



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 10 DECEMBER 2019
At SPICERS PAVILION - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

Mike Mallows

Brian Milnes

Anand Pillai

Neil Reid

Colin Groves

Ray Matthews

David Bard

Beck Laxton

Kieran Cooper

Stephen Drew

Jayne Merrick

Tony Orgee

Rajni Padia

Members of the Public + 5

175 APOLOGIES FOR ABSENCE

Tony Fell – Personal reasons

176 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

Mr Roger Richmond said he is against the proposed houses being built in Mill Lane as this is a floodplain.

He asked what about the development being built on Babraham Road and asked what the units are. It was explained that they are dwellings but called units.

He also stated that Councillor Kevin Cuffley often puts his County Council hat on when speaking about Parish Council issues which he shouldn't. Councillor Kevin Cuffley disagreed with this but it was noted.

A member of public said that parking is an issue in the village especially Mill Lane. Councillor Kevin Cuffley explained the Parish Council has discussed this recently and are looking into how the parking can be improved within the village.

A resident thanked the County Council for resurfacing the High Street.

177 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Stephen Drew – item 180 as he is Governor of Icknield Primary School

**178 CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH MEETING –
12 NOVEMBER 2019**

The minutes of the Full Parish meeting held on 12 November 2019 were read confirmed and signed.

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

VOTE:

14

FOR

:

UNANIMOUS

179 CONFIRM THE MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE – 19 NOVEMBER 2019

The minutes of the Finance & General Purposes committee meeting held on 19 November 2019 were read and confirmed

Amendment to the minutes on item 6 – the percentage increase is 3.65% not 3.39%.

Item 6 – agree the precept for 2020/2021

VOTE: 14 FOR : UNANIMOUS

Item 7 – adopt the updated version of Standing Orders

VOTE: 14 FOR : UNANIMOUS

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

VOTE: 14 FOR : UNANIMOUS

180 CONFIRM THE MINUTES OF THE PLANNING & ENVIRONMENT COMMITTEE – 26 NOVEMBER 2019

The minutes of the Planning & Environment committee meeting held on 26 November 2019 were read and confirmed.

Amendment to the minutes – Councillor Tony Fell was in attendance not Councillor Tony Orgee.

Item 7 – We do not pursue the LHI proposal for Church Lane.

VOTE: 13 FOR : 1: ABS

Item 8 – To support the LHI for Icknield Primary School and pay the 10% cost of £486.51 from reserves.

VOTE: 12 FOR : 1: AGAINST 1: NO VOTE

Item 11 -To go ahead with the bollards at the Parish Council car park.

VOTE: 13 FOR : 1: AGAINST

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

VOTE: 14 FOR : UNANIMOUS

181 MATTERS ARISING – NEW INFORMATION

None

182 PLANNING APPLICATIONS & ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/4006/19/FL	Single storey rear extension at 37, Tannery Road. Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support to this application.	Support/No Objection Vote: 11 For 1 Against 1 Abs 1 No Vote

S/3993/19/FL	Single storey front extension at 97, Old Forge Way. Proposed by Councillor David Bard and Seconded by Councillor Tony Orgee to support this application.	Support/ No Objection Vote: 13 For 1 Abs
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Noted

Information Only

[S/3949/19/DC](#) Discharge of condition 23 (noise) of planning application S/3729/18/FL for full planning application for the erection of 158 residential units and associated access points, landscaping and infrastructure at Site H/1:b – Land North of Babraham Road.

[S/4020/19/DC](#) Discharge of condition 34 (Travel Plan) pursuant to outline planning permission S/2284/17/OL at Sawston Park, London Road, Pampisford.

[S/4023/19/DC](#) Discharge of conditions 12 (widening of footpath) and 16 (relocation of bus stop) of planning permission S/3729/18/FL for full planning applications for the erection of 158 residential units and associated access points, landscaping and infrastructure at Site H/1:b – Land North of Babraham Road.

[S/4023/19/DC](#) – Councillor David Bard has concerns with regards to moving the bus stop and questioned how much communication there has been with the residents. The Clerk agreed to look into this.

[S/4029/19/DC](#) Discharge of condition 18 (horse refuge) of planning permission S/3729/18/FL for full planning application for the erection of 158 residential units and associated access points, landscaping and infrastructure at Site H/1:b – Land North of Babraham Road.

