

Babraham Parish Council: Collected Documents for April 2021

2104/04 Exclusion of the public

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

2104/05 Public participation time: 15 minutes are allocated

2104/06 Report from South Cambridgeshire District Councillor P McDonald

Cllr McDonald's report forwarded on 7 April.

2104/07 Report from Cambridgeshire County Councillor K Cuffley

2104/08 Report from Babraham Research Campus (BRC) representative

2104/09 Clerk's report

Clerk notes that Electoral Services will most probably declare a vacancy to co-opt a Councillor on Friday 9 April, 14 days after the advert was published (25 March). After that time, Council can put in place measures to co-opt.

Clerk has begun to review accessibility of website and draft statement: expect to present by end of April.

Clerk has saved all login and other access mechanisms, started a handover document and calendar. With retirement on 30 April, Clerk would like to review handover actions: who and when?

To note actions by Clerk to prepare for handover at end of April.

2104/10 Coronavirus

Government letter (forwarded to Cllrs Thu 01/04/2021 09:39) says current legislation requires Council's meet in person from 7 May onwards.

Council must review where it might meet and carry out Risk Assessment. Advice is that members of the public are able to join remotely (so meeting location will require WiFi access).

Council also to review Annual Meeting of the Council (under 2014/11, below)

Meeting in person: guidance

- [Government guidance on Council meetings;](#)
- [Government guidance on Safer workplace actions for meetings;](#)
- [Roadmap](#)

Risk assessment

- [NALC guidance;](#)
- [HASE guidance;](#)
- [Example PDF at HSE](#)

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.

2104/11 Annual meeting of Council

Would include: *elect a chairman of the parish council for the ensuing year; elect a vice chairman of the parish council for the ensuing year; councillors to sign their acceptance of office forms; elect council representatives to outside bodies – Local liaison forum.*

To consider and resolve on whether the Annual Meeting of Council shall be held remotely on or before 6 May 2021.

2104/12 Budget

2104/13 Insurance

No documents received as of 6 April

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

2104/14 Action Plan and Policies

List of Policies for Review 8 April 2021

History

		Signed (Chair)	Signed (Clerk)	Minute
Adopted	February 2012			
Reviewed	Annually			
Reviewed	March 2018			0318/24
Review	14 November 2019			1911/14
Review	9 April 2020			2004/13
Review	11 June 2020			2006/11
Review	10 September 2020			2009/21
Review	11 March 2021			2103/13

Babraham Parish Council: List of Policies

Babraham Parish Council will review its Policies on a regular basis. This document is updated at each review point.

Document/Policy	Last approval by Council	Minute reference	Changes since	Date due to be reviewed	Model Version	Legal references
Babraham Action Plan	April 2020	2004/13	Significant update	April 2021		
Babraham Asset Register	March 2021	2103/12	Minor value changes	April 2021		
Code of Conduct for Members (5 pp)	September 2020	2009/21		September 2021		

Document/Policy	Last approval by Council	Minute reference	Changes since	Date due to be reviewed	Model Version	Legal references
Community Engagement Policy (3 pp)	June 2020	2006/11		June 2021		
Complaints Procedure Policy (2 pp)	September 2020	2009/21		September 2021	Adopted 2005	
Data Protection Policy (10 pp)	June 2020	2006/11		June 2021		
Disciplinary and Grievance Policy	March 2021	2103/13		March 2022	NALC 2019 LTN 22	Equality Act 2010; 2015 ACAS Code of Practice
Equality and Diversity Policy (6 pp)	September 2020	2009/21		September 2021	SLCC Model 2019	Replaces Equal Opportunities Policy November 2019, 1911/14 The Equality Act 2010.
Financial Regulations (18 pp)	March 2021	2103/11		March 2022	NALC Template 2019; Guidance	Local Government Act 1972 s.151
Freedom of Information Publication Scheme	March 2021	2103/13		November 2021		Freedom of Information Act 2000. Data Protection Act 1998.
Freedom of Information Policy (4 pp)	June 2020	2006/11		June 2021		
Health and Safety Policy (4 pp)	September 2020	2009/21		September 2021	Adopted 2012	The Management of Health and Safety at Work Regulations 1999
Investment Strategy (3 pp)				April 2021		
Lone Working Policy (3 pp)	June 2020	2006/11		July 2021		
Privacy Policy	March 2021	2103/13		November 2021		

Document/Policy	Last approval by Council	Minute reference	Changes since	Date due to be reviewed	Model Version	Legal references
Record Management (11 pp)	June 2020	2006/11		July 2021		Freedom of Information Act 2000, the General Data Protection Regulation 2018(GDPR)
Risk Management Register (5 pp)	March 2021	2103/12		March 2022		
Standing Orders	March 2021	2103/11		March 2022	Model Standing Orders 2018 for England (revised 2020) ; Model Standing Orders (April 2018) ; Model Standing Orders [amendment] (July 2018)	Local Government Act 1972, Sch 12, para 42
Training Statement of Intent (2 pp)	June 2020	2006/11		May 2021		

Derived from: Samantha Bramley. Unit One. LO3 A CiLCA qualified officer can identify a council's core documents and policies. Assessment criterion: The assessors check you can provide a list of selected core documents and policies for a specific council identifying legal references and dates of approval and review. 3.1

