

Babraham Parish Council Minutes DRAFT

Minutes of the Meeting held online at Zoom (<https://us02web.zoom.us/j/623754561>, Meeting ID: 623 754 561) on Thursday 14 May 2020

The meeting commenced at 19.30

Present remotely	Chair: Stuart Laurie Councillors: Robert Attwood, Jane Goody (from 19:35), Charlotte Rogers (from 19:33), Gareth Walker CLlr McDonald from 8.15 One member of the public
2005/01	To receive and approve apologies for absence None was received: Cllr McDonald informed the Council he would be able to join only from 20:15
2005/02	To elect a Chairman of the Parish Council for the ensuing year Cllr Laurie declared he was willing to stand: Cllr Rogers proposed and Cllr Walker seconded Cllr Laurie's election as Chair: Carried unanimously.
2005/03	To elect a Vice Chairman of the Parish Council for the ensuing year Cllr Walker declared he was willing to stand: Cllr Rogers proposed and Cllr Laurie seconded Cllr Walker's election as Vice Chair: Carried unanimously.
2005/04	For Councillors to sign their acceptance of office forms Cllrs signed their forms.
2005/05	To elect Council representatives to outside bodies Cllrs Attwood and Goody were willing to serve: proposed by Cllr Laurie, seconded by Cllr Rogers; carried unanimously.
2005/06	To receive members' declaration of interest for items on this agenda There was none,
2005/07	To sign and approve minutes of meeting dated 9 April 2020 The Minutes were approved and signed.
2005/08	Exclusion of the public None was required.
2005/09	Public participation time – 15 minutes allowed None was required.
2005/10	Report from South Cambridgeshire District Councillor P McDonald Cllr McDonald's report was circulated on 5 May: the item was deferred until 20:15.
2005/11	Report from Cambridgeshire County Councillor K Cuffley and R Hickford Cllr Cuffley had provided updates from Cambridgeshire County Council.
2005/12	Report from Babraham Research Campus (BRC) representative None was received.
2005/13	Clerk's Report The Clerk reported that any items were in the Agenda.
2005/14	Coronavirus Cllr Laurie reported on updates to the Parish list of vulnerable people and commented on the wonderful job by Cllr Goody in engaging with the group. Cllrs had collected two

	<p>prescriptions but had not received requests to do shopping runs. Cllrs notes the updates from Cambridgeshire County Council and South Cambridgeshire District Council and the support they provide.</p>
2005/15	<p>Review Budget Cllrs noted the budget provided to the Auditor and approved.</p>
2005/16	<p>Review Policies Clerk will present updated policies to June meeting.</p>
2005/17	<p>Insurance Cllrs noted and approved the full cost of the Hiscox policy, to include Came & Co fee, of £907.70 (including £91.90 tax and £50 fee). Last year's policy cost was £874.41. Cllrs noted there would be no additional charge for the increase in value (by £300) of the bus shelter.</p>
2005/18	<p>Audit Cllrs noted the Corporate Governance Report completed by the Chair (2004/11) and considered the Internal Audit report and Annual Governance and Accountability Report (AGAR) with explanation, reconciliation and public notice documents, circulated previously and posted to the website by Cllr Walker. Cllr Laurie proposed approval of the documentation together with agreement to submit the AGAR, seconded by Cllr Attwood: approved unanimously.</p>
2005/19	<p>Traffic, transport and LHI Cllrs reviewed the scoring of the Council LHI application: they were disappointed that the scheme was not assessed more positively, believing that calming is essential to the safety and wellbeing of parishioners, visitors and school students. Cllr Rogers noted that the costs of materials were a very minor part of the project cost and that, with traffic managing, perhaps the Council could fund a direct works project. Cllr Laurie noted the County Council additional lighting. Cllrs to consider direct work costs and feasibility. Clerk to review application, note any updates and resubmit as LHI before 31 May.</p>
2005/20	<p>Street Lighting Stuart has reviewed all lights and Clerk has incorporated into one register/inventory. Clerk to inform CCC about light on permanently outside The George and Wyndham[??] and next to York Cottage[??]. Clerk to contact Parishioner about trimming a tree that obscures the nearest street light.</p>
2005/21	<p>Defibrillator The defibrillator is installed an in action: Clerk had received the replacement pads, to lodge with Cllr Attwood. Clerk to EEAT about maintenance schedule and records: Cllr Rogers to speak to a Parishioner about the approach used by local ambulance trust.</p>
2005/22	<p>Clerk appraisal Clerk asked to defer until June meeting: agreed.</p>
	<p>FINANCE</p>
2005/23	<p>Receipts Council received one-quarter of precept award of £3063.75 on 22 April.</p>
2005/24	<p>Payments Cllrs agreed to use online payment if possible: Clerk to set up for this meeting and Cllrs to review process.</p>
	<p>Auditing Solutions Ltd Internal Audit 19-20 £282.00</p>

