



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 19 JANUARY 2021**  
**VIRTUAL - Meeting commenced at 7.15 pm**

**PRESENT:**

**Assistant Parish Clerk** Clare Speed

**Councillors**

Kevin Cuffley  
Tony Orgee  
Ian Reeves  
Colin Groves  
Neil Reid  
Brian Milnes  
Tony Fell

Jayne Merrick  
Kieran Cooper  
Paul Smith  
Sue Whitney  
Michael Mallows  
David Bard

+ 5 Members of the public

Reg Cullum  
Connor Scott  
Manas Deb  
Steve Coteman  
Sarah Thompson

Councillor Kevin Cuffley asked the Parish Council to have a minute's silence to remember Councillor Raymond Matthews.

**224 APOLOGIES FOR ABSENCE**

Anand Pillai (Work Commitments)  
Rajni Padia (Personal)  
Beck Laxton (Personal)

**225 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)**

Reg Cullum asked what was the deciding factors for under taking a boundary review and what is the benefits for the Parish Council.

Councillor Kevin Cuffley explained he had meetings with Babraham Parish Council and they were in an agreement.

Councillor Brian Milnes explained both new sites are on the boundary of Sawston and are nearer to Sawston than Babraham and principal benefit arises from administrative efficiency.

Councillor Kieran Cooper explained if the boundary changes and the new developments are Sawston it will be easier to protect the green belt as if it stays as Babraham it will be open for more developments to go in between the new development and Babraham village.

**226 DECLARATIONS OF INTEREST FOR THIS MEETING**

Ian Reeves – Recreation Minutes

**227 PRESENTATION FROM COMMUNITY WARDEN SCHEME – AGE UK**

Councillor Kevin Cuffley welcomed Sarah Thompson to give the Parish Council, an update on the Community Warden Scheme the report is attached at the end of these minutes.

After the presentation Councillor Kevin Cuffley thanked Sarah Thompson for attending and she left at 7.40pm.

**228 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 08 DECEMBER 2020**

**Item 208 – To agree standing orders**

Councillor Kieran Cooper explained the standing orders had been adopted in 2019.

The minutes of the Full Parish meeting held on 08 December 2020 were read confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper to **accept** the minutes.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**229 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 21 JULY 2020**

**Item 8 – To discuss internet for Spicers**

Councillor Brian Milnes explained there is good signal for mobile data at Spicers and asked why the internet was needed at Spicers.

Councillor Ian Reeves explained they would like to do live scoring and filming, contactless at the bar and for the parents and children for the cricket and football clubs.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley for Councillor Brian Milnes to get a quote for no more than £20 a month for internet at Spicers.

**VOTE: 13 FOR 0 AGAINST UNANIMOUS**

The minutes of the Recreation and Open Spaces meeting held on 21 July were read confirmed and signed.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to **accept** the minutes.

**VOTE: 13 FOR 0 AGAINST UNANIMOUS**

**230 MATTERS ARISING**

None

**231 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">20/04794/HFUL</a>	Single storey front extension at 33 Evans Way  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Smith to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 12 For 1 Abs</b>
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<a href="#">20/04852/HFUL</a>	Two storey side extension at 58 Stanley Webb Close  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Jayne Merrick to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 12 For 1 Abs</b>
<a href="#">20/04874/HFUL</a>	Replacement of existing conservatory roof with replica tiled roof at 52 Evans Way  <b>Proposed</b> by Councillor Brian Milnes and <b>Seconded</b> by Councillor David Bard to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 12 For 1 Abs</b>
<a href="#">20/04977/HFUL</a>	Extensions and alterations to form enlarged dormer, bay window and altered front access at 33 Church Lane  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Neil Reid to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 12 For 1 Abs</b>
<a href="#">20/04862/HFUL</a>	Demolition of existing conservatory. Single storey rear extension at 132 Woodland Road.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 12 For 1 Abs</b>
<a href="#">20/04341/FUL</a>	Construction of conservation pond and associated earthworks at Meadow Farm Sawston Road Stapleford  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor to Brian Milnes to <b>not support or object</b> this application.	<b>Do not Support or Object</b>  <b>Vote: 12 For 1 Abs</b>  <b>PC Comment:</b> We do not object or support but have concerns that this application may represent enabling works in anticipation of a future, more substantial, application. We request an independent flood report.
<a href="#">20/04872/FUL</a>	Single storey side and rear extensions and extension to car park at Pavilion Recreation Ground Mill Lane  <b>Proposed</b> by Councillor Brian Milnes and <b>Seconded</b> by Councillor Jayne Merrick to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 13 For    Unanimous</b>
<a href="#">20/05095/LBC</a>	Replacement of ground floor window on far right of property at 107 High Street  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Neil Reid to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 13 For    Unanimous</b>

