

**Balsham Parish Council**  
**Minutes of the Parish Council Meeting held on**  
**Wednesday 28<sup>th</sup> April, 2021**  
**Remote meeting via Zoom at 7.30 p.m.**

**Present:** A West, J Kiddy, G Fiddy, D Paton, M Shaheer, H Ford, P Anderson, K Reyes and S Thurgood.

**Public:** 3

**Also in attendance:** Cllr Henry Batchelor, Cllr Geoff Harvey

**Clerk:** Tracy Coston

<b>1.</b>	<b>Apologies for absence:</b> None	
<b>2.</b>	<b>Councillors are required to review the agenda, and to declare any pecuniary interest in any item:</b> None	
<b>3.</b>	<b>Public Participation (15 mins):</b> <b>Church Lane:</b> A car has been damaged outside House on the Green, High Street, double lines were discussed.	
<b>4.</b>	<b>Minutes of the Parish Council Meeting held on 15<sup>th</sup> March, 2021:</b> The previously circulated minutes were approved and signed by the Chair.	
<b>5.</b>	<b>Report from District and County Councillor:</b> <u>County Councillor:</u> A report sent through. SCDC have a 6.1 year land supply. Work on the average speed cameras have started on A1307 and there will be 12 weeks of traffic restrictions. The new Highways Officer for Balsham is in post. There have been a number of Stagecoach complaints as the buses are only taking half the amount of passengers as they were. There are not enough buses to service the rush hour demand. Verge cutting change in policy: CCC are trying not to cut as many verges if it doesn't impede on the safety. <u>District Councillor:</u> Net zero training programme information has been sent to PC's.	
<b>6.</b>	<b>Matters arising from the minutes</b> <b>a) Ditch at rear of Balsham Buildings:</b> All the documents have now been received from Hills stating that they are responsible for the ditch maintenance in perpetuity. <b>b) Discussions with Balsham PCC concerning the Church Institute:</b> The PC and Balsham PCC have discussed the options for community facilities in the village. Brian Down (PCC) is drafting a proposed lease/heads of terms and liaising with the Charities Commission. Balsham PCC have moved on and the PC needs to visit some other village halls in the District. Helen Ford to research on halls/costings. <b>c) Report about Community Orchard:</b> Replacement trees have been planted organised by Melissa Tabecki and other volunteers. The trees will need watering. Melissa Tabecki will be asked for her plans for or maintenance and upkeep. <b>d) Rosie Green Wood update:</b> Steve Thurgood has cut some pathways and will mend the gate latches. The Clerk will organise new signs for	<b>HF</b>

	<p>Rosie Green asking for ‘Kept Dogs under Control’ and ‘Please take litter home’.</p> <p>The information board also needs some refurbishment. Clerk to speak to Jim Potter.</p> <p><b>e) Overhanging trees in the Parish:</b> Clerk to write to the households.</p> <p><b>f) Dropped kerbs in Dairy Way and Samworth Close:</b> Matthew Homes, Samworth Close have sent plans showing the dropped kerbs to be installed and the junction changes. Planning hasn’t responded about Dairy Way dropped kerbs.</p> <p><b>g) Ditch on border of allotments:</b> PC would clear the ditch out in September.</p> <p><b>h) Tree on West Wickham Road:</b> The tree needs tidying up or pollarding as the branches overhang the pavement. Clerk is in discussion with CCC concerning ownership of the tree.</p>	
7.	<p><b>Covid-19 support in the Parish</b></p> <p><b>a) Foodbank accounts:</b> Clerk to close off the foodbank accounts and distribute any funding remaining.</p>	
8.	<p><b>Planning:</b></p> <p><b>a) For Discussion:</b></p> <p>Proposal: Conversion of garage to study/ home office and construction of front entrance hall  Site address: 31 High Street Balsham Cambridge  Reference: 21/00754/HFUL  Public Access Link:  <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/00754/HFUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/00754/HFUL</a>  <b>PC Decision:</b> Approve</p> <p>Proposal: Construction of a field shelter with ancillary storage and ablution facilities  Site address: Clerks Meadow West Wratting Road Balsham  Reference: 21/01077/FUL  Public Access Link:  <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01077/FUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01077/FUL</a>  <b>PC Decision:</b> Approve</p> <p>Proposal: Erection of timber summer house in garden  Site address: 45 High Street Balsham CB21 4DJ  Reference: 21/01054/HFUL  Public Access Link:  <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01054/HFUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01054/HFUL</a>  <b>PC Decision:</b> No recommendation subject to impact on neighbours.</p> <p>Proposal: Submission of details required by condition 2 (Environmental Management Plan), 3 (Badger Survey), 4 (Biodiversity), 5 (Visibility Splays), 6 (Traffic Management Plan), 7 (Environmental Assessment), 8 (Surface Water Drainage) of planning permission S/4527/18/PA  Site address: Barn At West Wickham Road Balsham Cambridge  Reference: S/4527/18/CONDA  Public Access link:  <a href="https://applications.greatercambridgeplanning.org/online-">https://applications.greatercambridgeplanning.org/online-</a></p>	

