

**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 **1st June 2017** at **7.30pm**

for the purpose of transacting the following business:

**Members of the public and press are invited to address the Council at this meeting**

<b>0617/01</b>	<b>TO RECEIVE ANY APOLOGIES FOR ABSENCE</b> Apologies from Chris Chapman.
<b>0617/02</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b>
<b>0617/03</b>	<b>TO SIGN &amp; APPROVE MINUTES OF MEETING DATED 11<sup>th</sup> May 2017</b> Copy circulated via email for your information.
<b>0617/04</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b>
<b>0617/05</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR A G ORGEE</b>
<b>0617/06</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b>
<b>0617/07</b>	<b>REPORT FROM CHRIS CHAPMAN Babraham Bioscience Technologies Ltd (BBT)</b>  <b><u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b>
<b>0617/08</b>	<b>Chairman's acceptance of office.</b> Chairman to formally sign acceptance of office form.
<b>0617/09</b>	<b>Clerk's contract.</b> To formally agree clerk's contract and sign to appoint the Clerk as the RFO. Disciplinary and Grievance Policy.
<b>0617/10</b>	<b>Clerk's report.</b> An update.
<b>0617/11</b>	<b>Local Highways Improvement Funding Bid 2017/18 for Babraham High Street/A1307 intersection</b> Correspondence has been received, explaining that a draft plan of works will be submitted to the parish council to consider. Stephen McGee, the appointed lead officer, has asked for confirmation that the council are still in a position to contribute at least 53.3%. Decision required.
<b>0617/12</b>	<b>Tree report.</b> Cllr Rogers to update.

0617/13	<p><b>Neighbourhood plan.</b> Discussion regarding dates for parish to meet with the neighbourhood plan officers before committing to the joint neighbourhood plan with Sawston as parishioners require more information. Dates to be considered to be given to Cllr Kevin Cuffley, bearing in mind the need for advertising and availability to use the school premises. No agreement can be made with Sawston until the parishioners are in agreement. Decision regarding whether to attend the 15<sup>th</sup> June meeting with Sawston PC.</p>
0617/14	<p><b>Speeding traffic.</b> To receive report from Cllr Walker.</p>
0617/15	<p><b>Improvements to white lining and renewing the 'slow' sign.</b> Clerk has contacted Highways (Peter Taylor) and an order is being put in to refresh the signs as we speak. Is there anything else needing refreshing in the village?</p> <p><u>To consider other matters.</u></p>
0617/16	<p><b>Emails and noticeboard.</b> To approve the updated contact details for the noticeboard (attached to email). Requested that all emails sent out on behalf of the Parish Council be copied into the Clerk and any emails sent from the Clerk and received be acknowledged by councillors.</p>
0617/17	<p><b>Grass cutting contract.</b> To discuss and decide what works the council wish to be carried out and a timescale for acquiring quotations. Financial regulations (11.1h) state we must obtain 3 quotations for works between £25,000 and £3,000. For works between £3,000 and £100 we must strive to obtain 3 quotations in order to insure value for money. However; the council are not obliged to accept the lowest quote. Please note: no one member can initiate the contract; it must be a council decision.</p>
0617/18	<p><b>Internal Audit 2016/2017.</b> Report to be presented to the Council and to be formally considered. The council is requested to send written confirmation of compliance and a formal written response to the recommendations, as set out in the Action Plan appended to the report. (Action point R2). Suggested timescales and actions to be agreed at the meeting. Report has been circulated via email and printed copies will be available at the meeting. Please note: invoice is a larger amount than expected due to difficulties experienced during the auditing process.</p>
0617/19	<p><b>External Audit arrangements and period of inspection.</b> Please note the documentation has been completed and sent to the External Auditor via recorded delivery. The statutory inspection period runs from Monday 5<sup>th</sup> July-Friday 14<sup>th</sup> July. The notice is already displayed on the parish noticeboard but also needs to be put onto the website, along with signed copies of Section One and Two of the Annual Return.</p>
0617/20	<p><b>The Pensions Regulator.</b> We are now enrolled with The Pensions Regulator (our staging date was 1<sup>st</sup> May). We are not required to provide a pension to our one employee as they do not meet the</p>