<a href="#">20/05123/FUL</a>	Demolition of existing modern extension, erection of a replacement extension and conservatory to create drinking establishment with expanded food provision. Erection of six bed and breakfast accommodation units to supplement the onsite use at 96 High Street  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 13 For Unanimous</b>
<a href="#">20/05124/LBC</a>	Demolition of existing modern extension, erection of a replacement extension and conservatory to create drinking establishment with expanded food provision. Erection of six bed and breakfast accommodation units to supplement the onsite use at 96 High Street.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor David Bard to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 13 For Unanimous</b>
	Sale of Alcohol at Thorne Wines Ltd Unit 6 Cambridge South, Dales Manor Business Park.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor David Bard to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 12 For 1 No vote</b>
<a href="#">Tree</a>		
<a href="#">20/2500/TTCA</a>	T.1 - Ash - Fell to ground level as recommended in report tree in woodland area at Tree in Wood Directly Opposite 6 Hide Close  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Jayne Merrick to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 13 For Unanimous</b>

Information Only - Noted  
Planning Decisions – Noted

## 232 ACCOUNTS FOR DECEMBER 2020

The accounts for the month of December 2020 were presented.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to **accept** the accounts for December.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**233 TO DISCUSS RECENT LOCKDOWN ANNOUNCEMENT**

Councillor Kevin Cuffley suggested another leaflet drop in the village to offer support. Councillor Brian Milnes feels like the support in the village is already very well established and everyone knows where to go from the first lockdown. He suggested sending a thank you to all the doctors at Sawston Medical Practice for getting 900 vaccinations out on Friday and are continuing with this huge number of vaccinations.

After a discussion it was agreed to not do another leaflet drop and it was agreed to send a thank you letter to Sawston Medical Practice for all their hard work getting the vaccination out so quick and to so many.

**234 TO DISCUSS THE LHI ROUNDABOUT APPLICATION RESPONSE**

Councillor Kevin Cuffley suggested we support this application as doing something in this area is better than nothing.

Councillor Brian Milnes was disappointed with the dismissive response to the roundabout application.

It was agreed that Councillor Brian Milnes will attend the South Local Highway Improvement panel zoom meeting on Wednesday 17<sup>th</sup> February at 10.15am to represent Sawston Parish Council

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Paul Smith to support this application and pay the £909.65 contribution

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**235 TO DISCUSS SAWSTON PHOENIX FC RETURNING TO FOOTBALL AT LYNTON WAY**

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to allow the Sawston Phoenix to start playing at Lynton Way again once the FA have allowed this because of the current Covid lockdown, they must adhere by the rules.

**VOTE: 12 FOR : 0 AGAINST NO VOTE: 1**

**236 TO AGREE THE CHAIR REPORT FOR 2020/2021**

Councillor Kevin Cuffley explained he will still be sending out a Chair report this year to update the village on the last years events in the village, he will start a draft and will circulate for all Councillors to see before printing.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley for the Assistant Clerk to go ahead and get quotes for the Chair report and spend up to £300 on the printing.

