



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 9 JUNE 2020
VIRTUAL - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler
Assistant Parish Clerk Clare Speed

Councillors

Kevin Cuffley
Raymond Matthews
Tony Fell
Stephen Drew
Colin Groves
Neil Reid
Michael Mallows

David Bard
Kieran Cooper
Tony Orgee (7.41pm)
Jayne Merrick
Rajni Padia
Anand Pillai

33 APOLOGIES FOR ABSENCE

Beck Laxton (Personal)
Clare Delderfield – District Councillor (Work Commitments)
Brian Milnes (Work Commitments)

34 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

None

35 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kieran Cooper – item 48 as he is a member of this group

36 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 19 MAY 2020

The minutes of the Extra Full Parish Council Meeting held on 19 May 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Rajni Padia and **SECONDED** by Councillor David Bard to **ACCEPT** these minutes.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

37 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 26 MAY 2020

Item 8 – To allow use of the grounds for sports clubs/groups after 15th June 2020.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 10 – To allow Sawston & Babraham Cricket Club to use Spicers Sports ground at their own risk following the rules laid out by the ECB.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 11 – To allow Sawston Bowls Club to park on Spicers Sports ground after 15th June 2020, in the designated area marked out by the Head Grounds Keeper.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 13 – To allow local gym to use Mill Lane recreation ground after 15th June 2020 following Government guidelines.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 14 – to purchase a bench for Lynton Way and invoice resident. Also, to allow them to put a memorial plaque on it.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 15 – to purchase a bench for Deal Grove and invoice the resident. Also, to allow them to put a memorial plaque on it.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 16 – To allow a wooden bench at Spicers in the memory of the late Michael Roughead. The Parish Council agreed to pay and install the bench under Chairman's actions.

The minutes of the Recreation & Open Spaces Committee Meeting held on 26 May 2020 were read, confirmed and signed.

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

38 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 02 JUNE 2020

Item 8 – to keep the constitution of the Staff Management Terms of Reference as it is.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 9 – To open new bank accounts
Councillor Jayne Merrick explained some of the rates have changed since we last discussed and is proposing to open accounts with:

Charity Bank - £85,000.00 .75% drops to .60%
Teachers Building Society - £85,000.00 .35%
Beverley Building Society - £15,416.84 .25%

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

The minutes of the Finance & General Purposes Committee Meeting held on 02 June 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Neil Reid to **ACCEPT** these minutes.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

39 MATTERS ARISING
None

40 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

S/3313/18/NMA1	Non-material amendment on application S/3313/18/VC for the repositioning of approved siting for electricity substation at Formerly Marley Building Materials Ltd Dales Manor Babraham Road Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to support this application.	Support/No Objection Vote: 11 For 1 Abs
20/02004/HFUL	Single storey side extension at 17 The Limes Proposed by Councillor David Bard and Seconded by Councillor Tony Fell to support this application.	Support/ No Objection Vote: 11 For 1 Abs
20/02080/HFUL	Single storey front extension following demolition of existing porch at 87 Old Forge Way Proposed by Councillor David Bard and Seconded by Councillor Tony Fell to support this application.	Support/No Objection Vote: 11 For 1 Abs
20/02100/HFUL	Single storey rear extension at 60 New Road Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support this application.	Support/No Objection Vote: 11 For 1 Abs

41 ACCOUNTS FOR MAY 2020

The accounts for the month of May 2020 were presented.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Jayne Merrick to **accept** the accounts for May 2020.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Councillor Tony Orgee arrived 7.41pm

42 TO DISCUSS TRAINING FOR COUNCILLORS

The Clerk obtained costs for Councillor training and Chairmanship training. Both training sessions are held by CAPALC (Cambridgeshire & Peterborough Association of Local Councils) via zoom.

Councillor training – This training covers roles & responsibilities, powers, duties & the precept, 'getting underway' (which is all about meetings and the agenda) and the council and the community. Approx 5 hours plus breaks.

Cost £75 per delegate (3 free places) Total £900 for our 15 current Councillors

Chairmanship training – This training focuses on the role of the Chair, working with the clerk, preparing for meetings, professional conduct and managing the people in the meeting as well as the meeting itself.

Cost £50 per delegate – next training session is in September.

This was discussed and all the Councillors present agreed to attend the Councillor training. The Clerk will contact the Councillors who are not present to discuss.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Anand Pillai to go ahead with the training for the Councillors.

VOTE: 13 FOR : 0 AGAINST UNANIMOUS

The Chairmanship training in September could not be agreed yet as we have not nominated the Chairs all the committees yet.