183 ACCOUNTS FOR THE MONTH OF NOVEMBER 2019

The accounts for the month of November 2019 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to **accept** the accounts for November 2019.

VOTE: 14 FOR : UNANIMOUS

184 TO DISCUSS STREET NAMING FOR THE NEW DEVELOPMENT OFF BABRAHAM ROAD

The Parish Council has been asked to propose a street name for the new development off Babraham Road. This was discussed and a few names were put forward. It was agreed that Councillor Beck Laxton will prepare the names put forward and email to all councillors with there preference to be agreed at January's full parish meeting.

185 TO SIGN OFF THE S106 AGREEMENT FORM FOR THE LAND OFF MILL LANE

The Parish Council must agree and sign the second instalment of the S106 agreement for the new housing development off Mill Lane. The S106 contribution for this site is £87,288.68.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to **accept** the S106 contribution of £87,288.68.

VOTE: 14 FOR : UNANIMOUS

186 TO DISCUSS THE PAT TESTING QUOTES FOR THE OFFICE & PAVILIONS

The Assistant Clerk contacted three companies and obtained two quotes for the yearly PAT testing.

- £245.00 + vat
- £123.00 + vat

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to accept the quote for £123.00 + vat

VOTE: 14 FOR : UNANIMOUS

187 TO DISCUSS DONATION REQUEST FROM UK UNSIGNED CAMBRIDGE

The Parish Council has received a donation request from UK Unsigned Cambridge for a donation of £500.00 towards a laptop, mini sound mixer, PA equipment etc. They are a performing arts and media training community training group and help young people identify their skill sets and help them generate income streams to sustain creative careers.

The Clerk explained that the donations budget for this financial year has been spent so maybe it could be considered for next year. (April 2020).

This was discussed and the Parish Council wanted to understand the structure of the organisation and why they are asking for donations towards capital equipment etc. Councillor Kieran Cooper agreed to contact them to get more information and make an agenda item at a later date.

188 TO DISCUSS THE REVISED STANDING ORDERS

Already discussed and agreed

189 TO AGREE THE CALENDAR OF MEETINGS FOR 2020/2021

The committee had a copy of all the dates for Parish Council meetings for 2020/2021.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to accept the calendar as it is.

VOTE: 14 FOR : UNANIMOUS

190 TO DISCUSS BOUNDARY REVIEW/S106 CONTRIBUTION

This item was discussed and a decision was made at a previous meeting. The Clerk received 6 requests from councillors to re visit and discuss this item. Those councillors were:

Councillor Kevin Cuffley
Councillor Beck Laxton
Councillor Stephen Drew
Councillor Tony Orgee
Councillor David Bard
Councillor Jayne Merrick

Councillor Brian Milnes explained that at a recent meeting to discuss the boundary review and S106 contributions for the site with Babraham Parish Council, we was asked to put together a wish list of what we would like to spend the money on and suggestions on how the S106 money should be split between both parishes. Mr Jason Clarke from South Cambs District Council put together a MOU (Memorandum of Understanding) for both parishes to consider/agree. This MOU is attached to these minutes.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Tony Orgee to agree to the draft MOU.

VOTE: 14 FOR : UNANIMOUS

191 TO AGREE THE DATE FOR SUMMER FETE 2020

The Sawston Fete Committee has requested use of Spicers Sports Ground for next year's summer fete on Sunday 7th June 2020.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to allow them use of the grounds at no charge.

VOTE: 14 FOR : UNANIMOUS

192 SPEED CAMERA UPDATE

Councillor Colin Groves gave an update which is attached to these minutes.

Councillor Kevin Cuffley thanked Colin for his time spent on moving the camera and recording the data.

Councillor Colin Groves did ask if any other Councillors will help change the batteries and moving the camera as he is currently doing this by himself. Councillor David Bard and Councillor Kevin Cuffley offered to help.

193 UPDATE FROM COUNTY COUNCILLORS

There is no report due to the election and Councillors being in Purdah.

194 UPDATE FROM DISTRICT COUNCILLORS

There is no report due to the election and Councillors being in Purdah.

195 CORRESPONDENCE

None

196 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kieran Cooper asked if we could write to the organiser of the Winter Fair to thank them for organising the event. Although the weather wasn't great it was well attended.

Councillor Rajni Padia asked if 'Sports Development' could be out in the next meeting. The Clerk agreed to it on the next Recreation meeting.

