



SAWSTON PARISH COUNCIL

MINUTES of the ANNUAL COUNCIL MEETING HELD ON 14 MAY 2019
At SPICERS PAVILION - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley (Chairman)

Jayne Merrick

Janet Martin

Colin Groves

Mike Mallows

Rajni Padia

David Bard

Tony Orgee

Kieran Cooper

Neil Reid

Tony Fell

Beck Laxton

Members of the Public

+ 8 members of public

1 TO ELECT A CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was **proposed** by Councillor David Bard and **seconded** by Councillor Tony Fell to **nominate** Councillor Kevin Cuffley as Chairman of the Parish Council for the ensuing year.

VOTE: 9 FOR : UNANIMOUS

Councillor Kevin Cuffley is now Chairman for the Parish Council for the ensuing year and signed his Declaration of Acceptance of Office and took the Chair.

Councillor Beck Laxton, Councillor Kieran Cooper and Councillor Rajni Padia arrived.

2 TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Neil Reid to **nominate** Councillor Janet Martin as Vice-Chairman of the Parish Council for the ensuing year.

VOTE: 12 FOR : UNANIMOUS

Councillor Janet Martin is now Vice-Chairman for the Parish Council for the ensuing year and signed her Declaration of Acceptance of Office and took the Vice-Chair.

3 APOLOGIES FOR ABSENCE

Ray Matthews

Anand Pillai

4 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

Mr Reg Cullum expressed concern regarding the increase in volume of traffic along Babraham Road when site H1b is developed. Councillor Kevin Cuffley also expressed concerns and explained he has a meeting with the County Council to discuss.

5 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Janet Martin & Councillor David Bard for item 14, St Mary's Church.

6 TO APPOINT MEMBERS OF THE FOLLOWING COMMITTEES FOR THE ENSUING YEAR

6.1 CEMETERY

6.2 FINANCE & GENERAL PURPOSES

6.3 PLANNING & ENVIRONMENT

6.4 RECREATION & OPEN SPACES

The Councillors all gave their preference for each committee. Once the Chair and Vice Chair have been agreed the details will be published on our website.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Beck Laxton to ***accept*** the appointments.

VOTE: 12 FOR : UNANIMOUS

7 CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH MEETING – 09 APRIL 2019

The minutes of the Full Parish meeting held on 09 April 2019 were presented.

It was ***proposed*** by Councillor Neil Reid and ***seconded*** by Councillor David Bard to ***accept*** the minutes.

VOTE: 12 FOR : UNANIMOUS

8 MATTERS ARISING – NEW INFORMATION

None

9 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 16 APRIL 2019

The minutes of the Recreation & Open Spaces committee meeting held on 16 April 2019 were presented.

8 – Offer the shed at Mill Lane to Romsey Mill for the Youth Club and allow Sawston Rovers to continue to keep their football flags and rope in there.

VOTE: 12 FOR : UNANIMOUS

9 – Allow Babraham Football Club to use Lynton Way recreation ground for football and review if year on year. All Sawston Clubs will have priority.

VOTE: 12 FOR : UNANIMOUS

11 – Request from groundsman to order a new hand leaf blower.

VOTE: 12 FOR : UNANIMOUS

It was ***proposed*** by Councillor Neil Reid and ***seconded*** by Councillor David Bard to ***accept*** the minutes.

VOTE: 12 FOR : UNANIMOUS

10 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING HELD ON 23 APRIL 2019

The minutes of the Planning & Environment committee meeting held on 23 April 2019 were presented.

7 – To agree the tree work contract after recent tree survey. The Planning and Environment Committee recommended the middle quote of £7,000.00 + vat because the cheapest quote

didn't originally list the individual costs for each tree and when chased by the Assistant Clerk the quote changed several times.

VOTE: 12 FOR : UNANIMOUS

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Jayne Merrick to **accept** the minutes.

VOTE: 12 FOR : UNANIMOUS

11 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 25 APRIL

The minutes of the Finance & General Purposes committee meeting held on 25 April 2019 were presented.

5 – Go ahead with Cyber Insurance

VOTE: 12 FOR : UNANIMOUS

12 ACCOUNTS FOR THE MONTH OF APRIL 2019

The accounts for the month of April 2019 were presented.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Kieran Cooper to **accept** the accounts for April 2019.