43 TO DISCUSS THE BAR LICENCE AT SPICERS PAVILION

It was agreed to defer this item to July's full parish meeting as we are still waiting for some information.

44 TO DISCUSS HEAD GROUNDS KEEPER MARKING OUT PRACTICE WICKET FOR CRICKET

Sawston & Babraham Cricket Club have asked if the Head Grounds Keeper will mark out a practice wicket for them. This work will take him around 10 hours over 2 weeks to prepare which he currently does not have the extra time, to do due to work load and lack of staff. Babraham do already have a practice wicket for them to use.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick that during the current situation we do not mark out a practice wicket.

VOTE: 12 FOR : 1 AGAINST

45 TO DISCUSS RESIDENTS COMPLAINT ABOUT TREES IN ORCHARD PARK

A resident has written to the Parish Council to ask if we will cut back some branches on a tree on Orchard Park which is overhanging their property. Some branches are overhanging by 3 meters.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick for the Clerk to get three quotes to have the tree reduced and take the quotes to the next appropriate meeting.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

46 TO DISCUSS FEES FOR HIRING RECREATION GROUNDS FOR SPORTS CLUBS

The Committee had a list of hire fees from other Parish Councils and Cambridge City which were discussed. Councillor Kevin Cuffley felt our prices were competitive.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Rajni Padia that we keep our hire charges as they are.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

47 TO DISCUSS INTERNET FOR SPICERS PAVILION

It was agreed to defer this item to July's full parish meeting as we are still waiting for some information.

48 TO DISCUSS NEW OUTDOOR EXERCISE CLASS

At the last Recreation meeting a fitness company requested to use a recreation ground in Sawston to carry out his personal training sessions. The Parish Council asked what days and times he would be considering.

He is looking at early morning sessions, ideally between 6.30-7.30am. The sessions would last around 45 minutes and would be 2 weekday mornings and a Saturday morning. He would follow the Government guidelines regarding Covid-19 and has sent the Clerk his risk assessment and insurance certificate.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Kevin Cuffley to allow this at a cost of £20 per hour.

VOTE: 12 FOR : 1 ABS

49 TO AGREE THE CCC CONTRIBUTION TOWARDS VILLAGE GRASS CUTTING FOR 2020/2021 SEASON

The Cambridge County Council grass cutting contribution for 2020/2021 is £1,892.37 which remains unchanged from the previous year. The Parish Council needs to accept the offer before it is paid.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Jayne Merrick to **accept** this figure.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

50 TO DISCUSS S137 DONATION REQUEST FROM MAGPAS AIR AMBULANCE

The Parish Council has received a request for £356.40 which would pay for 60 PPE coverall suits which is essential to ensure the safety of the medics. (Full application is on the website).

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Tony Orgee to **donate** £356.40.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

51 TO DISCUSS S137 DONATION REQUEST FROM JIGSAW PRESCHOOL

The Parish Council has received a request for £630.00 for the preschool to be able to provide a wooden walk up changing unit for the children to use. They need to be able to provide safe and appropriate toileting and changing facilities for two rooms of children, they cannot share facilities because of social distancing. (Full application is on the website).

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor David Bard to **Donate** £630.00.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

52 TO DISCUSS THE THREE QUOTES FOR THE PROJECT MANAGER FOR THE S106 PROJECT

Councillor Kieran Cooper put together a brief of renovations (or rebuild) requests as discussed at the last Recreation meeting for the Clerk to get quotes. The Council all had a copy of the brief to discuss before getting quotes. (Full brief on website).

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to send out the brief to obtain quotes for the July full parish meeting.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

This project needs a Task & Finish group to move it forward. The Councillors wishing to be in this group are:

Councillor Kevin Cuffley

Councillor Brian Milnes (He had requested to be on this group before the meeting)

Councillor David Bard

Councillor Kieran Cooper

Councillor Neil Reid

Councillor Colin Groves

Councillor Rajni Padia

Councillor Anand Pillai

Mrs Jo Keeler – Parish Clerk

Mr Alan Poole – Head Grounds Keeper

It was agreed the first meeting of this group will be on Thursday 2nd July 10am via zoom.

53 TO DISCUSS THREE QUOTES FOR THE AIR CONDITIONING SERVICE AT OFFICE ON A THREE YEAR CONTRACT

The Assistant Clerk contacted three companies to get quotes to service the air conditioning units at the office. Two replied.

- £195.00 + vat per year/3 year contract
- £149.00 + vat per year/3 year contract
- No third quote

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Jayne Merrick to **accept** the quote of £149.00 + vat per year for the next three years.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

54 UPDATE FROM COUNTY COUNCILLORS

No current update

55 UPDATE FROM DISTRICT COUNCILLORS

The report is on the website.

