



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 11 FEBRUARY 2020
At SPICERS PAVILION - Meeting commenced at 7.15 pm

PRESENT: Chairman Mr Kevin Cuffley

Clerk: Mrs J F Keeler

Councillors:

Kevin Cuffley
Colin Groves
Brian Milnes
Anand Pillai
Neil Reid

David Bard
Beck Laxton
Kieran Cooper
Stephen Drew
Jayne Merrick

220 APOLOGIES FOR ABSENCE

Apologies for absence were received from:
Councillor Tony Orgee
Councillor Rajni Padia
Councillor Michael Mallows
Councillor Raymond Matthews
Councillor Anand Pillai
SCDC Councillor Claire Delderfield

221 PUBLIC PARTICIPATION TIME (15 minutes)

A resident reported there is a tree down on the footpath between Sainfoin Close and The Green Road which has fallen from a resident's garden and blocked part of the footpath. Councillor Jayne Merrick has reported this already to the County Council who denied responsibility and Councillor Kevin Cuffley agreed to contact the County Council.

222 DECLARATION OF INTERESTS FOR THIS MEETING

None

223 MINUTES OF THE FULL PARISH MEETING HELD ON 14 JANUARY 2020

The minutes of the Full Parish Council Meeting held on 14 January 2020 were read, confirmed and signed.

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

VOTE: **10 FOR** **Unanimous**

109 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 21 JANUARY 2020

The minutes of the Recreation & Open Spaces Committee Meeting held on 21 January 2020 were read, confirmed and signed.

8 – To allow Sawston United Girls FC to play in Sawston starting season 2020/2021.

VOTE: 10 FOR UNANIMOUS

9 – To purchase a new mower at a cost of £49,897.00 using saved machinery money and reserves.

VOTE: 10 FOR UNANIMOUS

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

VOTE: 10 FOR UNANIMOUS

224 MATTERS ARISING – New information only
None

226 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/0158/20/FL	<p>Research and development accommodation falling within class B1(b) of 50,455 sqm gross external area (GEA), including ancillary accommodation to include (i) 9,503 sqm of office accommodation, (ii) 22,351 sqm water fabrication (FAB) cleanroom, (iii) 9,417 sqm Single level basement incorporating 284 no. car parking spaces, (iv) 8,694 sqm central utilities building, (v) 480 sqm External storage building, (vi) Cycle parking spaces (80 for staff and 60 for visitors, total 86), (vii) Surface, disabled and visitor car parking (16 spaces) adjacent to the office building entrance, (viii) Access and circulation roads, engineering works and footpaths/cycleways, (ix) Drainage and servicing infrastructure and (x) Hard and soft landscaping at Former Spicers Site, Sawston Bypass.</p> <p>Proposed by Councillor Kieran Cooper and Seconded by Councillor Jayne Merrick to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 9 For 1 No Vote</p> <p>PC Comment: The parish council ask for a cycle contribution to extend the cycleway along A1301, Dernford Fen is protected and there is as much access through the site as possible.</p>
S/0080/20/FL	<p>New detached dwelling and parking for 2 vehicles, new footpath crossover – resubmission of S/3832/19/FL at Land adjacent to 26, Granta Road.</p> <p>Proposed by Councillor Kieran Cooper and Seconded by Councillor Neil Reid to object this application.</p>	<p>Do Not Support/Objection</p> <p>Vote: 8 For 1 Abs 1 No Vote</p> <p>PC Comment: Overdevelopment and overlooking number 26 and we support residents objections from the last planning application in November 2019.</p>

S/0012/20/FL	Erection of two bedroom house with side and rear extensions at 24, Springfield Road. Proposed by Councillor Jayne Merrick and Seconded by Councillor Stephen Drew to support this application.	Support/No Objection Vote: 3 For 4 Against 1 Abs 1 No Vote Do Not Support
S/0224/20/FL	Single storey rear extension, side extension, garage conversion and front dormer extension at 14, Ashley Way. Proposed by Councillor Jayne Merrick and Seconded by Councillor Kieran Cooper to support this application.	Support/ No Objection Vote: 8 For 1 Abs 1 No Vote
S/0239/20/VC	Variation of condition 2 (Approved plans) pursuant to planning permission S/3897/18/FL at 7, Stanley Webb Close. Proposed by Councillor Kieran Cooper and Seconded by Councillor Beck Laxton to support this application.	Support/ No Objection Vote: 9 For 1 No Vote

Noted

Information Only

[S/4552/19/DC](#) Discharge of condition 20 (Noise insulation scheme) pursuant to planning permission S/2284/17/OL at Sawston Trade Park, London Road, Pampisford

227 ACCOUNTS FOR THE MONTH OF JANUARY 2020

The accounts for January 2020 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to **accept** the accounts for January 2020.

