



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 8 SEPTEMBER 2020
VIRTUAL - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler
Assistant Parish Clerk Clare Speed

Councillors

Kevin Cuffley
Michael Mallows
Stephen Drew
Colin Groves
Neil Reid
Anand Pillai

David Bard
Kieran Cooper
Ray Matthews
Jayne Merrick
Rajni Padia
Brian Milnes

+ 11 Members of public

96 APOLOGIES FOR ABSENCE

Beck Laxton (Personal)
Tony Fell (Personal)
Tony Orgee (Personal)

97 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

There were members of public who wanted to speak about item 99 so Councillor Kevin Cuffley explained they could speak when we get to that item.
No other members of public wished to speak.

98 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kevin Cuffley and Councillor Colin Groves for item 108 as both members of the RBL (Non-Pecuniary interest)

99 TO DISCUSS CHURCH LANE LAND (GREEN BELT)

The Parish Council has been asked if they would consider asking SCDC to remove this area from the greenbelt so it could be built on. Mr Kent explained his parents owned the house next to the site and that he wanted to build a family home and live next to his parents. This was discussed.

Mr Pollard explained that the area should not be removed as it is a part of the historic gardens of Sawston Hall, a conservation site and it would be a great shame if it was built on.

Councillor Stephen Drew asked what Sawston would lose from having this land built on.

Councillor Brian Milnes suggested the primary purpose of green belt does not support retaining this piece of land and would be happy to see it built on.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to write to SCDC asking for the area to be removed from the greenbelt and reiterate our original response to the application.

VOTE: 11 FOR : 1 ABS

Councillor Kevin Cuffley thanked them all for attending.

The 2 residents left the meeting 7.30pm

100 UPDATE FROM THE GREATER CAMBRIDGESHIRE PARTNERSHIP CSET SCHEME

There was an update given by Andrew Munro and Jane Osayimwen regarding this scheme. The presentation is on the parish council website. (www.sawston.org.uk)

The presentation was discussed and some councillors expressed concern about on street parking on the new housing estate on Babraham Road for people using this service. We asked for some parking to prevent this.

Andrew Munro doesn't believe there will be significant on street parking but they will be looking into this. They are hoping most users of this service will be using the travel hub on the A11.

Councillor Brian Milnes said this route missed the centre point of each village and is disappointed as we have a current bus service already not used much because of the cost. This service will offer a valuable route but with no obvious way of residents to get to the stops.

The frequency of the service will start off at 8 per hour during peak times.

2 buses will go onto Haverhill

2 buses will go onto Granta Park

2 buses will go onto Babraham research campus

The parish council would also like to see public conveniences at each stop.

They will do a leaflet drop to each village for the consultation regarding the design of the scheme.

Councillor Kieran Cooper asked when they will acquire the land. They will acquire it through negotiations but compulsory purchase as a last resort.

They will be putting in place measures to prevent the re occurrence of the delivery of the guided bus scheme.

Councillor Kevin Cuffley thanked them for coming.

The 4 GCP scheme members left the meeting 8.00pm

101 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 14 JULY 2020

The minutes that should be confirmed at of the extra full parish meeting held on 21 July. These will now be on the next full parish meeting to confirm.

102 MATTERS ARISING

None

103 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

20/03265/FUL	Erection of 4no. semi-detached dwellings and 1no. end of terrace 2 storey dwelling linked to no.64. along with associated works following the demolition of existing outbuildings and garages at Land At/ To Rear Of 62-66 New Road.	Objection/Do not Support Vote: 11 For 1 No Vote
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Councillor Jayne Merrick has been setting up additional bank accounts but explained that one of the accounts is no longer available so has investigated others. She has found the Monmouthshire Building Society, Charity Instant Access Account, 0.50%.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor David Bard to open this bank account and the signatories are the Chair, Vice Chair, Chair of Finance & General Purposes and the Clerk/RFO.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

106 TO DISCUSS BONFIRE NIGHT 2020

The Clerk explained that she needed to confirm the fireworks and the road closure for the event if we are going ahead with it this year.

This was discussed and Councillor Brian Milnes said we should not be involved in organising a large public event in the current situation.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Jayne Merrick to go ahead and cancel the event this November. The Clerk will contact those involved and will put a note on our website.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

107 TO ADOPT RISK ASSESSMENT POLICY

Councillor Kieran Cooper has put together the Parish Council Risk Assessment policy which needed to be adopted. All councillors had a copy of the policy in advance of this meeting. He explained that we did originally look at this in March but agreed we should add some extra information in light of what happened with receiving the precept from SCDC.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Rajni Padia to adopt the policy. The Clerk will put this on the website.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

108 TO DISCUSS THE SKILLS AUDIT/CO OPTION

Councillor Stephen Drew agreed to write a piece for the Sawston Scene to explain we are advertising for new councillors via co-option. He also offered to write to all local organisations to ask their chairs to send a note to all committee members asking them to consider becoming a parish councillor for Sawston.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Anand Pillai to start advertising this week.

