

Draft Minutes of the Babraham Parish Meeting
Held at Babraham Primary School
On Thursday 11th January 2018 at 7:30pm

Meeting commenced at 7:32pm.

	Present	Chair: Stuart Laurie Councillors: Charlotte Rogers (left at 8:26pm and re-entered 8:35pm), Robert Attwood, Gareth Walker, Jane Goody (left at 8:26pm), District Cllr Orgee (left at 8:23pm), Clerk: Sam Bramley Members of the public: None
0118/01	Apologies	County Cllr Cuffley BBT representative.
0118/02	Members Declaration of Interests	None
0118/03	Minutes of meeting held 9.11.17	It was noted two words in the title were incorrect and these were removed. The minutes were then approved unanimously by those present at the meeting and signed.
0118/04	Exclusion of public	
0118/05	Public participation	None.
0118/06	D Cllr report.	See District Councillor report below in Appendix A.
0118/07	C Cllr report.	Prior to the meeting it had been reported that: The County Council still have a deficit of 3 to 5 million pounds, of which has been created by demand led services, in particular Looked After children and Adult Social Care. The County Council are still working on the deficit.
0118/08	BBT report Chris Chapman.	None received.
0118/09	LHI Funding Bid.	No update.
0118/10	Clerk's report.	<ul style="list-style-type: none"> •Data Storage Online: Clerk has signed up to Dropbox to save files off site. •Clerk has passed Unit One of the CiLCA. •Register of interests; Cllr Attwood has filled his in, Cllr Goody to look at hers, and will now be passed to SCDC. •PFK Littlejohn running a webinar about the external audit and whether or not we have to partake in it this year. 1.5 hours max. •Unity Trust made contact to check if the Council are eligible to be protected by FSCS

		(protection up to £85,000). We do qualify, the Clerk has responded and eligibility has been recorded. •Election will take place on the 3rd May for District and Parish Councils. Nominations due 6th April at 4pm.
0118/11	Neighbourhood Plan.	The Chairman was unable to attend the previous meeting with Sawston. Cllr Attwood will attend the next Sawston meeting and has been researching how to 'get started' with the Neighbourhood Plan.
0118/12	Speeding Traffic.	The company who installed the radar speed sign have issued Cllr Walker a key and will try and access it at the weekend once a step ladder has been obtained. Speeding traffic still appears to be an issue; it was reported that lorries have been seen speeding. Clerk will endeavour to contact the company in question to issue a polite reminder.
0118/13	LHI application (new).	No update.
0118/14	White lining.	Highways are having an issue with contractors during the winter months who aren't guaranteeing works which have taken place during the winter; Babraham are first on their list when they start again.
0118/15	Pocket Park Lease.	No update.
0118/16	Babraham Sports Field Lease.	Sawston and Babraham Cricket Club have been in contact as they would like to liaise with the Council if it were to go ahead. The Chairman will contact the Cricket Club when there is an update. It was resolved to continue pursuing an interest in leasing the land (four in favour and one abstention).
0118/17	Community Gathering. Unity Trust Bank.	The Clerk has investigated the options for funding and has started to fill out the Big Lottery Fund application. It was resolved to form a working party, which Cllr Rogers will head up, to discuss which activities to run/require funding. Initial thoughts are to involve The George and provide a bouncy castle, musical entertainment and some food with an opportunity to discuss the Council's work and the Neighbourhood Plan. Cllr Walker will send out an email to parishioners asking for suggestions of what people would like provided; an announcement has already been posted on the website.
0118/18	Grass cutting/maintenance	The dog bin has been repositioned, not far from its original position. It was resolved to put the Grass cutting and Maintenance contract out to tender to ensure value for money. All terms will be the same as before expect the dog bins which now need to be emptied fortnightly, rather than monthly. Clerk will contact CGM to confirm their quote for 2018/19 and discuss the admin time spent over issues. Cllr Rogers to send Clerk information about a company who would like to tender.
0118/19	Transparency Fund.	It was resolved to purchase a new laptop, scanner and software as per the Clerk's research using the money received from the Transparency Fund. It was resolved that the Clerk will purchase these with her own account, in Teversham Parish Council's name, and be reimbursed at the next meeting. These items will belong to the Parish Council,

		but be used by the Clerk whilst in post.																		
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0118/20	PC Email Addresses.	Cllrs have been issued with new email addresses to be used for parish council business. Cllr Walker offered assistance to those needing it before the February meeting commences. Noticeboard and website will be updated when everyone is up and running.																		
0118/21	Allotments.	No update.																		
0118/22	Play area.	No update.																		
0118/23	GDPR.	Clerk has attended more training with SLCC and circulated her notes prior to the meeting. CAPALC will be offering training in March. It was resolved the Clerk will continue attending training when it is available. Cllr Walker to check the website issues a warning about 'cookies' when accessed.																		
0118/24	Babraham Action Plan 17/19.	Discussion took place and it was agreed to adopt the plan.																		
0118/25	Hosting Of Village Website and Emails.	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). These payments were all authorised. It was resolved that Cllr Walker would initiate an annual payment for the councillor emails with a hope for a reduction in cost and fewer invoices to deal with.																		
0118/26	Lorries Parking Overnight In Entrance To Oak Lane	It was reported that lorries have been parking overnight in the entrance to Oak Lane. It was resolved that the Clerk would contact Highways to see if they have any powers to do something about the situation.																		
0118/27	Mileage.	Mileage for Clerk was approved.																		
0118/28	Transfer Of Money To Unity Trust	It was resolved to transfer £40,000 via cheque to Unity Trust in order to start using the account for payment (in case of difficulties with Barclays when closing the account).																		

