



# SAWSTON PARISH COUNCIL

MINUTES of the ANNUAL COUNCIL MEETING HELD ON 12 MAY 2020  
HELD VIRTUALLY - Meeting commenced at 7.15 pm

## PRESENT:

**Parish Clerk** Jo Keeler  
**Councillors**

**Assistant Clerk** Clare  
Speed

Kevin Cuffley (Chairman)  
Jayne Merrick  
Anand Pillai  
Colin Groves  
Rajni Padia  
Stephen Drew  
Brian Milnes

David Bard  
Tony Orgee  
Kieran Cooper  
Neil Reid  
Tony Fell  
Beck Laxton

**Members of the Public**  
+ 2 members of public  
+ Mrs Emma Fordham – Timebank

### 1 TO ELECT A CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to **nominate** Councillor Kevin Cuffley as Chairman of the Parish Council for the ensuing year.

**VOTE: 12 FOR : NO VOTE: 1**

Councillor Kevin Cuffley is now Chairman for the Parish Council for the ensuing year and took the Chair.

### 2 TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Anand Pillai to **nominate** Councillor Jayne Merrick as Vice-Chairman of the Parish Council for the ensuing year.

**VOTE: 12 FOR : NO VOTE: 1**

Councillor Jayne Merrick is now Vice-Chairman for the Parish Council for the ensuing year and took the Vice-Chair.

The Clerk congratulated the both and confirmed that they will both be sent the declaration of acceptance forms to be signed and returned on 13<sup>th</sup> May. She had checked with CAPALC and this was acceptable.

Councillor Kevin Cuffley thanked Councillor Beck Laxton for her time and hard work as Vice Chair of the Parish Council.

### 3 APOLOGIES FOR ABSENCE

Ray Matthews (Personal)  
Michael Mallows (Personal)  
Clare Delderfield (Work commitments)

## None

## None

## 6.1 CEMETERY

## 6.2 FINANCE & GENERAL PURPOSES

## 6.3 PLANNING & ENVIRONMENT

## 6.4 RECREATION & OPEN SPACES

The Councillors all gave their preference for each committee. Once the Chair and Vice Chair have been agreed the details will be published on our website.

Emma Fordham gave an update, attached to these minutes and on Parish Council website.

Councillor Kevin Cuffley thanked her for the update and she left the meeting.

## 8 PLANNING APPLICATIONS & ASSOCIATED MATTERS

<p><a href="#"><u>20/01721/HFUL</u></a></p>	<p>Single storey rear extension with rooflights. New door and rooflight to porch. New window to side elevation. New doors to rear elevation. New vehicular access to the front [onto Babraham Road]. Remove conifer hedge on Lynton Road elevation. New 1.8m high fence and gates on Lynton Road elevation at 84 Babraham Road.</p> <p><b><i>Proposed</i></b> by Councillor David Bard and <b><i>Seconded</i></b> by Councillor Jayne Merrick to <b><i>support</i></b> this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 13 For    Unanimous</b></p>
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## Information Only

**TTRO Rail Inspection at Access Road to Spicers A1301**

[20/1290/TTCA](#) 5 Day Notice to remove a dead tree a replacement Silver Birch specimen 6 -8 ft will be planted at 153 High Street Sawston.

**9 ACCOUNTS FOR THE MONTH OF APRIL 2020**

The accounts for the month of April 2020 were presented.

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

**VOTE: 13 FOR : UNANIMOUS**

10 TO DISCUSS THE REQUSET FOR DONATION FROM RELATE

The Parish Council has been asked to give donation to Relate Cambridge of £1,500.00. They require the money to enable them to continue the counselling sessions that many people can't afford on a weekly basis and Relate subsidise this. They seek the funding to

help them meet the costs and continue to offer counselling services to all Sawston residents that need it and support local delivery. In the last year alone, they saw 88 clients who lived or worked in Sawston.

This was discussed and agreed that the report they give to the Parish Council is very informative and that they are doing a great job. The Clerk also confirmed that we do budget £1,500.00 for this particular charity each year.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Beck Laxton that we go ahead and give the funding of £1,500.00.

**VOTE: 13 FOR : UNANIMOUS**

**11 TO DISCUSS THE PRICE PER GAME FOR THE NEW FOOTBALL TEAM, SAWSTON PHOENIX**

The Assistant Clerk explained that the end of last year we agreed that this new football team could join Sawston and play at our grounds. When it was discussed we said that they would be charged £55 per game. This is incorrect. The actual cost per game for a Sawston team is £38.50.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to **accept** the cost of £38.50 as they are a Sawston team.

**VOTE: 13 FOR : UNANIMOUS**

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

Councillor Kevin Cuffley asked how the new government guidelines may affect us.

The issue with play areas/public spaces was discussed and Councillor Beck Laxton recommended we take no action as the information is ambiguous and we should wait until we get clearer instructions.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Anand Pillai to open the MUGA at Lynton Way but keep all the benches and play equipment taped up for now.

**VOTE: 13 FOR : UNANIMOUS**

Councillor Kevin Cuffley then explained that Councillor Stephen Drew has produced another postcard/leaflet which the Council all had a draft copy of.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to go ahead with the new postcard/leaflet.

**VOTE: 12 FOR : 1: ABS**

Councillor Brian Milnes explained that the Cambridgeshire Hub will be doing similar work to get hold of people in Sawston on the vulnerable lists that have not yet been contacted.

**13 UPDATE FROM COUNTY COUNCILLORS**

No update

**14 UPDATE FROM DISTRICT COUNCILLORS**

Councillor Brian Milnes explained that SCDC are continuing business and holding all their meetings virtually to return to some normality. They will be holding weekly planning meetings.