Babraham Parish Council

Objectives and Action Plan 2021—25

For review 8 April 2021

History

		Signed (Chair)	Signed (Clerk)	Minute
Implementation	November 2017			
Update, Review	April 2019			
Review	April 2020			
Review	April 2021			

Current URL: C:\Users\garet\Dropbox\Babraham Parish Clerk current\2021-22\Policies 21-22\Action plan Babraham 2021-25 For Review Apr 2021.docx

Objective/aim	Action	Details
To improve road safety, including addressing speeding issues	Traffic Calming To install traffic calming measures as appropriate along the High Street.	2018: LHI application made for a raised crossing: refused (2018) 2019: PFHI application (March 2019: 1903/15) Parish funds; updated CCC costs received exceed budget allocation (1905/15): LHI application made using CCC proposals, committing Parish funds (1907/12, 1908/13); declined Feb 2020 (2002/14), score too low LHI application made using CCC proposals May 2020 (2005/19); review Feb 2021 (2102/15) Outcome on Objective, March 2021: application scored highly; waiting for decision

	<p>Safer crossings on A1307 and High Street In conjunction with Highways using funds from an approved LHI application which is currently on hold. Remove objective in 2022: complete</p>	<ul style="list-style-type: none"> • remove the two-lane status of the carriageway on the Cambridge to Haverhill side allowing crossing of a single, slower lane safer. • lower the curbs at the bus stop on that side (for pushchair/ disabled access) and where the path joins the High Street. • widen and re-make that same path on the village side of the A1307. • install solar studs in the path across the central reservation and on the path from the crossing point to the High street. <p>2019: Council made repeated proposals and suggestions to influence Greater Cambridge Partnership plans for A1307 (19APM/02, 1909/14, 1910/10). Outcomes for work scheduled to begin December 2019 include: Single-lane status for A1307 north- and south-bound past High Street; reduced speed limit to 50 mph (from national) to village boundary; improved paths, kerb profiles and new crossings for A1307 (to access southbound bus stop) and High Street. Council decided to repair A1307 northbound (wooden) bus shelter, rather than replace (1908/23). 2020: Works to begin April 2020 as above; works delayed in light of Coronavirus pandemic (March 2020)</p> <p>Works completed September 2020 Remove objective in 2022: complete</p>
<p>Improve public transport conditions for residents and employees</p>	<p>Improve bus shelters Remove action at 2021 review: complete</p>	<ul style="list-style-type: none"> • to remove the old wooden bus shelter and move the open fronted shelter on the far side to that position and replace the shelter on the Camb to Haverhill side with a fronted shelter. • Council decided to repair A1307 northbound (wooden) bus shelter, rather than replace (1908/23). • To maintain the aspect of the village, Council sourced repair for existing wood shelter at a cost of £5965.22. The new shelter has been well received by Parishioners (2001/13)

		<p>Outcome on Objective, March 2020: complete; Council repaired wooden shelter</p> <p>Remove action at 2021 review: complete</p>
	<p>NEW ACTION</p> <p>Ensure Parish Council contributes to transport reviews and that Parishioner views for part of decision-making process</p>	<p>NEW ACTION</p> <ul style="list-style-type: none"> • Maintain Agenda items to ensure discussion and decision by Council • Participate in Local Liaison Forum and other bodies • Contribute to Greater Cambridge Partnership review of Cambridge Southeast transport • Review proposals by development organisations for transport and housing <p>Outcome on Objective, March 2021: Council established Working Group on transport issues alongside Local Liaison Forum</p> <p>Action: Council to review Working Group activity</p>
<p>To provide, maintain and improve areas within which to live, work and play for all residents</p>	<p>Review and renew Pocket Park lease</p>	<p>If renewed this will involve maintaining the trees in the park.</p> <p>Sought renewal of lease (Aug18-Mar19): BBSRC met 18 March 19. Babraham Research Campus has completed tree works (Feb 19) 2019: BBSRC/UKRI reviewed Pocket Park and Sports Field leases in concert. Sawston & Babraham Cricket Club support Parish Council lease (1909/24) 2020: no renewal received</p> <p>Outcome on Objective, March 2021: no renewal</p> <p>Action: Chair to raise with BI/BRC/BBSRC/UKRI</p>
	<p>Review and explore Sports Field lease</p>	<p>Seeking lease (Aug18-Mar19): BBSRC to meet 18 March 19. 2019: BBSRC/UKRI reviewing both Pocket Park and Sports Field leases in concert. Sawston & Babraham Cricket Club support Parish Council lease (1909/24). 2020: no renewal received</p>

