

# Babraham Parish Council

## To members of the Council

You are hereby summoned to attend the meeting of Babraham Parish Council at **Babraham Primary School** on **Thursday 14 November 2019** 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 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**

	<b>PART I – NON-CONFIDENTIAL INFORMATION</b>
<b>1911/01</b>	<b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b>
<b>1911/02</b>	<b>TO RECEIVE MEMBERS’ DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b>
<b>1911/03</b>	<b>TO SIGN AND APPROVE MINUTES OF MEETING DATED 10 OCTOBER 2019</b>
<b>1911/04</b>	<b>EXCLUSION OF THE PUBLIC</b> To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
<b>1911/05</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b>
<b>1911/06</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR P McDonald</b>
<b>1911/07</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b>
<b>1911/08</b>	<b>REPORT FROM Babraham Research Campus (BRC) representative</b>
<b>1911/09</b>	<b>Clerk’s Report</b>
<b>1911/10</b>	<b>Review Draft Budget</b> Cllrs to review and, if agreed, resolve on approval of 2020/21 Budget circulated in advance.
<b>1911/11</b>	<b>2020 Precept</b> To review and, if agreed, resolve on Parish precept to be submitted in January 2020.
<b>1911/12</b>	<b>Review Financial Regulations</b> To review and resolve on any changes to Parish Council Financial Regulations circulated in advance. Last reviewed January 2019.
<b>1911/13</b>	<b>Review Standing Orders</b>

	To review and resolve on any changes required to Parish Council Standing Orders circulated in advance. Last reviewed March 2019.
<b>1911/14</b>	<p><b>Review Policies</b></p> <p>To review and approve, if agreed, the following Policies:</p> <ul style="list-style-type: none"> <li>• Community Engagement Policy</li> <li>• Complaints Procedure Policy</li> <li>• Equal Opportunities Policy</li> <li>• Financial Regulations</li> <li>• Health and Safety Policy</li> <li>• Lone Working Policy</li> <li>• Standing Orders</li> </ul>
<b>1911/15</b>	<b>Greater Cambridge Partnership (GCP) and A1307 work</b> To discuss and resolve on actions following plans from Gary Baldwin at CCC Highways on pedestrian crossing works and speed limits and communications from GCP.
<b>1911/16</b>	<p><b>Boundary Review and S.106</b></p> <p>To discuss projects and resolve on actions in light of discussions following the Joint Boundary Meeting.</p>
<b>1911/17</b>	<p><b>PFHI/LHI</b></p> <p>To discuss and resolve on actions following response (1/11/19) to Council application.</p>
<b>1911/18</b>	<p><b>Wych Road</b></p> <p>To discuss correspondence and resolve on actions addressing Wych Road works and to consider proposal for cyclepath.</p>
<b>1911/19</b>	<p><b>Other traffic and transport</b></p> <p>Update from Clerk on speed sign data.</p>
<b>1911/20</b>	<p><b>Cambridgeshire and Peterborough Combined Authority Local Transport Plan</b></p> <p>To note any developments from Combined Authority LTP.</p>
<b>1911/21</b>	<p><b>Street Lighting</b></p> <p>To note Clerk has sent Authority signed by Chair to Utility Aid: Councillors to consider alternative providers.</p>
<b>1911/22</b>	<p><b>Parish and new developments</b></p> <p>To discuss and resolve on actions on developments in the Parish, including H/1:b and H/1:c and other developments in neighbouring Parishes.</p>
<b>1911/23</b>	<p><b>Huawei</b></p> <p>Clerk to report on response from Huawei representatives.</p>
<b>1911/24</b>	<p><b>Bus Shelter on northbound A1307</b></p> <p>To examine request for quotes for repair and list of providers.</p>
<b>1911/25</b>	<p><b>Defibrillator</b></p> <p>To agree actions to ensure installation of defibrillator.</p>
<b>1911/26</b>	<b>Leases with UKRI on Babraham Pocket Park and Sports Field</b>

