

Babraham Parish Council

Minutes of the Meeting held at Babraham Primary School on Thursday 10 October 2019

The meeting commenced at 19.32.

Present	<p>Chair: Gareth Walker Councillors: Robert Attwood, Jane Goody, Charlotte Rogers ClIr Stuart Laurie As Chair from 19.38 One member of the public</p>
1910/01	<p>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE Apologies were received from ClIr McDonald and Mr Chapman.</p>
1910/02	<p>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA None was required.</p>
1910/03	<p>TO SIGN AND APPROVE MINUTES OF MEETING DATED 12 SEPTEMBER 2019 The Minutes were approved unanimously by those present and signed by ClIrs Attwood and Rogers.</p>
1910/04	<p>EXCLUSION OF THE PUBLIC None was required.</p>
1910/05	<p>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED A member raised the speeding traffic: ClIr Rogers mentioned the LHI and possible traffic calming. ClIrs explained other actions the Council was exploring and the Agenda items. ClIr Laurie joined the meeting at took over as Chair at 19.38.</p>
1910/06	<p>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald ClIr McDonald provided a report in advance.</p>
1910/07	<p>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford None was received.</p>
1910/08	<p>REPORT FROM Babraham Research Campus (BRC) representative None was received.</p>
1910/09	<p>Clerk's Report Clerk matters are covered under Agenda items.</p>
1910/10	<p>A1307 works ClIrs expect the works on the A1307 to begin in September: Clerk had sent Parish Council comments to Gary Baldwin at CCC Highways on extending the 30-mph limit and providing a crossing at the A1307/High Street. ClIr Attwood agreed to check progress on works.</p>
1910/11	<p>Boundary Review ClIr Laurie explained that the Council's request at the Boundary Meeting would require a one-third share of S.106 funds, remaining at a fixed value (from 30% original estimate). ClIr Rogers asked what the position would be for works if funds didn't arise from H/1:c for some years. ClIr Laurie explained the Parish Council could explore more modest</p>

	<p>construction or the Council could apply for a loan. Cllr Laurie proposed, Cllr Attwood seconded agreeing the requested share of one third; approved unanimously.</p>
1910/12	<p>PFHI/LHI Council had received no response on the LHI submitted in August: Cllr Rogers reported the meeting with Mr James Toombs (Cambridgeshire Highways Engineer) on 1910/13 also addressed LHI issues. Cllr Rogers raised a discussion on placing full-width traffic bumps: it is recognised that part-width bumps can be by-passed. Cllrs discussed the location of speed bumps and need for lighting: Cllr Laurie to produce a list of current street lighting.</p>
1910/13	<p>Wych Road Cllr Rogers reported that the meeting with Mr Toombs suggested that the left-turn only from the Wych Road at the A505 junction seemed possible; it was unlikely that a slip road might be constructed under this programme because of cost (land purchase and construction). Similarly, widening of the Wych, which is part of the Council's proposals to reduce OGV traffic through the village, is unlikely under the schemes in Mr Toombs' role. Clerk/Cllr Rogers to send a follow-up email to Mr Toombs on the discussion and the works proposed.</p>
1910/14	<p>Greater Cambridge Partnership (GCP) and A1307 works Discussed under 1910/10, A1307 works.</p>
1910/15	<p>Other traffic and transport Mr O'Brien, Local Highways Officer at CCC, said that he would look to schedule pathway repairs for 2020: he will have information w/c 7 October. Clerk had collected speed sign data on 3 October and will meet Cllr Groves (Sawston PC) to review speed-sign data and intended to do a morning survey w/c 7 Oct.</p>
1910/16	<p>Cambridgeshire and Peterborough Combined Authority Local Transport Plan No actions were noted.</p>
1910/17	<p>Street Lighting Cllrs noted possible increase in charges and agreed Clerk to explore alternative provision. Cllrs noted LED replacement by March 2021 provided by SCDC.</p>
1910/18	<p>S.106 Discussed under 1910/11 Boundary review.</p>
1910/19	<p>H/1:b No actions required.</p>
1910/20	<p>Huawei No reply received on possible meeting: Clerk to chase.</p>
1910/21	<p>New developments No new developments have been received.</p>
1910/22	<p>Bus Shelter on northbound A1307 Clerk has images and list of possible builders: Cllrs considered draft works order and suggestions to be incorporated.</p>