		<p>Outcome on Objective, March 2021: no renewal. Action: Chair to raise with BI/BRC/BBSRC/UKRI</p>
	<p>Review and consider support for Village Hall development</p>	<p>2019: Council supported work by Village Hall Committee (VHC) through negotiation with Babraham School on shared facilities; school withdrew interest due to funding requirements; Cllr Laurie negotiated with Sawston and Babraham Cricket Club (S&BCC) on siting on sports field (1911/26). 2020: negotiations with S&BCC positive; new discussions with Babraham School</p> <p>Outcome on Objective, March 2021: VHC in negotiations with partners on site; PC continued to liaise. Action: ???</p>
	<p>Review and research allotments with a plan to provide</p>	<p>This requires acquiring land either by purchase or lease. Seeking allotment space with new owners Cheveley Park Farms (Manager, Steve Mumford) at March 2019. 2019: Discussions on sites: allotment site not firm until after GCP works decisions (Transport Hub, routes, P&R: 1910/25). March 2020: project on hold until outcome of other projects are known</p> <p>Outcome on Objective, March 2021: Council placed on hold for 20-21; to review in 21-22 Action: explore site options in 2022</p>
	<p>Review and research providing a children’s play area</p>	<p>Section 106 is available but this would require acquiring land either by purchase or lease. 2019: Village Hall Committee (VHC) likely to use Sports Field; Council to pursue investigation and examined costs and benefits. 2020: requires land agreement for Hall, no advance at March 2020</p> <p>Outcome on Objective, March 2021: On hold until land negotiations are final; retain as Objective in partnership with VHC</p>

		Action: explore site options in 2022
	NEW ACTION Support Biodiversity, zero-carbon and tree initiatives	NEW ACTION Council to explore means by which it can review Parishioner interests and further increasing biodiversity in alignment with national, and District objectives. Outcome on Objective, March 2021: Council supported Zero-Carbon initiative with application and funding. Grant awarded November 2020. Project to commence 2022, with land negotiations to be finalised Action: establish and maintain oversight of project through 2021-24
To ensure that any village development is in keeping with the village and benefits residents	Planning applications To be rigorous, open and transparent in the review of the planning applications and ensure that responses are timely	This may require extraordinary planning meetings if the deadline is before the next full council meeting and an extension from SCDC cannot be given. Council has responded in detail on three occasions. 2019: Council responded in detail to Applications, meeting deadlines by email review and vote on content. 2020: Council has been rigorous, open, transparent and timely; all Planning issues discussed in open meetings and any comments posted to the SCDC site and the Parish website. Outcome on Objective, March 2021: Council reviewed applications, as recorded in Minutes Action: Continue to review applications, forwarded by Clerk in timely manner
	Neighbourhood Plan To work with the Neighbourhood Plan working party members and provide assistance if possible	Neighbourhood Plan teams meet regularly and reports to Council. Standing Agenda item. 2019: Council received regular reports from NP team. 2020: Draft presented to the Council for information November 2019 Outcome on Objective, March 2021: Council provided continued support to NP group Action: Provide necessary support to NP group to complete Plan for consideration in 2021-22

	<p>Village Hall Committee To work with Village Hall Committee members and provide assistance if possible</p>	<p>Council works closely with Village Hall Committee and Babraham CofE School: part of efforts to develop Village Hub: sought lease of additional land from BBSRC (Mar19). 2019: Council worked on School site for Village Hall and negotiated outline agreement from parties on Sports Field site. 2020: Council has supported the Committee in discussion and negotiation</p> <p>Outcome on Objective, March 2021: Council supported VHC negotiations to establish site and project plan for Village Hall; Council obtained S.106 funds in respect of H/1:b development that could support Village Hall development as part of Village Hub Action: Provide necessary support to VHC</p>
<p>To improve communications and facilities within the whole community</p>	<ul style="list-style-type: none"> • Ensure that all events, where possible, are advertised as widely as possible, using websites, notice boards and posters in prominent areas. • Review the content of the newsletter so as to encourage contribution from the village residents. • Invite all local organisations and groups to attend the Annual Parish Meeting. • Encourage the public to attend parish meetings and be involved in decision making. • To ensure that there is a public forum at each parish meeting. 	<p>https://www.babraham-village.net/ Council displays formal notices and other engagement material on noticeboard. Cllr Attwood requests contribution from residents for newsletter. 2019: Cllr Attwood published regular newsletters: 14 members of public and representatives at APM: seek to encourage more public participation at Parish Council meetings; explore better advertising on noticeboards and email to parishioner list.</p> <p>Public participation is a standing Agenda item of 15 minutes</p> <p>Outcome on Objective, March 2021: Council prepared Communication proposal; tasks on social and conventional media assigned</p> <p>Objective, 21-22: increase social media measures of engagement; demonstrate better communication with community; increase attendance at Council meetings and APM (once meeting begin in person) Action: develop list of topics to share on social media and website; use social media to engage with Parishioners and others; share content from</p>

		<p>SCDC, CCC and others; encourage more public participation at Parish Council meetings</p>
<p>Work effectively with credibility and integrity as a Parish Council</p>	<ul style="list-style-type: none"> • Ensure that council activities are open and transparent, well published and available for scrutiny. • Continue development through training, of all parish councillors so that they are up to date with statutory regulations and requirements and can make informed decisions and recommendations. • Continue to survey the local residents to establish priorities for Council activities in the future. • Continue to promote the fact that there is a village web site with details of the meetings agendas, minutes and the council finances, as well as interesting information about the village. 	<p>Materials are published on the village website: https://www.babraham-village.net/</p> <p>Cllrs are notified of CPD opportunities. Two Cllrs attended Planning training.</p> <p>Council asks for suggestions for works, such as traffic improvements through email distribution list and other means.</p> <p>The noticeboard is regularly reviewed</p> <p>2020: Council has delivered engagement opportunities on issues and documentation on its discussions and responses; need to improve social and other engagement</p> <p>Outcome on Objective, March 2021: Council delivered engagement opportunities on issues and documentation on its discussions and responses; need to improve social and other engagement</p> <p>Action: Council to co-opt new Cllr; all Cllrs to undergo update to training; Council to establish surveys on key issues in 2021-22; Cllrs Attwood and Rogers to update Village Leaflet</p> <p>Local Government Ethical Standards: https://bit.ly/3c3cTEEx</p>

