



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 8 DECEMBER 2020
VIRTUAL - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley
Tony Orgee
Stephen Drew
Colin Groves
Neil Reid
Brian Milnes
Rajni Padia

Jayne Merrick
Kieran Cooper
Paul Smith
Sue Whitney
Anand Pillai
Ian Reeves

+ Louise Lord - SCDC
+ 1 members of the public

196 APOLOGIES FOR ABSENCE

David Bard (Work Commitments)
Beck Laxton (Personal)
Michael Mallows (Personal)
Tony Fell (Personal)

197 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

None

198 DECLARATIONS OF INTEREST FOR THIS MEETING

None

199 UPDATE FROM SCDC – TO DISCUSS THE GOVERNANCE REVIEW (BABRAHAM)

Councillor Kevin Cuffley welcomed Louise Lord from SCDC and invited her to give an update. The presentation/update can be found on our website.

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

200 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 10 NOVEMBER 2020

The minutes of the Full Parish meeting held on 10 November 2020 were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

201 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE HELD ON 27 OCTOBER 2020

The minutes of the Planning and Environment meeting held on 27 October 2020 were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

202 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE HELD ON 24 NOVEMBER 2020

The minutes of the Planning and Environment meeting held on 24 November 2020 were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

203 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 17 NOVEMBER 2020

Item 5 – To allocate an amount from reserves to complete the project at Mill Lane.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

Item 5 – To open a new bank account with Nationwide.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

Item 9 – To ask Utility Aid to look in our utility contracts.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

Item 12 – To adopt the office risk assessment.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

Item 13 – To accept SCDC proposal for precept payments.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

Item 15 – To adopt Safeguarding policy.

This policy was discussed as there is no designated lead.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to nominate Councillor Paul Smith as the designated lead for this policy until the elections in 2022, as he has the safeguarding certificates.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

To adopt this policy with the above amend.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

The minutes of the Finance & General Purposes meeting held on 17 November 2020 were read confirmed and signed with the following amendment:

Item 5 to read – we still have to consider *possibly* renovating Lynton Way pavilion.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

204 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 2 DECEMBER 2020

Item 2 – To continue with Sawston Timebank for another 12 months and look for alternative funding.

VOTE: 12 FOR : 0 AGAINST NO VOTE: 1

Item 3 – To accept the parish precept for 2021 / 22 £345,921 which is a Band D equivalent of £136.39 and is an increase of 2.6% on the previous year.

Parish Precept for 2021 / 22 should be £345,921 which is a Band D equivalent of £136.39 and is an increase of 2.6% on the previous year.

VOTE: 12 FOR : 0 AGAINST NO VOTE: 1

The minutes of the Finance & General Purposes meeting held on 2 December 2020 were read confirmed and signed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Rajni Padia to **accept** the minutes.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

205 MATTERS ARISING

None

206 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

20/04531/HFUL	Single storey rear/side extension linking converted garage to house at 11 Princess Drive. Proposed by Councillor Jayne Merrick and Seconded by Councillor Kevin Cuffley to support this application.	Support/ No Objection Vote: 13 For Unanimous
-------------------------------	--	---

For information only - noted
Planning decision - noted

207 ACCOUNTS FOR NOVEMBER 2020

The accounts for the month of November 2020 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Rajni Padia to **accept** the accounts for November.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

208 TO AGREE STANDNG ORDERS

The clerk was asked to check we have not already adopted Standing Orders.

209 TO AGREE CEMETERY RISK ASSESSMENTS

The committee had copies of the risk assessments for the Cemetery on Cambridge Road and St Marys closed churchyard to review.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Neil Reid to adopt these two risk assessments and review in a year.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

210 TO DISCUSS PROPOSAL FOR MILL LANE PAVILION PROJECT

Councillor Kevin Cuffley and Councillor Kieran Cooper explained that the Task & Finish Group has discussed the options for the Mill Lane pavilion project and agreed on option 3 at an estimated cost of £267,500.00. Once this has gone to tender we will have an exact figure.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Neil Reid to go ahead with option 3. (The plans will be on our website)

VOTE: 12 FOR : 0 AGAINST NO VOTE: 1

211 TO DISCUSS BENCH REQUEST AT THE GREEN ON PRINCESS DRIVE

A resident has asked if they could purchase a green metal bench and have it installed as a memorial bench on the green area on Princess Drive. They would also like to put a metal plaque on it. This was discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Anand Pillai to allow the resident to purchase a bench and have a memorial plaque on it.