1910/23	<p>Defibrillator Cllr Laurie has passed installation instructions to Babraham Institute Facilities and expects to learn of options soon.</p>
1910/24	<p>Leases with UKRI on Pocket Park and Sports Field Cllr Laurie was very pleased to be working with Sawston and Babraham Cricket Club and welcomed their positive response to the Parish Council proposals.</p>
1910/25	<p>Allotments Cllr Laurie met with Cheveley Park Farms Manager Steve Mumford: allotments will be on hold until the land required for potential transport hub or Park& Ride has been determined.</p>
1910/26	<p>Brookfield contract Clerk presented a part-updated contract: a final version will be prepared for November meeting. Cllr Rogers to help with bin listings.</p>
1910/27	<p>Neighbourhood Plan (NP) The NP is progressing well: the groups will meet on Monday 14 October to discuss progress and develop plans. Cllr Attwood will bring an outline NP to the Council in November.</p>
1910/28	<p>Welcome to Babraham leaflet Cllr Rogers volunteered to help with updating: Clerk to send work to date.</p>
1910/29	<p>Clerk appraisal Cllr Laurie outlined the Clerk appraisal: key development actions were to streamline emails, reviewing and filtering emails for priority and Cllr expertise. Cllr Laurie suggested Cllrs are assigned areas of responsibility: this to be decided at the November meeting. Cllr Laurie reported that an efficient book-keeping/accountancy package might save work, time and costs: Cllr Walker uses a package called Zero and the Clerk will explore this and other options for ease of use and cost effectiveness. Cllr Laurie also explained discussions that the Clerk undergoes further training. Cllr Laurie proposed increasing Clerk contract hours to 8 hpw: seconded by Cllr Walker; carried unanimously. Appraisal documents will be available to Cllrs as soon as possible.</p>
1910/30	<p>Community event Cllrs noted the work for the Community Event on 12 October and thanked the team. Cllr Attwood proposed the Village Litter-Picking Event for Sunday 24 November; seconded by Cllr Rogers: approved unanimously.</p>
	<p>TO CONSIDER OTHER MATTERS</p>
1910/31	<p>FINANCE</p>
1910/32	<p>Receipts (as of 30 September 2019) 30 September Precept (second payment) £6,127.50 30 September Interest received £61.50.</p>