<p>To become eligible for the General Power of Competence.</p>	<p>Continue to provide training for the Clerk to become CiLCA qualified.</p>	<p>Two thirds of the council (4) would need to be elected, either at a contested or non-contested election, and the current Clerk to hold a CiLCA qualification. Election in May 2018 was uncontested. 2018: Clerk resigned April 2018. Councillors elected unopposed. Council to review CiCLA qualification for current Clerk. 2019, 2020: Clerk to investigate CiCLA qualification requirements</p> <p>Outcome on Objective, March 2021: Council has placed on hold, as Clerk retires during 2021 Objective, 2021-22: appoint new Clerk and encourage CiLCA achievement; UK Power of Competence: https://www.legislation.gov.uk/ukdsi/2012/9780111519868 Local Government Guide to Power of Competence: https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf</p>
<p>To apply for the Local Council Foundation Standard Award.</p>	<p>To meet the criteria of the Bronze award and apply.</p>	<p>The first step is to register online with NALC. (£50 registration fee). Prepare criteria evidence and confirm this in a public meeting. Accreditation lasts for four years. 2018: Council to review during 2019 after audit and governance reviews. 2019, 2020: no update</p> <p>Outcome on Objective, March 2021: Council has placed on hold, as Clerk retires during 2021 Action: new Clerk to obtain information on Award Scheme; Council to consider requirements and develop plan to meet criteria</p> <p>https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file and update: https://www.nalc.gov.uk/library/our-work/lcas/3426-lcas-criteria-updates-2020/file</p>

Collected documents Apr21

Signed

Date

Signed

Date

Asset Register

Cllrs to note Asset Register will be held in Scribe from 1 April 2021 onwards

Babraham Parish Council Assets		Review 8 April 2021							
Asset	Location	Cost value	Replacement Value	Category Value	Checked by	Risk	Decision made by PC	Date of Decision	Next Assessment
Bus shelters									
Bus shelter	A1307 northbound,	£5,965.22	£6,000.00		Cleaning monthly	Low			Mar-22
Bus shelter	A1307 southbound,	£2,500.00	£5,700.00		Cleaning monthly	Low			Mar-22
Bus shelter	A1307 northbound, Campus roundabout		£5,700.00		Cleaning monthly	Low			Mar-22
Total, shelters				£17,400.00					
Gates and Park platforms									
1 x 5-bar field gate	Pocket Park	£300.00	£800.00		Cllrs: weekly	Low			Mar-22
2 x pedestrian gates	Pocket Park		£400.00		Cllrs: weekly	Low			Mar-22
1 x pedestrian gate	Cricket Field		£200.00		Cllrs: weekly	Low			Mar-22
Original Dipping Platform	Pocket Park	£0.00	£500.00		Cllrs: weekly	Medium			Mar-22
New Dipping Platform	Pocket Park	£1.00	£1,000.00		Cllrs: weekly	Medium			Mar-22
Total, gates and platforms				£2,900.00					
Signage and noticeboards									
Noticeboard	High Street	£600.00	£1,700.00		Clerk, monthly	Medium			Mar-22
Speed Sign	High Street	£2,964.00	£3,500.00		Clerk, monthly	Low			Mar-22
Total, signage and noticeboards				£5,200.00					
Memorials									
War Memorial	High Street	£7,000.00	£7,000.00		Clerk, monthly				Mar-22
Jonas Webb statue	High Street	£20,000.00	£55,000.00		Clerk, monthly				Mar-22
Total, Memorials				£62,000.00					
Mowers and machinery									
Lawn Mower	Alms Houses storage	£825.00	£1,143.00		Chair: quarterly				Mar-22
Strimmer	Alms Houses storage	£250.00	£300.00		Chair: quarterly				Mar-22
Total, machinery				£1,443.00					
Bins									
Grit Bin	A1307/Chalk Hill	£180.00	£180.00						Mar-22
Dog Waste Bin	Church Lane	£115.00	£272.00		Contractor, fortnightly				Mar-22
Dog bin & waste bin	Cycleway, Sawston Road	£580.00	£600.00		Contractor, fortnightly				Mar-22
Waste bin	Oak Lane	£244.75	£250.00		Contractor, fortnightly				Mar-22
Dog bin [Jun 18]		£265.46	£272.00		Contractor, fortnightly				Mar-22
Waste bin [Feb 19]	Church Lane	£202.90	£202.90		Contractor, fortnightly				Mar-22
Total, bins				£1,776.90					
Office equipment									
Filing Cabinet	Shepherd's Cottage Babraham: Chair	£120.00	£150.00			Low			Mar-22
Scanner	68 Woodland Rd,	£80.00	£80.00		Clerk, weekly	Medium			Mar-22
Laptop	68 Woodland Rd,	£264.00	£540.00		Clerk, weekly	Medium			Mar-22
Keyboard, mouse	68 Woodland Rd,	£29.99	£30.00		Clerk, weekly	Medium			Mar-22
Backup drive	68 Woodland Rd,	£49.99	£50.00		Clerk, weekly	Medium			Mar-22
Office software	On Laptop	£168.00	£200.00		Clerk, weekly	Medium			Mar-22
Total, office equipment				£1,050.00					
Totals (excl. VAT)		£42,705.31	£91,769.90	£91,769.90					

Babraham Parish Council

Investment Strategy

History

		Signed (Clerk)	Minute Ref
Adopted	April 2021		
Reviewed	Annually		
Review	March 2022		
Reviewed			
Review			

Babraham Parish Council: Investment Strategy

Introduction

Babraham Parish Council (the Council) acknowledges the importance of prudently saving and investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty.