VOTE: 12 FOR : UNANIMOUS

13 PLANNING APPLICATIONS & ASSOCIATED MATTERS

S/1162/19/FL	Single storey side and rear extension, roof lights, conversion of garage to habitable use and pitching existing garage roof at 12, Wakelin Avenue. It was proposed by Councillor David Bard and seconded by Councillor Janet Martin to support this application.	Support Vote: 11 For 1 Abs
S/1383/19/FL	Single storey rear extension at 7, South Terrace. It was proposed by Councillor Janet Martin and seconded by Councillor David Bard to Support this application.	Support Vote: 11 For 1 Abs
S/1244/19/FL	Two storey & single storey rear extension including loft conversion and single storey front extension at 2 & 3, South Terrace. It was proposed by Councillor Neil Reid and seconded by Councillor Tony Orgee to Not support this application and make the following comments/questions.	Do Not Support Vote: 10 For 2 Abs PC Comment: Concerned the ridge height is too high, out of keeping with street scene/visual impact and the building materials are out of the keeping

		with the existing dwellings.
S/1471/19/E2	<p>Scoping opinion at Former Spicers Site, Sawston Bypass.</p> <p>It was proposed by Councillor Janet Martin and seconded by Councillor Tony Orgee to Support this application.</p>	<p>Support</p> <p>Vote: 12 For Unanimous</p> <p>PC Comment: Note and support the drainage engineers report.</p>

Planning Decisions – Noted

14 TO DISCUSS THE RESPONSIBILITY /MAINTENANCE OF ST MARY’S CLOSED CHURCHYARD

Councillor Kevin Cuffley welcomed and introduced Rev Alan Partridge and Mary Dicken from St Marys Church who explained that the footpath in the closed churchyard is in need of repair and they have asked if this is the responsibility of the Parish Council. The Clerk has spent quite a bit of time looking into this as some Parish Councils are responsible for closed churchyards. SCDC has concluded that the Parish Councils responsibility for maintaining the closed churchyard is limited to keeping it in decent order and its walls and fences in good repair, this would not include the footpath. This was discussed and agreed that the Parish Council does want to help with funding the repairs to the footpath by way of a S137 agreement.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kieran Cooper that the church tries to get three quotes for the repair work and applies to the Parish Council for funding towards this. The Clerk will send the relevant paperwork to Rev Alan Partridge and Mary Dicken.

VOTE: 9 FOR 1 ABS 2 NO VOTES

15 SIGNING OFF ANNUAL GOVERNANCE STATEMENT 2018/2019

It was **proposed** by Councillor David Bard and **seconded** by Councillor Tony Fell to **accept** the Annual Governance Statement for 2018/2019. (Can be found on our website)

VOTE: 12 FOR : UNANIMOUS

16 SIGNING OFF ACCOUNTING STATEMENT 2018/2019

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee to **accept** the Accounting Statement for 2018/2019. (Can be found on our website).

Councillor Kieran Cooper explained that the figures in row 6 are significantly higher than the previous year because we purchased the MUGA at Lynton Way and the new tractor.

VOTE: 12 FOR : UNANIMOUS

17 TO DISCUSS THE PARISH COUNCIL INSURANCE QUOTES

The Clerk explained that she has received quotes for the Parish Council insurance through the Parish Council insurance broker. All the quotes were sent to the Parish Councillors the previous week to look at.

They have recommended we go with the long term 3 year quote with Inspire/AXA at a cost of £8,613.37 per year for three years.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Neil Reid to accept the 3 year quote at £8,613.37 per year.

VOTE: 12 FOR : UNANIMOUS

18 TO AGREE THE \$106 MONEY FOR THE DEVELOPMENT OF LAND OFF MILL LANE

The Parish Council has been offered £152,117.13 for the development of the land of Mill Lane, Sawston. This money is to be used for the re development/upgrade of the pavilion on Mill Lane.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Fell to accept £152,117.13.

VOTE: 12 FOR : UNANIMOUS

19 TO DISCUSS THE MARVEN CENTRE

At the Annual Parish Meeting Mrs Lesley Morgan, the Arts Development Manager at Sawston Village College gave a presentation about the Marven Centre explaining how the building is well used and well loved but is now showing its age. There is a lot of work that needs doing to the building and it is estimated the work to just repair and protect the building could cost around £240,00.00 and they plan to ask the National Heritage Fund for £190,00.00 which will leave a shortfall.