**VOTE: 12 FOR : 0 AGAINST NO VOTE: 1**

**237 TO DISCUSS RESIDENT REQUEST TO DONATE AND PLANT TREES IN THE VILLAGE**

A resident has offered to donate a couple of trees to the Parish Council/village to be planted wherever they are needed within the village boundary in memory of 2 special people in their lives that lived in the village. No ceremony or memorial required they just want to see the trees planted and thrive.

This was discussed and Councillor Jayne Merrick is going to contact the resident to find out where the trees will be planted and will bring back to February Full Parish with more information.

**238 TO AGREE CALENDAR OF MEETINGS FOR 2021/2022**

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Neil Reid to accept the calendar of meetings.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**239 TO DISCUSS PARKING AT CEMETERY**

Councillor Kevin Cuffley explained on Christmas Eve he had a call from Councillor Michael Malloys as there was at least three cars parked on the grass in front of the burial sites on the Huckeridge View side of the Cemetery. He suggested putting chains across the grass by the roundabout to stop people driving on the grass.

It was **PROPOSED** by Councillor Tony Fell and **SECONDED** by Councillor Kieran Cooper to take this agenda item to the next Cemetery meeting to discuss further.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**240 UPDATE FROM COUNTY COUNCILLORS**

On Parish Council website [www.sawston.org.uk](http://www.sawston.org.uk)

**241 UPDATE FROM DISTRICT COUNCILLORS**

On Parish Council website [www.sawston.org.uk](http://www.sawston.org.uk)

**242 CORRESPONDENCE**

Assistant Clerk explained that the electrician needs to do additional work at Spicers than originally quoted at Full Parish 8 December the work is going to cost £799.92 + vat, this is to change the existing light fittings and bulbs. Councillor Brian Milnes suggested we contact the electrician that fitted the originals at Spicers and to see if we are due any compensation.

It was **PROPOSED** by Councillor Tony Fell and **SECONDED** by Councillor Kieran Cooper to go ahead with the proposed work at the cost of £799.92.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**243 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

Councillor Brian Milnes explained that remote meetings might not be extended past May 2021.

Councillor Paul Smith asked for an update from the clerks regarding his interest in joining Cemetery and planning committees.

Councillor Kieran Cooper gave a H1c update, progress has been made and an agreement in principle.

Councillor Kevin Cuffley wanted to thank Councillor Stephen Drew who has left the Parish Council for all his hard work on the Council, he was a very active member and wish him luck for the future.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor David Bard to go into camera.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**244 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 17 DECEMBER 2020**

**Item 6 - To discuss staff salary increase from NALC**

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to **agree** the staff salary increase from NALC backdated to April 2020.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

The minutes of the Staff Management meeting held on 17 December 2020 were read confirmed and signed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to **accept** the minutes.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**245 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 7 JANUARY 2021**

The minutes of the Full Parish meeting held on 07 January 2021 were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Paul smith to **accept** the minutes.

