

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 **11 March 2021** 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 circulated 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

The meeting will be conducted remotely using Zoom conferencing using the following details.

Topic: Babraham Parish Council Meeting 11 March 2021

Time: Thursday 11 March, 2021 07:30 PM London

Join Zoom Meeting:

<https://us02web.zoom.us/j/88680899163?pwd=MzZSRmhBanpXRXBpWjNMejF1WUMvQT09>

Meeting ID: 886 8089 9163

Passcode: 609417

One tap mobile: +442034815237,,88680899163#,,,,*609417# United Kingdom;
+442034815240,,88680899163#,,,,*609417# United Kingdom

Dial by your location: +44 203 481 5237 United Kingdom; +44 203 481 5240 United Kingdom; +44 203 901 7895 United Kingdom; +44 131 460 1196 United Kingdom; +44 203 051 2874 United Kingdom

Meeting ID: 886 8089 9163 Passcode: 609417

Find your local number: <https://us02web.zoom.us/u/kezFauLnun>

Part I: Non-confidential information

- 2103/01 To receive and approve apologies for absence**
- 2103/02 To receive members' declaration of interest for items on this agenda**
- 2103/03 To sign and approve Minutes of Meeting dated 11 February 2021**
- 2103/04 Exclusion of the public**

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

- 2103/05 Public participation time: 15 minutes are allocated**
- 2103/06 Report from South Cambridgeshire District Councillor P McDonald**
- 2103/07 Report from Cambridgeshire County Councillor K Cuffley and R Hickford**
- 2103/08 Report from Babraham Research Campus (BRC) representative**
- 2103/09 Clerk's report**
- 2103/10 Coronavirus**

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.

2103/11 Standing Orders and Financial Regulations

To review and consider approval of Standing Orders and Financial Regulations.

2103/12 Risk and Asset Registers

To review and consider approval of Risk and Asset Registers.

2103/13 Policies

To review and consider approval of Policies.

2103/14 Boundary review

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

2103/15 Zero Carbon opportunities

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

2103/16 Local Plan and local developments

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

2103/17 Transport, traffic and planning

To consider works and proposals by agencies such as Greater Cambridge Partnership (GCP), Cambridgeshire County Council, (CCC), South Cambridgeshire District Council (SCDC), Hill developments and others and to resolve on any actions.

2103/18 Traffic calming

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

2103/19 Street Lighting

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

2103/20 Defibrillator

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

2103/21 Neighbourhood Plan

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

2103/22 Communications

To note proposed Communications Working Group and resolve on actions.

2103/23 Future meetings, Annual Parish Meeting and Annual Meeting of Council

To note proposal to cease remote meetings after 7 May 2021 and to resolve on actions.

To consider and resolve on meeting schedule for 2021—22.

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 note Annual Parish Meeting (not held in 2020) to be held in May, if appropriate, and annual meeting of Council on 13 May and to consider and resolve on any actions required.

FINANCE

2103/24 Draft budget FY21/22 and expenditure against budget FY 20/21

To consider and resolve on approval of draft budget circulated previously.

To review and resolve on approval of expenditure against budget for Q3 Dec 20 and to date end Feb 21 circulated previously.

2103/25 Receipts (as of 3 March 2021)

None was received.

2103/26 Payments (as of 3 March 2021)

HMRC	Income tax, February		£66.80
Employee	Salary February	£267.28	
Employee	Travel February	£1.71	
Employee	Costs	£268.99	£268.99
Brookfield	3 x bins, February		£135.00
CAPALC	Subscription and GDPR role		£245.46
SLCC	Clerk advert		£246.00
Scribe accounts	Software Year 1		£582.00
Ionos: 3 DD	Mail and web services (Inv. 17 Feb)		£30.00
Haven: 3 DD	Electricity for lighting, all periods (Inv. 1, 4 Feb)		£40.73
Total (as of 3 March 2021)			£1,614.98

A full list of payments will be circulated and reviewed at the meeting.

Cllrs to consider payments and, if minded, resolve to approve.

2103/27 Purchases (as of 3 March 2021)

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

1. Replacement noticeboard
2. New bench
3. Dog waste bin
4. Annual subscription to 2 TB of Dropbox storage; current cost would be £95.88. Paper from Clutton Parish Council circulated previously.
5. Renewal of Zoom at £119.90, due before the April meeting (due 6 April 2021) on Clerk debit card: Clerk will then remove card details.
6. Request from The Friends of the Roman Road and Fleam Dyke to renew membership: £30 in 2020.

2103/28 Balances and Bank Reconciliation

Balances held at 28 February 2021

Unity Current A/C balance	£106885.91
Unity Savings A/C balance	£61242.84
Total	£168128.75

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

2103/29 Unity Bank

To note actions on Bank signatories.

2103/30 Bookkeeping software

To note actions to activate Scribe software as resolved at February meeting (2102/26: Bookkeeping software).

2103/31 VAT reclaim

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

PLANNING

2103/32 Planning Applications (as of 3 March 2021)

No updated applications were received as of this date.

2103/33 Planning Decisions (as of 3 March 2021)

No updated decisions were received as of this date.

2103/34 Correspondence

- CAPALC bulletin (fwd 8 Feb)

2103/35 Items to report and inclusion in the next meeting

Date of next meeting: Thursday 8 April 2021 at 7:30pm

2103/36 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 nature of the remainder of the business, the Press and the Public be excluded from the meeting.

Signature: *Don Powell*, 4 March 2021

Don Powell, 68 Woodland Road, Sawston, CB22 3DU