This policy complies with the revised requirements set out in the Department of Communities and Local Government *Guidance on Local Government Investments* and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioners' Guide 2020.

Parish Councils have the power to invest surplus funds and the Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

The Council defines its treasury management activities as 'the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks'.

Policy

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Financial Regulations.

Investment objectives

The Council's investment priorities are:

- The security of its reserves, and;
- The adequate liquidity of its investments and;
- To support effective treasury management.

All investments will be made in sterling and within the United Kingdom only.

The Council aims to maintain investments purely to ensure the liquidity of Council and to ensure it is covered for any eventuality.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Babraham Parish Council will deposit all reserves within a deposit account connected to the Council's main bank account. However, the choice of institution and length of deposit will be at the discretion and approval of full Council.

Long term investments are defined in the Guidance as greater than 12 months.

The Council and Responsible Financial Officer (RFO) will monitor all investments by regular review.

Investment strategy

Babraham Parish Council's current account(s) will be maintained with a UK clearing bank.

Babraham Parish Council will save and invest as much of its surplus balance as possible, in order to achieve its annual project goals and its investment objectives.

Babraham Parish Council will invest funds only with institutions that are covered by the Financial Services Compensation Scheme, which currently provides protection for funds up to £85,000.

Babraham Parish Council recognises that the interest rate on its deposit account may approach zero percent or even fall below this value.

Babraham Parish Council will monitor interest rates: its strategy is to hold reserves in FSCS institutions and recognises this approach may limit returns on investment.

Babraham Parish Council currently holds no non-specified long-term investments.

Babraham Parish Council currently holds a Current Account and a Deposit Account with Unity Bank Trust. Balances are reported to each Council meeting.

All ear-marked reserves are held centrally within these bank accounts.

Reporting

Cashflow, reserves and investments are accounted for when the budget is prepared and at the end of the financial year (31 March). The RFO will report the investment activity to full council at this time.

Review of regulations

The Clerk/RFO and Council are to review the policy annually and revise it if necessary.

The Council reserves the right to make variations to the investment strategy at any time subject to the approval of Council. All variations will be made available to the public.

2104/15 Year End and Annual Governance and Accountability Return

Clerk is working with the internal auditor to examine Council accounts: paperwork will be available for the meeting on 8 April.

2104/16 Corporate Governance return

Chair has completed Governance Questionnaire for examination at internal audit: version for information included here.

**Babraham Parish Council
Corporate Governance Questionnaire 2020-21**

We remind clerks and members that this document serves to not only assist our assessment of the effectiveness of a Council's governance controls so that we may assign positive assurances in the AGAR IA Report, but to also act as an "aide memoire" to members when considering their responses to each item in the Governance Statement in the AGAR and help ensure compliance with best practice.

We also remind you that the document is for completion by the Council Chairman, not the Clerk / RFO

Area	Response (please provide detail below or on supplementary pages)
Please confirm whether or not Standing Orders; Financial Regulations and a Member's Code of Conduct are in place. If so, when were they last updated and formally adopted by the Council? (If not on website, please provide an electronic copy of each).	Financial Regulations were reviewed and adopted on 11 March 2021 (2103/11). Standing Orders were reviewed and adopted on 9 April 2020 (2004/13) and on 11 March 2021 (2103/11).
Where original minutes are not provided for our examination, please confirm that each page of the master copy is signed or initialed by the Chairman at the subsequent meeting when they are approved.	I confirm that I sign and date each page of the master copy of the minutes after approval by Council at the subsequent meeting.
Does the Council meet the criteria for adoption of the General Power of Competence and, if so, has it been adopted? Please confirm minute reference. If reliance is still placed on S.137, etc, when considering the approval of grants and donations to local (and other) bodies, are the relevant powers considered and formally minuted? Where detail is only set out on an agenda paper, please provide an example.	Babraham Parish Council does not meet the criteria for GPC. Babraham Parish Council has not made any grants under s.137.
Does the Council comply with the requirements of the Transparency Code and Accounts and Audit Regulations 2015 (see AGAR front page), reporting all required documentation on its website? Please advise the www.// address of the website, if not the straightforward Council's name.	Babraham Parish Council complies with the Transparency Code, publishing on its website: https://babraham-village.net

