>	<b>Street Lighting</b> Cllrs noted the announcement, circulated previously, that the Council must arrange electricity supply for street lighting. Clerk outlined lights are on High Street only and Cllr Laurie outlined discussion with CCC on Oak Lane lights, which he was told were not adopted. Cllr Goody to check lights and create list for Oak Lane and liaise with Clerk to assemble complete list. Clerk to produce an Action Plan for August meeting.
<b>1907/18 (from 1907/19)</b>	<b>S.106</b> Cllrs noted no new developments on S.106 funding.
<b>1907/19 (from 1907/20)</b>	<b>H/1:b</b> Cllrs noted that, as agreed at June meeting (1906/20), Babraham co-signed request by Sawston PC requesting Secretary of State to call in H/1:b. Cllrs noted that Cllr David Bard (Sawston) had prepared draft letter, signed by two Clerks and sent 3 July. Cllrs also noted that reduction in housing density will reduce both the precept and S.106 contributions.
<b>1907/20 (from 1907/21)</b>	<b>Huawei</b> Clerk had contacted Huawei representative, who is currently on leave until w/c 15 July.
<b>1907/21 (from 1907/22)</b>	<b>New developments</b> Cllrs noted request for support from Great Chesterford and expressed support but agreed not to provide financial assistance. Cllrs noted that Cllr McDonald had reported that the AgriTech legal hearings reached closing statements.
<b>1907/22 (from 1907/23)</b>	<b>Defibrillator</b> Clerk reported that he is waiting for reply from Greene King on Listed Building permission: SCDC Heritage Officer had replied that Listed Building permission is required. Cllrs discussed alternative sites for the defibrillator, but the Conservation Area and Listed Building status along the High Street restricts possible locations.
<b>1907/23 (from 1907/24)</b>	<b>Leases with UKRI on Pocket Park and Sports Field</b> In response to a question by Cllr Laurie, Mr Chapman explained that, after advice from UKRI-BBSRC, the previous lease on the Pocket park will operate until renewed: the Council holds a tenancy at will subsequent to expiry of the lease. Mr Chapman reported that the UKRI-BBSRC are investigating the conditions under which a cricket pitch is provided on the site and UKRI-BBSRC will review documents to ensure compliance with that requirement. Cllr Laurie will contact Sawston and Babraham Cricket Club to discuss and develop a unified approach. UKRI-BBSRC would prefer to see a unification of leases (including any for the village hall project), dependent on legal position and where appropriate and possible.
<b>1907/24 (from 1907/25)</b>	<b>Brookfield contract</b>

	Cllr Goody reported that Highway confirmed they will empty the northbound A1307 bin as soon as possible and then empty weekly. Clerk to discuss with Cllr Goody and revise Brookfield contract as required.					
<b>1907/25 (from 1907/26)</b>	<b>Neighbourhood Plan</b> Cllr Attwood reported that NP tasks continue and he will update at the August meeting.					
<b>1907/26 (from 1907/27)</b>	<b>Welcome to Babraham leaflet</b> Clerk had proofread and made some corrections to be provided to Cllr Attwood.					
<b>1907/27 (from 1907/28)</b>	<b>Frimstone traffic</b> Cllr Laurie had contacted Frimstone who had been very helpful: Cllrs were pleased with their response on redirecting OGV traffic.					
	<b>TO CONSIDER OTHER MATTERS</b>					
<b>1907/28 (from 1907/29)</b>	<b>FINANCE</b>					
<b>1907/29 (from 1907/30)</b>	<b>Receipts</b> Interest credit of £60.77 received 30 June 2019.					
<b>1907/30 (from 1907/31)</b>	<b>Payments</b>					
	Cheque	Payee	Service	Provider		Amount
	300088	Brookfield	Bin cleaning	Brookfield		£279.00
	300089	Cllr Laurie	Refreshments, GCP	Cllr Laurie		£12.60
	300090	HMRC	PAYE & NIC Jun 19	HMRC		£46.00
		<i>Don Powell</i>	<i>Avast A/V</i>	<i>Avast</i>	<i>£59.99</i>	
		<i>Don Powell</i>	<i>Salary June</i>	<i>Don Powell</i>	<i>£184.64</i>	
		<i>Don Powell</i>	<i>Travel</i>	<i>Don Powell</i>	<i>£5.13</i>	
	300091	Don Powell	Total	Don Powell		£249.76
	300077	Babraham School	Hall hire	Babraham School		£14.25
						<b>£601.61</b>
	Cllr Rogers proposed and Cllr Attwood seconded approval of payments: carried unanimously.					
<b>1907/31 (from 1907/32)</b>	<b>Balances and Bank Reconciliation at 30 June 2019</b>					
	Balances held					
	Unity Current A/C balance					£16,640.76
	Unity Savings A/C balance					£60,997.82
	Total					£77,638.58

