



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 12 NOVEMBER 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

David Bard  
Beck Laxton  
Kieran Cooper  
Stephen Drew  
Jayne Merrick  
Tony Fell

**Members of the Public**

Mrs Emma Fordham – Sawston Timebank Co Ordinator  
Mrs Lesley Mcfarlane - SCDC Development Officer  
+ 6 members of public

**149 APOLOGIES FOR ABSENCE**

Tony Orgee – Work commitments  
Rajni Padia – Personal reasons  
Ray Matthews – Personal reasons  
Clare Delderfield (District Councillor) – Work commitment

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

A member of public asked what the Parish Council intend to do about the parking for the Community Hub which is currently being built on New Road. Councillor Kevin Cuffley explained that this is a County Council project that started in 2013 and has been through all the planning and consultation process and agreed. There is allocated parking in front of the Youth Centre and behind the houses. The County Council has sent letters to all the residents nearby but the resident said she has spoken to several neighbours and none of them have received notification.

Councillor Beck Laxton explained that we did raise concerns regarding the parking before with SCDC when the application came to the Parish Council and we stressed we didn't think there would not be enough parking.

The resident asked if there was anything the Parish Council can do to help the parking issues on New Road. Councillor Kevin Cuffley explained that this is a County Council issue and she can take it up with them but we also have general parking in the village as an agenda item so she is more than welcome to stay at the meeting for this item.

Another resident explained he was at the last full parish meeting and said the Parish Council do not back the villagers but Councillor Kevin Cuffley disagreed with this. The same resident asked about the Granta Medical Practise being open at night and Councillor Kevin Cuffley explained we as a Parish Council have not yet been informed formally about this so couldn't make comment.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Neil Reid to bring item 164 forward.

**VOTE: 12 FOR : UNANIMOUS**

**151 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Kieran Cooper – item 166 as related to H1:b site – JHC

Councillor Stephen Drew – item 161 as she is Governor of Icknield Primary School

**164 TO DISCUSS PARKING IN THE VILLAGE**

Councillor Kevin Cuffley explained that we are aware of the issues regarding parking within the village which we have discussed on many occasions. As a Parish Council we need to come up with ideas to alleviate the problem and asked for ideas.

Councillor Beck Laxton said a resident has suggested that the Co Op car park have a row of spaces for long term parking and not the maximum 3 hours as it is now.

Councillor Jayne Merrick said the Bellbird Primary School should have a gate at the back of the school, which was on their plans but is not implemented. At present there is only one entrance to the whole site.

Councillor Brian Milnes explained that without enforcement people will continue to park where they like, when they like.

Another area to look into is the car park at the back of the Woolpack on the High Street.

Councillor Beck Laxton explained this should be discussed through the Neighbourhood Plan. Then it was suggested to have a public meeting to discuss parking and transport and have all representatives there like the Police, County Council and bus companies but this would start off at the next Neighbourhood Plan meeting.

**152 TO DISCUSS MOBILE WARDEN SCHEME AND TIMEBANK SCHEME**

Councillor Kevin Cuffley welcomed Mrs Lesley McFarlane – SCDC Development Officer, Health Specialist and Mrs Emma Fordham – Sawston Timebank Co Ordinator to the meeting to talk about the Mobile Warden Scheme.

Mrs Lesley McFarlane explained that SCDC are very keen to set up a Mobile Warden Scheme in Sawston which is a service for vulnerable people in the Community which provides a telephone call every day (including weekends - provided by volunteers) and a home visit once a week.

Sawston appears on the Age UK Loneliness Heatmap as a hotspot for risk of isolation and loneliness, and given it's large population of over 65's they would be keen to help set something up.

The average cost for the scheme would be £1500.00 per year depending on how many sign up to it and SCDC has agreed to fund it for the first two years then it would fall onto the Parish Council.

There are two options for this scheme:

- a) Age UK would set up, recruit and run a scheme for us
- b) Set up our own scheme, employ a mobile warden, supported by volunteers (possibly from Timebank) to provide support over holiday, sickness and weekend cover.