**15 CORRESPONDENCE**

None

**16 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING**

Councillor Kieran Cooper explained that last week we spoke about JHC applying for a grant to CCF (Cambridgeshire Community Foundation). He confirmed that JHC had already applied for the funding and received some money.

Councillor Kevin Cuffley thanked the public for attending and asked them to leave the meeting. 8.15pm

**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**

**17 TO DISCUSS INTERVIEWS FOR THE ASSISTANT GROUNDS KEEPER JOB**

The Clerk explained that we had three applicants apply for this role and asked if we are going ahead with the interviews virtually. This was discussed and agreed that because of the lockdown we should leave it for now and the Head Grounds Keeper is managing at the moment on his own.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Beck Laxton to write to the three applicants to explain that primarily because of the Covid-19 Pandemic we are going to suspend employing someone now and will be re considering the position in the near future. We would ask them to re-apply for the position when we re advertise.

**VOTE: 13 FOR : UNANIMOUS**

**18 TO DISCUSS THE SIX MONTH RULE OF COUNCILLORS ATTENDING MEETINGS**

The Clerk explained that a Councillor is coming up to missing 6 months of Parish Council meetings and would normally be disqualified. She explained they have been quite poorly for some time and therefore has not been able to attend. She asked if the council wanted to extend this period to allow them to stay, this was discussed at length.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kieran Cooper that we leave the rules as they are and make no exceptions, if they are not here because of ill health then they can always be Co-Opted back on once they are better.

**VOTE: 7 FOR : AGAINST: 5**

Councillor Tony Orgee asked the Clerk to ask then first if they wish to resign and thank him for all his hard work and commitment over the years.

**Meeting Closed at 8.42pm**

## **Sawston Timebank Update - 12<sup>th</sup> May 2020**

- Virtual Coffee Mornings – every Monday 10-12
- TBMs wanted another virtual coffee morning - arranged themselves, every Thursday 11-12. Each Monday Timebank members (TBMs) chat and share information and ideas around craft, baking and gardening, etc. We also have a quiz each week. So far had 15 in total and between 8-16 attendees.  
Quotes from TBM:
  - *'The virtual coffee mornings are giving my week some structure. I really look forward to the get together on a Monday to start off my week.'*
  - *'I find the quiz really interesting as we are quite a diverse group of people with different knowledge and interests, so it makes for a challenging and entertaining time. Great fun!'*
- Monday morning email to registered TBM with picture quiz and reminder of and how to join CM.
- Instead of a Weekly Timebank Email- I have now created a more professional newsletter. Emailed to all TBM and those still joining with useful info and fun bits – to keep people informed and entertained during this time. If anyone would also like to receive this, then please let me know. [timebank@sawston.org.uk](mailto:timebank@sawston.org.uk)
- Helping support scrub, scrub bags, hats and mask making – sharing info for TBMs.
- Regular calling and emailing TBMs – keeping in regular contact to support them all but especially those self-isolating because of age or medical conditions.
- Regular updates and information shared via Timebank Facebook and website.
- Signposting to other services/support and maintaining good links.
- Spreadsheet – TBM who offering help (20)/who needs or may need help.  
Timebank offering: shopping, prescriptions, dog walking, phone chats.  
A lot of TBMs are contacting other TBMs they have made friendships with through TB for support.  
I have received some requests of help and then have contacted TBMs from the spreadsheet to see who is available and can help.
- So far taken on 6 new TBM during lockdown. All have joined because of wanting to help others or needing help themselves.
- Now have 68 Individual TBMs and 12 Organisation TBMs so a total of 80 TBMs.
- Currently have 14 in the process of joining and 19 in the pipeline (expressed an interest or completed one part of the process).
- Continuing with all the normal admin and behind the scenes paperwork etc.

<b>Sawston Parish Council</b>		
<b>Accounts April 2020</b>		
<b>Supplier Name</b>	<b>Description</b>	<b>Gross</b>
BT	F&G - Office Phones/internet line	£109.92
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£114.00
SSE	Rec - Mill Lane Electric	£132.38
SCDC	Cemetery - Rates for Cemetery	£134.35
Huntingdons Charity	Rec - Rent due for Orchard Park/Lease	£150.00
ADT	Rec - Groundstore alarm	£225.17
Amazon	F & GP - Printer for Assistant Clerk to be able to work from home	£248.00
SSE	Rec - Spicers Gas	£250.27
Came & Co	F & GP - Cyber package renewal	£319.20
Amazon	F & GP - Desk/Chair & Printer for Clerk to be able to work from home	£366.98
SCDC	Rec - Rates for Pavillion	£401.00
SCDC	Rec - Rates for Mill Lane	£425.50
Lanham & Co	F & GP - Accounts and Payroll for month	£682.80
S & P Services	F&GP - Cleaning contract for month	£700.00
Sheriff Amenity	Rec - Fertiliser, weed killer agreed at FP (2020/21 budget)	£706.03
SCDC	F&G - Rates for Office	£736.25
Agrovista UK Ltd	Rec - Seed/fert	£746.20
Came & Co	F & GP - Motor/vehicle renewal (1/06/2020-31/05/2020)	£1,004.12
Lilley of Sawston	Rec - To remove and replace damaged wooden fence at groundstore (emergency)	£1,773.60
Lilley of Sawston	Reserve - Removal of unsafe damaged wall and replace with fence at Hall crescent (Agreed FP Feb 2020)	£4,116.00
Came & Co	F & GP - Insurance policy for the year (2nd of 3 year contract)	£8,912.36