



SAWSTON PARISH COUNCIL

MINUTES of a FULL PARISH COUNCIL MEETING HELD ON 9 OCTOBER 2018
At SPICERS PAVILION - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Joanne Keeler

Councillors

Kevin Cuffley (Chairman)

David Bard

Janet Martin

Brian Milnes

Kieran Cooper

Rajni Padia

Anand Pillai

Beck Laxton

Tony Orgee

Jayne Merrick

Ray Matthews

Neil Reid

Colin Groves

Rob Grayston

Members of the Public

Mr Mark Kerr

Mr Stephen Drew

Mrs Clare Delderfield

+ 9 other members of public

103 APOLOGIES FOR ABSENCE

Mike Mallows

Tony Fell

104 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

Mr Roger Richmond spoke about the application for 23 Vicarage Avenue, he believes the neighbours have not been informed about this application and have not seen any public notices. He rang the District Council and was told that they don't have to notify everyone. Councillor Brian Milnes as our District Councillor will look into this.

ACTION: Brian Milnes

Mr Geoffery Butler asked about the current development in Mill Lane. He explained the land behind his property has been raised by a foot and asked how they can do this when they said they wouldn't. Councillor Brian Milnes will take this up with SCDC enforcement and report back to the Parish Council.

ACTION: Brian Milnes

Councillor Anand Pillai arrived 7.25pm

Mr David Nunn complained about people parking on double yellow lines throughout the village especially Mill Lane and Church Lane. Councillor Kevin Cuffley explained he has taken this issue up with the PCSO's and the Police Chief Inspector who explained this is not a priority for the police.

Councillor Brian Milnes attended a meeting last week with the Police Chief Inspector and confirmed that this is not a priority for the police but is having ongoing meetings with the police about civilian parking schemes (CPS) which would have to be self-funded. A CPS would also have to be agreed by the County Council.

Another option would be to pay for a PCSO at a cost of £33-35k per year which would have to be funded by the Parish Council but they would work in the village and be able to

concentrate on parking issues. There would also be the possibility of funding for this and sharing the PCSO with other villages if they were to contribute towards the costs. District Councillor Claire Delderfield agreed she would look into any grants available for this and report back to the Parish Council.

ACTION: Claire Delderfield

Mr Stephen Drew asked the Chairman what skills the Parish Council are looking for when Co-opting new members. Councillor Kevin Cuffley explained that we already have a varied skill set on the Parish Council and asked Mr Drew what skills he could bring. He also explained we are currently looking into the process of Co-option and have a working group who will hopefully have a policy to review for the next F & GP meeting in November. Councillor Kieran Cooper explained we have taken advice from CAPALC (Cambridge & Peterborough Association of Local Councils) who said we have no legal obligation to consider someone for co-option.

105 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kieran Cooper – Item 119 & the application S/3729/18/FL as he is a Trustee of JHC who are land owners to the South of Babraham Road.

106 CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH MEETING – 11 SEPTEMBER 2018

The minutes of the Extra Full Parish held on 11 September 2018 were presented.

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

VOTE: 14 FOR : UNANIMOUS

107 MATTERS ARISING – NEW INFORMATION

108 CONFIRM AND SIGN THE MINUTES OF THE PLANNING & ENVIRONMENT MEETING – 25 SEPTEMBER 2018

The minutes of the Planning & Environment committee held on 25 September 2018 were presented.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor David Bard to **accept** the minutes.

VOTE: 14 FOR : UNANIMOUS

109 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/3417/18/FL	Single storey side & rear extension at 28, Brookfield Road, Sawston. Proposed by Councillor David Bard and Seconded by Councillor Janet Martin to Support .	Support/No Objection Vote: 12 For 1 Abs 1 No Vote

S/3008/18/FL	Single storey rear extension at 23, Vicarage Avenue, Sawston Proposed by Councillor Janet Martin and Seconded by Councillor Neil Reid to Object .	Objection/Do Not Support Vote: 13 For 1 No Vote Object, overbearing on neighbours, over development, out of keeping with the area. We are also concerned with the lack of communication with the neighbours.
S/3729/18/FL	Change of use to residential use and erection of 158 residential units at Site H/1:b – Land North of Babraham Road, Sawston. Proposed by Councillor Beck Laxton and Seconded by Councillor to David Bard Support .	Defer to planning so everyone has time to look at the plans in the office – invite the Full Parish Council to the Planning Meeting Vote: 14 For Unanimous
	Disabled parking bay at New Road, Sawston. Proposed by Councillor Janet Martin and Seconded by Councillor Tony Orgee to Support .	Support/No Objection Vote: 12 For 1 Abs 1 No Vote

For information only - Noted

[S/3587/18/NM](#) Non material amendment of planning permission at 3, Fairfields.

