

Babraham Parish Council: Agenda

To members of the Council

You are hereby summoned to attend the meeting of Babraham Parish Council to be held remotely on **11 February 2021** at **19:30** for the purpose of considering and resolving the business as set out below.

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

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

Members: 5 Quorum: 3

The meeting will be conducted remotely using Zoom conferencing using the following details

Topic: Babraham Parish Council Meeting 11 February 2021

Time: Feb 11, 2021 07:30 PM London

<https://us02web.zoom.us/j/86726560500?pwd=TXZNRfZjZFlxRnlaUnF5c2pqNG5kQT09>

Meeting ID: 867 2656 0500

Passcode: 326397

One tap mobile

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Meeting ID: 867 2656 0500

Passcode: 326397

Find your local number: <https://us02web.zoom.us/u/kzM0WVZMQ>

Part I: Non-confidential information

- 2102/01 To receive and approve apologies for absence**
 - 2102/02 To receive members' declaration of interest for items on this agenda**
 - 2102/03 To sign and approve Minutes of Meeting dated 14 January 2021**
 - 2102/04 Exclusion of the public**
- To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
- 2102/05 Public participation time: 15 minutes are allocated**
 - 2102/06 Report from South Cambridgeshire District Councillor P McDonald**
 - 2102/07 Report from Cambridgeshire County Councillor K Cuffley and R Hickford**
 - 2102/08 Report from Babraham Research Campus (BRC) representative**
 - 2102/09 Clerk's report**
 - 2102/10 Coronavirus**

To note or review communications from local and national authorities, views and actions from Parishioners and other publics. To resolve on actions for Parish Council.

- 2102/11 Boundary review**

To note any correspondence relating to the Boundary review and to resolve on any actions.

2102/12 Zero Carbon opportunities

To consider any response to proposal and resolve on any actions.

2102/13 Local Plan and local developments

To review and to resolve on proposals for development, recent developments, the Call for Sites and SCDC Local Plan.

2102/14 Transport, traffic and planning

To consider works and proposals by agencies such as Greater Cambridge Partnership (GCP), Cambridgeshire County Council, (CCC), South Cambridgeshire District Council (SCDC), Hill developments and others and to resolve on any actions.

2102/15 Traffic calming

To note Council's approval by email of Local Highways Initiative grant and to resolve on any actions.

2102/16 Street Lighting

To review replacement lighting and correspondence and to resolve on actions on street lighting.

2102/17 Defibrillator

To review activities and resolve on actions on to ensure correct operation of defibrillator.

2102/18 Neighbourhood Plan

Cllrs to consider report from Cllr Attwood and to resolve on any actions.

2102/19 Communications

To review proposals for improved communications with Parishioners and resolve on actions and to review proposals for Noticeboard renewal or repair

2102/20 Policies

To review and, if agreed, approve Parish Council Policies.

FINANCE

2102/21 Receipts (as of 4 February 2021)

Council received S.106 funds in respect of H/1:b of £92702.19 on 25 January 2021.

2102/22 Payments (as of 4 February 2021)

<i>Employee</i>	<i>Salary January</i>	<i>£267.28</i>	
<i>Employee</i>	<i>Travel January</i>	<i>£5.13</i>	
Employee	Costs	£272.41	£272.41
HMRC	Income tax, January		£66.80
Ionos: 3 DD	Mail and web services (Inv. 3 Jan)		£30.00
Haven: 3 DD	Electricity for lighting, all periods (Inv. 16 Jan)		£40.73
Total (as of 4 February)			£408.66

A full list of payments will be circulated and reviewed at the meeting.

2102/23 Purchases (as of 4 February 2021)

No requests had been received as of this date.

2102/24 Balances and Bank Reconciliation

Balances held at 31 January 2021

Unity Current A/C balance	£106956.64
Unity Savings A/C balance	£ 61242.84
Total	£ 168199.48

2102/25 Unity Bank

To resolve to add Cllr Thomas to Bank signatories and note Clerk report on Bank signatories.

2102/26 Bookkeeping software

To review software options and, if agreed, approve payment.

2102/27 VAT reclaim

To review and, if agreed, proposed reclaim of VAT presented by Clerk.

PLANNING

2102/28 Planning Applications (as of 4 February 2021)

Consultation on application for EIA Screening Opinion: deadline 16 February 2021. Reference: 21/00368/SCRE; Screening Opinion for the construction of up to 280 residential dwellings. Land South Of Babraham Road Sawston Cambridge; Redrow Homes Limited.

Consultation closed: 20/01475/REM, Approval of Reserved Matters. S/2925/16/OL; Approval of all matters reserved following outline planning permission for a development of 1 no detached dwellinghouse with associated car parking. Land Adj 6 Blacksmiths Close Babraham Cambridgeshire

2102/29 Planning decisions (as of 4 February 2021)

20/04507/HFUL, Acoustic fence to front of dwelling; Granted Permission. Dr Patrick Axon, Church Farm House Sawston Road Babraham

2102/30 Planning Department performance

To note actions on Department performance.

2102/31 Correspondence

2102/32 Items to report and inclusion in the next meeting

Date of next meeting: Thursday 11 March 2021 at 7:30pm

2102/33 Part II: Confidential Information

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, 4 February 2021*

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

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Babraham Parish Council: Minutes

Topic: Babraham Parish Council Meeting 14 January 2021

Time: Jan 14, 2021 07:30 PM London

<https://us02web.zoom.us/j/86002367645?pwd=emsxOW42bitqNUhIMVhyY1VWbVFFUT09>

Meeting ID: 860 0236 7645

Passcode: 446309

The meeting started at 19:30.

Present remotely

Chair: Stuart Laurie

Councillors: Robert Attwood, Jane Goody, Charlotte Rogers

Cllr Kevin Cuffley, Mr Chris Chapman (left with apologies at 20:50).

Two members of the public.

Part I: Non-confidential information

2101/01 To receive and approve apologies for absence

No apologies were received.