1910/33	<p>Payments due (as of 9 October) <i>Payments to be presented at the meeting: as of today.</i></p> <p>Cheque</p> <table border="1"> <thead> <tr> <th>No</th> <th>Payee</th> <th>Purpose</th> <th>Supplier</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>300098</td> <td>Cambs ACRE</td> <td>Membership</td> <td>Cambs ACRE</td> <td>£57.00</td> </tr> <tr> <td>300099</td> <td>HMRC</td> <td>Tax</td> <td>HMRC</td> <td>£48.80</td> </tr> <tr> <td></td> <td><i>Don Powell</i></td> <td><i>Salary Sep</i></td> <td><i>Don Powell</i></td> <td><i>£195.04</i></td> </tr> <tr> <td></td> <td><i>Don Powell</i></td> <td><i>Backpay</i></td> <td><i>Don Powell</i></td> <td><i>£92.40</i></td> </tr> <tr> <td></td> <td><i>Don Powell</i></td> <td><i>Travel Sep</i></td> <td><i>Don Powell</i></td> <td><i>£3.42</i></td> </tr> <tr> <td></td> <td><i>Don Powell</i></td> <td><i>Envelopes</i></td> <td><i>WHSmith</i></td> <td><i>£2.99</i></td> </tr> <tr> <td>300100</td> <td>Don Powell</td> <td>Costs</td> <td>Don Powell</td> <td>£293.85</td> </tr> </tbody> </table> <p>In addition, there were bank charges of £18.00.</p> <p>Cllrs approved overtime for Clerk to be submitted to Yorkshire Tax Bureau: proposed by Cllr Laurie, seconded by Cllr Walker; carried unanimously.</p> <p>Hours</p> <table border="1"> <tbody> <tr> <td>April 19 overtime</td> <td>24.50</td> </tr> <tr> <td>May 19 overtime</td> <td>6.25</td> </tr> <tr> <td>June 19 overtime</td> <td>9.25</td> </tr> <tr> <td>July 19 overtime</td> <td>12.00</td> </tr> <tr> <td>August 19 overtime</td> <td>0.00</td> </tr> <tr> <td>September overtime</td> <td>0.25</td> </tr> <tr> <td>Unpaid overtime</td> <td>52.25</td> </tr> <tr> <td>Approx value</td> <td>£530.86</td> </tr> </tbody> </table>	No	Payee	Purpose	Supplier	Gross	300098	Cambs ACRE	Membership	Cambs ACRE	£57.00	300099	HMRC	Tax	HMRC	£48.80		<i>Don Powell</i>	<i>Salary Sep</i>	<i>Don Powell</i>	<i>£195.04</i>		<i>Don Powell</i>	<i>Backpay</i>	<i>Don Powell</i>	<i>£92.40</i>		<i>Don Powell</i>	<i>Travel Sep</i>	<i>Don Powell</i>	<i>£3.42</i>		<i>Don Powell</i>	<i>Envelopes</i>	<i>WHSmith</i>	<i>£2.99</i>	300100	Don Powell	Costs	Don Powell	£293.85	April 19 overtime	24.50	May 19 overtime	6.25	June 19 overtime	9.25	July 19 overtime	12.00	August 19 overtime	0.00	September overtime	0.25	Unpaid overtime	52.25	Approx value	£530.86
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1910/34	<p>Balances and Bank Reconciliation at 30 September 2019</p> <p>Balances held</p> <table border="1"> <tbody> <tr> <td>Unity Current A/C balance</td> <td>£20,404.19</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61,059.32</td> </tr> <tr> <td>Total</td> <td>£81,463.51</td> </tr> </tbody> </table> <p>The Council Cashbook is reconciled.</p> <p>Cllrs noted the quarterly budget statement for September 2019: expenditure is within normal ranges.</p>	Unity Current A/C balance	£20,404.19	Unity Savings A/C balance	£61,059.32	Total	£81,463.51																																																		
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1910/35	<p>Unity Bank</p> <p>Clerk and Cllr Rogers had not succeeded in re-creating signatory: Clerk to contact Unity for guidance before November meeting.</p>																																																								
1910/36	<p>VAT Report</p> <p>Clerk presented VAT claims for examination and approval: 2018-19 as Apr 18-Sep 18, £434.42; and Oct 18-Mar 19, £290.25. Total £724.67. Cllrs reviewed and approved for submission. Clerk will develop Apr 19-Sep 19 for November meeting.</p>																																																								
1910/37	<p>PLANNING</p>																																																								
1910/38	<p>Planning Applications</p> <p>S/3255/19/FL: Proposed single storey rear extension, Churchfield House, Church Farm Barns, Sawston Road, Babraham, Cambridge, Cambridgeshire, CB22 3AP. Mr & Mrs Clayton-Payne. Response by 18 October. No response.</p>																																																								

1910/39	S/3046/19/DC; S/3045/19/DC, S/3044/19/DC, S/3043/19/DC, S/3041/19/DC, S/3729/18/FL Discharge of drainage, construction management, CEcMP, Biodiversity, Traffic management, WSI, electric vehicle charging, etc by H/1:b. Noted.
1910/40	<p>Planning decisions</p> <p>S/2746/19/FL; S/2739/19/FL: Approval for extensions to Sutton House and Field View, Sawston Road, Babraham.</p>
1910/41	<p>Correspondence</p> <ul style="list-style-type: none"> • Let's Get Moving: https://www.letsgetmovingcambridgeshire.co.uk/ <ul style="list-style-type: none"> ○ Cllrs noted and suggested forwarding to Village Hall Chair. • Gritting Community works: Cllrs to consider joining initiative <ul style="list-style-type: none"> ○ Cllrs agreed not to join at this time.
1910/42	<p>Items to report and inclusion in the next meeting</p> <ul style="list-style-type: none"> • Report on the second Community Event <p>Date of next meeting: Thursday 14 November 2019 at 7:30pm</p>
1910/43	<p>PART II – CONFIDENTIAL INFORMATION</p> <p>None was required.</p> <p>Signature: <i>Don Powell</i>, 5 November 2019 Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>