



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 13 OCTOBER 2020**  
**VIRTUAL - Meeting commenced at 7.15 pm**

**PRESENT:**

**Parish Clerk** Jo Keeler  
**Assistant Parish Clerk** Clare Speed

**Councillors**

Kevin Cuffley  
Michael Mallows  
Stephen Drew  
Colin Groves  
Brian Milnes  
Tony Fell

David Bard  
Kieran Cooper  
Beck Laxton  
Jayne Merrick  
Rajni Padia

Katy Souter – Sawston Timebank Co Ordinator  
Ian Reeves  
Sue Whitney  
Paul Smith

+ 2 Members of public

**143 APOLOGIES FOR ABSENCE**

Neil Reid (Personal)  
Anand Pillai (Work commitments)

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

None

**145 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

**146 TO DISCUSS CO OPTION APPLICANTS**

The Parish Council has three applicants who wish to become a parish councillor. Councillor Kevin Cuffley invited all three to speak and explain a bit about themselves, what skills they have to offer and why they wish to join.

Once they had done this the Clerk moved all non-councillors (excluding both Clerks) into the online waiting room so the secret vote could take place, as per our Co Option policy.

There was a problem with zoom polling and we were unable to do this online.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kevin Cuffley that all councillors email the Clerk now with their votes.

**VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)**

After the voting had taken place the Clerk invited all those in the online waiting room back into the meeting and Councillor Kevin Cuffley confirmed they had all been successful and once they have signed their declaration forms they will be members of the parish council.

They signed their Declaration of Acceptance of Office and they are officially now councillors.

Councillor Kevin Cuffley congratulated them all and welcomed them.

**147 TIMEBANK UPDATE**

Mrs Katy Souter, Timebank Co Ordinator, gave an update on the Sawston Timebank. This report can be seen at the end of these minutes and on our website.

Councillor Kevin Cuffley thanked her for her hard work and achievement with the Timebank so far.

**148 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 22 SEPTEMBER 2020**

The minutes of the Extra Full Parish meeting held on 22 September were read confirmed and signed.

It was **proposed** by Councillor Rajni Padia and **seconded** by Councillor Jayne Merrick to **accept** the minutes.

**VOTE: 12 FOR : 0 AGAINST ABS: 2**

**149 MATTERS ARISING**

None

**150 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">20/03557/HFUL</a>	<p>Install external insulation and render property at 1 Springfield Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Jayne Merrick to <b>support</b> this application.</p>	<p><b>Support/ No Objection</b></p> <p><b>Vote: 12 For 2 Abs</b></p>
<a href="#">20/03852/HFUL</a>	<p>Single storey rear and side extension at 60 Babraham Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 12 For 2 Abs</b></p>
<a href="#">20/03969/FUL</a>	<p>Conversion of agricultural building class E use, associated parking and change of use of small section of garden to landscaped area with commercial use at Deal Business Park, Cambridge Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 12 For 2 Abs</b></p> <p><b>PC Comment:</b> The Parish Council has no objection to this application. It would, however, attract the applicant's attention to the use of the name 'Deal Business Park', which appears to be a new appellation. 'Deal Business Park' is very similar to the names 'Dale Manor Business Park' located on Babraham Road, Sawston, and the residential road 'Deal Grove' located off</p>

		Edinburgh Avenue and creates a strong possibility of confusion with drivers unfamiliar with the area. Both of the latter are well established names to which a SATNAV is likely to default.
<a href="#">Tree 20/1970/TTPO</a>	One Oak Group G14 of TPO Reference 8/67 work needed to reduce branches overhanging the roadway to allow access to a large crane and transport of a fabricated building to site as show in the sketch attached at Sawston Medical Centre London Road	<b>Already been approved</b>  <b>PC Comment: Clerk to email tree officer regarding the fabricated building. The council are unaware of this proposal.</b>
<a href="#">20/2007/TTPO</a>	2 x large Ash trees with Inonotus, on rear boundary ~ Pollard to leave both at 5.0 metres at 2 Tudor House London Road  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kieran Cooper to <b>support</b> this application.	<b>Support/No Objection</b>  <b>Vote: 13 For 1 Abs</b>

All information only were noted.

#### 151 ACCOUNTS FOR SEPTEMBER 2020

The accounts for the month of September 2020 were presented.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Jayne Merrick to **accept** the accounts for September.

