



# SAWSTON PARISH COUNCIL

MINUTES of the EXTRA FULL COUNCIL MEETING HELD ON 28 April 2020  
VIRTUAL - Meeting commenced at 7.15 pm

**PRESENT:**

**Parish Clerk** Jo Keeler

**Councillors**

Kevin Cuffley  
Brian Milnes  
Beck Laxton  
Stephen Drew (7.28pm)  
Colin Groves  
Neil Reid  
Tony Fell  
+ 1 member of the public

David Bard  
Kieran Cooper  
Tony Orgee  
Jayne Merrick  
Rajni Padia  
Anand Pillai

**325 APOLOGIES FOR ABSENCE**

Mike Mallows (Personal)  
Raymond Matthews (Personal)

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

None

**327 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Kieran Cooper – JHC member of trust and on admin group for SMA (Sawston Mutual Aid)  
Councillor Jayne Merrick – Funding agenda items as she is involved with groups that may receive funding and also is a member of SMA.

**328 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 14 APRIL 2020**

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

It was **PROPOSED** by Councillor Neil Reid and **SECONDED** by Councillor David Bard to **ACCEPT** these minutes.

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

**329 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 21 APRIL 2020**

The minutes of the Extra Full Parish Council Meeting held on 21 April 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Neil Reid and **SECONDED** by Councillor Colin Groves to **ACCEPT** these minutes.

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

**330 MATTERS ARISING**  
None

**331 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">S/4023/19/DC</a>	Discharge of conditions 12 (widening of footpath) and 16 (relocation of bus stop) 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 Sawston Cambridge	<b>This was discussed and the Council agreed to make no comment.</b>  <b>Vote: 13 For Unanimous</b>
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**Information Only**

[TTPO road closure - New Road](#) - Noted

**332 HOW SHOULD THE PARISH COUNCIL RESPOND TO THE EMERGING CORONAVIRUS OUTBREAK?**

Councillor Kevin Cuffley thanked everyone who was involved with producing and distributing the recent Covid-19 leaflet. They have now been delivered to the whole village.

Councillor Brian Milnes explained that SCDC still have a list of vulnerable/at risk residents that they have not been in contact with as they don't have any contact details apart from an address. He suggested that we should discuss how we can contact these residents to check on their welfare and ensure they are receiving food and medication etc.

This was discussed at length and discussed if Councillors would volunteer to knock on these doors.

The following people volunteered.

Clerk – Mrs Jo Keeler  
Councillor Kevin Cuffley  
Councillor Jayne Merrick  
Councillor Brian Milnes  
Councillor Kieran Cooper  
Councillor Rajni Padia  
Councillor Anand Pillai  
Councillor Stephen Drew

The issue of ID was discussed and Councillor Rajni Padia suggested we send a letter first to all these residents explaining which Councillor will be visiting and Councillor Brian Milnes offered to produce this with a photo of the Councillor so they can see who will be visiting.

Councillor Kevin Cuffley asked Councillor Brian Milnes if he would kindly collate this information so it can be circulated between those volunteers so visits can be made in the next 7-10 days which he agreed to.

**333 TO DISCUSS GRANTS AVAILABLE TO THE PARISH COUNCIL DURING COVID-19 CRISIS**

The Clerk had looked at some funding available but explained that to complete the forms we need to have a list of what we intend to spend the funds on and an amount.

It was agreed to defer this to the next meeting and all the Councillors were asked to think about what the possible funding could be used for.

- 334 TO DISCUSS POSSIBLE FUNDING FOR THE VILLAGE FROM THE PARISH COUNCIL**  
This will be deferred to the next meeting and discussed with the above.

**335 TO AGREE KERB SPARYING QUOTES FOR THE VILLAGE FOR THE NEXT THREE YEARS**

The Clerk explained she only received one quote for the kerb spraying. The County Council come out twice a year but in the past the Parish Council has paid for extra kerb spraying to keep the village tidy. This was discussed and Councillor Kevin Cuffley agreed to check the schedule with County first so we do not duplicate the work.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Anand Pillai to agree the quote of £630.00 + vat per occasion for a maximum of 2 times a year only if needed.

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

**336 TO DISCUSS PREVIOUS GRASS CUTTING CONTRACT COSTS**

The Clerk explained she had not received the information about this so asked for it to be deferred to the next meeting.

**337 TO DISCUSS THE VILLAGE HANGING BASKETS**

The Clerk explained we have ordered and paid for the hanging baskets and are awaiting delivery. She wanted to check the Council are happy to still install the hanging baskets in the High Street during this pandemic. She explained the Grounds Keeper waters them at 7am in the morning and will carry out social distancing whilst doing this. It was agreed they are a great colourful asset to the village.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to put up the hanging baskets.

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

**338 TO DISCUSS THE BOILER AT LYNTON WAY PAVILION**

The Clerk explained that when the boiler was recently serviced it was reported that it was leaking and old and needed replacing.

The Assistant Clerk contacted 3 plumbers to get quotes. We only received 1 quote at £2875.00 + vat to replace this boiler.

This was discussed and the Clerk was asked to try and get some more quotes and defer to the next meeting.

**339 TO AGREE THE CHAIRMAN'S REPORT 2019/2020**

The Council discussed the recent Chairman's report. There were some spelling errors which were not spotted before being printed and the Council felt this should not be sent out with the current information. It was agreed that the Chairman's report must always be seen and agreed by the full Council which the Clerk agreed and would do in future. It was also agreed to add this to our Standing Orders.

The Clerk asked if the Council wanted to amend and re print the report now or wait until later in the year for when we have the Annual Parish meeting (public). We could then update the information with what we have done recently.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Rajni Padia to produce a new Chairman's report to be agreed at Full Parish in July ready to send out in time for the public meeting due on 22nd September (depending on the Covid-19 crisis)

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

The cost for printing this Chairman's report was £130.00 + VAT

**340 CORRESPONDANCE**

None

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

Councillor Jayne Merrick explained she is the District Commissioner for Girl Guides and asked if it would be possible for them to ask for some funding from the Parish Council to help keep the groups going, which they are currently doing online.

Councillor Kieran Copper suggested they complete a S137 application and we will make it an agenda item to discuss.

Councillor Stephen Drew asked if we could create a fund raising page so residents can donate money for Sawston Groups etc, this can be discussed under the funding at the next meeting.

Councillor Brian Milnes explained that the local government have given £3.2 billion to local authorities and South Cambs District Council has been awarded £1.5 million.

Councillor Brian Milnes is contacting all the Sawston sports clubs to let them know about the Sport England Funding that is available. He asked the Clerk to send him the contact details.

Councillor Kevin Cuffley has contacted out local MP who has confirmed he will be writing a generic report to all councils which the Clerk will forward on when she receives 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**

Councillor Kevin Cuffley thanked the member of public for attending and he left the meeting – 8.29pm

It was **proposed** by Councillor David Bard and **seconded** by Councillor Tony Orgee to go into camera.

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

**342 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 23 APRIL 2020**

4 – Cleaning Contract – to continue with contract and additional work.

**VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)**

**Meeting closed 8.31pm**