	<p><a href="#">applications/PLAN/S/4527/18/CONDA</a>  <b>PC Decision:</b> No comments</p> <p>Proposal: Retrospective construction of toilets within the garden  Site address: The Bell 2 West Wickham Road Balsham  Reference: 21/00986/FUL  Public Access Link:  <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/00986/FUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/00986/FUL</a>  <b>PC Decision:</b> Approve</p> <p><b>Application withdrawn:</b>  Proposal: Detached dwelling and double garage with access driveway and landscaping.  Site address: 97 High Street Balsham CB21 4EP  Reference: 21/00528/FUL</p> <p><b>b) Decisions:</b>  Proposal: Barn conversion and new two bay garage  Site address: Worsted Lodge London Road Old A11 Babraham  Reference: 20/05297/LBC / 20/05296/FUL  Refused by SCDC</p> <p>Proposal: Single storey rear extension  Site address: 5 Horseshoe Close Balsham Cambridge  Reference: 21/00825/PRI01A  Approved by SCDC</p> <p><b>c) Tree applications:</b>  Proposal: Willow - W2 - Re-pollard to previous pollarding points.  Site address: Hatters Church Lane Balsham  Reference: 21/0399/TTCA  Public Access link:  <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/0399/TTCA">https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/0399/TTCA</a>  <b>PC Decision:</b> Approve</p> <p>d) <u>The Old Bakery/High Street:</u> The properties were sold at auction to the same owners, which is within the planning laws for the site.</p>	
<p><b>9.</b></p>	<p><b>Allotment update:</b>  <b>a) Allotment inspection:</b> Debbie Paton and the Clerk are going to carry out inspections at the end of May. Some plots are not being farmed and just have grass and weeds on. There is a number of people on the waiting list.  <b>b) Gate at the Hawthorns needs maintenance.</b> Steve Thurgood will mend the gate if he is able to.</p>	
<p><b>10.</b></p>	<p><b>Recreation Ground/Pavilion</b>  <b>a) Graffiti at the play area:</b> The offenders have cleaned the graffiti off the play equipment and re-painted the bus shelter and are writing letters of apology to the PC and the owner of Hunters Moon.  <b>b) Electricity at pavilion:</b> The Clerk has lodged a complaint to Opus energy due to the increased invoices, following a new meter being installed, when the building is closed.</p>	