VOTE: 12 FOR : 0 AGAINST NO VOTE: 1

212 TO AGREE MACHINE SERVICING QUOTE

The Clerk explained the Head Grounds Keeper had contacted three companies to get quotes for this service and explained we should have the new Toro tractor serviced with the company we purchased it from to keep the warranty. An approximate cost for full service, check over and regrind is £1,632.35 providing there are no other findings.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Paul Smith to go ahead with this service at £1,632.35.

VOTE: 12 FOR : 0 AGAINST NO VOTE: 1

Servicing the Allet cylinder mower

- Reesink Turfcare £399.45
- TNS £330.04
- No third quote

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to go ahead with the service from TNS at £330.04 as we have used them before.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

213 TO DISCUSS ALTERNATIVE TRICK OR TREAT EVENT IN THE VILLAGE

The parish council has been asked by High Street Safari to support and donate towards a national Christmas trail which is being organised in the village. They organised one for Halloween where families go round the village spotting signs in people's windows then once they have collected a certain amount, they can go to the Co Op to collect a prize.

These packs are discounted down from £450 to only £210 and this resident who works for them will be happy to organise it for the village but they would need some investment to get a pack printed for the village.

This was discussed.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Brian Milnes to support this great idea and contribute £100.00.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

214 TO DISCUSS FUNDING FOR LEAFLETS FOR TIMEBANK CAROL SERVICE

Sawston Timebank are getting involved with Doorstep Carols which will be supported by BBC radio Cambridgeshire on 16th December at 18:00.

They plan to support JHC with public donations – which will be included on the flyer and social media with links.

The aim is for the Timebank members to deliver the leaflets to the village and posters to be put up around village in prime locations.

Sawston Scene will add to next issue and an email with a digital poster to be sent to all clubs, churches and village groups including schools, preschools and nurseries.

Downloads of music sheets and words are available via website.

Sawston Timebank has asked if the Parish Council will fund the cost of the leaflets which can be printed at a cost of £69.00 +vat.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Anand Pillai to donate the money to get the leaflets printed.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

215 TO DISCUSS ADT NEW CALL OUT PRICE

ADT has recently contacted the Parish Council regarding the security contract for the office and ground store.

Currently we pay quarterly for the alarm system and pay separately for any call outs or repairs. They are now offering an all-inclusive agreement which covers all associated costs to service our alarms, with the exception of system alterations requested by us or changes in industry out of their control. We would not have to worry about getting 'call out' charges from ADT if we went with this option. The cost per month for this enhance service level agreement is £12 per month (per site).

This was discussed.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Anand Pillai to accept the new 'all inclusive' contract.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

216 TO AGREE PAT TESTING QUOTE FOR OFFICE & PAVILIONS

The assistant clerk requested three quotes for the PAT testing and obtained two.

- Thompson Electrical £245.00 + vat
- PAT Test East - £123.00 + vat
- No third quote received

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to go ahead and accept the quote for £123.00 + vat from PAT Test East.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

217 TO AGREE SECURITY CAMERA SERVICE QUOTE

The assistant clerk requested three quotes for servicing of the security cameras and obtained two. The clerk explained that we have used the company quoting the higher amount before and they installed the cameras so have good knowledge of the cameras and our buildings.

- Saxon Electrical £130.00 + vat
- QRS Electricians £250.00 + vat
- No third quote

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Neil Reid to go ahead and accept the quote for £250.00 + vat from QRS Electricians.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

218 TO AGREE TREE QUOTE

After getting a quote for tree work to be done which was discussed at the last meeting, the assistant clerk obtained three quotes for the tree work. 6 Willow trees to be reduced to 6 meters and an ash tree to be felled.

- Shire Trees £2,420.00 + vat
- Anglia Trees £3,200.00 + vat
- Garden Works Tree Surgery £3,150.00 + vat

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to go ahead and accept the quote for £2,420.00 + vat from Shire Trees.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

219 TO DISCUSS UPDATE ON FEASIBILITY STUDY (TASK & FINISH GROUP)

Councillor Kieran Cooper explained that the feasibility study is at an end and Alan Lamb Associates has made recommendations for our 4 sites. We now need to make a decision on the Cambridge City and Spicers projects and need to do some more work on the Lynton Way project.