	<p>criteria but they can decide to join a workplace pension scheme if they wish. We have to declare our compliance by the 2<sup>nd</sup> October 17 and YTB have confirmed they will do this for us.</p> <p><b><u>Finance.</u></b></p>
<b>0617/21</b>	<p><b>Barclays Bank.</b> Clerk and Cllr Laurie met to initiate correspondence address change and for transfer access.</p> <p>Do the members resolve to permit the RFO to be authorised to give instructions to Barclays PLC to obtain account information and to make funds transfers between bank accounts in Babraham Parish Council's name? Papers to be signed and clerk will take into the bank ASAP. Until Clerk has she cannot transfer monies and cannot provide Cllr's with signatory forms.</p>
<b>0617/22</b>	<p><b>Precept 2016/2017.</b> As per the recommendation set out in the internal audit 2016/2017 (Action point R1) we are to retrospectively minute that the annual precept demand approved for 2016-17 was £10,255.</p>
<b>0617/23</b>	<p><b>Payments.</b> Please can members authorise payments? A full schedule will be circulated at the meeting. Please can both signatories sign each invoice as per the auditor's recommendation.</p>
<b>0617/24</b>	<p><b>Balances and bank reconciliation.</b> Balances held will be presented at the meeting if bank statements are received in time.</p>
<b>0617/25</b>	<p><b>Clerk's overtime and mileage.</b> To sign Clerk's overtime and mileage claim for training in May.</p> <p><b><u>Planning.</u></b></p> <p><b>Planning applications.</b></p>
<b>0617/26</b>	<p><b>S/1670/17/VC Variation of Condition 3 (materials) of planning permission S/3523/16/FL at 17, The Close, Babraham, Cambridge, Cambridgeshire, CB22 3AQ by Mr Adrian Bath. Application dated 12.05.17</b></p>
<b>0617/27</b>	<p><b>S/1668/17/TC Tree works to 7 Yews, 1 Cedar and felling of 1 Yew application by Mr Anthony Jones at Babraham Hall Estate, High Street. Application dated 12.05.17</b></p> <p><b>Planning decisions.</b></p>
<b>0617/28</b>	<p><b>S/1063/17/DC Discharge of conditions 8 and 15 of planning consent of S/1676/14/OL at Babraham Bioscience Technologies, Babraham Research Campus, High Street. Conditions discharged.</b></p>

0617/29	S/1388/17/LB and S/0418/17/FL Replace existing window with French windows and internal alteration to put additional velux rooflight at Stable Cottage, High Street, Babraham, for Ms Thomas. Permission granted.																
0617/30	Re S/1112/17/FL – Partial first floor extension at Church Farm Cottages, 49, Sawston Road, Babraham, Cambridge, for Adri Visagie. Permission refused.  <u>Correspondence.</u>																
0617/31	<b>Local plan objections.</b> ‘The Inspectors examining the Cambridge and South Cambridgeshire Local Plans have updated the hearings programme for the remaining South Cambridgeshire specific hearings and joint hearings to be held in June and July 2017. This will take place at South Cambridgeshire District Hall. Wednesday 14 June – strategy for the rural area. The hearing will resume in the Chamber starting at 2pm for the following: 1.5A Babraham’.																
0617/32	<b>Councillor and Chairman training.</b> CAPALC are offering training for chairman and councillors in Hemingford Abbots. Councillor training covers: Session 1. Meetings, Meeting Procedures & Code of Conduct Session 2. Budgets, Precepts, Statutory Powers & Standing Orders Session 3. Planning, Section 106 Agreements, & Risk Management. It costs £35 per person per session and is a 6:30pm arrival for a 7pm start. Each session lasts 2/2.5 hours. Chairman dates: 6 <sup>th</sup> , 13 June and 4 <sup>th</sup> July. Councillor dates: 12 <sup>th</sup> , 19 <sup>th</sup> , and 26 <sup>th</sup> July. Please let clerk know if you would like to attend or would like to receive information about the next set of training that is advertised.																
0617/33	<b>Local Liaison Forum</b> (members only and not open to the public). The workshops will look in more detail at the ideas for sustainable transport and safety improvements on the A1307 between Haverhill and Cambridge raised at the inception workshop. Each workshop will look at a specific section of the route. RSVP by Wednesday, 7 June. <table border="1" data-bbox="375 1400 1396 1724"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>Monday 12 June</td> <td>6 – 8pm</td> <td>Linton Village College</td> <td>Haverhill to Great Abington</td> </tr> <tr> <td>Thursday 15 June</td> <td>6 – 8pm</td> <td>Linton Village College</td> <td>A11 Area</td> </tr> <tr> <td>Tuesday 20 June</td> <td>6 – 8pm</td> <td>Netherhall Sports Centre, Queen Edith’s Way,</td> <td>Babraham to Cambridge</td> </tr> </tbody> </table>	Date	Time	Location	Topic	Monday 12 June	6 – 8pm	Linton Village College	Haverhill to Great Abington	Thursday 15 June	6 – 8pm	Linton Village College	A11 Area	Tuesday 20 June	6 – 8pm	Netherhall Sports Centre, Queen Edith’s Way,	Babraham to Cambridge
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0617/34	<b>Items to report and inclusion in the next meeting.</b>  <b>Date of next meeting.</b> 13 <sup>TH</sup> July 2017 at 7:30pm.																