Councillor Kevin Cuffley asked which Councillors would like to help and be involved with the S106 projects. The Clerk has asked all Councillors to respond to her by the end of the week.

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: 14 FOR : UNANIMOUS

Councillor Kevin Cuffley thanked the members of public for attending and they left the meeting – 8.13pm

197 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 28 NOVEMBER 2019

The minutes of the Staff Management Committee meeting held on 28 November 2019 were read and confirmed.

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

VOTE: 14 FOR : UNANIMOUS

198 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 5 DECEMBER 2019

The minutes of the Staff Management Committee meeting held on 05 December 2019 were read and confirmed.

Item 3 – Update on Assistant Groundsman. Councillor Kieran Cooper gave a brief update and how we got to this proposal.

VOTE: 14 FOR : UNANIMOUS

Item 5 – to make the Timebank Co-Ordinators position permanent

VOTE: 14 FOR : UNANIMOUS

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Kieran Cooper to **accept** the minutes.

VOTE: 14 FOR : UNANIMOUS

Councillor Kevin Cuffley thanked everyone for their hard work this year and wished everyone a Merry Christmas.

Meeting Closed 9.52pm

ITEM 190 -

THIS MEMORANDUM is made on

2019

BETWEEN

- (1) **BABRAHAM PARISH COUNCIL** care of 68 Woodland Road, Sawston, CB22 3DU
- (2) **SAWSTON PARISH COUNCIL** care of Link Road Sawston Cambridge CB22 3GB

BACKGROUND

- (1) **THE SOUTH CAMBRIDGESHIRE LOCAL PLAN 2018 ADOPTED SEPTEMBER 2018 ALLOCATED DEVELOPMENT SITES ACROSS THE DISTRICT. TO THE EAST OF SAWSTON (IN THE PARISHES OF BABRAHAM AND SAWSTON) THE FOLLOWING SITES WERE ALLOCATED FOR DEVELOPMENT:**

H/1:A DALES MANOR BUSINESS PARK SAWSTON (10.7 HA 200 DWELLINGS)

H/1:B LAND NORTH OF BABRAHAM ROAD BABRAHAM (3.64 HA 80 DWELLINGS)

H/1:C LAND SOUTH OF BABRAHAM ROAD SAWSTON AND BABRAHAM (11.64 HA 260 DWELLINGS)

- (2) **PLANNING PERMISSION WAS GRANTED ON 28/08/2019 FOR THE DEVELOPMENT OF 158 DWELLINGS ON ALLOCATION H/1:B (PLANNING REF S/3729/18/FL). PLANNING PERMISSION WAS ISSUED SUBJECT TO THE COMPLETION OF A SECTION 106 AGREEMENT DATED**

23/08/2019 AND WHICH SECURED THE FOLLOWING PARISH COUNCIL RELATED CONTRIBUTIONS:

SPORTS	£158,402	TOWARDS A NEW PAVILION SERVING THE NEW SPORTS PITCHES AT THE SITE OF CAMBRIDGE CITY FOOTBALL CLUB IN SAWSTON PARISH
CHILDREN'S PLAY (OLD)	£40,000	TOWARDS A NEW SKATE PARK OR OTHER FACILITY FOR OLDER CHILDREN IN SAWSTON PARISH
COMMUNITY MEETING SPACE	£71,915	TOWARDS A NEW COMMUNITY BUILDING ADJACENT BABRAHAM PRIMARY SCHOOL IN BABRAHAM PARISH
PUBLIC ART	£20,000	TOWARDS PERFORMANCE SPACE WITHIN THE NEW BABRAHAM COMMUNITY BUILDING

NOW THIS MEMORANDUM WITNESSES

- (1) Babraham Parish Council and Sawston Parish Council (the Parishes) are entering into this Memorandum of Understanding to approve a shared view on s106 allocation to be requested through the planning process irrespective of (a) any changes to the current administrative parish boundaries and (b) any changes to the mechanism by which developer contributions are secured by South Cambridgeshire District Council.
- (2) The Parishes hereby confirm the agreed mitigation necessary to address the impact from the developments to the east of Sawston and agree fair distribution of these funds between the parishes according to the below agreed text.
- (3) Parish Monies - If the S106 amount (not including County Council requirements) is equal to or less than £1,000,000, the financial split between Sawston and Babraham will be 70:30. 30% of the total to Babraham to help fund their Community Centre project (to be jointly overseen by representatives from both parishes), or £300,000 whichever is the smaller amount.