<b>1907/32 (from 1907/33)</b>	<p><b>Clerk appraisal and salary</b> Cllrs noted Clerk had prepared Appraisal document: Cllr Laurie and Walker to review and conduct Appraisal before 31 Jul 2019. Cllrs noted that Clerk to inform YTB Ltd (Payroll company) of backpay.</p>
<b>1907/33 (from 1907/34)</b>	<p><b>Zero-carbon funding</b> Clerk to check opportunities and inform Village Hall Committee.</p>
<b>1907/34 (from 1907/35)</b>	<p><b>Unity Bank</b> Clerk to add Cllr Rogers: Cllrs Attwood and Goody to provide information requested.</p>
<b>1907/35 (from 1907/36)</b>	<p><b>VAT Report</b> Clerk to report on VAT claim for 2017-18 from HMRC. Clerk to present VAT claim for 2018—19 for review and approval by Cllrs.</p>
	<p><b>PLANNING</b>  <b>Planning Applications</b></p>
<b>1907/36 (from 1907/37)</b>	<p>S/2122/19/FL: 28,954 sqm (GIA) of research and development (B1(b)) use including ancillary office accommodation...: former Spicer’s site; Huawei. Cllrs noted and decided to make no comment.</p>
<b>1907/37 (from 1907/40)</b>	<p><b>Planning decisions</b> S/1464/19/FL: Approval of storage on Babraham Research Campus. Noted.</p>
<b>1907/38 (from 1907/41)</b>	<p>S/0350/19/FL: Refusal for car dealerships on A505, Duxford. Noted.</p>
<b>1907/39 (from 1907/42)</b>	<p><b>Correspondence</b>  Cllrs noted Correspondence.</p> <ul style="list-style-type: none"> <li>• Cllrs agreed to support Friends of the Roman Road and Fleam Dyke request for membership: Cllr Laurie proposed, Cllr Rogers seconded: agreed unanimously.</li> <li>• Cllrs noted the request from a Parishioner to support a second Village Event in October, following the success of the April event in fostering community cohesion (1904/19). Cllr Laurie proposed and Cllr Goody seconded proposal to support second event using balance of Community Gathering Budget (£230.77) : agreed unanimously. Clerk to inform Parishioner.</li> <li>• Cllrs agreed to contact Cambridgeshire Hearing Help to explain Council’s means of communication: Clerk to contact the Charity.</li> </ul>

<b>1907/40 (from 1907/43)</b>	<p><b>Items to report and inclusion in the next meeting</b></p> <ul style="list-style-type: none"><li>• Cllrs to note Clerk leave 1—25 August</li><li>• Clerk to prepare report on Governance: Council to explore increase in numbers of Councillors or co-opted members</li><li>• Condition, repair or replacement of Bus Shelter on northbound A1307</li><li>• Cambridgeshire and Peterborough Combined Authority Local Transport Plan: Council response</li><li>• Lifting surface tarmac skim on pathways: Clerk to contact Highways</li><li>• Rowley Lane: Parishioner had reported repairs to surface carried out, but that the aggregate/hardcore has glass and plastic in it, not road planings as expected. Clerk to email Cheveley Park Farms.</li></ul> <p><b>Meeting closed at 21.00</b> <b>Date of next meeting:</b> Thursday 8 August 2019 at 7:30pm</p> <p><b>PART II – CONFIDENTIAL INFORMATION</b></p> <p>None was required.</p> <p>Signature: <i>Don Powell</i>, 18 July 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>
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