2101/02 To receive members' declaration of interest for items on this agenda

None was made.

2011/03 To sign and approve minutes of meeting dated 12 November 2020

The Minutes of 12 November 2020 were reviewed by Cllrs and approved unanimously.

2011/04 Exclusion of the public

None was needed.

2101/05 Co-option for Vacancy

Following the resignation of Cllr Gareth Walker in (18 November 2020), a vacancy was posted on 19 November; no request for election was received by 10 December 2020. Following a request for candidates for co-option, two applications were received and Cllr Laurie welcomed the candidates to the meeting. Cllr Laurie emphasised Council's pleasure that the vacancy was contested.

Cllrs discussed candidate applications and voted as follows: three votes for Ms Hannah Thomas; one vote for Mrs Glynis Huskisson.

Cllr Laurie welcomed Ms Thomas to the Council. He explained that, because of social distancing and meeting remotely, the Declaration of Acceptance would be signed remotely on Friday 15 January by Ms Thomas in the presence of the Clerk and two Cllrs; **Clerk to arrange**.

2101/06 Public participation time

A member of the public mentioned a local Facebook page, arguing against the Park&Ride location and other issues. The member of the public had material to support the contention that the proposals were weak and that the alternative in Abington was not so close to housing. The member asked if action was being taken by Council or a working group.

Cllr Laurie explained that the choice of site was made and probably not subject to change, but the transport routes were still to be defined.

Cllr Attwood mentioned the Local Liaison Forum as a communication route; he and Cllr Goody attend and report back, but no meeting had been held recently. There will be updates on 20 January and 26 January.

Cllr Laurie welcomed the interest and suggested Council **establish a Working Group** on issues around transport and its development. Cllr Attwood to chair the group; Cllr Goody to take part and the member of the public to be invited to join. The purposes would be: to ensure Council is informed of wider issues and remains aware of current and

impending activity; that NP and Parish activity are fed to the GCP and other agencies; that the group harness interest in the village.

Cllr Thomas mentioned the Parish Neighbourhood Plan; it is important to explore the objectives of the Greater Cambridge Plan proposals and the NP proposals. It is important that the objectives of the Neighbourhood Plan are not lost in the changes resulting from the GCP works.

2101/07 Report from South Cambridgeshire District Councillor P McDonald

Cllrs discussed a summary of Cllr McDonald's report.

Cllr Cuffley explained that bodies can apply for a grant as an emergency fund to support COVID works. Council agreed to **apply for emergency fund**; Clerk to action.

2101/08 Report from Cambridgeshire County Councillor K Cuffley and R Hickford

Cllr Cuffley emphasised that his report focused on COVID and incidence of infections; the vaccine would be provided from Granta Medical Practice in Sawston from Friday 15 January. There were concerns about people being asked to travel to Stevenage and that people in the group might not be able to register online; volunteers are being asked to help.

Cllr Cuffley briefly mentioned the Thakeham development around Shepreth.

Cllr Cuffley reported that the County faces challenges from flooding; residents are asked to contact their Cllr or the County direct if flood waters enter the property so that Council can map hot spots to provide support. Councils have started clearing gulleys, but drains are blocked with leaves.

County Council is working on the budget and elections for County Cllrs, Mayor and Police and Crimes Commissioner are expected to be held in May, although this might be deferred depending on COVID infections or vaccination. in view of vaccine.

Cllr Cuffley mentioned COVID meeting at CCC on Friday; one aim is an Action Plan for COVID safe practice in supporting or evacuating victims of flooding.

Cllr Laurie mentioned there were two recent cases of COVID in the village, for four in total: he had received no request for support.

Cllr Thomas asked if there was an update on the outbreak at the Babraham nursery. Cllr Laurie asked Mr Chapman, who explained that the nursery was not part of his Campus responsibilities, but his understanding was that it had closed and isolation followed and that after appropriate action it had now reopened.

Cllr Cuffley reported that incidence in Cambridge was now greater than in Peterborough.

Cllr Cuffley finally reported he had been unable to attend in November because of illness; Cllrs wished him well.

2101/09 Report from Babraham Research Campus (BRC) representative

Mr Chapman stated the Campus remains open, but is following operation modelled on March lockdown and can adjust as required. On-site staff are reduced in number.

Mr Chapman mentioned work to improve river banks and by the Wild trout Trust (commissioned by the Environment Agency).

Mr Chaman asked **Cllr Attwood to email a request** in response to his comment mentioning work by volunteers to clear the Pocket Park and asking if waste could be mulched by Campus facilities.

2101/10 Clerk's report

Clerk informed Cllrs that he would resign on or before 30 April 2021. Cllr Laurie thanked him for his service. Cllr Laurie asked that the **Clerk prepare an advert**.

2101/11 Coronavirus

Coronavirus issues and actions were covered under items 2101/08 and 2101/09

2101/12 Budget

Cllrs considered the Indemnity Agreement in respect of S.106 Contributions towards Community Hub (£71,914.64) and performance space (£20,000) arising from H/1:b developments to the north of Sawston Road, Babraham. Cllr

proposed and Cllr Attwood seconded approving and signing the Agreement; carried unanimously. The Indemnity Agreement will be signed by Cllrs on Friday 15 January; **Clerk to arrange.**

Cllr Laurie was seeking assurance from Mr Jones and Mr Pyke about lands available for the Village Hub: he was also in communication with the Chair of the Village Hall Committee.

Clerk explained and Cllrs discussed the draft Budget for 2021—22, which included the S.106 allocation. Cllr Laurie proposed acceptance, Cllr Rogers seconded; approved unanimously.

2101/13 Boundary review

Cllrs noted the Governance review, required as a result of the discussions between Babraham and Sawston Parish Councils and called by Sawston PC. Babraham had negotiated for an allocation for amenities as a result of redesignation of lands to Sawston. No formal actions to take at this time.

