

# 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 **6 May 2021** at **19:00** 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: 4    Quorum: 3**

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

Topic: Babraham Parish Council Annual Meeting 6 May 2021

Time: **May 6, 2021 07:00 PM** London

Join Zoom Meeting:

<https://us02web.zoom.us/j/88179489403?pwd=TFRTQmJWOFM5ekVwYjF6UUJnUWRhZz09>

Meeting ID: 881 7948 9403

Passcode: 828733

One tap mobile: +442034815240,,88179489403#,,,,\*828733# United Kingdom;  
+442039017895,,88179489403#,,,,\*828733# United Kingdom

Dial by your location: +44 203 481 5240 United Kingdom; +44 203 901 7895; +44 208 080 6591; +44 208 080 6592; +44 330 088 5830; +44 131 460 1196; +44 203 481 5237

Meeting ID: 881 7948 9403

Passcode: 828733

Find your local number: <https://us02web.zoom.us/j/88179489403?pwd=TFRTQmJWOFM5ekVwYjF6UUJnUWRhZz09>

## Part I: Non-confidential information

- 2105/01    To receive and approve apologies for absence**
- 2105/02    To elect a Chairman of the Parish Council for the ensuing year**
- 2105/03    To elect a Vice Chairman of the Parish Council for the ensuing year**
- 2105/04    For Councillors to sign their acceptance of office forms**
- 2105/05    To elect Council representatives to outside bodies**
- 2105/06    To receive members' declaration of interest for items on this agenda**
- 2105/07    To sign and approve minutes of meeting dated 8 April 2020**
- 2105/08    Exclusion of the public**

To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.

- 2105/09    Co-option for Vacancy**

Cllrs to consider application by members of the public to serve as Councillor by co-option as a result of the resignation of Cllr Thomas (19 March 2021). Vacancy was posted on 25 March: Electoral services declared no request for election was received by 20 April 2021.

**2105/10 Public participation time: 15 minutes are allocated**

**2105/11 Report from South Cambridgeshire District Councillor P McDonald**

**2105/12 Report from Cambridgeshire County Councillor**

**2105/13 Report from Babraham Research Campus (BRC) representative**

**2105/14 Clerk's report**

**2105/15 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.

**2105/16 Insurance**

To review actions in respect of insurance renewal and, if agreed, resolve to approve.

**2105/17 Action Plan and Policies**

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

**2105/18 Year End and Annual Governance and Accountability Return**

To note actions on year end (FY 20/21), audit and annual governance documents and any response from regulators and other authorities.

**2105/19 Community Governance (Boundary) review**

To note activity of the review and resolve on any actions.

**2105/20 Zero Carbon Grants**

To consider Parish project development and resolve on any actions.

**2105/21 Local Plan and local developments**

To review and to resolve on proposals for development, including H/1:c, recent developments, including H/1:b, the Call for Sites and SCDC Local Plan.

**2105/22 Transport, traffic and planning**

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

**2105/23 Traffic calming**

To note any correspondence on Parish Council sponsored traffic calming and to resolve on any actions.

**2105/24 Street Lighting**

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

**2105/25 Defibrillator**

To review activities on operation of defibrillator and resolve on any actions.

**2105/26 Neighbourhood Plan**

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

**2105/27 Future meetings, Annual Parish Meeting**

To resolve on how to meet after 6 May 2021, when Coronavirus regulations no longer have force and to explore Annual Parish Meeting.

**FINANCE****2105/28 Receipts (as of 29 April 2021)**

Cllrs to note following receipts

|      |                              |                 |
|------|------------------------------|-----------------|
| SCDC | Zero-carbon grant            | <b>£9835.00</b> |
| SCDC | Precept six-month H1 FY21/22 | <b>£8072.23</b> |

**2105/29 Payments (as of 29 April 2021)**

|                                    |                                                    |         |                  |
|------------------------------------|----------------------------------------------------|---------|------------------|
| HMRC                               | Income tax, April                                  |         | <b>£83.40</b>    |
| Employee                           | Salary, April                                      | £334.20 |                  |
| Employee                           | Travel, April                                      | £13.41  |                  |
| Employee                           | Costs                                              | £347.61 | <b>£347.61</b>   |
| Brookfield                         | Bins, March                                        |         | <b>£135.00</b>   |
| FRRFD                              | Friends Roman Road & Fleam Dyke 21-22              |         | <b>£30.00</b>    |
| Parish Noticeboard Co              | Noticeboard                                        |         | <b>£2076.00</b>  |
| Codec Facilities                   | New bench                                          |         | <b>£557.00</b>   |
| Ionos: 3 DD                        | Mail and web services (Inv 16, 17 Apr)             |         | <b>£30.00</b>    |
| Haven: 3 DD                        | Electricity for lighting, all periods (Inv. 1 Apr) |         | <b>£40.73</b>    |
| <b>Total (as of 29 April 2021)</b> |                                                    |         | <b>£3,299.74</b> |

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

Cllrs to consider payments and, if minded, resolve to approve.

**2105/30 Purchases**

Cllrs to consider purchases; quotations and estimates circulated separately and to resolve on any actions.

**2105/31 Balances and Bank Reconciliation**

*Balances held at 29 April 2021*

|                           |                    |
|---------------------------|--------------------|
| Unity Current A/C balance | £122,619.08        |
| Unity Savings A/C balance | £61,242.84         |
| <b>Total</b>              | <b>£183,861.92</b> |

Cllrs to consider bank reconciliation and, if minded, resolve to approve

**2105/32 Unity Bank and Bank Accounts**

To review action to open new Bank Account and note actions on Bank signatories.

**2105/33 Bookkeeping software**

To note actions at year End 20/21 and to open 21/22 using Scribe software.

**2105/34 VAT reclaim**

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

**PLANNING****2105/36 Planning Applications (as of 29 April 2021)**

[21/00635/HFUL](#): consultation period closed. 43 High Street Babraham CB22 3AG; Single storey front extension and conversion of existing double garage to create a music room and gym with shower room. Applicant, Mr & Mrs David & Ruth Rowland; Agent, Mr Stephen Clarke.

[20/01475/REM](#): consultation period closed. Land Adj 6 Blacksmiths Close Babraham Cambridgeshire. Approval of all matters reserved following outline planning permission S/2925/16/OL for a development of 1 no detached dwellinghouse with associated car parking. Applicant, David Oxley

**2105/37 Planning Decisions (as of 29 April 2021)**

None was received.

**2105/38 Correspondence**

Correspondence was circulated in advance.

**2105/39 Items to report and inclusion in the next meeting**

Date of next meeting: **Thursday 10 June 2021 at 7:30pm**

**2105/40 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, 29 April 2021*

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