VOTE: 12 FOR : 0 AGAINST

109 TO AGREE ROAD CLOSURE FOR REMEMBRANCE SUNDAY

The cost for the road closure for this year's event is £1,395.00 which the parish council has budgeted for.

This was discussed at length and Councillor Stephen Drew asked that if we are going to support this road closure, we need to see the detailed plans and ensure they meet the requirements of this pandemic.

Mark Chennells (RBL) does not envisage a parade this year but a small social gathering around the memorial to pay respects.

Councillor Brian Milnes suggested they set up this on camera and livestream it so people can attend from the safety of their homes. If they are happy with this suggestion then it was recommended, they put an article in the Sawston Scene to let people know.

The Chair, Vice Chair and Clerk have a meeting this week with the RBL to go through the details. They will ensure a robust procedure and report back to the parish council.

The council still felt we should go ahead with the road closure and try to control people that do attend. The RBL need to give consideration on how they will do this. It was suggested that some members still 'marshal' the area to move people on.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Jayne Merrick to go ahead with the road closure at a cost of £1,395.00.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

110 TO DISCUSS THE LAND AT CAMBRIDGE CITY FOOTBALL GROUND

Councillor Kevin Cuffley explained he attended a meeting with the Vice Chair, Clerk, Head Grounds Keeper, Alan Lamb and 2 football club representatives to go through the initial plans for all the pavilions on the village.

There were a few discrepancies with regards to the Cambridge City land so he asked for it to be deferred to October's full parish meeting when hopefully we will have more information.

111 TO DISCUSS COUNCILLOR TRAINING

Councillor Kevin Cuffley explained that most councillors have now had the training but not all. He explained it is very important as procedures and policies change and all councillors must attend.

112 TO DISCUSS RUN CLUB REQUEST TO USE MILL LANE

A running club in the village has asked permission to use Mill Lane recreation ground to meet for their running club which meets weekly. They would use the ground for meeting, warming up and cooling down after the run.

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

113 TO DISCUSS THE OFFICE IT/ INTERNET

Councillor Kieran Cooper explained that when we originally agreed the IT package it was agreed to use Virgin for the office internet at £45 per month. Virgin has now said they need to do some engineering work which will be more expensive than we agreed. He has researched alternatives and we can either go with:

- Fibre connection with Talk Talk
- Larger Virgin connection

Both these are companies that can be supported by our current IT support – Grace Solutions. Councillor Kieran Cooper would like to recommend we go for a connection cost of £51.85 per month for a 24-month contract and a one-off construction charge set up of £200.00.

Councillor Brian Milnes doesn't think we should go with either as he thinks we could get a better provision for half the price.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Rajni Padia to accept his proposal and go ahead.

VOTE: 8 FOR : 3 AGAINST 1: ABS

114 TO DISCUSS THE MILL LANE PAVILION EXTENSION PLAN

Councillor Kevin Cuffley asked for this to be deferred to the October full parish meeting when we will have more information.

115 TO DISCUSS GRANT REQUEST FROM SAWSTON YOUTH GROUP

Sawston Youth Group has made a donation request for £1,500.00 so they can pay for the capitation fees for the Boys Brigade by 1st November 2020 so they cover their insurance requirements and allow them to restart the group hopefully by January 2021.

In total they expect between 70 and 80 young people in this group lead by 22 volunteer leaders when they restart.

There was a discussion regarding whether we should be paying for capitation fees but we do not want to see the youth group suffer because of the Covid pandemic.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Rajni Padia to donate £1,500.00 towards this cost from reserves.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

116 UPDATE ON SPEED CAMERA

Councillor Colin Groves asked for this to be deferred to Octobers full parish when he will have more information.

117 UPDATE FROM COUNTY COUNCILLORS

No current update

118 UPDATE FROM DISTRICT COUNCILLORS

The report is on the Parish are website (www.sawston.org.uk)

Councillor Brian Milnes also added some more information:

SCDC are taking delivery of a new electric refuse bin lorry, the tidying up work on the Baulks has started and the ditch (from the Stakings towards the bypass) work has been completed.

He asked if anyone sees a blocked drain to report it to SCDC to help prevent future flooding.

119 CORRESPONDANCE

The Clerk explained that the Planning Advisory Service (PAS) are reviewing the Greater Cambridge Planning Committees and one member of the Parish Council can attend the meeting on 15th September, who wanted to go?

