

# Babraham Parish Council:

Minutes of the meeting held on **Thursday 10th June at 19:30 in the back room of The George Inn Restaurant, Babraham**

**Present:**

Chair: Stuart Laurie  
 Councillors: Robert Attwood, Jane Goody, Glyn Huskisson  
 Hannah Thompson – Forest Garden Project  
 County Councillor Brian Milnes  
 3 members of the public.

<b>Part I: Non-Confidential Information</b>	
<b>2106/01</b>	<b>To receive and approve apologies for absence</b> Apologies were received from Charlotte Rogers , Cllr McDonald and Chris Chapman from the BRC
<b>2106/02</b>	<b>To receive members' declaration of interest for items on this agenda</b> None received
<b>2106/03</b>	<b>To sign and approve minutes of meeting dated 6th May 2021</b> The Minutes were reviewed by Cllrs, Approval proposed by RA and seconded by JG, approved unanimously.
<b>2106/04</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. None was required.
<b>2106/05</b>	<b>Public participation time – 15 minutes allowed</b> No comments from the public
<b>2106/06</b>	<b>Report from South Cambridgeshire District Councillor P McDonald</b> A report was received from Cllr McDonald and was circulated to the members prior to the meeting
<b>2106/07</b>	<b>Report from Cambridgeshire County Councillors B Milnes.</b> Cllr Milnes was welcomed to the meeting and congratulated on his election. A report was received from Cllr Milnes and was circulated to the members prior to the meeting SL asked if there was any news re Babraham's Local Highways Initiative proposal, Cllr Milnes said he would look into it and report back. The Boundary change process would begin on the 27th July.
<b>2106/08</b>	<b>Report from Babraham Research Campus (BRC) representative</b> Chris Chapman was not present. There were some points which needed to be raised re the BRC: Pine trees in the wood near the school were looking as if they had died- possibly unsafe? A branch in the Pocket Park was hanging down and needed removing The kissing gate needed spraying around it as the weeds and nettles growing.

2106/09	<p><b>Clerk's Report</b></p> <p>Clerk reported that the website needs work done on it as it is difficult to navigate and asked who would be responsible for updating, she suggested that we look into other sites and that the members look at Hinxtion's site which was hosted by Hugo Fox. She was asked to speak with her husband who has experience in the site and also to have a look at Babrahams site to see if he could help with the decision on how to proceed. Clerk was experiencing problems with the Unity Bank, all cheques had not been cashed and it seems that RA is not listed as a signatory- despite him having authority to do so for several years,</p> <p>Action: Clerk will continue to speak with the Bank to get this sorted, update signatories and arrange online banking,</p> <p>Action: Clerk to set up new account at the Cambridge Building Society, signed paperwork was handed to the Clerk.</p> <p>Action: Clerk to investigate websites</p>
2106/10	<p><b>Coronavirus</b></p> <p>Nothing new to report and this item would be removed from future agendas unless there was anything urgent to report on.</p>
2106/11	<p><b>Zero Carbon opportunities</b></p> <p>Hannah Thomas updated the Council on the Babraham Forest Garden project, the first invoice has been submitted to BPC for payment. The consultants have asked for a brief as to what was wanted, she will reply in the next few days.</p>
2106/12	<p><b>Greater Cambridge Partnership (GCP)</b></p> <p>The Brown route is still the preferred route by GCP, Babraham would like the Pink variant route which goes round the edges of the field and is less intrusive on the landscape. Babraham needs to take legal advice to see if the GCP may need to take the Consultation again as it has not been done in the correct manner. We may not affect the decision but could get the route preferential to the village.</p> <p><b>The following motion was proposed by SL and seconded by JG, all in agreement: If we discover that funding is required for legal action to oppose the selected route for the Autonomous bus route, then the PC agrees to authorise funding by an email vote, given the limited time available.</b></p>
2106/13	<p><b>Traffic, transport and LHI</b></p> <p>To review traffic and transport issues, works on Babraham Road and the High Street, and resolve on any actions.</p> <p>Action: Cllr Milnes to find out what is happening and whether we have been successful in our application.</p>
2106/14	<p><b>Local Plan and local developments</b></p> <p>Nothing to report.</p>
2106/15	<p><b>Street Lighting</b></p> <p>Nothing to report.</p>
2106/16	<p><b>Defibrillator</b></p> <p>To review activities and resolve on actions on to ensure correct operation of defibrillator This was deferred until the next meeting.</p>
2106/17	<p><b>Review Policies</b></p> <p>To review and approve, if agreed, Parish Council Policies.</p> <p style="padding-left: 40px;">Standing Orders</p> <p style="padding-left: 40px;">Financial Regulations</p>

