



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 April 2020
VIRTUAL - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler
Assistant Parish Clerk Clare Speed

Councillors

Kevin Cuffley
Brian Milnes
Beck Laxton
Stephen Drew
Colin Groves
Neil Reid

David Bard
Kieran Cooper
Tony Orgee (8.12pm)
Jayne Merrick
Rajni Padia

Mrs Emma Fordham – Sawston Timebank Co-Ordinator
+ 2 Members of public

289 APOLOGIES FOR ABSENCE

Tony Fell (Personal)
Mike Mallows (Personal)
Anand Pillai (Work Commitments)
Clare Delderfield (Work Commitments)

290 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

No members of public wished to speak

291 DECLARATIONS OF INTEREST FOR THIS MEETING

None

292 CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH MEETING HELD ON 10 MARCH 2020

The minutes of the Full Parish meeting held on 10 March 2020 were read confirmed and signed.

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

VOTE: 9 **FOR** : **ABS: 1**

293 CONFIRM AND SIGN THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 07 APRIL 2020

The minutes of the Extra Full Parish meeting held on 07 April 2020 were read confirmed and signed.

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

VOTE: 9 **FOR** : **ABS: 1**

294 MATTERS ARISING – New Information Only

None

295 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

No applications to discuss

296 ACCOUNTS FOR THE MONTH OF MARCH 2020

The accounts for the month of March 2020 were discussed. The Clerk explained that she had added two more invoices and gave the details and new total for cheques of £69,724.54.

The Clerk asked if the Parish Council would agree for her to make bacs payments on this occasion as precaution so she did not have to get two other Councillors to physically sign the cheques under the current circumstances. The Clerk confirmed she is looking into online banking for payments.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes that the Clerk makes bacs payments for all cheques and review this after 6 months.

VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Rajni Padia to accept the accounts for March 2020.

VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)

297 TO DISCUSS THE PARISH COUNCIL STANDING ORDERS WITH REGARDS TO REMOTE MEETINGS

Councillor David Bard explained that the model Standing Orders including virtual/remote meetings has not be received yet from CAPALC to discuss.

Councillor Brian Milnes explained that we do seem to be ahead of the curve with regards to what we are doing about meetings and what we are doing now is in line with the statutory requirements.

298 TIMEBANK UPDATE

Mrs Emma Fordham gave an update on Sawston Timebank which is attached to these minutes.

Councillor Kevin Cuffley thanked Emma for her update.

Mrs Emma Fordham left the meeting.

299 TO AGREE CLERKS TO ENROL AS MEMBERS OF CAPALC 2020/2021

The Clerk explained that this is for the Parish Council to become a member not just the Clerks. The affiliation cost for 2020/2021 is £1,039.50 (Inc vat).

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to continue as members.

VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)

300 TO AGREE THE CODE OF CONDUCT

All councillors were sent the updated Code of Conduct which had been agreed at the Finance & General Purposes meeting.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to adopt the updated Code of Conduct.

VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)

301 TO AGREE THE TERMS OF REFERENCE FOR EACH COMMITTEE

All councillors were sent the updated Terms of Reference for each committee which had been agreed at the Finance & General Purposes meeting with the exception of the Staff Management Committee which is still to be reviewed.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Colin Groves to review the updated Terms of Reference once we have the Staff Management one so we can agree them all at once. Councillor Beck Laxton offered to look at them and re format them without changing the detail.

VOTE: 7 FOR : 3 AGAINST

302 TO AGREE THE RISK ASSESSMENT POLICY

All councillors were sent the updated Risk Assessment Policy which had been agreed at the Finance & General Purposes meeting.

It was suggested we should add in a comment on cyber security insurance and also something about what the risk would be if SCDC were not able to pay the precept.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kevin Cuffley to take it back to the next F & GP meeting to review.

VOTE: 10 FOR : 0 AGAINST (UNANIMOUS)

303 TO DISCUSS THE OFFICE IT SERVICE CONTRACT

Councillor Kieran Cooper explained that the F&GP committee have been meeting to discuss an IT service contract and what our needs are etc. He approached 4 companies and only had one give a quote for various reasons. The IT working group had a virtual interview with the company that had quoted and the working group reviewed the costs etc. Councillor Kieran Cooper did explain that he did know this company as they are contracted for another business in the village.