Cllr Thomas asked if the review was mentioned on the village Facebook page: it has been. Cllr Attwood noted the Neighbourhood Plan will change as a result of the boundary changes. Cllr Cuffley will find out the role of designated areas in Neighbourhood Plans; he will ask Planning Department.

2101/14 Precept

Cllrs considered possible the Precept requests for 2021—22. Based on SCDC's calculation of 167.3 properties (resulting from H/1:b build) and retaining a Band D property tax base of £96.50 (2020—21), the request is £16144.45.

Cllr Laurie noted that the Parish precept had been £98.20 in 2018—19, £98.43 in 2019—20 and £96.50 in 2020—21.

Cllrs considered increased potential costs of maintenance, bins and lighting as well as other services for the additional dwellings.

Cllr Laurie asked if precept might be lost after boundary review. Cllr Cuffley expected the review to take some time, but would not expect Council to lose precept. He also mentioned that the precept might be capped and Council might consider applying an increase of 1.5—2%

Cllr Rogers considered that Council had sufficient funds for current and planned projects and suggested there was no need for an increase. Cllr Laurie proposed and Cllr Rogers seconded approving the draft request; agreed unanimously. **Clerk to send request to SCDC.**

2101/15 Zero Carbon opportunities

Cllr Thomas will prepare a brief for the designed to agree a design; she will simultaneously be in contact with Campus to explore soil types. The project outline is tree planting year 1, shrub planting year 2 and ground cover year 3. Cllr Thomas is seeking approval from BBSRC for works as landowner; Babraham Bioscience Technologies (BBT, operating the Campus) has approved.

Cllr Laurie asked about tree species and would they encourage nitrogen fixation and bee species; Cllr Thomas replied the plan will emphasise an edible or ecosystem role. Cllr Laurie thanked Cllr Thomas for her work.

Clerk to arrange signing of Zero-Carbon Bank information by two Cllrs.

2101/16 Local Plan and local developments

Cheveley Park Farms have offered all their property for development and two areas were put up. Bidwell's proposal surrounds much of the village: <https://consultations.greatercambridgeplanning.org/form/40297>. Cllrs noted the comment on the Planning Portal that "The landowner has been approached by the Mayor of Cambridgeshire and Peterborough, and is therefore open to holding discussions with the Mayor's office and other key stakeholders." Cllrs will explore the actions by the Mayor of Cambridgeshire.

The proposal includes 137 ha for residential development, extending from Rowley Lane to the boundary with Sawston and south of the High Street, Babraham from the river flood plain in the east to the hedge boundary in the west. In addition, the proposal includes 23 ha of housing occupying all the area from the A1307 to the river flood plain and from the built margin to the proposed Park& Ride.

<https://consultations.greatercambridgeplanning.org/download/attachmentform/2137> and <https://consultations.greatercambridgeplanning.org/download/attachment/30928>.

Cllr Cuffley explained that such proposals are common at this stage and have to pass many tests. He advised Council to keep a watch on the proposal and make views known. The Neighbourhood Plan will play an important role; the Council can argue with strength on the location of any allocation.

Cllr Thomas emphasised how important was the Neighbourhood Plan – the vision of Babraham residents, who must be more effectively included. The NP will support proactive action, where currently the Council and others are reactive. Ideally Council would be partners and not consultees.

There are so many developments that the small team cannot cover all and gaps appear.

Cllr Cuffley appreciated the frustration and shared many arguments; however, it is important to recognise that the Council is not a statutory body. Other issues that concern Cllr Cuffley are falling land supply for the current SCDC Local Plan.

Cllr Laurie hoped the Council Working Group can help to keep a watching brief on developments.

2101/17 Greater Cambridge Partnership (GCP): A1307

Cllr Rogers reported that vehicles continue to do U-turns at the top of the High Street. **Clerk to contact Highways and GCP to seek solution.**

2101/18 Greater Cambridge Partnership (GCP): Transport and Parking Proposals

Cllr Laurie asked for report from the newly created Working Group on how best to proceed. A member of the public had contact Cambridge Past, Present and Future to explore room for manoeuvre. The member of the public had prepared a flyer for residents and will share with CPPF and Stapleford and Shelford Councils: the member asked if Cllrs approved contacting the CEO of CPPF and Councils for their view. Cllrs approved.

2101/19 Traffic calming

Applications will be reviewed by SCDC in February: Council can attend remotely and/or provide up to 500 words in support. It was suggested that Cllr McDonald might represent the Council. **Clerk to prepare text and to contact Cllr McDonald.**

2101/20 Independent transport report

Cllr Cuffley reported that large parts of the old rail line had been built on so doesn't expect rerouting to be approved: the Haverhill rail route is raised but does not progress. He advised Council to emphasise projects they influence the most. Cllr Attwood expressed regret that a rail line could be built in the middle of the last century, but not at the start of this.

2101/21 Traffic and transport

Parishioners had reported a large hump in the road to Sawston near the bend at the Barns: they had reported to Highways and Cllr Laurie said we will also put a request in. Cllr Goody believed it resulted from a burst farm irrigation pipe at that site and Cllrs agreed that Clerk should email Cheveley Park Farms for their action and forward to Cllr Cuffley.

2101/22 Street Lighting

Cllr Laurie reported that new LED lamps are in place and this had improved lighting. Cllr Cuffley was concerned in some installations that safety was not properly addressed anew and columns simply replaced existing locations.

2101/23 Cambridge Great Park

Discussion on the Great park proposal led to further review of the roles of the NP and Transport and Development Working Group. Cllr Thomas noted the activities of NP, GCP actions, Local Plan Call for Sites and the Great Park and suggested a single group needs a view of all.

Cllr Cuffley noted that the NP group must remain independent, so its works cannot be merged with other groups. Sawston was pursuing a Steering Group to develop its masterplan.

Cllr Laurie wanted to ensure that only Cllrs with particular interest and activity are part of the Working Group and that its remit should be to report to Council on all aspects of transport and development: it can incorporate outcomes from NP and members, alongside Parishioners.

