

## 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 **11th January 2018** at **7.30pm** for the purpose of transacting the following business.

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 'Public Participation Time'.**

### PART I – NON-CONFIDENTIAL INFORMATION

<b>0118/01</b>	<b>TO RECEIVE ANY APOLOGIES FOR ABSENCE</b>
<b>0118/02</b>	<b>TO RECEIVE MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THIS AGENDA</b> Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting.
<b>0118/03</b>	<b>TO SIGN &amp; APPROVE MINUTES OF MEETING DATED 9<sup>th</sup> November 2017</b> Copy circulated via email for information.
<b>0118/04</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>0118/05</b>	<b>PUBLIC PARTICIPATION TIME – 15 MINUTES ALLOWED</b>
<b>0118/06</b>	<b>REPORT FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR A G Orgee</b>
<b>0118/07</b>	<b>REPORT FROM CAMBRIDGESHIRE COUNTY COUNCILLOR K Cuffley and R Hickford</b>
<b>0118/08</b>	<b>REPORT FROM Babraham Bioscience Technologies Ltd (BBT) representative.</b>  <b><u>TO DISCUSS MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b>
<b>0118/09</b>	<b>Local Highways Improvement Funding Bid 2017/18 for Babraham High Street/A1307 Intersection</b> Update if available.
<b>0118/10</b>	<b>Clerk's Report.</b>
<b>0118/11</b>	<b>Joint Neighbourhood Plan.</b> Update. Debate and actions if required.
<b>0118/12</b>	<b>Speeding Traffic.</b> To receive update from Cllr Walker regarding speeding evidence.
<b>0118/13</b>	<b>LHI Application For Speeding Traffic 2018/2019.</b> Update if available.

0118/14	<p><b>Improvements To White Lining And Renewing The ‘Slow’ Sign.</b> Highways are having an issue with contractors during the winter months who aren’t guaranteeing the works; Babraham are first on their list when they start again.</p>																		
0118/15	<p><b>Pocket Park Lease.</b> Update if available. This lease officially ended on the 9th April 2017 (currently running over on a ‘periodic tenancy’). Do members wish to renew the lease? Debate, actions and decision.</p>																		
0118/16	<p><b>Leasing Of Babraham Sports Field.</b> Clerk has contacted The Head of Real Estate at BBSRC about the possibility of a lease. Please note correspondence from Sawston and Babraham Cricket Club.</p>																		
0118/17	<p><b>Community Gathering.</b> Clerk has begun a grant application. Application must be received no later than 3 months before the proposed date. What activities do you wish to run and apply for funding? Do members wish to create a working party to suggest ideas? Decision required.</p>																		
0118/18	<p><b>Grass Cutting And Maintenance Contract.</b> Update on dog bin repositioning. Are members satisfied with the current contract with CGM to roll over for the following year, starting 1<sup>st</sup> April ’18, or do members wish for it to go out to tender again? Decision required.</p>																		
0118/19	<p><b>Transparency Fund Application.</b></p> <table border="1" data-bbox="376 1155 1305 1415"> <thead> <tr> <th>Type</th> <th>Amount</th> <th>Able to spend and then reclaim VAT.</th> </tr> </thead> <tbody> <tr> <td>Staffing costs</td> <td>£51.65</td> <td>-</td> </tr> <tr> <td>Laptop</td> <td>£350 (excluding VAT)</td> <td>£420 (£70 VAT)</td> </tr> <tr> <td>Software</td> <td>£200 (excluding VAT)</td> <td>£240 (£40 VAT)</td> </tr> <tr> <td>Scanner</td> <td>£100 (excluding VAT)</td> <td>£120 (£20 VAT)</td> </tr> <tr> <td>Total</td> <td>£701.65</td> <td>£780</td> </tr> </tbody> </table> <p>What should be purchased with the funds? Clerk circulated a possible ‘shopping list’. Do members wish to spend additional money on top of the amount received from the fund? Decision required.</p>	Type	Amount	Able to spend and then reclaim VAT.	Staffing costs	£51.65	-	Laptop	£350 (excluding VAT)	£420 (£70 VAT)	Software	£200 (excluding VAT)	£240 (£40 VAT)	Scanner	£100 (excluding VAT)	£120 (£20 VAT)	Total	£701.65	£780
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0118/20	<p><b>Parish Council Email Addresses.</b> Have all councillors set up their new email addresses? Can the noticeboard and website be updated?</p>																		
0118/21	<p><b>Allotments for Babraham.</b> Providing allotments for Babraham. The council have the power to do this but would require land. Discussion and decision required.</p>																		
0118/22	<p><b>Play Area.</b> Discussion about the possibility of providing a play area for Babraham. CAPALC would advise to engage in some form of community consultation if a play area were to be provided. Decision required.</p>																		