[S/2979/17/FL](#) Alterations and extensions to convert one maisonette to three self-contained units at 52 High Street.

[S/4099/17/OL](#) Land to the east of the A1301, south of the A505 near Hinxton and west of the A1301, north of the A505 near Whittlesford.

110 ACCOUNTS FOR SEPTEMBER 2018

Councillor Brian Milnes asked the Clerk to check if we had any sites on a water meter, if not we should look into this as we could save money.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Rajni Padia to accept the accounts for September 2018.

VOTE: 14 FOR : UNANIMOUS

111 S137 DONATION REQUEST FROM THE CAMBRIDGE SAWSTON ROTARY TRUST

The Rotary Club has asked for a donation of £400.00 to contribute towards the costs of organising the Sawston Fun Run for 2019.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Janet Martin to donate £400.00.

VOTE: 14 FOR : UNANIMOUS

112 S137 DONATION REQUEST FROM ICKNIELD PRIMARY SCHOOL

Icknield Primary School has asked for a donation of £3070.00 to pay for CCTV on the school site as there has been some anti-social behaviour and it was suggested at a previous full parish meeting that they request a donation towards this.

This was discussed and agreed that this should be provided by the County Council and not the Parish Council and therefore we cannot make a donation. The Parish Council agreed they may be able to make some sort of donation but not via a S137 request and this will be on the next Recreation agenda to discuss.

113 S137 DONATION REQUEST FROM MAGPAS AIR AMBULANCE

Magpas Air Ambulance has requested a donation of £400.00 towards the cost of two haemorrhage pouches which cost £232 each. These are used to treat patients with severe bleeding and prevent a patient from bleeding to death.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Jayne Merrick to donate £400.00.

VOTE: 14 FOR : UNANIMOUS

114 TO DISCUSS CAPALC GENERAL DATA PROTECTION REGULATIONS MEMBERSHIP SCHEME

CAPALC (Cambridge & Peterborough Association of Local Clerks) has a service agreement with Priviness Ltd to provide to Parish Councils the expertise, guidance and tools to manage our GDPR programme. For a cost of £75 per year they will provide ongoing support including templates, guidance, awareness training and policies to develop a suitable and coherent GDPR strategy.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to go ahead and become a member for £75.00

VOTE: 14 FOR : UNANIMOUS

115 TO DISCUSS OPENING THE METRO BANK

The Clerk explained that she has completed the paperwork to open the Metro Bank but they require minutes that contain the exact intention to open an account with Metro Bank, who the signatories are, how many to sign and if a debit card is required. These details are in our Financial Regulations but they want it written in the minutes before they will open the account.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Rajni Padia that Sawston Parish Council wish to open a savings account with the Metro Bank, the Clerk, Chairman, Vice-Chairman and Chairmen of all committees will be the signatories and no debit card is required. We require three signatories for any transaction.

Signatories:

Clerk – Mrs Jo Keeler
Councillor Kevin Cuffley
Councillor Janet Martin
Councillor Neil Reid
Councillor Mike Mallows
Councillor Kieran Cooper

VOTE: 14 FOR : UNANIMOUS

116 TO DISCUSS REMEMBRANCE DAY

The Clerk has contacted Councillor Rob Grayston a couple of times to ask what he has organised regarding this year's Remembrance day but hadn't had any response so she contacted Rev Alan Partridge to discuss. Rev Alan Partridge explained that Central Government has moved the time of the bell ringing to 11.15am on the 11th November so it is pointless having a beacon. St Mary's bells will ring from 11.15am, 1 single bell 44 times while the wreaths are laid. The bell-ringers will then ring for an hour at 12.30.