2101/24 Defibrillator

Cllr Rogers will contact Parishioner with expertise.

2101/25 Neighbourhood Plan

Cllr Attwood met with GCP on Wednesday 13 January and will provide a full report at the February meeting. Cllr Laurie asked if interested parishioners might be part of the group.

2101/26 Communications

Cllr Attwood had obtained a proposal for new rice in the noticeboard (and a bench). Clerk will seek three quotes for consideration at the next meeting.

Cllrs discussed communications with Parishioners and those working in or visiting the Parish. They agreed that social media should be expanded and Clerk to make proposals on actions. Cllr Thomas will set up a Facebook account.

FINANCE

2101/27 Receipts

There were no receipts in this period.

2101/28 Payments

<i>Don Powell Salary November</i>	<i>£267.28</i>	
<i>Don Powell Travel November</i>	<i>£8.55</i>	
<i>Don Powell Salary December</i>	<i>£334.20</i>	
Don Powell Costs	£610.03	£610.03
HMRC Income tax, November		£66.80
HMRC Income tax, December		£83.40
Ionos: 3 DD Mail and web services (Inv. 3 Nov)		£30.00
Haven: 3 DD Electricity for lighting, all periods (Inv. 16 Nov)		£40.73
Ionos: 3 DD Mail and web services (Inv. 3 Dec)		£30.00
Haven: 3 DD Electricity for lighting, all periods (Inv. 15 Dec)		£39.45
Service Charge (31 December)		£18.00
Brookfield Bins, Grass, November		£324.00
Brookfield Bins, December		£135.00
Film for Neighbourhood Plan (Kall Kwik, Cllr Attwood)		£22.80
Strimmer repairs (Gog Magog Mower Services, Cllr Attwood)		£36.01
Repairs to mower (Gog Magog Mower Services, Cllr Laurie)		£106.81
Total		£1,525.03

2101/29 Purchases

No requests were made.

2101/30 Balances and Bank Reconciliation

Balances held at 30 November 2020

Unity Current A/C balance	£15,847.48
Unity Savings A/C balance	£61,242.84
Total	£77,090.32

Balances held at 31 December 2020

Unity Current A/C balance	£15,760.03
Unity Savings A/C balance	£61,242.84
Total	£77,002.87

2101/31 Unity Bank

There was no action to improve e-banking.

2101/32 Bookkeeping software

Clerk to present at next meeting.

2101/33 VAT reclaim

Clerk to present at next meeting.

PLANNING

2101/34 Planning Applications (as of 7 January 2021)

For information: tree works in preservation area. Hornbeam - in ornamental row along path in back garden - the one nearest the house (on the right in the photo) - Fell - the tree is casting too much shade and is much bigger than the other trees in the row. Madeline House High Street Babraham

Reference: 20/2323/TTCA

Consultation (closed 29 December 2020): Listed building consent for an Acoustic fence to front of dwelling. Church Farm House Sawston Road Babraham; 20/04508/LBC, <https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/04508/LBC>

Consultation (closed 29 December 2020): Acoustic fence to front of dwelling. Church Farm House Sawston Road Babraham; 20/04507/HFUL, <https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/04507/HFUL>

For information: application received. Submission of details required by conditions 4 (Materials Sample) and 5 (Roof Sample) of planning permission 20/01932/HFUL. Yorke House High Street Babraham: 20/01932/CONDA, <https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/01932/CONDA>

For information: application received. Two storey side extension, first floor side extension, conversion of existing attached garage to habitable use to include a single storey front extension, and erection of a single storey detached garage; Yorke House High Street Babraham; 20/01932/HFUL, <https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/01932/HFUL>

2101/35 Planning decisions (as of 7 January 2021)

For information: approved. Outline planning permission with all matters reserved for a phased mixed use development comprised of up to 150000 square metres of Gross External Area (GEA) of flexible employment uses including research and development [*Extensive description removed*] Wellcome Genome Campus Hinxton Saffron Walden Cambridgeshire CB10 1RQ; S/4329/18/OL, <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/4329/18/OL>

2101/36 Planning Department performance

Clerk to ask Cllr McDonald to action our concerns.

2101/37 Correspondence

None to highlight from received.

2101/38 Items to report and inclusion in the next meeting

Cllr Laurie noted that the range of challenges facing villagers made it a very difficult time and living in the village more difficult because community was partly was fractured and so conditions made the community so quiet. He thanked Cllrs and participants for their views and contributions and hoped Council and others could find ways to support village cohesiveness.

None item was noted.

Date of next meeting: Thursday 11 February 2021 at 7:30pm

2101/39 Part II: Confidential Information

None was required.

The meeting finished at 21:30.

Signature: *Don Powell*, 1 February 2021

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

2102/04 Exclusion of the public
2102/05 Public participation time
2102/06 Report from South Cambridgeshire District Councillor P McDonald
See separate document: Peter McDonald Parish Report Feb 2021

2102/07 Report from Cambridgeshire County Councillor K Cuffley and R Hickford
No report as of 9 Feb

2102/08 Report from Babraham Research Campus (BRC) representative

- Mr Chapman sends apologies

2102/09 Clerk's report

Job advert: Locations to advertise include CAPALC (free for members), SLCC (cost app. £100 pw), website, noticeboard, social

Babraham Parish Council

Vacancy for Clerk & Responsible Financial Officer to the Council

Babraham is located in South Cambridgeshire, approximately 7 miles south of Cambridge, with an electoral roll of around 240.

Applications are invited for the post of Parish Clerk & Responsible Financial Officer.

This is a home-based, part time, permanent vacancy for 8 hours per week. Equipment will be provided.

You will be required to be able to store Parish Council records and documents securely.

Salary scale (SCP 19-23), plus home working allowance.