	<p>c) <b>Signs:</b> The signs are all up at the play area.</p> <p>d) <b>Handle on track rider:</b> The handle is going to be replaced by Kompan without charge as it is under warranty.</p>																																																																			
11.	<p><b>Highway Matters:</b></p> <p>a) <b>Double yellow lines on corner of West Wratting Road/High Street:</b> The PC approved the cost of £ 3,140.22 + VAT to install the yellow lines in the High Street. The Clerk has asked for an exact location plan.</p> <p>b) <b>Parking sign on Green for school parking:</b> Clerk to chase up with Highways.</p> <p>c) <b>MVAS Sign:</b> Steve Thurgood has helped Mike McCall put the sign up and the data will be collected and battery life monitored.</p>																																																																			
12.	<b>Correspondence:</b> None																																																																			
13.	<p><b>Finance:-</b> Receipts and payments up to 23/04/2021 and any invoices/receipts received up until 28/04/2021 will be considered at the meeting.</p> <p>a)</p>																																																																			
14.	<table border="1"> <tr> <td colspan="2"><b>Receipts April 2021</b></td> <td></td> </tr> <tr> <td>Foodbank donation</td> <td></td> <td>£ 50.00</td> </tr> <tr> <td>SCDC</td> <td></td> <td>£ 12,907.43</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£ 12,957.43</b></td> </tr> <tr> <td colspan="2"><b>Payments April 2021</b></td> <td></td> </tr> <tr> <td>T Coston Salary</td> <td>£ 1,018.55 Exp £ 188.55 Pension £ 56.02</td> <td>£ 1,081.44</td> </tr> <tr> <td>M McCall (Gross £)</td> <td>27.5 hours 2.70</td> <td>£ 266.70</td> </tr> <tr> <td>S Housden (Gross £)</td> <td>£ 154.00</td> <td>£ 154.00</td> </tr> <tr> <td>Haven Power</td> <td></td> <td>£ 115.69</td> </tr> <tr> <td>Kleen Windows</td> <td></td> <td>£ 30.00</td> </tr> <tr> <td>HMRC</td> <td></td> <td>£ 777.76</td> </tr> <tr> <td>Anglian Water</td> <td></td> <td>£ 265.58</td> </tr> <tr> <td>Simpson Nursery</td> <td></td> <td>£ 577.44</td> </tr> <tr> <td>Amazon</td> <td></td> <td>£ 29.95</td> </tr> <tr> <td>Nigel Clark (Orchard expenses)</td> <td></td> <td>£ 46.98</td> </tr> <tr> <td>Nextnorth (Website)</td> <td></td> <td>£ 264.00</td> </tr> <tr> <td>Environment Agency</td> <td></td> <td>£ 23.56</td> </tr> <tr> <td>A J King</td> <td></td> <td>£ 792.00</td> </tr> <tr> <td>Express Cleaning Supplies</td> <td></td> <td>£ 102.00</td> </tr> <tr> <td>E &amp; E Plumridge</td> <td></td> <td>£ 157.80</td> </tr> <tr> <td>Kompan</td> <td></td> <td>£ 48,041.02</td> </tr> <tr> <td><b>Total payments</b></td> <td></td> <td><b>£ 52,725.92</b></td> </tr> </table>	<b>Receipts April 2021</b>			Foodbank donation		£ 50.00	SCDC		£ 12,907.43	<b>Total</b>		<b>£ 12,957.43</b>	<b>Payments April 2021</b>			T Coston Salary	£ 1,018.55 Exp £ 188.55 Pension £ 56.02	£ 1,081.44	M McCall (Gross £)	27.5 hours 2.70	£ 266.70	S Housden (Gross £)	£ 154.00	£ 154.00	Haven Power		£ 115.69	Kleen Windows		£ 30.00	HMRC		£ 777.76	Anglian Water		£ 265.58	Simpson Nursery		£ 577.44	Amazon		£ 29.95	Nigel Clark (Orchard expenses)		£ 46.98	Nextnorth (Website)		£ 264.00	Environment Agency		£ 23.56	A J King		£ 792.00	Express Cleaning Supplies		£ 102.00	E & E Plumridge		£ 157.80	Kompan		£ 48,041.02	<b>Total payments</b>		<b>£ 52,725.92</b>	
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	<p><b>Bank Balances as at 28/04/2021</b></p> <p><i>Community A/C:</i> £ 24,001.80</p> <p><i>H.I. Account:</i> £ 169,404.52</p> <p><i>3 month notice account (Lloyds)</i> £ 42,490.67</p> <p><b>Total</b> £ <b>235,896.99</b></p> <p>b) <b>Bank Reconciliation and Budget:</b> The PC approved the bank reconciliation and budget for 2020/21.</p> <p>c) <b>Approval of Annual Return and Annual Governance Statement 2020-2021:</b> The PC approved the Annual Return and Annual</p>																																																																			

	Governance Statement which were signed by the Clerk and Chair.	
<b>15.</b>	<p><b>Area Report:</b></p> <p>a) Debbie Paton has resigned from the Parish Council tonight. Debbie Paton has agreed to remain in charge of the allotments. Debbie Paton was thanked for all her help on the Parish Council, especially her work with the new play area.</p> <p><b>b) Delegate decision to Clerk:</b> The PC agreed to delegate to the Clerk to report decisions on behalf of the PC.</p>	
<b>16.</b>	<b>Date of Next Meeting: Parish Council Meeting will be held on 28<sup>th</sup> June, 2021 at 7.30 pm Remote meeting via Zoom. (subject to change due to face-to-face meeting restrictions)</b>	

**Signed**

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**Dated**

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