If the S106 amount (not including County Council requirements) is above £1m, then first allocation remains £300k, however Babraham's further receipt, equals 10% of any amount above £1m (90% to Sawston)

example

3a) (Under £1m) S106 total (not including County Council requirements)= **£600,000**

Split = Babraham £180,000 Sawston £420,000

3b) (Over £1m) S106 total (not including County Council requirements) = **£1.6m**

Split = Babraham £300,000 , Sawston £700,000

Remaining monies over £1m = £600,000

Babraham 10% = £60,000

Sawston 90% = £540,000

Total = Babraham £360,000, Sawston £1,240,000 (**totalling £1.6m**)

- (4) The Parishes further agree that if South Cambridgeshire District Council adopts a Community Infrastructure Levy (CIL) Charging Schedule then the Parish Council receiving the CIL contribution will work with the other Parish Council to ensure that CIL monies are distributed in accordance with the spirit of this Memorandum.

Item 192 – Speed Camera Update

Your Speed Is – Statistics

Days total running	58
Ave daily traffic	2795

Monthly average	85020
Yearly average	1020239

Total within limit =>30mph	150033	93%
plus 10% 30 to 34 mph	10145	6%
35+mph	1884	1%

Babraham Rd - outgoing

Days total running	389
non working days	75
Actual days	314
Ave daily traffic	1067

Monthly average	32450
Yearly average	389398

Total within limit =>30mph	267693	80%
plus 10% 30 to 34 mph	55225	16%
35+mph	12438	4%

Cambridge Rd - Incoming

Days total running	34
non working days	7
Actual days	27
Ave daily traffic	2998

Monthly average	91188
Yearly average	1094256

Total within limit =>30mph	53896	66%
plus 10% 30 to 34 mph	17915	22%
35+mph	9415	12%

Sawston Parish Council
Nov-19

Supplier Name	Description	TO PAY	S137
Petty Cash	F&G - Petty Cash	£ 110.54	
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£ 114.00	
SSE	F&G - Office Gas	£ 119.29	
Chirs Watson Plumbing	Rec - Investigate and fix the heating at Lynton Way Pavilion	£ 120.00	
Earth Anchors	Rec - replacement locks for ranger bins (x4)	£ 122.00	
SSE	F&G - Office Electricity	£ 125.93	
SCDC	Cemetery - Rates for Cemetery	£ 130.00	
Murketts of Stapleford/Magpie	Rec - Fuel for November	£ 161.71	
ADT	F&G - Office alarm	£ 178.12	
A. James (Jewellers) Ltd	F&G - Set to GMT and service installation to Parish clock	£ 195.00	
Unova Products	Rec - 10 x cans green spray paint for play equip/seats and bins	£ 205.02	
SSE	Rec - Spicers Gas	£ 291.81	
SSE	Rec - Spicers Gas	£ 322.14	
Thurlow Nunn Standen Ltd	Rec - Call out & repair rotary switch on John Deere Machine	£ 345.31	
SCDC	Rec - Rates for Pavillion	£ 393.00	
Jackson Fire & Security UK Ltd	Rec - Replace 6 fire extinguishers at Pavillions	£ 408.00	
SCDC	Rec - Rates for Mill Lane	£ 417.00	
Donations	F&G - Donation to Sawston Fun Run	£ 500.00	
Honest Employment Law Practice Ltd	Staff - HR Attendance at meeting on 10/10/19	£ 525.00	
Watson - Shelford Energy	Rec - Gas Oil	£ 619.50	
Lanham and Company Ltd	F&G - Monthly book keeping	£ 682.80	
S&P Services	F&G - Cleaning contract for month	£ 700.00	
SCDC	F&G - Rates for Office	£ 724.00	
CGM Group	Planning - Kerb weed spraying	£ 756.00	
CGM Group	Planning - Grass/verge cutting 23 Oct 2019	£ 1,044.00	
Barcham Trees	Reserves - 10x Mountain ash trees for Cambridge Road (Agreed FP Nov)	£ 1,092.00	
Play & Leisure Ltd	Rec - Replacement aerial runway tyre and repairs to zipwire (agreed FP Sept)	£ 1,107.60	
United Kingdom Debt Management Office	F&G - Loan Repayment- Spicers Pavilion and Parish Office	£ 11,394.10	