**VOTE: 13 FOR : 0 AGAINST ABS : 1**

#### 152 TO DISCUSS THE COMMUNITY WINTER GRITTING SCHEME FOR WINTER 2020-2021

The parish council has been asked by the County Council if they would like to be a part of the Community Gritting Scheme. This is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council agrees specific routes in their area which are important to the local community and agrees them with the County Council. Councillor Brian Milnes explained that this is the responsibility of the County Council to do this. This was discussed at length.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Beck Laxton not to take on the responsibility.

**VOTE: 13 FOR : 1 AGAINST**

#### 153 TO DISCUSS THE COMMUNITY AVC (ASSET OF COMMUNITY VALUE) IN SAWSTON

The Clerk explained that the ACV's on both the White Lion and Kings Head public houses are due to expire.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes to renew both.

**VOTE: 13 FOR : 0 AGAINST ABS: 1**

**154 TO DISCUSS BACS PAYMENTS**

The Clerk explained that in March we agreed to make bacs payments instead of writing cheques because of Covid-19 but had only agreed it for 6 months and asked if we can extend this. This is to allow the Clerk to make the payments as a single signatory. It was confirmed the accounts are checked and agreed before payments made.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Beck Laxton to continue to make bacs payments instead of cheques for the next 6 months.

**VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)**

**155 TO AGREE ATTENDEES TO THE ARMISTICE DAY SERVICE AT THE WAR GRAVE**

As there is a limited number of people that can attend, the Clerk asked who will represent Sawston Parish Council this year. This was discussed and it was agreed the Chairman of the parish council should attend to represent.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Brian Milnes that Councillor Kevin Cuffley attends the service.

**VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)**

**156 TO DISCUSS THE STRUCTURE OF HOW OUR DONATION MONEY IS SPENT**

It was agreed this should be an agenda item for the next F&GP meeting to discuss.

**157 TO DISCUSS INSTALLATION OF PHARMACY 'CLICK & COLLECT' DISPENSING UNIT**

Sawston Medical Practice would like to install a Pharmacy 'Click & Collect' dispensing unit which would be sited in the side wall of the ambulance station adjacent to the path along London road, however, in order to do this they would need our permission to remove a section of hedge that runs along the side of their ambulance station on the path side of their boundary fence. The Clerk spoke to the Head Grounds Keeper who advised that removing the whole section of hedge from the start of the site entrance to the rear of the ambulance station end wall would be more preferable rather than just a small section as this would look neater as the current hedge is difficult to keep and unruly.

Sawston Medical Practice would if agreed reinstate along the length a metal gauge fence if possible, to match the existing and this would be used to encapsulate the electric entrance gate in order to make safe, they would also tidy & make the area around this section and the new path to the unit aesthetically pleasing and safe for their patients and pedestrians.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor David Bard to allow them permission to go ahead with the work.

**VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)**

**158 TO DISCUSS USE OF THE BAR AT SPICERS BY FOOTBALL CLUB**

The Clerk explained that we have already agreed all changing rooms are closed due to Covid-19 but wanted it confirmed if the bar should be closed. This was discussed.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Jayne Merrick to keep the bar at Spicers closed until further notice as the Covid cases are currently rising and the incident rate is increasing.

**VOTE: 13 FOR : 0 AGAINST ABS: 1**

**159 TO DISCUSS RAILWAY STATION AT SAWSTON**

Councillor Kevin Cuffley explained this was briefly discussed at the last Masterplan meeting but has yet to be discussed at full parish.

Councillor Kevin Cuffley had a meeting with the MP to discuss the traffic issues etc and discussed the possibility of having a station at Sawston which the MP is taking forward to see if there is potential to have a Sawston Station.

Councillor Brian Milnes suggested a travel hub in Sawston rather than at Whittlesford Parkway but said the MP has missed the opportunity for this. He also explained that Network Rail would not put a station so close to Whittlesford Parkway.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Kevin Cuffley to support a scoping study for this.

**VOTE: 7 FOR : 7 AGAINST**

The Chairman has the casting vote and supports the scoping study.