<p>We are now required to check and certify on the AGAR IA Report that the Council has complied with legislative requirements posting a Notice of Public Rights to examine the financial records of the Council within the statutory time limits: please confirm compliance and provide a copy of the published notice. (Regulation 12 (3) of the Accounts and Audit Regs 2015 refers).</p>	<p>Council complied with display of completed Notice of Public Rights: 2006/12, Annual Governance and Accountability Return (AGAR): Cllrs noted the completion of the AGAR and display of public right's notice. Copy attached.</p>
<p>Please confirm that all internal and external audit reports are presented to and agreed by members, also with agreement on the actions to be taken to address any issues identified. Again, please provide detail of the relevant meeting and minute reference.</p>	<p>Internal audit 2019-20 considered by Council at meeting on 14 May 2020 (2005/18; Audit): "Cllrs noted the Corporate Governance Report completed by the Chair (2004/11) and considered the Internal Audit report and Annual Governance and Accountability Report (AGAR) with explanation, reconciliation and public notice documents, circulated previously and posted to the website by Cllr Walker. Cllr Laurie proposed approval of the documentation together with agreement to submit the AGAR, seconded by Cllr Attwood: approved unanimously." The report noted no significant issues or matters and made no recommendations for improvement</p>
<p>Where neither annual income or expenditure exceed £25,000, does, or is the Council opting to exempt itself from the "Limited Assurance review" process? If so, the Council must comply with the requirements of the Transparency Code publishing all required information on the website.</p>	<p>Income exceeds £25,000 with S.106 funds received in 2020/21. Precept: £ 12255.00 S.106: £ 92702.19 (25 January 2021)</p>
<p>Has the Council updated / reviewed its financial risk assessment and formally approved its re-adoption within the financial year (Governance and Accountability Manual refers)? Please provide an electronic copy.</p>	<p>Risk Register reviewed by Council at meeting on 11 March 2021 (2103/12; Risk and Asset Registers). Copy attached.</p>
<p>Please provide a brief description of the approach taken to the preparation and approval of the Annual Budget and Precept.</p>	<p>Council reviews the budget and manages expenditure against the current budget during the year. Council compares the budget of the previous year against the most recent budget statement and known payments. Members examine expenditure heads and projects proposed for the coming year. Members examine proposed spend against general and earmarked reserves and Council determines how that can be used and then makes a precept request accordingly. 2101/12, Budget</p>
<p>Please provide detail of the approved precept for 2021-22, indicating whether any Support Grant is receivable in either year and the amount, including reference to the relevant approving minutes. If still received, the Support Grant should not be</p>	<p>20-21 Precept, £12,255 (1911/11; Precept: 2001/10; Precept) 21-22 Precept request, £16144.45 2101/14, Precept:</p>

<p>regarded as part of the precept in the AGAR Section 2.</p>	<p>“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.</p> <p>“Cllrs considered increased potential costs of maintenance, bins and lighting as well as other services for the additional dwellings.</p> <p>“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%</p> <p>“Cllr Rogers considered that Council had sufficient funds for current and planned projects and suggested there was no need for an increase.</p> <p>“Cllr Laurie proposed and Cllr Rogers seconded approving the draft request; agreed unanimously.”</p>
<p>Does the Council formally consider and approve the level of reserves (General and Earmarked Funds) to be carried forward to the next financial year? (Such consideration should be minuted formally).</p>	<p>Yes</p> <p>2011/20; Budget</p> <p>“Clerk reported that an updated draft budget would be circulated before the January meeting: as under item 2011/21, the assessment of Band D equivalent dwellings had changed on 6 November 2020.”</p> <p>2101/12; Budget</p> <p>“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.”</p>

<p>When approving payments for release, do those members signing cheques, etc., check the payment detail to and sign-off / initial individual invoices?</p> <p>Please provide a full description of the approval process from receipt of invoice through to release of funds, on a separate sheet -this is particularly relevant in the light of Covid restrictions, so please advise the approach taken during “lockdown” periods.</p>	<p>Yes.</p> <p>Each invoice is received by the Clerk either electronically or by post.</p> <p>The Clerk adds the invoice details to the monthly payment schedule provided to Councillors for each meeting, listing supplier, purpose, payee, value (gross, nett and VAT, if applicable), invoice number and date of invoice.</p> <p>The monthly payment schedule is circulated to Councillors in advance; it is accompanied by PDF copies of all invoices. This documentation is also posted on the website.</p> <p>(Example monthly payment schedule March 2021 attached).</p> <p>The Clerk prepares a cheque and lists the number on the payment schedule: the cheque book is held by the Chair.</p> <p>Members discuss and, if minded, approve payment at the meeting. The Chair signs the cheque and initials the stub, and signs and dates the payment schedule and top copies of all</p>
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	<p>invoices and payment details. The Chair passes all documentation to a second Councillor who, after review, provides a second signature.</p> <p>Two authorised signatures are required for all payments.</p> <p>Clerk sends cheque in post to beneficiary; amounts are reconciled at month end with bank records.</p>
<p>Are <u>all individual</u> payments by direct debit, bankers' standing order or internet (if in use), similarly examined and approved for payment by members? Please provide detail of the controls in place over such payments, where different to those for cheque payments, also bearing in mind the "lockdown" restrictions.</p>	<p>Yes: Council has three Direct Debit beneficiaries. Direct debit payments and Standing Orders are approved annually and presented at each meeting on the monthly payment schedule.</p> <p>Original invoices are included in the Chair's documents for information and copies in circulated documents, but monthly invoices (Electricity supply and internet services) are not signed each month.</p> <p>The annual payment to Information Commissioner's Office is signed and dated.</p>