Councillor David Bard offered to attend on behalf of the Parish Council.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Neil Reid to have an extension of time for 15 minutes to complete the agenda.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

120 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Brian Milnes explained there has been issues with cars speeding around Dernford lake. He has spoken to the land owner and the police and is arranging a meeting with them and SCDC to discuss.

Councillor Kevin Cuffley explained he had a call from the owner of Hutchings and Hardings in the village to say unfortunately they will be closing the business. They will be putting in an application of change of use from industrial to residential but still want to protect the heritage. They would like this to be done within 6 months-1 year.

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 David Bard and **SECONDED** by Councillor Rajni Padia to go into camera.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

120 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 17 AUGUST 2020

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Kieran Cooper to accept the minutes.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Meeting closed 9.40pm

Sawston Parish Council			
Jul-20			
Supplier Name	Description	Gross	S137
Magpie Garage	Rec - Fuel for July	£102.20	
BT	F&GP - quarterly service charge	£109.92	
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£114.00	
SCDC	Cemetery - Rates for Cemetery	£132.00	
John Huntingdon Charity	Rec - Orchard Park rent	£150.00	
Amazon	Rec - Wall mounted hand sanitiser units for pavilions and office	£157.90	
Adcock	F&GP - Annual air conditioning service at office	£178.80	
City Workwear	F&GP - Embroidered workwear for grounds keepers	£210.00	
Chris Watson Plumbing	Rec - replace radiator at Lynton Way pavilion (agreed FP 14 July)	£234.00	
Cambridge Water	Rec - Spicers water (31 Dec 2019 - 12 June 2020) water only	£262.72	
LGS Services	F&GP - internal audit fee for 2019/2020	£360.00	
SCDC	Rec - Rates for Pavillion	£401.00	
Bark Engineering	Rec - Replacement water pump for water bowser (urgent purchase)	£420.00	
SCDC	Rec - Rates for Mill Lane	£424.00	
Amey Cespa	Cemetery - skips	£427.60	
Herts & Cambs Ground Maintenance	Planning - Additional grass cutting (agreed at FP June 2020) July 2020	£432.00	
Alan Lamb Associates	Reserves (rec cont) 1st interim payment for feasibility study	£600.00	
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 Parish Council			
Aug-20			
Supplier Name	Description	Gross	S137
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£114.00	
Herts & Cambs Ground Maintenance	Planning - Cut of Orchard Park 14/8/20	£120.00	
Cambridge Water	Rec - Mill Lane water (19 June 2019 - 11 June 2020) water only	£122.60	
SCDC	Cemetery - Rates for Cemetery	£132.00	
SSE	Rec- Spicers electric	£137.23	
Amey Cespa	Cemetery - Skip	£162.00	
Grace Solutions	F&GP - Labour to install and setup Clerks desktop pc (GS6182)	£215.46	
Scotsdales	Memorial bench order no: 14 - (Invoicing resident)	£224.99	
SSE	Rec - Spicers Gas (29 May - 25 August)	£230.79	
Red Graphic	F&GP - Amend and print Chairmans report 2020	£273.60	
Eastern Trees Surgery	Rec - To cut back tree at Paddock Way (Agreed Planning 28 July item 7)	£306.00	
Mark Harrod Ltd	Rec - replacement parts and wheels for goals (urgent)	£336.00	
Codec Facilities Ltd	Memorial bench - (Agreed at June FP)	£348.00	
Sutcliffe Play	Rec - Replacement parts for play equipment at Mill Lane	£354.62	
SCDC	Rec - Rates for Pavillion	£401.00	
Shire Trees Ltd	Rec - Emergency tree work at Orchard Park	£420.00	
SCDC	Rec - Rates for Mill Lane	£424.00	
Herts & Cambs Ground Maintenance	Planning - Cut of Orchard Park, Footpaths and St Marys churchyard 1/9/20	£432.00	
Shire Trees Ltd	Rec - Cut back overhanging ash trees on Orchard Park (Agreed FP July 14th item 77)	£570.00	
Lanham & Co	F&GP - Accounts for August	£682.80	
Earth Anchors	Rec - Ranger seat for Deal Grove (Agreed FP June) invoice resident	£691.20	
Community Heartbeat Trust	F&GP - replacement batteries/pads etc for all defibrillators	£693.60	
S & P Services	F&GP - Cleaning contract for August	£700.00	
Sawston Youth Drama	F&GP - Donation - (Agreed at FP July 2020)	£728.00	
SCDC	F&G - Rates for Office	£736.00	
Binders Loam	Rec - Bulk bag Ongar Loam	£892.74	
Alan Lamb Associates	2nd interim fee for pavilion feasibility study	£1,200.00	
CGM	Planning - Grass/verge cutting 1/15 July 2020	£1,445.71	
Thurlow Nunn	Rec - Replace ignition switch and work to starter motor on Ransomes mower	£1,500.94	