**160 TO DISCUSS EXTRA HAND SANITISERS**

The Clerk explained that SCDC has secured funding from the European Regional Development Fund which will cover the cost of hand sanitiser stations and has asked the parish council if they would like some. The stations can only be installed in the High Street (shopping areas) and the parish council will become responsible for installing, maintaining and refilling the units. They would also need to ask permission from the shops to install them.

This was discussed agreed that most shops have their own hand sanitising units and we have them at each pavilion and office but will take back to planning to discuss if the shops need help with QR codes etc.

**161 TO AGREE QUOTE FOR ARBORICULTURIST FOR TREES IN THE VILLAGE**

The Clerk explained that at the last meeting we discussed getting quotes for someone to come out when we have a query with a tree as this is not available by the tree office at SCDC. The Assistant Clerk spoke to 3 arboriculturists who all agreed they would have to charge a day rate as we wouldn't know how often we would need them and for how many trees etc.

- £150-250 per day
- £250 per day
- £350 per day

This was discussed and it was **Proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to accept the lowest quote and appoint them as a contractor spending up to £500 rather than getting three quotes and get them to carry out the work.

**VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)**

**162 UPDATE ON SPEED CAMERA**

Councillor Colin Groves gave an update. The report is at the end of these minutes and on our website.

Councillor Kevin Cuffley thanked Councillor Colin Groves for his help with this.

**163 UPDATE FROM COUNTY COUNCILLORS**

Attached to the minutes and on website.

**164 UPDATE FROM DISTRICT COUNCILLORS**

Councillor Brian Milnes explained that there are warnings about Covid with regards to the rate increasing especially in the age range 15-25 which is the most significant and the rate is increasing rapidly. SCDC are working to ensure they are ready to react and ready for the impact of this. We all need to be aware that although the numbers are low in our area the transmission rate is increasing.

Councillor Kevin Cuffley thanked Councillor Brian Milnes for his update.

#### **165 CORRESPONDANCE**

None

Councillor Kevin Cuffley asked for an extension of time for 15 minutes.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Colin Groves to have an extension of time for 15 minutes to complete the meeting.

**VOTE: 12 FOR : 2 AGAINST**

#### **166 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

Councillor Tony Fell asked why the area at the back of Deal Grove has not been cut. It was explained this has been left as a wild area.

He also asked the gutters at the office are cleared out.

Councillor Mike Mallows reported the litter on Cambridge Road up to the Oasis and asked if County are/have replaced the bulbs along this area. Councillor Kevin Cuffley will speak to County about this.

Councillor Kieran Cooper explained he will give a full JHC report at the next full parish but wanted to report that this year so far, they have handed out 1000 bags of food, in 2018 it was 500.

Councillor Rajni welcomed the new councillors.

Councillor Beck Laxton said that 2 hours is long enough for a zoom meeting and future meetings should try to be completed in the allotted time.

Councillor Sue Whitney thanked the council for co-opting her on.

Councillor Paul Whitney gave his thanks to.

Councillor Brain Milnes explained he has chased County regarding replacing the trees along Mill Lane.

Councillor Jayne Merrick explained various people are concerned the new bus stop on Babraham Road is not actually going to be in the layby.

Councillor Ian Reeves thanked the council for co-opting him on.

Councillor Stephen Drew wanted to ensure we don't forget to move forward with the boundary review between Sawston and Babraham and also that we asked for the 30mph sign on Huckeridge Hill to be moved.

Councillor Kevin Cuffley thanked the new members for joining.

***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 Brian Milnes and ***SECONDED*** by Councillor Kieran Cooper to go into camera.

**VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)**

**167 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 1 OCTOBER 2020**

Councillor Beck Laxton was concerned about some emails she had seen with Councillors asking the clerks to do task when she couldn't see why they couldn't be done themselves. This had been discussed.

4 – recommend to keep office closed until March 2021.

**VOTE: 13 FOR : 1 AGAINST**

It was ***PROPOSED*** by Councillor Jayne Merrick and ***SECONDED*** by Councillor Colin Groves to accept the minutes.

**VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)**

**Meeting closed 9.40pm**

## **County report October 2020**

Cllr Kevin Cuffley  
Cllr Roger Hickford

### **Cambridgeshire Local Councils Conference 2020**

The conference is aimed at local council Clerks and Parish Councillors. The event will be held on Friday 23<sup>rd</sup> October. Due to Coronavirus the event will be held virtually. The conference offers the opportunity for local councils to talk to other councils. The event has proved to help and offer ideas for running your council. The main talkers will be Gillian Beasley (CEO Cambridgeshire and Peterborough) Adrian Chapman (Service director of Cambridgeshire and Peterborough) There will topics on the following. Technology for the future, Future Emergency Planning, Strengthening your local Councils to its residents, Enabling & Supporting Volunteering, Improving Collaborative Working Between Clerks and Councillors, Managing and Maintaining Community Assets. You can find all details on the day including a link to book your places at <https://cambsparishes.wordpress.com/local-councils-conference-2020>.

### **E Scooter & E Bikes**

Back in May the Government announced Active Travel Fund £250 million, to deliver pop up cycle lanes and wider pavements to allow for social distancing. With safer junctions, cycle and bus corridors only. The trial project being launched on 15<sup>th</sup> October 2020. The phased approach for trials will be concentrated in Cambridge City.

### **Carbon Footprint**

The Cambridgeshire County Council is highly commended for the top Climate Emergency Award. The Cambridgeshire County Council Climate Change & Environment Strategy – underpinned by evidence from PHD students at Cambridge University was highly commended at the leadership in responding to the Climate Emergency Category.

The County Council is committed to reducing the Carbon Footprint to net Zero in Cambridgeshire by 2050. Back in May 2019 it was agreed by the County Council across all parties to make a declaration of Climate Emergency. Through its collaboration policy research exchange programme with Cambridge University. Two Carbon Footprints were developed one for Cambridgeshire and Peterborough, which included all Greenhouse gas emissions that occur in the county (excluding peatland).



## **Sawston Timebank Update – 13<sup>th</sup> October 2020**

Good evening everyone – for those who I haven't met virtually yet I'm Katy and I took over from Emma in the middle of July

I have been concerned that the number of exchanges have fallen recently, however after speaking to the Cambridgeshire TimeBank steering group including Wendy Lansdown and Agnes Toth last week I am reassured by the other timebanks that this is the situation everywhere. My communication with timebanks has not been limited to Cambridgeshire and I am led to believe that this is common everywhere at the moment, due to covid restrictions. Now for the more positive news

- Now have 3 Virtual meet ups – From July 01<sup>st</sup> until 01<sup>st</sup> October  
Monday Coffee Morning, Thursday Coffee Morning and Friday Knit&Natter. Quiz topics have included Owls, spiders, Greek food, lego and TV detectives  
So far had 41 and between 6-16 attendees including 28 different people.
- Beginners Code Club for children – Will start again tomorrow with 12 children taking part – this will run from approx. 8 weeks with scope to run an intermediate group in the new year. Which hopefully will accommodate up to 20 children.
- Newsletter -Has been sent monthly with a range of activities and information. Emailed to all TBM to keep people informed and entertained. I have suggested ideas such as a virtual gallery showcasing members arts, crafts, photography and poetry during these times where we are still socially distancing.
- Activities that are running include weekly litter picks in small socially distanced groups and will soon be attended by MP Anthony Browne on the 23<sup>rd</sup> September.
- syringe driver bag making for district -nursing team – so far approximately 360 have been made.
- A number of felt, knitted and crochet poppies have been made for the Royal British legion to sell
- We now have links with a timebank in New Zealand who are keen to start a penpal letter exchange.
- Our members have also joined Hull and east riding timebank for a monthly international timebank quiz. Which include a teams from the USA
- Activities that I would like to see in the near future are laughter yoga, adopt a tree, health walks and possibly some cooking join alongs such as stir up Sunday.
- Regular calling and emailing TBMs - Keeping in regular contact to support them all but especially those shielding because of age or medical conditions.
- Regular updates and information shared via Timebank Facebook and website and new Instagram page.
- Signposting to other services/support and maintaining good links. We have had a number of recent referrals from the social navigators with regards to older people

wanting to learn to use tablets, smart phones and emails. There is possibly a digital inclusion grant being made available early next year. More information will come from Wendy and Agnes in due course. I have also spoken to other timebank about how it is possible to help members in this situation as computer and digital communication is becoming more needed especially those who are having to self or isolate