	Bank.																													
0118/29	Barclays Bank Account Closure.	Signatories of Barclays Bank accounts signed a letter confirming the closure of the bank accounts and remaining balance to be transferred into Unity Trust Accounts. This will be posted once the transfer mentioned above has cleared.																												
0118/30	Receipts.	Transparency Fund £701.65 Barclays Bank interest £13.47 Unity Trust Bank interest £0.17																												
0118/31	Payments.	Members authorised payments. Schedule circulated at the meeting detailed below. Both signatories signed each invoice as per the auditor's recommendation. Payments Dec and Jan 2018.																												
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0118/32	Balances and reconciliations.	Clerk presented balances and bank reconciliation to the council. Balances held as of 31.12.2017.																												
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0118/33	Quarterly budget report.	Report detailing payments from October 1 st to December 31 st 2017 was presented. This was looked at in detail and used to inform the budget setting below.																												
0118/34	Budget 2018/2019	The proposed budget was discussed and unanimously agreed.																												
0118/35	Precept 2018/2019.	Due to increases in costs the council have to meet it was felt that the precept needed to be increased; the majority of the shortfall for the 2017/18 budget will be met using general reserves. The setting of the precept at £12,255 for 2018/2019 was unanimously agreed.																												
0118/36	Earmarked Reserves.	It was resolved to re-allocate the earmarked reserves; the new allocation was discussed and unanimously agreed at the meeting.																												
0118/37	Planning application	S/3994/17/LB 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 Response: Whilst Babraham Parish Council have no objections to the application we																												

		would suggest liaising with Babraham Farms to ensure access to the farm is not disrupted when works take place.
0118/38	Planning application	S/3886/17/DC 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 Technologi, Babraham Research Campus, High Street, By Mr Orestis, Tzortzoglou. Information only.
0118/39	Planning decisions.	S/3210/17/LB Internal upgrades to internal doors and screens to improve fire protection and compartmentation at Babraham Bioscience Technologi, Babraham Research Campus, High Street, Babraham, Cambs by Chris Chapman. Permission granted.
0118/40	Planning decisions.	S/2917/17/RM Proposed R&D2 development comprising two research and development buildings, together with associated works, following outline planning permission S/1676/14/OL at Babraham Bioscience Technologi, Babraham Research Campus, High Street, Babraham, Cambridgeshire by Orestis Tzortzoglou, BMR - Babraham Limited. Details of reserved matters approved.
0118/41	Tree works	S/4355/17/TC 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. Response: Babraham Parish Council would like all trees to be preserved within the conservation area, where possible. It is hoped that the oak tree would be examined in detail and consideration given to alternative measures such as pollarding to reduce shading and sunlight blocking. If the tree is fully grown we would expect there to be little issue with new damage to a septic tank.
0118/42	Correspondance.	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.
0118/43	Items to report/next agenda.	Dog fouling along Church Road has become a problem. Litter issues after the recent storms. Layby potholes. Inconsistent signage.
	Date of next meeting	8th February 2018 at 7:30pm.

Meeting to the public closed at: 9:37pm

Appendix A.

A1307 Local Liaison Forum

There will be a briefing meeting for members of the A1307 Local Liaison Forum before the end of January to give members a preview of the public consultation to be held in February – March. The

consultation will focus on the three possible strategies put to the Greater Cambridge Partnership Joint Assembly and Executive Board at their meetings in November 2017.

South Cambridgeshire Local Plan update

The planning inspectors carrying out the examination-in-public into the draft South Cambridgeshire Local Plan have now agreed which modifications they require the District Council to consult on. These modifications include updates to the draft plan to bring it into line with changes in national policies since the draft plan was submitted in March 2014, the designation of certain sites as 'Local Green Spaces' and a change to the planning framework at Pampisford.

These modifications are now out for consultation and responses have to be submitted by 5 pm on Friday 16 February. Details of the consultation are on the SCDC website. The inspectors have made it very clear that comments will only be accepted in relation to the specific modifications they have identified.

Agritech Technology Park

The deadline for responding to the planning application for an Agritech Technology Park (ref S/4099/17/OL) has been extended to 26 January. The planning documentation for this application is extensive but is all on the SCDC website.

Rural Travel Hubs

A report on Rural Travel Hubs is going to the Greater Cambridge Partnership's Joint assembly on 18 January 2018. The report examines 10 possible locations for such hubs and recommends further work on hubs at Comberton, Whittlesford and Sawston.

Uttlesford Local Plan (2011 – 2033)

TAs I stated in my last report in 2017, the first stage consultation on the draft Uttlesford Local Plan ended on 4 September 2017. A number of local South Cambridgeshire villages submitted views opposing the inclusion in the draft plan of a new settlement of about 5,000 houses in North Uttlesford (close to Great Chesterford)

In all, over 6,000 responses were received and Uttlesford District Council is now carrying out further work before a second round of consultation is organised.

Tony Orgee, District Councillor for Babraham