<b>0118/23</b>	<b>GDPR.</b> General Data Protection Regulations update.
<b>0118/24</b>	<b>Babraham Action Plan 2017/2018.</b> Clerk has created an action plan for the council and emailed prior to the meeting. Discussion and decision required.  <u>To consider other matters.</u>
<b>0118/25</b>	<b>Hosting Of Village Website and Emails.</b> Cllr Walker has changed host and paid upfront = £107.64 ex VAT (£129.17) for 3 years (£2.99 per month). Purchased a SSL certificate to ensure security for 131.97 ex VAT (£158.36) for 3 years. The costs combined average at £6.66 per month over 3 years. Clerk email was also renewed for the year at £47.88 ex VAT (£57.46). Do members wish for Cllr Walker to initiate an annual payment for the councillor emails? This should have a reduction in cost. Decision required.
<b>0118/26</b>	<b>Lorries Parking Overnight In Entrance To Oak Lane</b> Discussion of allowable prevention measures. Decision required.  <u>Finance.</u>
<b>0118/27</b>	<b>Mileage For Clerk Training Session.</b> Approve mileage claim.
<b>0118/28</b>	<b>Transfer Of Money To Unity Trust Bank.</b> Amount to be transferred via cheque to Unity Trust in order to start using the account for payments needs agreement (in case of difficulties with Barclays when closing the account). Decision required.
<b>0118/29</b>	<b>Barclays Bank Account Closure.</b> Signatories of Barclays Bank accounts to sign letter confirming the closure of the bank accounts and remaining balance to be transferred into Unity Trust Accounts.
<b>0118/30</b>	<b>Receipts.</b>
<b>0118/31</b>	<b>Payments.</b> Please can members authorise payments for November and December? A full schedule will be circulated at the meeting. Please can both signatories sign each invoice as per the auditor's recommendation?
<b>0118/32</b>	<b>Balances And Bank Reconciliation.</b> Reconciliation and balances held as of 31 <sup>st</sup> December to be presented at meeting.
<b>0118/33</b>	<b>Quarterly Budget Report</b> Report detailing payments from October 1st to December 30 <sup>th</sup> '17. Circulated via email to councillors before the meeting.
<b>0118/34</b>	<b>Budget Approval for 2018/2019.</b>

	<p>Clerk has updated the suggested budget for discussion and needs approval before the precept can be set. Decision required.</p>
<b>0118/35</b>	<p><b>Precept 2018/2019.</b> The Council are required to request a precept amount for 2018-2019. Response deadline is 2.02.2018. Decision required</p>
<b>0118/36</b>	<p><b>Earmarked Reserves.</b> Do members wish to reallocate reserves? Decision required.</p> <p><b><u>Planning.</u></b></p> <p><b>Planning Applications.</b></p>
<b>0118/37</b>	<p><b>S/3994/17/LB</b> The replacement of existing roof slates with new roof slates at Clock Cottage, High Street, Babraham, Cambridge, Cambridgeshire, CB22 3AG Applicant: Mr David Jones. Received 16.11.17 Extension for response 12.01.18</p>
<b>0118/38</b>	<p><b>S/3886/17/DC</b> Discharge of conditions 9 (Renewable Energy) 10 (Water Conservation Strategy) 11 (Ventilation and Extraction) 12 (Scheme for Surface Water Disposal) 13 (Pollution Control of the Water Environment) and 14 (Foul Water Drainage) of planning permission S/1676/14/OL for Babraham Bioscience Technology, Babraham Research Campus, High Street, By Mr Orestis, Tzortzoglou. <b>Information only.</b></p> <p><b>Planning decisions.</b></p>
<b>0118/39</b>	<p><b>S/3210/17/LB</b> Internal upgrades to internal doors and screens to improve fire protection and compartmentation at Babraham Bioscience Technology, Babraham Research Campus, High Street, Babraham, Cambs by Chris Chapman. <b>Permission granted.</b></p>
<b>0118/40</b>	<p><b>S/2917/17/RM</b> Proposed R&amp;D2 development comprising two research and development buildings, together with associated works, following outline planning permission S/1676/14/OL at Babraham Bioscience Technology, Babraham Research Campus, High Street, Babraham, Cambridgeshire by Orestis Tzortzoglou, BMR - Babraham Limited. <b>Details of reserved matters approved.</b></p> <p><b>Tree Works.</b></p>
<b>0118/41</b>	<p><b>S/4355/17/TC</b> Felling of Oak Tree at Chalgrove House, High Street, Babraham, Cambridgeshire, CB22 3AG by Mrs Staveley. Received 11.12.2107. Extension for response 12.01.2018.</p>
<b>0118/42</b>	<p><b><u>Correspondence.</u></b> Cambridgeshire Annual Public Health Report 2017. Annual Report and Statement of Assurance 2016/17. Unity Trust, increase in interest rate. Letter from Sawston and Babraham Cricket Club.</p>
<b>0118/43</b>	<p><b>Items to report and inclusion in the next meeting.</b></p>

	<p><b>Date of next meeting.</b> 8<sup>th</sup> February 2018 at 7:30pm.</p> <p><b>PART II – CONFIDENTIAL INFORMATION`</b></p> <p><b>Exclusion of the Press and the Public:</b> 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.</p>
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Signature *SBramley* 5<sup>th</sup> January 2018.  
Samantha Bramley Clerk/RFO  
83 Fulbourn Road, Teversham, CB1 9AJ.