The role will include monthly attendance at evening meetings, documenting and circulation of minutes for these meetings together with providing comprehensive administration support. The Clerk is the Responsible Financial Officer and as such will be responsible for all financial records of the Council and the careful administration of its finances.

The ideal candidate will be a CILCA-qualified Parish Clerk or a person willing to work towards this qualification, a working knowledge of Local Government procedures, with excellent communication skills, high level of IT expertise and an ability to be flexible with regards to the needs of the job. A full job description is available on request.

To apply for the position please send your CV and a covering letter by email to clerk@babraha-village.net, or alternatively by post to

68 Woodland Road

Sawston

Cambridge

CB22 4DU

Babraham Parish Council

Clerk to the Council

Job description 25 January 2021

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law to a local authority's Proper Officer (an example is that of carrying out instruction given by the returning Officer at the time of elections).

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decision. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be Responsible Financial Officer for Babraham Parish Council and as such will be responsible for all the financial records of the Council and the careful administration of its finances.

Information about Babraham Village and Parish Council

Babraham is a small rural village some 7 miles southeast of Cambridge. It has around 200 residents and is home to Babraham Research Campus, Babraham Primary School, St Peter's Church, The George Public House and several farms and small businesses.

The Parish Council is made up of five elected Councillors. The annual precept for the year 2021—22 will be £16144.45.

The parish council meets on the second Thursday of each month, except for December, when no ordinary meeting is held.

The Parish Council sets up sub-committees/working parties that meet as and when necessary.

The Parish Council is responsible for:

Recreation Ground (new lease undergoing discussions at present)

The village War Memorial

Street cleaning, grass cutting and emptying of dog bins (under contract)

The Pocket Park

The statue of Jonas Webb

Payment for supplies to street lighting

Street furniture, including a speed sign

Specific Responsibilities

1. To ensure the legal, statutory and other provisions governing or affecting the running of the council are observed.
2. To administer the requirements of the Recreation Ground, Pocket Park, street sweeping, grass cutting, bin emptying and replacement of street furniture.
3. To monitor the balance of Council's accounts, banking and preparing records for internal and external auditing purposes, and to pay/reclaim VAT on an annual basis.
4. To ensure that the Council's obligations to correctly insure property and liabilities are properly met.
5. To prepare financial reports as suggestions prior to the Parish Council meeting in January when the budget is set for the next financial year.
6. To update annually the Council's Policies, Standing Orders, Code of Conduct and Financial Regulations for Councillors to discuss and adopt.
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meeting and prepare minutes for approval.
8. To post up in official public areas all agendas, minutes and other public information.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence of documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
11. To study reports and other data on activities of the Council. Where appropriate, to discuss such matters with administrators and specialists in particular fields.

12. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
13. To supervise any other members of contractor staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, health and safety issues, obtaining time sheets and work of other staff.
14. To act as a representative of the Council as required.
15. To attend all meetings of the Council and all meetings of its sub-committees.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
17. To attend training courses on the work and role of the Clerk as required by the Council to keep abreast of any changes to working policies which concern the Council and Councillors.
18. To facilitate training courses for new Councillors and other training to prepare Councillors for holding other posts within the Council such as Chairmanship/Vice Chairmanship.
19. To attend an annual staff appraisal interview.
20. To prepare for the Annual Parish Meeting when the public come to meet, listen and question Councillors on what has happened in the previous year and what is planned for the current year.

The Clerk to Babraham Parish Council will work from home and be employed for 8 hours per week on a nationally agreed salary scale commensurate with relevant qualifications and experience. The person appointed will be expected to train for the CiLCA qualification if not already attained.

2102/10 Coronavirus

No additional documents. Circulated by email: Emergency Grants; [Cambridgeshire Coronavirus Community Fund - Cambridgeshire Community Foundation \(cambscf.org.uk\)](https://www.cambscf.org.uk)

2102/11 Boundary review

No additional documents. Cllrs to note that submissions close on 3 March 2021:

<https://www.scams.gov.uk/community-governance-review-of-the-civil-parishes-of-babraham-and-sawston/>

2102/12 Zero-carbon opportunities

No additional documents. Cllrs to sign Bank Mandate to enable payment from SCDC.

2102/13 Local Plan and local developments

No additional documents.

Circulated by email: Note comment from Bidwell's in their proposal, which surrounds much of the village and consider response: <https://consultations.greatercambridgeplanning.org/form/40297>. Cllrs noted the comment on the Planning Portal that "The landowner has been approached by the Mayor of Cambridgeshire and Peterborough, and is therefore open to holding discussions with the Mayor's office and other key stakeholders."

2102/14 Transport, traffic and planning

No additional documents.

2102/15 Traffic calming

No additional documents. Circulated by email: Cllr McDonald represented the Parish at the LHI Meeting

2102/16 Street lighting

No additional documents. Circulated by email: Clerk emailed SCDC to see LED replacement project complete, then seek reduced electricity bill.

2102/17 Defibrillator

No additional documents.

2020/18 Neighbourhood Plan

No additional documents.

2102/19 Communications

Report from Clerk.

2102/20 Policies
No additional documents.

2102/21 Receipts

Credit: £92,702.19 as S.106 funds in respect of H/1:b on 25 January 2021.

2102/22 Payments

CLRs have preapproved Direct Debit payments to Ionos (web and email services) and Haven Power (street lighting): invoices are not included but available for inspection.