VOTE: 10 FOR UNANIMOUS

228 TO DISCUSS THE LAND ON THE SOUTH SIDE OF CHURCH LANE

The Parish Council has been asked by the owner of the piece of land down Church Lane to consider taking it out of the green belt so they can build on it. This was discussed and it was felt that this area should not really be in the green belt because of its position and buildings around it.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to request to SCDC that this is removed from the green belt.

VOTE: 10 FOR UNANIMOUS

229 TO DISCUSS THE RELOCATION OF THE SAWSTON SIGN ON CAMBRIDGE ROAD/HUCKERIDGE HILL

Back in June 2019 the Parish Council was asked for permission from the County Council about moving the Sawston sign on Cambridge Road/Huckeridge Hill towards the hedge to improve the visibility of traffic coming out of the farm. The Parish Council agreed to this and the County Council moved the sign. The visibility improvements that this brought however were minimal as it could only be moved over by 1 meter due to the proximity of buried services. The County Council are now asking for permission to relocate the sign further up Cambridge Road to avoid buried services. This was discussed and the Parish Council also asked if they could move the 30mph sign too. The Clerk will contact the County Council.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper to agree they can move the Sawston sign but also to ask them to move the 30mph sign too.

VOTE: 9 FOR 1: ABS

230 TO DISCUSS STREET NAMING FOR THE DEVELOPMENT OFF BABRAHAM ROAD

The Parish Council has been asked for suggestions for a name for the new road on this development. This was discussed and a few names were suggested and the Clerk had also received a suggestion from a couple of residents. Councillor Kieran Cooper offered to send out a ballot via email to all the Councillors and go with the majority.

231 TO AGREE TO OPEN NEW BANK ACCOUNTS

Councillor Jayne Merrick explained that she has been looking into new bank accounts so we can transfer reserve money so we have no more than £85k in each account.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Jayne Merrick that we open three new accounts to transfer money.

VOTE: 10 FOR UNANIMOUS

The Clerk thanked Councillor Jayne Merrick for all her help with this.

232 TO AGREE QUOTE FOR HANGING BASKETS IN THE HIGH STREET ON A THREE YEAR CONTRACT

The Assistant Clerk contacted three companies for quotes for the hanging baskets in the High Street. There are 34 half baskets which will cover 17 lamp posts.

She obtained 2 quotes:

- £630.36 + vat
- £1,680.00 + vat
- No third quote

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor David Bard to accept the quote for £630.36 + vat per year for three years.

VOTE: 10 FOR UNANIMOUS

233 TO AGREE QUOTE FOR BOILER SERVICING AT ALL 4 SITES AND COOKER AT SPICERS PAVILION ON A THREE YEAR CONTRACT

The Assistant Clerk contacted three companies to get quotes for the servicing.

- £310.00 + vat
- £430.00 + vat
- No third quote

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to accept the quote for £310.00 + vat per year for three years.

VOTE: 10 FOR UNANIMOUS

234 TO AGREE THE QUOTE FOR PRINTING AND DELIVERY OF THE CHAIRMAN'S REPORT 2019/2020

The Assistant Clerk obtained quotes for the above.

Printing:

- £183.00 + vat

- £234.00 + vat
- No third quote received

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Beck Laxton to accept the quote for £183.00 + vat.

VOTE: 10 FOR UNANIMOUS

Delivery:

- £130.00 + vat
- £189.00 + vat
- £285.00 + vat

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to accept the quote for £130.00 + vat.

VOTE: 10 FOR UNANIMOUS

235 TO DISCUSS THE QUOTES FOR SERVICING OPTIONS IF THE NEW MACHINERY IS PURCHASED (FROM RECREATIONS MINUTES)

The Clerk explained she had managed to obtain two quotes for serving the new machine which all the Councillors had received in advance of the meeting and discussed. It was agreed to take the quotes back to the next Recreation & Open Spaces meeting so that the Head Groundsman can explain the quotes and what is required.

236 TO DISCUSS THE OPTIONS FOR SPENDING THE S106 CONTRIBUTION MONEY FOR H1:C SITE AT BABRAHAM ROAD.

Councillor Kevin Cuffley explained that the working group has discussed the options for spending the S106 money from this development and has come up with a 'wish list' for SCDC to put into the agreement.

- Cost towards building a sports pavilion at gifted land at Cambridge City £350,00.00
- MUGA (Multi Use Games Area) at Mill Lane recreation ground £51,000.00
- Extension at Spicers Sports Ground for storage £32,500.00
- Lynton Way refurbishment/rebuild £350,00.00
- Project Manager for all pavilion builds (including arranging possible funding)
- Possible Village Hall £1.5 – £1.7m

Councillor Brian Milnes questioned the costs towards a new pavilion at Cambridge City and asked if it would need to be fenced at an additional cost and questioned how the ground would be managed. He would like to see this as an open recreational ground.