	<p>Risk Register/Management</p> <p>These had been reviewed, SL proposed to agree to the review, seconded by GH, all unanimous in agreement. These will be updated on the website.</p> <p>Action: Clerk to send details to RA re updating website.</p>																									
<b>2106/18</b>	<p><b>Neighbourhood Plan</b></p> <p>We can apply for a grant, which will be fully funded, we first have to appoint a consultant, if the consultant is not fully qualified then we may not get the grant, in this case we would have to fund it ourselves, approx. £10,000.</p> <p>The first phase is exploratory. The village would decide if we want any further development, if the village does not agree then we cannot continue. If it decides that we do want further development, then further support is available. We can ask the proposed developer for help with finance.</p> <p>The second part is where we get support from the locality for a design guide, There would be a second formal village vote, if it was agreed then the plan can be executed. The Neighbourhood plan must fall in with the Local Plan.</p>																									
<b>2106/19</b>	<p><b>Book Swap Storage Facility</b></p> <p>SL has investigated the purchase of this, the cost of the structure would be £700. Proposal to purchase made by RA, seconded by JG and all unanimous in agreement to buy it.</p> <p>Action: SL to proceed with ordering.</p>																									
	<p><b>FINANCE</b></p>																									
<b>2106/20</b>	<p><b>Receipts (as of 4th June 2021)</b></p> <p>None was received as of this date.</p>																									
<b>2106/21</b>	<p><b>Payments (as of 4th June 2021)</b></p> <table border="1"> <tr> <td>Clerk</td> <td>Salary, Tax,NI</td> <td><b>£520</b></td> </tr> <tr> <td>Clerk</td> <td>Expenses-stamps &amp; envelopes</td> <td><b>£23.35</b></td> </tr> <tr> <td>Auditing Solutions</td> <td>Audit</td> <td><b>£288</b></td> </tr> <tr> <td>Came &amp; Company</td> <td>Insurance</td> <td><b>£789.47</b></td> </tr> <tr> <td>Brookfield Gardening</td> <td>Bins and grass</td> <td><b>£369.00</b></td> </tr> <tr> <td>Hannah Thomas</td> <td>Forest Garden Project</td> <td><b>£250.00</b></td> </tr> <tr> <td>Ionos: 3 DD (17 May)</td> <td>Mail and web services</td> <td><b>£30.00</b></td> </tr> <tr> <td>Haven Power: 3 DD (15 May)</td> <td>All periods</td> <td><b>£40.73</b></td> </tr> </table> <p>The payments were all approved at the meeting and invoices signed.</p>		Clerk	Salary, Tax,NI	<b>£520</b>	Clerk	Expenses-stamps & envelopes	<b>£23.35</b>	Auditing Solutions	Audit	<b>£288</b>	Came & Company	Insurance	<b>£789.47</b>	Brookfield Gardening	Bins and grass	<b>£369.00</b>	Hannah Thomas	Forest Garden Project	<b>£250.00</b>	Ionos: 3 DD (17 May)	Mail and web services	<b>£30.00</b>	Haven Power: 3 DD (15 May)	All periods	<b>£40.73</b>
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<b>2106/22</b>	<p><b>Balances and Bank Reconciliation at 4th June 2020</b></p> <p>Balances held</p> <table border="1"> <tr> <td>Unity Current A/C balance</td> <td>£121825.73*</td> </tr> <tr> <td>Unity Savings A/C balance</td> <td>£61242.84</td> </tr> <tr> <td>Total</td> <td>£183,068.57*</td> </tr> <tr> <td colspan="2">*Balances do not show recent cheque transactions, due to bank not honouring recent cheques presented</td> </tr> </table>		Unity Current A/C balance	£121825.73*	Unity Savings A/C balance	£61242.84	Total	£183,068.57*	*Balances do not show recent cheque transactions, due to bank not honouring recent cheques presented																	
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<b>2106/23</b>	<p><b>Unity Bank</b></p> <p>Clerk to contact the Bank re signatories and problems with cheques being honoured.</p>																									

<b>2106/24</b>	<p><b>VAT</b> VAT reclamation has been submitted</p>
	<p><b>PLANNING</b></p>
<b>2106/25</b>	<p><b>Planning Applications (as of 4th June 2021)</b></p> <p>Reference: 21/01755/HFUL Applicant: Mr Matthew Punshon          Status Consultation period expires: 10/06/2021          Site Church Farm Barns, Nye Barn Sawston Road Babraham CB22 3AP          Proposal Single storey side extension.          Web Link <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01755/HFUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01755/HFUL</a></p>
<b>2106/26</b>	<p><b>Planning decisions (as of 31 July 2020)</b></p> <p>Nine received</p>
<b>2106/27</b>	<p><b>Correspondence</b></p> <p>Cllrs received collected email correspondence . To note:</p> <ul style="list-style-type: none"> <li>• Coronavirus activities and support services</li> <li>• SCDC newsletters and Parish bulletins</li> <li>• Cambridgeshire County Council newsletters</li> <li>• Planning Department bulletin</li> </ul>
<b>2106/28</b>	<p><b>Items to report and inclusion in the next meeting</b></p> <p><b>Date of next meeting:</b> Thursday 8th July 2021 at 7:30pm</p>
<b>2106/29</b>	<p><b>Part II: Confidential Information</b></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>Anne Charteris</i> 13th June 2021          10 Duxford Rd, Hinxton, Saffron Walden Essex CB10 1RB</p>