Councillor Kevin Cuffley asked how they can work with the Sawston Timebank. Mrs Emma Fordham explained that the Timebank Volunteers would not be able to do what a Mobile

Warden would do although there are people signed up to Timebank who would support the scheme and get involved but would not be able to commit to it.

Councillor Brian Milnes suggested we invite representatives from Age UK and representatives who are already running the scheme in a different village to come to December's full parish meeting so we can ask practical questions to help with our decision.

Councillor Kevin Cuffley thanked Mrs Emma Fordham and Mrs Lesley McFarlane for coming to the meeting.

Councillor Brian Milnes left the meeting 20.18pm

**153 CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH MEETING – 8 OCTOBER 2019**

The minutes of the Full Parish meeting held on 8 October 2019 were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kieran Cooper to **accept** the minutes.

**VOTE: 11 FOR : 1: NO VOTE**

**154 CONFIRM AND SIGN THE MINUTES OF THE PLANNING & ENVIRONMENT COMMITTEE – 22 OCTOBER 2019**

The minutes of the Planning & Environment committee meeting held on 22 October 2019 were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Anand Pillai to **accept** the minutes.

**VOTE: 11 FOR : 1: NO VOTE**

Councillor Brian Milnes came back into the room 8.21pm

**155 CONFIRM AND SIGN THE MINUTES OF THE RECREATION & OPEN SPACES COMMITTEE – 24 OCTOBER 2019**

The minutes of the Recreation & Open Spaces committee meeting held on 24 October 2019 were read confirmed and signed.

5 – Donate £1000 towards levelling the cricket square in 2020 and put the money in the budget.

**VOTE: 12 FOR : UNANIMOUS**

6 – Support the head Groundsman's request to plant 10 mountain ash trees along Cambridge Road on Spicers Sports ground.

**VOTE: 12 FOR : UNANIMOUS**

8 – To allow Sawston Phoenix to play at Lynton Way on a Saturday afternoon.

**VOTE: 11 FOR : 1: AGAINST**

9 – To agree the quote for the Fire Risk Assessment on all pavilions and office at a cost of £1,120.00 + vat.

**VOTE: 12 FOR : UNANIMOUS**

10 – To agree the quote for the Fire Maintenance contract on all pavilions and office for 3 years at a cost of £596.65 + vat per year.

**VOTE: 12 FOR : UNANIMOUS**

11 - To agree the quote for machine servicing - £1,373.92 + vat

**VOTE: 12 FOR : UNANIMOUS**

12 - To agree quote to replace the sign at Orchard Park recreation ground.

**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**

**156 CONFIRM AND SIGN THE MINUTES OF THE CEMETERY MEETING HELD ON 05 NOVEMBER 2019**

The minutes of the Cemetery meeting held on 5 November 2019 were read confirmed and signed.

5 – Agree to repair the 8 high risk stones at the cemetery at a cost of £656.00 + vat

**VOTE: 12 FOR : UNANIMOUS**

7 - Agree to amend the rules and regulations stating we will not allow more than one memorial stone/tablet per grave space.

**VOTE: 11 FOR : AGAINST: 1**

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

**VOTE: 12 FOR : UNANIMOUS**

**157 MATTERS ARISING – NEW INFORMATION**

None

**158 PLANNING APPLICATIONS & ASSOCIATED MATTERS**

Planning Application Ref	Location	SPC Comment:
<a href="#">S/2793/19/PO</a>	Modification of planning obligations pursuant to Section 106 agreement dated 16 October 2003 at 1 – 29 (inclusive and 31 – 36 (inclusive) Stanley Webb Close.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Beck Laxton to <b>defer to planning</b> to this application.	<b>To defer to planning</b>  <b>Vote: 12 For</b>