The Clerk explained we should arrange another meeting with Mr Satchell to get an update and discuss the piece of land being gifted to the Parish Council.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to put forward to SCDC the above wish list.

VOTE: 10 FOR UNANIMOUS

237 TO DISCUSS STREET LIGHT ENERGY COSTS

SCDC has a business plan to upgrade the footway lights by March 2021 to LED lights. With this in mind the Clerk explained we should look at an energy contract for 1 year and review this once the lights have been changed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to accept the year contract for the street light energy of £4,831.00 + vat and review after.

VOTE: 10 FOR UNANIMOUS

238 TO DISCUSS THE REQUEST FROM CHRIST CHURCH TO HAVE AN EASTER EGG HUNT AT ORCHARD PARK

Christ Church Sawston has asked if they can hold their yearly Children's Easter Egg Hunt at Tannery Road park on 11th April 2-4.30pm.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kevin Cuffley to allow them to hold this event at Tannery Road park.

VOTE: 10 FOR UNANIMOUS

239 UPDATE BY COUNTY COUNCILLORS

Attached to these minutes and on Parish Council website

240 UPDATE BY DISTRICT COUNCILLORS

Attached to these minutes and on Parish Council website

Councillor Brian Milnes is disappointed the Parish Council did not take up the Low Carbon grant offer from SCDC. The Clerk will make this an agenda item for a future meeting so the Parish Council can discuss what we would like for the next round of funding. The Clerk to invite members of Greener Sawston to the meeting to get them involved.

241 CORRESPONDENCE

None

242 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

The Clerk explained that the recent high winds have damaged the brick wall at Hall Crescent and one whole side of the wall fell to the ground damaging the fences of 4 resident's properties. The Councillors discussed this and agreed to cover the cost of replacing the resident's fences through our insurance. The Council also discussed replacing the brick wall and decided that the wall would not be replaced either with a fence or a brick wall.

The Clerk will contact the insurance company to discuss the repairs.

The Clerk explained that the fallen wall has totally blocked the public footpath and they need to be removed. This was discussed and agreed that the Clerk should contact Solapark first to see if they can remove the bricks.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes that the Clerk arranges for the bricks to be removed and pay up to £600 which is what has been quoted if needed to get the work done urgently.

VOTE: 10 FOR UNANIMOUS

Councillor Kevin Cuffley explained that the motor/clutch has gone on the Groundsman's chainsaw. It will cost about £200 + vat to get the chainsaw repaired. The Groundsman was asked to get quotes for a new chainsaw to compare to the cost of repairing the current one.

- £470.00 + vat

- £481.00 + vat
- £499.17 + vat
- £500.00 + vat

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to purchase a new chainsaw at a cost of £470.00 + vat.

VOTE: 10 FOR UNANIMOUS

Councillor Stephen Drew explained the Parish Council should have a development plan for the future which would also include staff. This will be made an agenda item to discuss.

There is a Sawston Timebank Celebration event at Spicers Pavilion on Monday 2nd March between 10am-2pm. It would be great to see Councillors go along to support it.

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 Brian Milnes and **seconded** by Councillor Kieran Cooper to go into camera.

VOTE: 10 FOR : UNANIMOUS

Councillor Kevin Cuffley thanked the members of public for attending and they left the meeting – 9.00pm

243 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 30 JANUARY 2020

The minutes of the Staff Management Committee Meeting held on 30 January 2020 were read, confirmed and signed.

4 – To agree revised Staff Contract

VOTE: 10 FOR UNANIMOUS

5 – To agree revised Staff handbook

VOTE: 9 FOR 1: ABS

7 – Staff Salaries – It was explained that the Staff Management committee wanted to review the staff salaries after the recent annual appraisals. The Council looked at the figures and asked for a breakdown percentage which the Clerk agreed to do and send out before the next full parish so it can be discussed again and backdated to February if agreed.

244 TO DISCUSS THE ADVERTISEMENT FOR ASSISTANT GROUNDSMAN POSITION

The Staff Management committee has produced with the help of our HR company and Head Groundsman a revised job description for this role. It was agreed to rename the position of Assistant Groundskeeper and the pay scale 9 was agreed. It will be the same hours per week.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Stephen Drew to advertise the position in the Cambridge Evening News at a cost of

£400 which will also cover local papers. It will also be advertised on the Parish Council website, noticeboards and the Sawston Facebook site.

VOTE: 10 FOR Unanimous

The Head Groundsman's title was then discussed and questioned whether that should be change to Head Grounds Keeper.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor David Bard to discuss the change of name with the Head Groundsman to Head Grounds Keeper.

VOTE: 10 FOR Unanimous

Councillor Kevin Cuffley thanked everyone for coming and closed the meeting.

Meeting closed 9.20pm