Funding options for this project were discussed at length.

It was **proposed** by Councillor Tony Orgee and **seconded** by Councillor Kevin Cuffley to support the Marven Centre and make a donation of £10,000.00 out of reserves for this project.

VOTE: 12 FOR : UNANIMOUS

Mr Barry Ashurst from the Village College was present and thanked the Parish Council for this generous donation.

20 TO DISCUSS RESIDENTS REQUEST TO INSTALL A MEMORIAL PLAQUE ON A TREE ON MILL LANE RECREATION GROUND

A resident has made a request to put a memorial plaque on a tree on Mill Lane recreation ground. This was discussed but felt this would set a precedence for others. There is a memorial garden at the cemetery on Cambridge Road which can be used.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Jayne Merrick to object to installing a plaque and the Clerk to let the resident know.

VOTE: 12 FOR : UNANIMOUS

21 TO DISCUSS THE PARKING BOLLARDS AT THE OFFICE

The Clerk explained that the car park bollards installed last year at the office are not in the correct place and cars can park in between them. The Clerk met with the company that installed them and had arranged for them to come and rectify the problem but the company has since gone bust. The Clerk did receive a quote from another company to do the work

at £980.00 + vat. This was discussed and the Clerk was asked if a chain could be attached to the current bollards to prevent the parking in between. The Clerk said she would have a look but one of the bollards did need to be replaced as it had been hit and couldn't be let down. She will get a new quote.

22 CORRESPONDENCE

Councillor Kevin Cuffley read out a letter of resignation from Councillor Rob Grayston due to other commitments and moving to Eddington.

Councillor Kevin Cuffley asked the Clerk to write to Councillor Rob Grayston to thank him for his time and hard work spent with the Parish Council.

23 UPDATE FROM COUNTY COUNCILLORS

No update.

24 UPDATE FROM DISTRICT COUNCILLORS

No update.

25 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Michael Mallows is concerned regarding the current work on the cycle path along Cambridge Road. When it is completed it will be a good improved cycleway but it is dangerous coming in and out of the farm, clear signage is requested.

Councillor Tony Orgee explained that May 28 is the date of publication of the agenda papers for the next Greater Cambridge Partnership Joint Assembly (JA) / Greater Cambridge Partnership Executive Board (EB) meetings. These agenda papers will include an item on the Cambridge South East Transport Study – specifically an item about options for the route of off-line strategy and options for the site of a new Park and Ride scheme, and will ask the JA and EB to agree the routes / sites that will be taken forward to a consultation that will be carried out in the Autumn.

Meeting Closed at 8.50pm

Sawston Parish Council
Apr-19

Supplier Name	Description	TO PAY
The Mower People Ltd	Rec - Fit new belt to scarifier	£ 106.90
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£ 114.00
SCDC	Cemetery - Rates for Cemetery	£ 131.15
John Huntingdon's Charity	Rec - Orchard Park Lease	£ 137.50
ADT	F&G - Office Alarm	£ 178.10
Magpie Garage	Rec - April Fuel	£ 178.95
Shaw & Sons Ltd	F&G - Register of Graves Book	£ 201.60
ADT	F&G - Groundstore alarm	£ 215.28
Magpie Garage	Rec - March Fuel	£ 246.41
Sherriff Amenity	Rec - Worm control for grounds (agreed FP March 2019)	£ 261.96
SCDC	Rec - Rates for Pavillion	£ 391.00
SCDC	Rec - Rates for Mill Lane	£ 420.50
Dor 2 Dor	F&G - Chairmans Report/NP Budget	£ 484.80
Lanham and Company Ltd	F&G - Book keeping for month	£ 682.80
SCDC	F&G - Rates for Office	£ 726.25
S & P Services	F&G - Cleaning Contract	£ 1,000.00
CGM Group	Planning - Mowing of the Sawston Verges on the 12th March/3rd April	£ 1,044.00
Sherriff Amenity	Rec - Fertiliser & weed killer (agreed at FP)	£ 1,207.44