<p>Does the Council / a nominated member review the detail of bank reconciliations routinely throughout the year and verify detail to underlying cashbooks and bank statements (Practitioner's Guide and model NALC Financial Regulations refer)?</p>	<p>At every Council meeting, All members receive and review bank statements and cashbook (payments, receipts and bank reconciliation). Council receives a quarterly expenditure and budget summary.</p>
<p>Does the Council operate a petty cash account or hold any cash floats? If so, do not forward the cash, but provide a signed (by the Chairman) certificate confirming the value of physical cash held as at 31st March 2021.</p>	<p>No.</p>

<p>Has a recent physical examination and verification of the Council's stock of assets been undertaken with detail agreed to the Asset Register? If so, when and by whom and has the register been updated accordingly, where appropriate??</p>	<p>Assets are checked periodically: an annual review is undertaken each March-April by the Clerk. Reviewed 11 March 2021</p> <p>2103/12, Risk and Asset Registers: Approved under Agenda item 2103/11. Cllrs noted required for submission at the end of the FY.</p> <p>Copy of Excel attached</p>
<p>Do members consider formally whether these assets should be included on the Council's insurance schedule or be regarded as "self-insured" (i.e. the Council would underwrite any loss rather than claim on the insurer)?</p>	<p>Assets are covered under the Council insurance schedule. Council reviewed assets this year.</p>
<p>Are asset values based on purchase cost net of VAT (where known)? Where detail of the purchase cost is unknown, asset values should be reported on the AGAR at the same value as in the previous year, except where new assets are acquired or disposed of.</p>	<p>Assets are recorded as cost value net of VAT (without VAT included). A replacement value is noted for information and insurance.</p>

<p>Has the Council considered preparation of a photographic record of physical assets owned? Such a record would assist the smooth progress of any insurance claim or police investigation following either accidental or willful damage to Council property.</p>	<p>Yes: Council will institute for 2021/22</p>
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<p>Where total funds exceeding £100,000 are held, the Council is now (w.e.f. 1 4 2018) legally required to develop and adopt annually a formal Investment Policy /Strategy. If applicable, please provide an electronic copy of the document and detail of the approving minute.</p>	<p>After receipt of S.106 funds on 25 January 2021, Council holds current account and savings account balances of £165928.43 (at 31 March 2020). Council has developed and approved investment strategy at its meeting on 8 April 2021 under Agenda item 2104/14, Action Plan and Policies: To review and, if agreed, approve Parish Council Action Plan and Policies. As a consequence; the Parish Council resolved to place funds with a second provider covered by FSCS.</p>
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Certified by Chairman:

Date:

Name in full:

2104/17 Boundary review

Cllrs were informed by email of second phase of Community Governance review.

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

2104/18 Zero Carbon opportunities

Cllrs were informed by email of notification of payment of £9,835.00 (to be credited in April).

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

2104/19 Local Plan and local developments

Cllrs were informed by email of request for online meeting in respect of H/1:c; email Thu 01/04/2021 16:36, on behalf of Barton Willmore on behalf of Redrow Homes

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

2104/20 Transport, traffic and planning

Cllrs were informed by email of correspondence concerning GCP announced closure of Granham's Rd to allow build of Southbound right turn from A1307

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.

2104/21 Traffic calming

Cllrs were informed by email (19/03/2021 18:55) that Babraham ranked second in South area of LHI applications with score of 3.8:

Babraham High St; Increased safety in Babraham High Street for pedestrians, cyclists and vehicles through reduced vehicle speeds from traffic-calming measures. Raised Features / Speed Limit - Install one single & four pairs of speed cushions along High Street. Single one to go next to existing give way feature. Install a new 20mph zone along High Street from the existing 30mph limit to the pub, moving the 30mph limit out of the village to where the existing cycle path ends.

Cost, £24,000.31; Babraham PC, £19,000.00; Babraham, 79%; CCC, £5,000.31; CCC £5,000.31

Persistent problem, 3.80; Road safety, 3.80; Community impact, 3.80; Added value, 3.80; Average, 3.80

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

2104/22 Street Lighting

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

2104/23 Defibrillator

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

2104/24 Neighbourhood Plan

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

2104/25 Communications

To note update on Council communications.

2104/26 Future meetings, Annual Parish Meeting

Cllrs might have resolved under 2104/10 and 11. How and where will Council meet after 6 May? Meeting schedule for 2021—22 for info:

Collected documents Apr21

2021; 8 April, 13 May, 10 June, 8 July, 12 August, 9 September, 14 October, 11 November, (no meeting in December). 2022; 13 January, 10 February, 10 March.

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

FINANCE**2104/27 Receipts (as of 6 April 2021)**

Notification received of the zero-carbon grant of £9,835.00: funds received 1 April 2021.