Date	Cheque No	Payee	Purpose	Supplier	Invoice/Ref	Gross	Nett	VAT	Notes	Invoice date	VAT No.		
11-Feb-21	300164	HMRC	Tax, NI January	HMRC		£66.80							
		<i>Don Powell</i>	<i>Salary January</i>	<i>Don Powell</i>		<i>£267.28</i>							
		<i>Don Powell</i>	<i>Travel January</i>	<i>Don Powell</i>		<i>£5.13</i>							
11-Feb-21	300165	Don Powell	Costs	Don Powell		£272.41							
11-Feb-21	300166	Brookfield	Bins 3	Brookfield	12919	£135.00	£112.50	£22.50		08-Feb-21	985 1862 74		
11-Feb-21	300167	CAPALC	CLr training	CAPALC		£75.00							
04-Jan-21	DD	Ionos	Managed WP	Ionos	203024254308	£7.20	£6.00	£1.20		16-Dec-20	752539027	Ionos Tot.	£30.00
05-Jan-21	DD	Ionos	MailPro 5 Licences	Ionos	203024256569	£18.00	£15.00	£3.00		17-Nov-20	752539027	Nett	£25.00
05-Jan-21	DD	Ionos	MailPro 1 Licence	Ionos	203024256571	£4.80	£4.00	£0.80		17-Nov-20	752539027	VAT	£5.00
25-Jan-21	DD	Haven Power	Continuous AC 100	Haven Power	IN1104865758	£2.74	£2.61	£0.13		04-Jan-21	818 2900 29	Haven tot.	£40.73
25-Jan-21	DD	Haven Power	Dawn-dusk AC 101	Haven Power	IN1104865761	£2.93	£2.79	£0.14		05-Jan-21	818 2900 29	Nett	£38.79
25-Jan-21	DD	Haven Power	Dusk-dawn AC 102	Haven Power	IN1104865760	£35.06	£33.39	£1.67		05-Jan-21	818 2900 29	VAT	£1.94
					Meeting Total								
					VAT reclaim								
			Other Paynts										
			Service chg										
			Cheque handg			£0.00							
		Total				£0.00		Month	£619.94				

Babraham Parish Council 2020-21

RTI Full Payment Submission (FPS)

Jan-2021

All Employees, Layout: Compact

Employee	Works Number	Tax Code	Basic Payment	Additions	Deductions	Tax Deducted	Employee NIC	Net Pay	Employer NIC	Total Pay
Donald Powell		BR	334.08			66.80		267.28		334.08
Total			334.08	0.00	0.00	66.80	0.00	267.28	0.00	334.08

Employer Totals:

	Current Month
Total Net Pay	267.28
TAX:	
PAYE Tax	66.80
Total Tax Due	66.80
NIC:	
Total Tax & NIC Due	66.80
OTHER PAYMENTS:	
TOTAL NET OUTLAY	334.08

Don Powell

Clerk to Babraham Parish Council
68 Woodland Road, Sawston, Cambridge, CB22 3DU
07786858220 clerk@babraham-village.net

12 February 2021

HMRC

Direct

BX5 5BD

Dear Madam/Sir,

Ref No: 120PQ00369332

I enclose a cheque in payment of PAYE due for the period January 2021 in respect of Babraham Parish Council's account.

The sum due is £66.80.

I have enclosed the RTI Full Payment Submissions for these periods.

Yours sincerely

Don Powell

Clerk to Babraham Parish Council

Date	Time	Task	Contacts	Time spent	Category	Travel (m)	Week total
01/01/2021		Bank holiday		0.00			
02/01/2021				0.00			
03/01/2021				0.00			
Week total							0.00
04/01/2021	15:00	Admin emails	Cllrs	1.00	Admin		
06/01/2021	08:00	Co-opt research	Parishioners	2.00	Research		
06/01/2021	10:00	Email, co-opt	Cllrs	1.00	Admin		
06/01/2021	13:00	Web updates	Parishioners	1.00	Admin		
06/01/2021	14:00	Election, co-option	Parishioners	2.00	Governance		
08/01/2021	08:00	Agenda	Cllrs	1.50	Meeting prep		
08/01/2021	12:00	Co-option	Parishioners	1.00	Governance		
08/01/2021	15:00	Co-option	Parishioners	1.00	Governance		
09/01/2021	16:00	Agenda and Co-opt	Parishioners	2.00	Governance		
10/01/2021	12:00	Print, post Agenda, Co-opt	Parishioners	0.50	Governance	3.8	
Week total							13.00
11/01/2021	10:45	Invoices, bank, cashbook	Cllrs	2.50	Finance		
11/01/2021	13:45	Meeting and document prep	Cllrs	1.00	Meeting prep		
11/01/2021	16:00	Meeting and document prep	Cllrs	0.75	Meeting prep		
12/01/2021	09:00	Meeting and document prep	Cllrs	3.50	Meeting prep		
12/01/2021	13:45	Meeting and document prep	Cllrs	1.25	Meeting prep		
12/01/2021	15:45	Meeting and document prep	Cllrs	1.50	Meeting prep		
13/01/2021	07:45	Meeting and document prep	Cllrs	5.00	Meeting prep		
13/01/2021	13:45	Finance	Cllrs	0.50	Finance		
13/01/2021	14:30	Meeting Cllr Laurie	Cllrs	0.50	Meeting prep		
14/01/2021	12:00	Emails, candidates	Cllrs	0.50	Email		
14/01/2021	12:30	Post documents	Parishioners	0.50	Website		
14/01/2021	19:15	Meeting	Parishioners	2.25	Meetings		
15/01/2021	10:00	Meeting actions	Cllrs	2.00	Correspondence		
15/01/2021	12:15	Document signing	Cllrs	0.75	Governance	3.8	
15/01/2021	15:30	Cllr news	Cllrs	1.25	Governance		
16/01/2021				0.00			
17/01/2021							
Week total							23.75
18/01/2021	11:45	Scan and send documents	Cllrs	0.75	Governance		
19/01/2021	15:30	Emails	Cllrs	0.50	Email		
20/01/2021				0.00			
21/01/2021				0.00			
22/01/2021	14:00	Vacancy documents	Cllrs	1.00	Governance		
22/01/2021	15:00	Emails	Cllrs	1.50	Email		

