

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 **Thursday 14 May 2020** 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

Zoom meeting details

Topic: Babraham Parish Council Meeting 14 May 2020

Time: May 14, 2020 7:30 PM London

<https://us02web.zoom.us/j/83952114614?pwd=T21FdWx1YkQ3aGdxZ2VXbTBESzBJZz09>

Meeting ID: **839-5211-4614**

Password: **BPC1405**

	Part I: Non-Confidential Information
2005/01	To receive and approve apologies for absence
2005/02	To elect a Chairman of the Parish Council for the ensuing year
2005/03	To elect a Vice Chairman of the Parish Council for the ensuing year
2005/04	For Councillors to sign their acceptance of office forms
2005/05	To elect Council representatives to outside bodies
2005/06	To receive members' declaration of interest for items on this agenda
2005/07	To sign and approve minutes of meeting dated 9 April 2020
2005/08	Exclusion of the public To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.
2005/09	Public participation time – 15 minutes allowed
2005/10	Report from South Cambridgeshire District Councillor P McDonald
2005/11	Report from Cambridgeshire County Councillor K Cuffley and R Hickford
2005/12	Report from Babraham Research Campus (BRC) representative
2005/13	Clerk's Report
2005/14	Coronavirus To note or review communications from local and national authorities, views and volunteering actions from Parishioners and other communications. To resolve on actions for Parish Council.
2005/15	Review Budget

	To review and approve, if agreed, Parish Council Budget.																											
2005/16	Review Policies To review and approve, if agreed, Parish Council Policies.																											
2005/17	Insurance To review information and, if agreed, approve the insurance renewal from Came & Co.																											
2005/18	Audit To review draft documents and, if agreed, to resolve to submit to auditors and regulators.																											
2005/19	Traffic, transport and LHI To review correspondence on traffic and transport and LHI application and resolve on actions.																											
2005/20	Street Lighting To review correspondence and resolve on actions on lighting maintenance and power.																											
2005/21	Defibrillator To review correspondence and resolve on actions on to ensure correct operation of defibrillator.																											
2005/22	Clerk appraisal To note Clerk appraisal document to be reviewed for June meeting.																											
	FINANCE																											
2005/23	Receipts (as of 6 May 2020) There were no receipts as of this date: to be updated at the Meeting.																											
2005/24	Payments (as of 6 May 2020) <table border="1"> <tr> <td>Yorkshire Tax Bureau</td> <td>Payroll</td> <td>£144.00</td> </tr> <tr> <td>HMRC</td> <td>Tax</td> <td>£81.20</td> </tr> <tr> <td>Brookfield Gardening</td> <td>Bins and grass</td> <td>£423.00</td> </tr> <tr> <td>Auditing Solutions Ltd</td> <td>Internal audit</td> <td>£282.00</td> </tr> <tr> <td>Auditing Solutions Ltd</td> <td>Cashbook</td> <td>£30.00</td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Salary Apr</i></td> <td><i>£325.00</i></td> </tr> <tr> <td><i>Don Powell</i></td> <td><i>Travel Apr</i></td> <td><i>£3.42</i></td> </tr> <tr> <td>Don Powell</td> <td>Costs</td> <td>£328.42</td> </tr> <tr> <td>Ionos (Direct Debit)</td> <td>Mail and web services</td> <td>£24.00</td> </tr> </table> <p>A full list of payments will be circulated and reviewed at the meeting.</p>	Yorkshire Tax Bureau	Payroll	£144.00	HMRC	Tax	£81.20	Brookfield Gardening	Bins and grass	£423.00	Auditing Solutions Ltd	Internal audit	£282.00	Auditing Solutions Ltd	Cashbook	£30.00	<i>Don Powell</i>	<i>Salary Apr</i>	<i>£325.00</i>	<i>Don Powell</i>	<i>Travel Apr</i>	<i>£3.42</i>	Don Powell	Costs	£328.42	Ionos (Direct Debit)	Mail and web services	£24.00
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2005/25	Purchases None is proposed for this meeting. Cllrs to note Xero bookkeeping software, approved January 2020, 2001/34.																											
2005/26	Balances and Bank Reconciliation at 1 May 2020 Balances held <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£13,588.79</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61,181.83</td> </tr> <tr> <td>Total</td> <td>£74,770.62</td> </tr> </table>	Unity Current A/C balance	£13,588.79	Unity Savings A/C balance	£61,181.83	Total	£74,770.62																					
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2005/27	Unity Bank To note Clerk report on Bank signatories.																											
	PLANNING																											
2005/28	Planning Applications (as of 6 May 2020)																											

2005/29	<p>None was received.</p> <p>Planning decisions (as of 6 May 2020)</p>
2005/30	<p>None was received.</p> <p>Correspondence</p> <p>Cllrs received collected email correspondence on 9, 17, 23, 29 April, 5 May. To note:</p> <ul style="list-style-type: none"> • Coronavirus activities and support services • Government advice on meetings • Audit timetable • Green bin collection reinstated • LHI process dates 1 April to 31 May 2020 • Planning update • SCDC bulletins
2005/31	<p>Items to report and inclusion in the next meeting</p> <p>Date of next meeting: Thursday 11 June 2020 at 7:30pm</p>
2005/32	<p>Part II: Confidential Information</p> <p>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.</p> <p>Signature: <i>Don Powell</i>, 6 May 2020</p> <p>Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>