	Auditing Solutions Ltd	Setting up cashbook	£30.00
	Auditing Solutions Ltd	Services	£312.00
	HMRC	Tax, NI	£81.20
	Brookfield	Bins x 3, grass x 2, April	£423.00
	Yorkshire Tax Bureau	Payroll and compliance	£144.00
	Came&Company	Insurance	£907.70
	<i>Don Powell</i>	<i>Salary Apr</i>	<i>£325.20</i>
	<i>Don Powell</i>	<i>Travel Apr</i>	<i>£3.42</i>
	Don Powell	Costs	£328.62
	Ionos (DD)	Managed WP (disc to 15/Jul)	£1.20
	Ionos (DD)	MailPro 5 Licences	£18.00
	Ionos (DD)	MailPro 1 Licence	£4.80
	Cllr Laurie proposed, Cllr Rogers seconded approval of payments: carried unanimously.		
2005/25	Purchases		
	Clerk proposed purchase of two packs 500 sheets A4 paper at a cost of less than £15.00: Cllr Laurie proposed approval of purchase, Cllr Roger seconded: carried unanimously.		
2005/26	Balances and Bank Reconciliation at 1 May 2020		
	Balances held		
	Unity Current A/C balance		£13,588.79
	Unity Savings A/C balance		£61,181.83
	Total		£74,770.62
2005/27	Unity Bank		
	Cllr Rogers access had been activated by Unity: Cllr Rogers to review ability to manage payments. Cllrs noted that, because the Clerk is not an authoriser for the Unity Trust account, he might have to pay by card and be reimbursed.		
2005/28	PLANNING		
	Planning Applications		
	None was received.		
2005/29	Planning decisions		
	None was received. Cllrs agreed to discuss Planning Delegation with Cllr McDonald.		
2005/30	Correspondence		
	Cllrs received collected email correspondence on 9, 17, 23, 29 April, 5 and 11 May, including notice of:		
	<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 		
	Cllr Laurie noted correspondence from a Parishioner who had applied for accommodation in H/1:b; the housing officer had responded that housing was reserved for Sawston. It was later corrected after intervention by Cllr McDonald and the S.106 Officer that 15% would be available to residents of Babraham.		

<p>2005/31</p>	<p>Cllr Rogers suggested adding details of access and process to H/1:b housing to the Council website.</p> <p>Cllr Rogers reported on Facebook activity about a village library/book exchange perhaps based in a red phone box. Cllrs regarded the cost as excessive for genuine phone boxes, but agreed to explore other options.</p> <p>Items to report and inclusion in the next meeting</p> <p>Cllr Laurie asked for an update on the Neighbourhood plan</p> <p>Cllr Goody reported that the farm had cannabis factory waste dumped in a field: although authorities had been contacted, it seems the responsibility lies with the farm to clear and dispose.</p> <p>Cllr Rogers reported that a resident had noted a regular visit by a vehicle parking in Oak Lane, the Pocket Park and other locations with vehicle users suspected of using illegal drugs. The local police had been contacted and would make their presence known. Cllr Laurie to contact police authorities.</p> <p>Date of next meeting: Thursday 11 June 2020 at 7:30pm</p>
<p>2005/32</p>	<p>Part II: Confidential Information</p> <p>None was required.</p> <p>Signature: <i>Don Powell</i>, 26 May 2020</p> <p>Don Powell, 68 Woodland Road, Sawston, CB22 3DU</p>