- I have attended a number of zoom workshops offered by timebank UK and will shortly be moving the can/needs of our member to the timeonline digital platform so be able to sort the categories to allow the process to speed up when it comes to looking for individuals who can offer certain skills such as digital inclusion as already mentioned.
- I have spoken to JHC about the possible donation of time credits from Sawston timbank to the charity. Each quarter it is possible for STB to donate upto 150 hours of time credits that can be exchanged for, for example vouchers for cinema trips or swimming sessions. I hope that members are favourable to this/.
- Timebank members are still offering: shopping, prescriptions, dog walking, phone chats.  
A lot of TBMs are contacting other TBMs they have made friendships with through TB for support.
- Now have 80 Individual TBMs and 12 Organisation TBMs so a total of 92 TBMs. Broken down this is 76% female members and 24% males. Still trying to encourage more men to join.
- Currently have 15(expressed an interest or completed one part of the process). Plus 4 referrals from the social navigators.
- Continuing with all the normal admin and behind the scenes paperwork etc. I will shortly be applying for the national timebank uk quality mark which is awarded to time banks that adhere to the core values of timebanking and operate in such a way that they develop, support and celebrate good timebanking practice as recommended by Timebanking UK. Once awarded, the Quality Mark™ will be valid for 3 years and will entitle the time bank to use the Quality Mark™ logo on their administrative and publicity materials. It will also appear on the Timebanking UK website

Broken down across key sectors such as Transport, Domestic Buildings, and Commercial services. The Second for Cambridgeshire County Council.

The council used this evidence with cross party support to develop its draft Climate Change & Environment Strategy.

The Cambridgeshire County Council also named East of England council of the year in 2019 Energy Efficiency Award. For action taken of plastic reduction strategy. To eliminate single use plastics to protect the biodiversity of our oceans and marine life.

**Please stay safe. Remember Wear a Mask, Clean Hands, Distance**

<b>Sawston Parish Council</b>		
Accounts September 2020		
<b>Supplier Name</b>	<b>Description</b>	<b>Gross</b>
Honest Employment Law Practice Ltd	Staff - HR contract September	<b>£114.00</b>
SCDC	Cemetery - Rates for Cemetery	<b>£132.00</b>
Carphone Warehouse	F&GP - new phone for Assistant Clerk	<b>£159.99</b>
Magpie Garage	Rec - Fuel for September	<b>£166.07</b>
CB Leaflet Distribution	F&GP - Delivery of chairmans report	<b>£195.00</b>
Amazon	F&GP - Office chair for clerks, distancing tape, hand sanitiser for units,disposable	<b>£197.74</b>
ADT	Rec - groundstore alarm	<b>£236.40</b>
DVLA	Rec - Tax for work van for year	<b>£265.00</b>
Espo	Rec - Chalk for marking pitches	<b>£279.60</b>
Chubb Fire & Security	F&GP - Fire ext/alarm service (under contract)	<b>£281.24</b>
CaPALC	Staff - Chairmanship training (26th Sept)	<b>£300.00</b>
SLCC	F&GP - Cilca Fees (to submit online coursework)	<b>£350.00</b>
SCDC	Rec - Rates for Pavillion	<b>£399.00</b>
SCDC	Rec - Rates for Mill Lane	<b>£424.00</b>
Watson Fuel	Rec- Gas oil	<b>£536.38</b>
Lanham & Co	F&GP - Accounts for September	<b>£682.80</b>
S & P Services	F&GP - Cleaning contract for September	<b>£700.00</b>
CGM	Planning - Grass verge cutting 21/09/2020	<b>£722.86</b>
SCDC	F&G - Rates for Office	<b>£736.00</b>
Thurlow Nunn	Rec - Emergency call out and repairs to Ransomes faulty starter motor	<b>£903.84</b>
Alan Lamb Associates	3rd Interim payment for pavilion feasibility study	<b>£1,200.00</b>
Cambridgeshire Acre	NP- demographic and soci-economic review for Sawston PC	<b>£1,200.00</b>
Cambridgeshire Acre	NP - Policy context analysis and support on consultation	<b>£1,344.00</b>
Sawston Youth Group	Reserves - donation as agreed at full parish Sept 2020	<b>£1,500.00</b>
Christmas Illumination Limited	Planning - First stage payment to install and maintain christmas lights	<b>£2,160.00</b>