Alan Lamb Associates has quoted £3,500.00 + vat for the Cambridge City project which is to get it to stage 3 – ready for planning and £5,000.00 + vat for stage 2 of the Lynton Way project which is to the stage of an outline plan.

We need to consider if we want to appoint Alan Lamb Associates to get these projects to this stage.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Brian Milnes to continue to appoint Alan Lamb Associates for these two projects spending up to £8,500.00 + vat.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

220 UPDATE FROM COUNTY COUNCILLORS

No update

221 UPDATE FROM DISTRICT COUNCILLORS

Councillor Brian Milnes explained some of the LED lights have now been fitted in some areas of the village and will be completed in the new year. There was a discussion about some areas of the village still being quite dark so it was agreed to add this as an agenda item for the next Masterplan meeting – To discuss street lights.

The Covid situation in our area is still variable with rates going back up recently.

222 CORRESPONDANCE

Sawston Village College report – noted

The Clerk explained she has a request from the Child and Family Centre Worker – South Cambs seeking permission to run an outside buggy walk and scavenger hunt at Mill Lane Rec on Monday 21st December 10am – 11am. The idea is to help reduce isolation of families in the village and encourage them to get outdoors and meet other parents in the same position. The activity will be fully risk assessed and kept in line with all current restrictions.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to allow them to use Mill Lane for this event.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

223 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Paul Smith asked for two items to be added to the next Masterplan meeting:

- To discuss Post Covid regeneration plan for the village
- Industry liaison officer

Councillor Tony Orgee reminded the council that the Cambs South East transport consultation runs until 14th December 2020.

Councillor Kevin Cuffley thanked everyone for their hard work throughout this difficult year and wished everyone a merry Christmas and happy new year.

Meeting closed 8.45pm

Sawston Parish Council Nov-20

Supplier Name	Description	Date	Net	Vat	%	Gross
ADT	F&GP - office alarm (quarterly invoice)	01-Nov-20	£155.30	£31.06	20.00%	£186.36
Honest Employment Practice Ltd	Staff Management - Compliance Advice	07-Nov-20	£95.00	£19.00	20.00%	£114.00
SCDC	Cemetery - Rates for Cemetery	01-Nov-20	£132.00			£132.00
Algar Signs	Planning - Urgent Sign for Mill Lane/Groundstore (keep entrance clear at all t	01-Dec-20	£125.00	£25.00	20.00%	£150.00
Gardenworks Tree Surgery	Rec - tree report on various areas of village	16-Nov-20	£175.00		35.00%	£175.00
A James (Jewellers) Ltd	F&GP - parish clock maintenance - service and set to GMT	24-Oct-20	£165.00	£33.00	20.00%	£198.00
Chris Watson Pumping & Electrical	F&GP - Supply and fit new programmer for heating at office	14-Nov-20	£165.00	£33.00	20.00%	£198.00
SCDC	Rec - Rates for Mill Lane	01-Nov-20	£424.00			£424.00
PortalPlanQuest (SCDC)	Planning application for Mill Lane pavilion	24-Nov-20	£487.00			£487.00
SCDC - Planning	Rec - Planning application fee for Mill Lane Pavilion	24-Nov-20	£487.00			£487.00
Barcham Trees	Planning - replacement trees (agreed FP Oct)	18-Nov-20	£425.00	£85.00	20.00%	£510.00
Lanham & Co	F&GP - Accounts for month	30-Nov-20	£569.00	£113.80		£682.80
S & P Services	F&GP - Cleaning contract	21-Oct-20	£700.00			£700.00
CGM	Planning - Grass cutting contract (07/10/20)	30-Oct-20	£602.38	£120.48	20.00%	£722.86
SCDC	F&G - Rates for Office	01-Nov-20	£736.00			£736.00
Alan Lamb Associates	Fees for feasibility study - final fee	30-Nov-20	£700.00	£140.00	20.00%	£840.00
PKF Littlejohn	F&GP - External audit fee (return YE 2020)	24-Nov-20	£1,300.00	£260.00	20.00%	£1,560.00
Alan Lamb Associates	Fees for Mill Lane project (Agreed FP Oct)	30-Nov-20	£2,500.00	£500.00	20.00%	£3,000.00