2104/28 Payments (as of 7 April 2021)

Date	Cheque No	Payee	Purpose	Supplier	Invoice/Ref	Gross	Nett	VAT	Invoice date
08-Apr-21	300173	HMRC	Tax, NI March	HMRC		£67.00			
		<i>Don Powell</i>	<i>Salary March</i>	<i>Don Powell</i>		<i>£267.08</i>			
		<i>Don Powell</i>	<i>Travel March</i>	<i>Don Powell</i>		<i>£6.84</i>			
		<i>Don Powell</i>	<i>Dropbox 1 year</i>	<i>Dropbox</i>		<i>£95.88</i>	<i>£79.90</i>	<i>£15.98</i>	<i>GYF2GNB428J8</i>
		<i>Don Powell</i>	<i>One-year Zoom A/C</i>	<i>Zoom US</i>		<i>£115.10</i>	<i>£95.92</i>	<i>£19.18</i>	<i>04-Jun-21</i>
08-Apr-21	300174	Don Powell	Costs	Don Powell		£484.90			
08-Apr-21	300175	Friends of Roman Road and Fleam Dyke	Membership	Friends of Roman Road and Fleam Dyke	Email	£30.00			
08-Apr-21	300176	SLCC	Clerk membership	SLCC	MEM234663	£112.00			01-May-21
01-Apr-21	DD*	Ionos	Managed WP	Ionos	203025436171	£7.20	£6.00	<i>£1.20</i>	16-Mar-21
06-Apr-21	DD*	Ionos	MailPro 5 Licences	Ionos	203025438540	£18.00	£15.00	<i>£3.00</i>	17-Mar-21
06-Apr-21	DD*	Ionos	MailPro 1 Licence	Ionos	203025438539	£4.80	£4.00	<i>£0.80</i>	17-Mar-21
15-Mar-21	DD*	Haven Power	Continuous AC 100	Haven Power	IN1104998012	£2.53	£2.41	<i>£0.12</i>	01-Mar-21
15-Mar-21	DD*	Haven Power	Dawn-dusk AC 101	Haven Power	IN1104998017	£2.72	£2.58	<i>£0.13</i>	01-Mar-21
15-Mar-21	DD*	Haven Power	Dusk-dawn AC 102	Haven Power	IN1104998014	£31.62	£30.11	<i>£1.51</i>	01-Mar-21

	DD*	Council to approve DD payments for 21-22		Meeting Total	£760.77			
				<i>Est. VAT to reclaim</i>	£41.92			
		Other Payments						
		Service charge			£0.00			
		Cheque handling charge			£0.00			
		Total			£0.00		Month total	£760.77

Cllrs to review Direct Debit payments to Ionos (MS Office, web and mail services) and Haven Power (street lighting) and resolve on any actions.

Payments are:

Provider	Purpose	Monthly cost			Net cost pa	Total
		Gross	Net	VAT		
Ionos	Managed WordPress	£7.20	£6.00	£1.20	£72.00	
Ionos	MailPro 5 Licences	£18.00	£15.00	£3.00	£180.00	
Ionos	MailPro 1 Licence	£4.80	£4.00	£0.80	£48.00	£300.00
Haven Power	Continuous AC 100	£2.53	£2.41	£0.12	£28.92	
Haven Power	Dawn-dusk AC 101	£2.72	£2.58	£0.13	£30.96	
Haven Power	Dusk-dawn AC 102	£31.62	£30.11	£1.51	£361.32	£421.20

Cllrs to note that payment approved for Cllr training was not required: cheque voided.

2104/29 Purchases (as of 7 April 2021)

Cllrs to consider the following purchases; noticeboard, bench, quotations and estimates circulated separately.

2104/30 Balances and Bank Reconciliation

Balances held at 31 March 2021

Unity Current A/C balance	£106057.84
Unity Savings A/C balance	£61242.84
Total	£167300.68
<i>Less uncleared items</i>	<i>£1372.25</i>
Balance on accounts 31 March 2021	£165928.43

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

2104/31 Unity Bank and Bank Accounts

Accounts to consider

Cambridge BS: Can withdraw without notice or penalty twice per month; two signatories; open in branch or via post

<https://www.cambridgebs.co.uk/savings/business-savings/council-saver>

https://www.cambridgebs.co.uk/media/9688/council_saver_web.pdf

CCLA: investment: investment provider for Charities, Churches, Local Authorities and Public sector

<https://www.ccla.co.uk/investment-solutions> -- use dropdown for Local Authorities

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

2104/32 Bookkeeping software

Scribe and Clerk have input data into Scribe; year end reports are under review with internal auditor. For FY 20/21, Council will use Cashbook used previously to report.

To note actions to incorporate data into Scribe software and its use for accounts.

2104/33 VAT reclaim

Clerk has used Scribe to produce draft online version of form S.126 for FY20/21: to be checked and some invoice dates to be provided. Asked HMRC for help to create online account (waiting time up to 13 days).

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

PLANNING

2104/34 Planning Applications

Consultation period expires, 14/04/2021. 21/00635/HFUL; Applicant, Mr & Mrs David & Ruth Rowland; 43 High Street Babraham CB22 3AG. Proposal: Single storey front extension and conversion of existing double garage to create a music room and gym with shower room.

Consultation closed: 20/01475/REM, Applicant, David Oxley; Land Adj 6 Blacksmiths Close Babraham Cambridgeshire.

2104/35 Planning Decisions (as of 2 April 2021)

None was received.

2104/36 Correspondence

- Resident raised possible book-lending housing – ‘Little Library’ (email Mon 22/03/2021 16:50)
- Electoral roll reports first residents in H/1:b

2104/37 Items to report and inclusion in the next meeting

Date of next meeting: Thursday 13 May 2021 at 7:30pm

2104/38 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