	To discuss and resolve on actions on leases and discussions with UKRI Sawston & Babraham Cricket Club.																																																		
<b>1911/27</b>	<b>Brookfield contract</b>	To review updated contract for Brookfield and resolve to take any agreed actions.																																																	
<b>1911/28</b>	<b>Neighbourhood Plan</b>	Update from Cllr Attwood.																																																	
<b>1911/29</b>	<b>Welcome to Babraham leaflet</b>	Update from Clerk, Cllr Rogers and Cllr Attwood.																																																	
<b>1911/30</b>	<b>Aerial photography</b>	To consider offer of aerial photography and resolve on actions.																																																	
<b>1911/31</b>	<b>Clerk appraisal</b>	Cllrs to consider Appraisal and note any actions agreed.																																																	
<b>1911/32</b>	<b>Community event</b>	Cllr Laurie to report on Community Event.																																																	
<b>1911/33</b>	<b>Meeting schedule 2020</b>	To consider and resolve on proposed meeting dates for 2020 to be submitted to Babraham School. <i>9 Jan; 13 Feb; 12 Mar; 9 Apr; 14 May; 11 Jun; 9 Jul; 13 Aug; 10 Sep; 8 Oct; 12 Nov</i>																																																	
<b>1911/34</b>	<b>VE Day 2020</b>	Cllrs to note VE Day activities 8—10 May 2020 and associated website <a href="http://www.veday75.org">www.veday75.org</a> and to consider Parish activities with partners.																																																	
	<b>FINANCE</b>																																																		
<b>1911/35</b>	<b>Receipts (as of 6 November 2019)</b>	Council received two credits of VAT refund: £365.88 for 1 October 2017 to 31 March 2018 (1909/36); and £724.67 for 1 April 2018 to 31 March 2019 (1910/36).																																																	
<b>1911/36</b>	<b>Payments due (as of 6 November 2019)</b>	<table border="1"> <tr> <td><i>Brookfield</i></td> <td><i>Bin Sep</i></td> <td><i>£369.00</i></td> <td></td> </tr> <tr> <td><i>Brookfield</i></td> <td><i>Bin Oct</i></td> <td><i>£135.00</i></td> <td></td> </tr> <tr> <td><b>Brookfield</b></td> <td></td> <td></td> <td><b>£504.00</b></td> </tr> <tr> <td>HMRC</td> <td>PAYE Tax</td> <td><i>£171.20</i></td> <td></td> </tr> <tr> <td>HMRC</td> <td>NIC</td> <td><i>£18.90</i></td> <td></td> </tr> <tr> <td>HMRC</td> <td>Tax, NI</td> <td></td> <td><b>£190.10</b></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Salary Oct</i></td> <td><i>£260.10</i></td> <td></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>O/T Apr-Sep</i></td> <td><i>£424.69</i></td> <td></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Travel Oct</i></td> <td><i>£3.42</i></td> <td></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>A4 paper</i></td> <td><i>£5.90</i></td> <td></td> </tr> <tr> <td><b>Don Powell</b></td> <td><b>Costs</b></td> <td></td> <td><b>£694.10</b></td> </tr> <tr> <td>Council Audit</td> <td>Interim audit</td> <td></td> <td><b>£120.00</b></td> </tr> </table>		<i>Brookfield</i>	<i>Bin Sep</i>	<i>£369.00</i>		<i>Brookfield</i>	<i>Bin Oct</i>	<i>£135.00</i>		<b>Brookfield</b>			<b>£504.00</b>	HMRC	PAYE Tax	<i>£171.20</i>		HMRC	NIC	<i>£18.90</i>		HMRC	Tax, NI		<b>£190.10</b>	<i>Don Powell</i>	<i>Salary Oct</i>	<i>£260.10</i>		<i>Don Powell</i>	<i>O/T Apr-Sep</i>	<i>£424.69</i>		<i>Don Powell</i>	<i>Travel Oct</i>	<i>£3.42</i>		<i>Don Powell</i>	<i>A4 paper</i>	<i>£5.90</i>		<b>Don Powell</b>	<b>Costs</b>		<b>£694.10</b>	Council Audit	Interim audit		<b>£120.00</b>
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	Stuart Laurie	Community Event costs		<b>£68.02</b>
	Babraham School	Hall Hire		<b>£14.25</b>
<b>1911/37</b>	<b>Books</b>			
	Clerk seeks approval to purchase 2018 11th Edn Local Council Administration at £103.99.			
<b>1911/38</b>	<b>Balances and Bank Reconciliation at 31 October 2019</b>			
	Balances held			
	Unity Current A/C balance		£20,604.09	
	Unity Savings A/C balance		£61,059.32	
	Total		£81,663.41	
<b>1911/39</b>	<b>Unity Bank</b>			
	Clerk to report on Bank signatories.			
<b>1911/40</b>	<b>VAT Report</b>			
	Clerk to report on 2019-20 VAT return, prepared as Apr-Sep 2019.			
<b>1911/41</b>	<b>Bookkeeping software</b>			
	Clerk to report on software review.			
	<b>PLANNING</b>			
<b>1911/42</b>	<b>Planning Applications (as of 4 November 2019)</b>			
	S/4329/18/OL: Outline planning permission with all matters reserved for a phased, mixed use development comprised of up to 150,000 square metres of Gross External Area ... Wellcome Trust at Wellcome Genome Campus. Hinxton. At Planning Committee 24 October.			
<b>1911/43</b>	<b>Planning decisions (as of 4 November 2019)</b>			
	S/3447/19/FL: 5, Cambridge Road, Babraham, Cambridge, Cambridgeshire; withdrawn.			
<b>1911/44</b>	<b>Correspondence (as of 4 November 2019)</b>			
	<ul style="list-style-type: none"> <li>• ITP bus survey for Cambs/Peterborough Combined Authority</li> <li>• Operation London Bridge</li> </ul>			
<b>1911/45</b>	<b>Items to report and inclusion in the next meeting</b>			
	<b>Date of next meeting:</b> Thursday 9 January 2019 at 7:30pm			
<b>1911/46</b>	<b>PART II – CONFIDENTIAL INFORMATION</b>			
	<b>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.</b>			
	Signature: <i>Don Powell</i> , 7 November 2019			
	Don Powell, 68 Woodland Road, Sawston, CB22 3DU			