22/01/2021	15:00	Emails	Cllrs	1.50	Email			
23/01/2021				0.00				
24/01/2021				0.00				
Week total							3.75	
25/01/2021	08:30	Minutes. Actions	Cllrs	3.00	Minutes			
25/01/2021	14:30	Minutes. Actions	Cllrs	1.25	Minutes			
26/01/2021	08:30	Emails and filing	Cllrs	0.50	Admin			
26/01/2021	16:00	Update noticeboard	Parishioners	0.25	Governance	3.8		
27/01/2021	16:00	Vacancy documents	Community	1.00	Governance			
27/01/2021	17:00	Emails	Cllrs	0.50	Email			
28/01/2021	12:15	Emails	Cllrs	0.25	Email			
28/01/2021	15:00	Vacancy documents	Community	0.50	Governance			
28/01/2021	15:30	Draft LHI text	Cllrs	0.25	Planning			
29/01/2021	15:30	Draft LHI text	Cllrs	1.00	Planning			
29/01/2021	16:30	Emails	Cllrs	0.50	Email			
29/01/2021	17:00	Review website for NP	Cllr Attwood	0.25	Communications			
30/01/2021								
31/01/2021								
Week total							9.25	
		Month Total		49.75	hours		11.4	(miles)
		Overtime (h - 34)		15.75		Travel costs	£5.13	Cost @45p per mi
		Overtime brought forward		-38.01				
						Net pay	£267.28	From RTI FPS
		Total overtime		-22.26		Tax cost	£66.80	From RTI FPS
						Overtime costs		Est.
						Clerk payment		£272.41
						Total costs	£339.21	
			Signed					
			Signed				Date	

BROOKFIELD GROUNDCARE

8 February 2021

Babraham Parish Council



INVOICE NO: 12919

Description	£
Dog Bin emptying 4, 17, 30 January 2021 (inc additional new bin)	112.50
AMOUNT	112.50
VAT	22.50
TOTAL	135.00

PLEASE NOTE OUR BANK DETAILS

BACS payments to : Brookfield Contracting and Farming Ltd

Natwest : Sort Code – 60-18-17 Account - XXXXX

Cheques should be made payable to: Brookfield Contracting & Farming Ltd

Payment Terms: 14 Days

Brookfield Contracting & Farming Ltd

Cuckoo Hill Farm

Oakington Road

Cottenham

Cambridge CB24 8TW

Registered in England No: 7119684

Tel: 01954 252953


Mob: 07812 670039


email: brookfieldcontracting@gmail.com


VAT Registration Number 985 1862 74

Councillor Training

[View details](#)

 Saturday, 27 March '21 9:30am - 3pm

 Zoom - Online

 Only 1 space left

INFORMATION

Details

Course Content

Roles and responsibilities

Powers, duties and precept

Getting under way

The council and the community

Responding to Planning Applications



Terms And Conditions 2019 V2

[Terms and Conditions 2019 V2.pdf](#) (161 KB)

TICKETS

Member

£75.00

[Select](#)

Non Member

£150.00

[Select](#)

Out of Area Council

£200.00

[Select](#)

2102/23 Purchases requested

No requests as of 8 February.

2102/24 Balances and Bank Reconciliation

at 31 January

Babraham PC		Cashbook 2020-21																		
		RECEIPTS							PAYMENTS											
Date	ITEM	CHQ REF NO.	Current A/c	Business Premium A/c	Precept	Bank interest	Misc	VAT	Current A/c	Business Premium A/c	GENERAL ADMINISTRATION AND EXPENSES									
											Salary	HMRC	General expenses	Training / Books	Mileage	Insurance	Audit	Election costs	Subscriptions	Hall hire meetings etc
01-Jan	Opening balances		15,710.03	61,242.84	12255.00	61.01	0.00	1216.78	8441.47	0.00	2006.44	907.80	71.98	0.00	39.87	907.70	235.00	0.00	184.00	87.75
14-Jan	Brookfield: grass, 5 x bins	300160							324.00											
14-Jan	Clerk: salary, travel	300161							610.03		601.48				8.55					
14-Jan	Brookfield: 4 x bins	300162							135.00											
14-Jan	Clr Laurie: mower repairs	300163							106.81											
25-Jan	S.106 (H:1/b development) SCDC		92702.19				92702.19													
04-Jan	Ionos WP website hosting	DD							7.20											
05-Jan	Ionos Mailpro1 licence	DD							4.80											
05-Jan	Ionos Mailpro5 licences	DD							18.00											
18-Jan	Haven Power: continuous AC100	DD							2.74											
18-Jan	Haven Power: dawn-dusk AC101	DD							2.93											
18-Jan	Haven Power: dusk-dawn AC102	DD							35.06											
31-Jan	Total receipts & B/f Balance		108412.22	61242.84	0.00	0.00	92702.19	0.00	1455.58	0.00	601.48	150.20	0.00	0.00	8.55	0.00	0.00	0.00	0.00	0.00
31-Jan	January payments		1455.58	0.00																
31-Jan	Cash Book Bal	c/f	106956.64	61242.84	12255.00	61.01	92702.19	1216.78	9897.05	0.00	2607.92	1058.00	71.98	0.00	48.42	907.70	235.00	0.00	184.00	87.75
			Total receipts		106234.98				Total payments		9897.05 <i>Should =SUM(J25 & K25)</i> 9897.05									
	Combined opening balance 1/4/20		71861.55		Current a/c balance 31.1.21				106956.64											
	Plus: Receipts in year to 31.1.21		106234.98		Instant a/c balance 31.1.21				61242.84		Chairman - Signature and Date									
			178096.53						168199.48											
	Less: Payments in year to 31.1.21		9897.05		Plus: Outstanding deposits						Clerk - Signature and Date									
	Combined cashbook balance 31.1.21		168199.48		Less uncleared items															
					Should agree cashbook balance 31.1.21				168199.48		<i>Diff 0.00 if not zero, need to check why and correct accorsingly</i>									