The contract would include new software, upgrades of PC's, new router and phones, service migration of emails and computer upgrades.

Councillor Kieran Cooper wanted to propose we go ahead with this company and spend a maximum of up to £3,500.00 to get it all set up and then ongoing costs of £2,600.00 on annual costs using an ad-hoc service ongoing rather than a service contract. This was discussed.

Councillor Stephen Drew explained we are better off having a service contract so the Clerks can work efficiently rather than on an ad-hoc basis should they need support.

Councillor Beck Laxton agreed with Councillor Stephen Drew and believes the Clerks should be able to call up IT support whenever and not have to worry about the time and costs.

Councillor Jayne Merrick suggested we go with the ad-hoc contract for 6 months and then we can review it.

Councillor Colin Groves asked if we would get the same response being ad-hoc rather than having a service contract and Councillor Kieran Cooper confirmed that having a service contract gives you priority. It was agreed to take the vote in two parts.

Councillor Tony Orgee arrived 8.12pm

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to spend up to £3,500.00 as a one off to get set up and then up to £2,600.00 on annual software and systems costs.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to use the ad-hoc agreement with the same company and the working group review this in 6 months.

VOTE: 7 FOR : 2 AGAINST 2: ABS

Councillor Kieran Cooper offered to continue liaising with the company which everyone agreed.

304 TO AGREE THE SAWSTON FUN RUN DATE – SUNDAY 4TH OCTOBER 2020

Due to the current pandemic, the Rotary Club has asked if the Parish Council has any objections to the date of this years fun run being moved to Sunday 4th October.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

305 TO DISCUSS CANCELLING THE ANNUAL PARISH MEETING (PUBLIC MEETING)

The Clerk clarified that we should be postponing it not cancelling it.

Councillor Brian Milnes suggested we still go ahead with it virtually. Councillor Kevin Cuffley said he would rather postpone until September as it is a meeting for the whole village and not everyone has access to the internet.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to postpone the APM to September 22nd 2020.

VOTE: 9 FOR : 1 AGAINST 1: ABS

306 TO DISCUSS THE CO OP NOTICEBOARD

Councillor Beck Laxton explained that the community noticeboard on the wall at the Co-Op is damaged and some notices are hard to read that are in it. The Clerk explained that Budgens donated the board to the community back in January 2011 and that they and the Parish Council maintained the notices in it.

Councillor Beck Laxton would like to see it replace but with a larger, weatherproof board that is not locked so it is accessible to all public.

This was discussed and it was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Stephen Drew to ask the Co-Op if we can have permission to replace the board and get costs for a replacement board.

VOTE: 9 FOR : 2 AGAINST

307 TO DISCUSS THE PROJECT MANAGER FOR S106 PROJECTS (ARCHITECT)

The Clerk was asked to get three quotes for an architect to cost up the projects the Parish Council has. She explained that she had one but wasn't sure who else to contact and asked for help/advise.

This was discussed and Councillor Kieran Cooper suggested we contact and interview people and ask them what they can do to help us. This should be done via the Recreation Committee; the Clerk will email everyone to ask for suggestions of who to contact.

308 TO DISCUSS ECO GREEN FUNDING

This was discussed and it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard that we look into electric car charging points in the village.

VOTE: 10 FOR : 1 AGAINST

309 TO DISCUSS STREET LIGHT REQUEST FROM PAMPISFORD

Pampisford Parish Council has asked if Sawston Parish Council would pay for the street light energy for their 4 lights on our contract and they will pay us. The Clerk was hoping to have a cost for this meeting but didn't receive it in time.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee that we take on the energy costs for the 4 lights for and invoice Pampisford Parish Council.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

310 TO DISCUSS REQUEST FROM RESIDENT WHO HIRES THE PAVILION TO PAY INVOICE LATER IN THE YEAR

The Assistant Clerk explained that a user of one of our pavilions and grounds has been invoiced for the first quarter of their usage and has asked if they can delay making the payment due to the current situation with the Coronavirus Pandemic. This was discussed and agreed it should be a policy for all users of our pavilions and grounds and that we want to help as we want their businesses to continue after this.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley that we contact them and offer to negotiate payment terms.