Rev Alan Partridge asked if it would be possible to have some flares set off at Huckeridge Hill, this would be his preference. The Clerk contacted a firework company who have recommended they fire some marine distress flares which launch rapidly at a very great height and are brilliant red and hang around in the air for the best part of a minute as they come down on little parachutes. These flares would be visible for much further than a beacon or bonfire. If agreed, one flare should be sent a minute apart from 7.30pm, 5 in

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to have the speed sign flashing green when you are doing between 25-30 as this is positive encouragement and it will flash red when doing 31mph or above.

Councillor Colin Groves will provide a report of the data each time after the camera is moved which will be available to anyone that requests it.

VOTE: 14 FOR : UNANIMOUS

124 UPDATE FROM COUNTY COUNCILLORS

Councillor Kevin Cuffley gave apologies for Councillor Roger Hickford who has been very poorly for the last few months and therefore has not been around.

The Cycleway from Bridge Cottage to Dernford Farm entrance is going to be widened, the hedge is being removed and a fence erected which will make the footpath 2.3m wide. The speed limit will also be reduced to 40mph.

Highways has explained that the road surface on parts of the High Street and Princess Drive are now too bad to be repaired and need replacing.

Highways are also going to do another survey on the footpaths of Sawston to see which ones need repairing. Councillor Brian Milnes asked Councillor Kevin Cuffley for them to include The Baulks.

ACTION: Kevin Cuffley

125 UPDATE FROM DISTRICT COUNCILLORS

Attached to these minutes

126 CORRESPONDENCE

Noted

127 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Clerk to chase Sainsbury's about clearing up the site, especially the weeds.

Councillor Rajni Padia explained that the Diwali celebrations will be held at his home but this limits the number of people that can attend. It was agreed this would be an agenda item in the future to discuss.

All the Councillors were invited to attend the celebration.

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

128 CONFIRM & SIGN THE STAFF MANAGEMENT MINUTES HELD ON 5 OCTOBER 2018

The minutes of the Staff Management committee held on 5 October 2018 were presented.

4 – As no figures had been provided for the meeting it was agreed to defer to November's full parish meeting.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Janet Martin to **accept** the minutes.

VOTE: 14 FOR : UNANIMOUS

Meeting Closed at 9.30pm

Sawston Parish Council		
Sep-18		
Supplier Name	Description	Gross
Honest Employment Law Practice Ltd	Staff Management - Compliance Advice	£114.00
SSE	F&G - Office Electricity	£114.33
SSE	F&G - Office Electricity	£118.73
SSE	F&G - Office Electricity	£120.72
SSE	F&G - Office Electricity	£121.66
SSE	F&G - Office Electricity	£122.87
SCDC	Cemetery - Rates for Cemetery	£127.00
SSE	F&G - Office Electricity	£131.13
Merlin Mica Hardware	Rec - spare parts for guttering, broom heads for football boot scrapper	£147.98
SSE	Rec - Pavillion Gas	£150.69
Murketts	Rec - August Fuel	£170.53
SSE	Rec - Pavillion Gas	£215.97
AmeyCespa (East) Limited	Cemetery - Skip	£277.34
Fire and Safety Centre	Rec - Flammable liquid storage unit for groundstore (Agreed Sept FP 2018)	£285.00
Thurlow Nunn Standen Ltd	Rec - Repairs to cricket mower	£292.94
Red Graphic	F&G - Concepts & Design Sawston Neighbourhood plan logo	£300.00
Quick Response Ltd	Rec - Rectify lighting issues at Mill Lane groundstore	£313.80
Park Vehicle Services	Rec -Service work van	
	Rec - MOT	£320.83
SCDC	Rec - Rates for Pavillion	£384.00
SCDC	Rec - Rates for Mill Lane	£408.00
AJ Products (UK) Ltd	Rec - Pesticide storage cabinet for groundstore (agreed FP Sept 2018)	£430.80
SSE	Rec - Sports Ground Electricity	£583.74
SCDC	F&G - Rates for Office	£674.00
Lanham and Company Limited	F&G - Book Keeping for Month	£682.80
S&P Services	F&G - Cleaning Contract	£700.00
Binder Loams Ltd	Rec - Fertiliser for Grounds	£729.46
Christmas Illumination Limited	Planning - First stage payment for Christmas lights	£1,800.00