Date	ITEM	CHQ REF NO.	GENERAL MAINTENANCE														VAT	Invoice date	Invoice No.	VAT No	Check sum
			Hall hire meetings etc	Prof fees legal, etc	Postage stationery	Bank charges/fees	Ctty events	it Svcs / Equip	Grass cutting / bins	Petrol / mower parts	Street lighting	Equip replacement	Trees & Grounds Mtce	Play-ground	Structures	Defibrillator					
01-Jan	Opening balances		87.75	145.00	33.24	54.00	0.00	469.87	1972.50	0.00	639.96	0.00	0.00	0.00	0.00	108.90	577.46				
14-Jan	Brookfield: grass, 5 x bins	300160							270.00								54.00	09/12/2021	12857 985 1862 74		0.00
14-Jan	Brookfield: 4 x bins	300162							112.50								22.50	13/01/2021	12900 985 1862 74		
14-Jan	Clr Laurie: mower repairs	300163								106.81											
25-Jan	S.106 (H:1/b development) SCDC																				
04-Jan	Ionos WP website hosting	DD						6.00									1.20	16/12/2021	203024254308	752539027	30.00
05-Jan	Ionos Mailpro1 licence	DD						4.00									0.80	17/11/2021	203024256569	752539027	
05-Jan	Ionos Mailpro5 licences	DD						15.00									3.00	17/11/2021	203024256571	752539027	
18-Jan	Haven Power: continuous AC100	DD									2.61						0.13	04/01/2021	IN1104865758	818 2900 29	40.73
18-Jan	Haven Power: dawn-dusk AC101	DD									2.79						0.14	05/01/2021	IN1104865761	818 2900 29	
18-Jan	Haven Power: dusk-dawn AC102	DD									33.39						1.67	05/01/2021	IN1104865760	818 2900 29	
31-Jan	Total receipts & B/f Balance		0.00	0.00	22.80	0.00	0.00	25.00	382.50	142.82	38.79	0.00	0.00	0.00	0.00	0.00	83.44				
31-Jan	January payments																				
31-Jan	Cash Book Bal	c/f	87.75	145.00	56.04	54.00	0.00	494.87	2355.00	142.82	678.75	0.00	0.00	0.00	0.00	108.90	660.90				
	Combined opening balance 1/4/20																				
	Plus: Receipts in year to 31.1.21																				
	Less: Payments in year to 31.1.21																				
	Combined cashbook balance 31.1.21																				

Statement of your account



BANK WITH US. BANK ON US.

02031451 | 01124
 Mr Donald Powell
 68 Woodland Road
 Sawston
 CAMBRIDGE
 CB22 3DU

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit www.unity.co.uk/update-your-details/

For foreign payments -

Swift Code (BI [redacted])

IBAN Number: [redacted]

Contact us

Tel: 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Babraham Parish Council

Date: 31 January 2021

Statement 053 (page 1 of 1)

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
31 DEC 20	Balance brought forward			15,760.03 *
4 JAN 21	Direct Debit (11 INTERNET LTD.)	7.20		15,752.83 *
5 JAN 21	Direct Debit (11 INTERNET LTD.)	4.80		
5 JAN 21	Direct Debit (11 INTERNET LTD.)	18.00		15,730.03 *
18 JAN 21	Direct Debit (HAVEN POWER LIMIT	40.73		
18 JAN 21	Cheque 300163	106.81		15,582.49 *
19 JAN 21	Cheque 300161	610.03		14,972.46 *
20 JAN 21	Cheque 300160	324.00		
20 JAN 21	Cheque 300162	135.00		14,513.46 *
21 JAN 21	Cheque 300157	58.81		14,454.65 *
22 JAN 21	Cheque 300159	150.20		14,304.45 *
25 JAN 21	SOUTH CAMBRIDGESHI		92,702.19	107,006.64 *
27 JAN 21	Cheque 300155	50.00		106,956.64 *
	Balance carried forward			106,956.64 *

You can ask us to send you details of our rates and how we work them out.

Additional information: [redacted]

Statement of your account



BANK WITH US. BANK ON US.

02031461 | 01125
Mr Donald Powell
68 Woodland Road
Sawston
CAMBRIDGE
CB22 3DU

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit www.unity.co.uk/update-your-details/

For foreign payments -

Swift Code (BIC)

IBAN Number:

Contact us

Tel: 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Babraham Parish Council

Date: 31 January 2021

Statement 041 (page 1 of 1)

Type of account: Instant Access

Date	Details	Payments	Receipts	Balance
31 DEC 20	Balance brought forward			61,242.84 *
	Balance carried forward			61,242.84 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: * credit balance DR overdrawn \$ sub total (intermediate balance)

2102/25 Unity Bank signatories

To note Clerk report on Bank signatories.

2102/26 Bookkeeping software

To review software options and, if agreed, approve payment.

2102/27 VAT reclaim

To review and, if agreed, proposed reclaim of VAT presented by Clerk.

2102/28 Planning applications (at 8 February)

Consultation on application for EIA Screening Opinion: deadline 16 February 2021. Reference: 21/00368/SCRE; Screening Opinion for the construction of up to 280 residential dwellings. Land South Of Babraham Road Sawston Cambridge; Redrow Homes Limited.

Consultation closed: 20/01475/REM, Approval of Reserved Matters. S/2925/16/OL; Approval of all matters reserved following outline planning permission for a development of 1 no detached dwellinghouse with associated car parking. Land Adj 6 Blacksmiths Close Babraham Cambridgeshire

2102/29 Planning decisions (at 8 February)

20/04507/HFUL, Acoustic fence to front of dwelling; Granted Permission. Dr Patrick Axon, Church Farm House Sawston Road Babraham

2102/30 Planning Department performance

- Cllrs to note CCC Planning Dept Validation List (email fwd 8 Feb, dated 25/01) and decide on response to
- To note actions on Department performance.

2102/31 Correspondence

2102/32 Items to report and inclusion in the next meeting

Date of next meeting: Thursday 11 March 2021 at 7:30pm

2102/33 Part II: Confidential information

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.