VOTE: 10 FOR : 1 AGAINST

311 UPDATE ON SPEED CAMERA

Councillor Colin Groves was asked to provide the data/update via email and the Clerk will put it on the Parish Council website.

312 UPDATE FROM COUNTY COUNCIL

There was no update other than the regular updates that are emailed and on social media. Councillor Stephen Drew said that the regular updates on social media and the communication from the County Council has been impressive.

313 UPDATE FROM DISTRICT COUNCIL

Councillor Brian Milnes explained the District Council has been working hard to contact all those residents on the vulnerable list within the village over the last 3 weeks to give them

help and support. There is still some way to go but are working with other groups to reach these people.

314 CORRESPONDENCE

None

315 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kieran Cooper asked when we are having the next meeting.

Councillor Brian Milnes said we should have meetings every week under the current circumstances.

This was discussed and Councillor Stephen Drew suggested the most productive thing to do is to have a vote on whether people believe we should have a weekly meeting.

It was **proposed** by Councillor Stephen Drew and **seconded** by Councillor Brian Milnes to continue having weekly extra full parish meetings and incorporate the committee meetings

VOTE: 9 FOR : 1 AGAINST 1: ABS

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to have an extension of time for 30 minutes to be able to continue business.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

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

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 agreed to move the last two items around so that the Clerks could leave the meeting when the staff salaries were being discussed.

316 TO DISCUSS STAFF OVERTIME

The Parish Council discussed paying staff overtime during this pandemic.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to allow these staff to claim for the extra hours at an hourly rate and support this ongoing.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

Councillor Kevin Cuffley explained that NALC has sent though information regarding a non-taxable allowance for staff working at home.

Payments are made towards household bills for working at home, as utilities are being used.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to pay this extra allowance advised by NALC to those staff working from home.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

The Clerks left the meeting at 9.30pm

317 TO DISCUSS STAFF SALARIES

The staff salary increases were discussed at length which were originally discussed in February 2020.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Beck Laxton to agree the salary increases and a recorded vote was taken.

In favour were Councillors: David Bard, Kieran Cooper, Kevin Cuffley, Colin Groves, Beck Laxton, Tony Orgee, Rajni Padia, and Neil Reid.

Against were Councillors Jayne Merrick and Brian Milnes.

Councillor Stephen Drew abstained.

Meeting Closed 9.50pm

Sawston Timebank Update for the Parish Council - 14th April 2020

- Virtual Coffee Mornings – every Monday 10-12 instead on normal coffee morning
- The TBM wanted another virtual coffee morning - Arranged between themselves and have one every Thursday 11-12.
Each Monday a Timebank members (TBM) has been doing a 40 minute quiz.
So far had 6 in total and between 9-16 attendees.
TBM are sharing ideas of things to do such as: gardening, what could read or watch, games, puzzles, crafts such as making cards to send to people, syringe driver bags and Easter crafts etc. Sharing spares of things such as toilet roll, seeds, cuttings of plants, etc.
Two comments during the coffee morning were: 'Feeling isolated and stuck at home and nice to see people at chat' and 'really enjoying doing the quiz and nice to see friendly faces each week'.
- Monday morning email to registered TBM with picture quiz and reminder of and how to join the virtual coffee morning
- Weekly Timebank email to all TBM and those still joining with useful info and fun bits – to keep people entertained during this time.
- Regular calling and emailing TBMs – keeping in regular contact to support them at this difficult time.
- Regular updates and information shared via Timebank Facebook and website
- Signposting to other services/support and maintaining good links
Granta Medical Centre – Social navigators
4 x Churches
Shops delivering
Care Network
JHC
Parish Council Clerk – food parcels
Sawston Mutual Aid WhatsApp Group
Sawston Facebook Group
- Spreadsheet – TBM who offering help (20)/who needs or may need help
Timebank offering 5 things: shopping, prescriptions, bins out, dog walking, phone chats
Have put together some basic guidelines.