56 CORRESPONDANCE

None

57 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Tony Fell thanked the Head Grounds Keeper for replacing the stakes on the trees at Spicers which had been damaged. The Clerk will pass on his thanks.

Councillor Kieran Cooper explained that at the last meeting he reported that JHC were providing computers/laptops to families who don't have them so the children can continue with school work. They have also supplied schools with computers so anyone at that school that has asked for one will be provided with a computer for home schooling.

Councillor Stephen Drew explained he has now emailed out the updated skills audit and has asked for it to be an agenda item for July's full parish meeting to discuss.

Councillor Kevin Cuffley explained he has been in contact with the County Council about the state of the Baulks and will arrange a meeting with them on site to discuss.

Councillor Kevin Cuffley thanked the Head Grounds Keeper for all his hard work in the past few months and also thanked the Clerk's.

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 Jayne Merrick and **SECONDED** by Councillor David Bard to go into camera.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

58 TO DISCUSS INTERVIEWS FOR THE ASSISTANT GROUNDS KEEPER JOB

The council discussed the current situation with the ground work and discussed if we should now advertise for the Assistant Grounds Keeper.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor David Bard to advertise as before and inform the previous applicants that we are doing this if they wish to re-apply.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

Councillor Kevin Cuffley then explained that Mrs Emma Fordham – Sawston Timebank Co-Ordinator will be leaving the end of next month due to moving house/area. The Clerk asked if we could advertise this position now in the hope there could be some handover time.

It was **PROPOSED** by Councillor Tony Fell and **SECONDED** by Councillor David Bard to advertise as before and inform the previous applicants that we are doing this if they wish to re-apply.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

As discussed at a previous meeting, the Head Grounds Keeper is now struggling to keep on top of the work on his own. He explained previously if he could have help with Orchard Park, St Marys Church closed church yard and the footpaths he could keep on top of the other areas.

The Clerk met with three contractors who gave quotes for this work which were discussed and explained that although this was not a separate agenda item it was now urgent that we get the work done as these areas are looking untidy.

The quotes were discussed and it was **PROPOSED** by Councillor Rajni Padia and **SECONDED** by Councillor Jayne Merrick to accept the quote from Herts & Cambs Ground Maintenance Ltd for 3 months at £1,680.00 then review at September's full parish meeting.

VOTE: 12 FOR : 1 NO VOTE

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley that we spend a maximum of £2,000 in case we need any extra cuts than what has been agreed.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

The Clerk explained that the banks at Orchard Park which are normally cut haven't and are full of wild flowers. Did the Parish Council want the banks cut?

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to leave the banks wild.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

Meeting closed 8.30pm

Sawston Parish Council			
May accounts			
Supplier Name	Description	Gross	S137
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£ 114.00	
Maggie Garage	Rec - Fuel for April	£ 115.47	
SCDC	Cemetery - Rates for Cemetery	£ 132.00	
Chubb	F&GP - Fire safety service contract (new)	£ 162.00	
Maggie Garage	Rec - Fuel for March	£ 167.41	
Evolution	F&GP - Dog bags	£ 170.64	
ADT	F&GP - Office Alarm	£ 178.10	
A James (Jewellers) Ltd	F&GP - Oil and greasing parish clock and altering to BST	£ 198.00	
SCDC	Rec - Rates for Pavillion	£ 401.00	
SCDC	Rec - Rates for Mill Lane	£ 424.00	
Amey Cespa	Cemetery - Skip at cemetery (2 visits)	£ 436.84	
Watson Fuels (WFL UK Ltd)	Rec - Gas oil	£ 530.78	
British Sugar	Rec - Soil for all grounds and cemetery	£ 591.53	
Lanham & Co	F&GP - Book keeping for month	£ 682.80	
S&P Services	F&GP - Cleaning contract office and pavilions	£ 700.00	
SCDC	F&G - Rates for Office	£ 736.00	
Sawston Brownies & Guides	Donations - S137 donation to help towards the groups continuing during Covid-19 - Agreed FP May	£1,095.00	
The Cogwheel Trust CIO	Donations - S137 donation to contribute towards counselling service in Sawston - Agreed FP May	£1,232.00	
Progreen	Rec - Weed control for all recreation grounds	£1,404.00	
Relate Cambridge	F&GP - Relate funding (agreed at budget setting)	£1,500.00	
Thurlow Nunn	Rec - Investigate and repair Ransomes mower (brake switch & plug melted)	£1,926.50	
Chris Watson Plumbing & Electrical	Rec - replace boiler at Lynton Way pavilion - Agreed FP May 5th	£3,450.00	