<a href="#">S/3634/19/PO</a>	<p>Modification of planning obligations contained in a nominations agreement dated 15th December 2010 made between (1) South Cambridgeshire District Council and (2) Bedfordshire Pilgrims Housing Association Limited pursuant to planning permission S/1319/19/PI at Former Health Centre Site, Link Road.</p> <p><b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Beck Laxton to <b>to defer to planning</b> this application.</p>	<p><b>To defer to planning</b></p> <p><b>Vote: 12 For</b></p>
<a href="#">S/3753/19/FL</a>	<p>Ground floor rear extension, 1<sup>st</sup> floor side extension and erection of front porch at 1, North Terrace.</p> <p><b>Proposed</b> by Councillor Stephen Drew and <b>Seconded</b> by Councillor David Bard to <b>support</b> this application.</p>	<p><b>Support</b></p> <p><b>Vote: 11 For 1 Abs</b></p>

### **Noted**

#### **Information Only**

[S/2460/19/FL](#) Erection of 2 dwelling houses including associated external works at Land adj 41, Mill Lane – **Planning application withdrawn**

### **159 ACCOUNTS FOR THE MONTH OF OCTOBER 2019**

The accounts for the month of October 2019 were presented.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Neil Reid to **accept** the accounts for September 2019.

**VOTE: 12 FOR : UNANIMOUS**

### **160 TO DISCUSS CAMBRIDGE SUSTAINABLE FOOD'S BID TO ZERO CARBON COMMUNITIES**

Cambridge Sustainable Food is applying to South Cambs for Zero Carbon Communities funding to reduce greenhouse gases associated with food in South Cambs, in particular in Sawston, Cambourne and Cottenham. They have the support of the members of Greener Sawston to make this bid and will be collaborating with them if the bid is successful and are asking for the support of Sawston Parish Council.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Stephen Drew to support the scheme.

**VOTE: 12 FOR : UNANIMOUS**

### **161 TO DISCUSS ICKNIELD PRIMARY SCHOOL REQUEST FOR LHI FUNDING**

The Clerk explained that Icknield Primary School has applied for LHI funding to replace existing single yellow lines with double yellow lines in Lynton Way and to install two new directional signs on the approach to the Lynton Way junction to help alleviate the issue of parking near the school entrance and the turning circle. The school has submitted a feasibility study to Highways and has been told the cost of the project will be £4865.11 and they have been asked to pay 10% of this cost - £486.51. Icknield Primary School as asking if the Parish Council will pay this contribution for this scheme if successful.

This was discussed at length and agreed that if the application is successful then the school should come back to the Parish Council to ask for the contribution.

**162 TO DISCUSS RESIDENTS REQUEST TO REMOVE/CUT BACK TREES ON WOODLAND ROAD**

A resident of Woodland Road has requested a tree on the green area by their property is either removed or cut back as it shadows their garden blocking out a huge amount of light, they are also concerned the roots could damage their property. They also pointed out that in the past other trees in this area have been felled.

The Clerk explained that the trees that have been removed in the past are on the advice of the Tree Officer and only felled because there have been problems with them. This particular tree was on the recent tree survey and is a field maple with a good crown, fair stem and base and no action to be taken.

Councillor Brian Milnes suggested we reduce the crown of the tree to give them more light but other Councillors are reluctant to do any work to the tree which has not been advised by a professional tree officer. Councillor Jayne Merrick doesn't think we should do anything to the tree and that the tree was there before the extension of the house.

It was **proposed** by Councillor Stephen Drew and **seconded** by Councillor Jayne Merrick to write back to the resident and explain that the tree will not be reduced or removed for these reasons.

**VOTE: 11 FOR : ABS: 1**

**163 TO DISCUSS ALLOTMENT HOLDERS REQUEST TO REMOVE A WALNUT TREE ON THEIR ALLOTMENT**

An allotment holder has asked if the walnut tree on their allotment can be removed as it has got very big and the canopy extends over 3 neighbouring plots and is causing harm to the surrounding ground through the allelopathic chemicals it produces. It is preventing the other trees on their plot from producing crops of fruit. It also absorbs a lot of water from the ground which other crops would benefit from.

This was discussed and the Clerk was asked to write back to the allotment holder asking for the report for the local fruit tree expert before we can make any decisions.