**VOTE: 13 FOR : 0 AGAINST UNANIMOUS**

**Meeting closed 8.44pm**

Sawston Parish Council December Accounts			
	Description	TO PAY	\$137
High Street Safari	F&GP - Christmas pack sponsorship agreed at FP	£ 100.00	
Travis Perkins	F&GP - Waterproof jackets and trousers for grounds keepers	£ 110.00	
Murketts of Cambridge	Rec - December fuel	£ 112.56	
Honest Employment Practice	Staff Management - Compliance Advice	£ 114.00	
SSE	F&GP - Office gas (05/09/2020-27/11/2020)	£ 127.38	
SCDC	Cemetery - Rates for Cemetery	£ 132.00	
SSE	Rec - Spicers Gas (26/08/2020-25/11/2020)	£ 135.89	
SSE	Rec - Lynton Way electricity (05/09/2020-27/11/2020)	£ 142.31	
Algar Signs	Rec - new sign for Mill Lane agreed at FP	£ 150.00	
Chubb	F&GP - Fire safety contract - annual charge YE 06/01/2022 fire alarm maintenance	£ 170.10	
SSE	Rec - Mill Lane electricity (05/09/2020-27/11/2020)	£ 229.38	
SSE	rec - Spicers Gas (05/09/2020-27/11/2020)	£ 244.67	
SLCC	F&GP - SLCC subscription for 2021	£ 289.00	
Chris Watson Plumbing	Rec - Supply and fit new shower mixer at Mill Lane pavilion	£ 312.00	
SCDC	Rec - Rates for Spicers pavilion	£ 399.00	
SCDC	Rec - Rates for Mill Lane	£ 424.00	
Thurlow Nunn	Rec- Service and repairs to Tournament mower (replace oil/cutter belt etc)	£ 461.50	
Watson Fuel	Rec - Fuel (order number 27)	£ 524.27	
QRS Electricians	Rec - Service all CCTV systems and replace faulty part on CCTV at spicers and 3 broken external lights (CCTV service agreed at FP)	£ 614.53	
Lanham & Co	F&GP - book keeping	£ 682.80	
S & P Services	F&GP - Cleaning Contract	£ 700.00	
SCDC	F&G - Rates for Office	£ 736.00	
Alan Lamb Associates	Spicers pavilion - stages 0-3 plus planning application for Spicers	£ 2,019.50	
Shire Trees Ltd	Rec - Pollard 6 willow trees on Orchard Park as agreed at FP	£ 2,220.00	
Christmas Illumination Ltd	Planning - Last stage payment - to install maintain and dismantle christmas lights	£ 2,520.00	

**Community Warden Scheme for  
Sawston, Whittlesford, Pampisford, Duxford, Hinxton, Ickleton  
Update January 2021**

I just wanted to send you a quick update in regards to the Community Warden Scheme now that Anita has been in post since the 1<sup>st</sup> December 2020.

We have been promoting the new scheme as much as we can in light of the current pandemic and this will continue to ensure that we can reach as many people as possible and support those that really need it. This has involved making various phone calls and emails to key people as well as some personal introduction (where safely able to do so). Examples of promotion that has taken place;

- **Posters dropped off leaflets and posters to a couple of Parishes for them to be displayed on notice boards.**
- **Made contact with local Covid community groups**
- **Articles within some Parish magazines (please do make contact with me if this is something that can be done in other parishes to help with promotion)**
- **Made contact with the Social Prescriber, Kelly Austin**
- **Posters left at pharmacies**
- **Contact made with residential/sheltered housing.**
- **Local Taxi services**
- **John Huntingdon Charity**
- **Sawston Scene**
- **GP surgeries**
- **Local shops in all areas**
- **Community Centres – although closed at the moment, contact has been made and posters dropped off**
- **Community Navigator**



- **Social Media and Age UK CAP website**
- **Reablement Team**
- **Church wardens**

Obviously continued promotion will continue at all times and this will include producing leaflets for the scheme once a name has been decided. Please do share any ideas that you have in regards to a name for the scheme.

At present there are 5 people on the scheme, 2 of which were self-referrals, 2 from family members and 1 from SCDC visiting officer.

Anita has completed her induction and so far has completed training in Food Safety, Lone Working, PPE, Safeguarding, and Fire. Training is ongoing throughout the year and will include mental capacity act, Deprivation of liberty, Dementia to name a few.

Whilst in lockdown the community warden scheme continues to deliver the service to ensure all those on the scheme are being supported. Indoor home visits are only taking place for essential reasons otherwise it is doorstep deliveries.

I am pleased to say that the community wardens are now in the process of receiving the COVID19 vaccination as well.

I do hope that this is helpful and gives an insight to work that has taken place so far. We really do thank you for the support you have given to the scheme already. I am keen to set up a steering group for the scheme with a representative from each Parish to attend on a quarterly basis so will be in touch soon to try and arrange this.

If you do know of anyone that wishes to join the scheme, please call Anita on 07816403685 or email [wardens@ageukcap.org.uk](mailto:wardens@ageukcap.org.uk). If you wish to make contact with me, please either call me on 07445151635 or email [sarah.thomson@ageukcap.org.uk](mailto:sarah.thomson@ageukcap.org.uk)

Many thanks and stay safe

Sarah Thomson

Service Manager