**165 TO DISCUSS DONATION REQUEST FROM SAWSTON FUN RUN & WALK FOR 2020**

Sawston Fun Run & Walk has made a donation request for £500 to go towards the cost in organising the event.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to donate £500.00.

**VOTE: 12 FOR : UNANIMOUS**

**166 TO DISCUSS THE BOUNDARY REVIEW S106 REQUIREMENTS FOR SAWSTON**

The Parish Council has been asked what projects they would like to put forward to spend the S106 money on for the H1:C site in Sawston. Babraham and Sawston Parish Councils recently met with officers from SCDC. Babraham Parish Council made it clear they are not concerned about the boundary change but do want to benefit from the S106 money for Babraham Village. The likely S106 budget for this site is around £1.1m and Babraham are looking at receiving £300k for projects they have. Sawston Parish Council need to cost up projects they would like which included:

- Lynton Way pavilion rebuild
- New pavilion at Cambridge City site
- Extension to Spicers sports pavilion
- Village Hall
- Better parking facilities

Councillor Beck Laxton volunteered to get costings for these projects before the next meeting with SCDL.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Beck Laxton to agree we are happy for Babraham Parish Council to receive £300k or 30% of the S106 money for this development, whichever is lesser.

**VOTE: FOR:9 AGAINST:2 ABS: 1**

**167 TO AGREE THE DATE FOR BONFIRE NIGHT 2020**

The Clerk explained we need to agree a date for the bonfire night next year so she can start planning.

The two dates are Saturday 31<sup>st</sup> October or Saturday 7<sup>th</sup> November 2020.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to agree Saturday 7<sup>th</sup> November 2020.

**VOTE: 12 FOR : UNANIMOUS**

**168 TO DISCUSS THE ENERGY QUOTES FOR STREET LIGHTING**

Councillor Brian Milnes explained that he, the Clerk and Councillor David Bard have spent time trying to sort out the quotes for the street light energy passed onto the Parish Council from County Council but without much joy.

Councillor Kevin Cuffley confirmed he has arranged a meeting with the County Council on 28<sup>th</sup> November to hopefully get some help and will report back to the Parish Council.

**169 EMERGENCY PLAN UPDATE**

Councillor Jayne Merrick explained there is no update as yet and will be an agenda item for January Full Parish meeting.

**170 UPDATE FROM COUNTY COUNCILLORS**

Councillor Kevin Cuffley explained there is no update due to the general election and purdah but he is pleased to announce the recent resurfacing of the High Street and the official opening of the new cycleway in Sawston. The GCP (Greater Cambridge Partnership) funded the new cycleway at a cost of £700k.

**171 UPDATE FROM DISTRICT COUNCILLORS**

**172 CORRESPONDENCE**

Thank you from Sawston Snooker Club for donation money

Thank you from St Marys Church for the recent repairs/replacement footpath at the Church. They are extremely pleased with the work that has been done.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Beck Laxton to have an extension of time for 30 minutes.

**VOTE: 9 FOR : AGAINST: 3**

**173 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

Councillor Tony Fell asked for an update on the overgrown footpath along the Baulks. Councillor Kevin Cuffley will speak to the County Council again regarding this it may now involve enforcement.

Councillor Brian Milnes explained that a new local plan is being brought forward by SDCDC which is a long-term project which has already started. There will be a 6 week consultation at the end of January for everyone to get involved.

Councillor Kevin Cuffley thanked the Clerk and those Councillors who helped on bonfire night this year and said how well supported the Remembrance Day was.

The Clerk again thanked the Councillors who helped on bonfire night and wanted to thank the Assistant Clerk for all her help organising the event.

**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 Beck Laxton and ***seconded*** by Councillor David Bard to go into camera.

**VOTE: 12 FOR : UNANIMOUS**

Councillor Kevin Cuffley thanked the members of public for attending and they left the meeting.

**174 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 07 NOVEMBER 2019**

The minutes of the Staff Management Committee meeting held on 7 November 2019 were read confirmed and signed.

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

**VOTE: 12 FOR : UNANIMOUS**

**Meeting Closed 9.58pm**