



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 JULY 2020
VIRTUAL - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler
Assistant Parish Clerk Clare Speed

Councillors

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

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

+ Mrs Emma Fordham

59 APOLOGIES FOR ABSENCE

Beck Laxton (Personal)
Neil Reid (Personal)

60 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

None

61 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Brian Milnes – Possible conflict of interest with CO Op licensing application as District Councillor.

Councillor David Bard – Personal non-pecuniary interest on item 67 as he knows the applicant.

Councillor Kieran Cooper – Personal non-pecuniary interest on planning application 20/S02556/FUL as this is outside his house.

62 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 09 JUNE 2020

The minutes of the Full Parish Council Meeting held on 09 June 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Jayne Merrick to **ACCEPT** these minutes.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

63 REPORT OF THE CEMETERY COMMITTEE MEETING HELD ON 16 JUNE 2020

Item 10 – residents to purchase benches for the cemetery. It was agreed the Parish Council will purchase the benches so they are uniform and invoice the residents.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

The minutes of the Cemetery Committee Meeting held on 16 June 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Tony Fell and **SECONDED** by Councillor Rajni Padia to **ACCEPT** these minutes.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

64 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING HELD ON 23 JUNE 2020

The minutes of the Planning & Environment Committee Meeting held on 23 June 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Anand Pillai to **ACCEPT** these minutes.

VOTE: 11 FOR : 0 AGAINST (UNANIMOUS)

Mr Mallows arrived 7.22pm

65 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 07 JULY 2020

5 – signing off AGAR Section 1 – Annual Governance Statement

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

6 – Signing off AGAR section 2 – Accounting Statement

There was a query with some figures so it was agreed to call an extra full meeting before the Recreation & Open Spaces meeting to have time to rectify this and accept.

7 – Adopt revised Financial Regulations

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

The minutes of the Finance & General Purposes Committee Meeting held on 07 July 2020 were read, confirmed and signed.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Jayne Merrick to **ACCEPT** these minutes.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Councillor Brian Milnes thanked Councillor Kieran Cooper for his work and time in preparing the audit.

66 MATTERS ARISING

None

Councillor Kevin Cuffley asked if we could bring forward item 69, Timebank update as Mrs Emma Fordham was present at the meeting. Everyone agreed.

69 TIMEBANK UPDATE

Mrs Emma Fordham gave an update on the Sawston Timebank which can be found at the end of these minutes and on our website.

Councillor Kevin Cuffley explained that Mrs Emma Fordham will be leaving us at the end of July and thanked her for everything she has done to build up Sawston Timebank. All agreed she has done a great job.

Mrs Emma Fordham thanked the Parish Council for the opportunity and has really enjoyed working for Timebank and her time spent with the Clerk and Assistant Clerk.

The position has been filled by Mrs Katy Souter who started this week so they could have a couple of weeks to hand over the role.

67 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

20/02556/FUL	Retention of security light and CCTV on existing pole at 85 High Street Proposed by Councillor David Bard and Seconded by Councillor Rajni Padia to support this application.	Support/No Objection Vote: 11 For 1 No Vote
20/01908/HFUL	Single storey side extension and hip to gable with dormer to the rear to create a loft conversion at 13 The Limes Proposed by Councillor David Bard and Seconded by Councillor Tony Orgee to support this application.	Support/ No Objection Vote: 11 For 1 Abs
20/02557/FUL	Two storey side extension and first floor rear extension at 8 Granta Road Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support this application.	Support/No Objection Vote: 11 For 1 Abs
20/02399/HFUL	Ground floor extension following demolition of conservatory at 10, Hall Crescent. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support this application.	Support/No Objection Vote: 11 For 1 Abs
S/3327/19/FL	Two storey extensions on each property aligned to the existing neighbours' extension. Single storey extension projecting to the same point of the existing extension. Existing porches of two of the properties widened. Materials mainly render and slates and alignment in keeping with the context at 2 3 4 South Terrace	No comment – Respond with the same comment as before - Support
S/0080/20/FL	New detached dwelling and parking for 2 vehicles new footpath crossover - resubmission of S/3832/19/FL at Land Adjacent To 26 Granta Road	No new comment – Respond with the same comment as before – Objection Over development and overlooking number 26. We also support all the resident's objections which state there is a miss representation on the application.

Co Op	variation of its premises license at 29-31 High Street	Defer to next full parish with more information
Tree 20/1569/TTPO	1) Horse Chestnut in rear garden – crown reduce back to previous pruning points (1.5m) at 2 Prince William Way. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support this application.	Support/No Objection Vote: 12 For Unanimous
20/1567/TTPO	Poplar adjacent to ditch reduce height 8-10cm shape remainder of crown at Tudor House, Catleys Walk Proposed by Councillor Tony Fell and Seconded by Councillor Jayne Merrick to support this application.	Support/No Objection Vote: 11 For 1 No Vote

68 ACCOUNTS FOR JUNE 2020

The accounts for the month of June 2020 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee to **accept** the accounts for June 2020.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

70 TO DISCUSS S137 DONATION REQUEST FROM SAWSTON YOUTH DRAMA LTD

Sawston Youth Drama Ltd has requested a donation from the Parish Council for £728.00. SYD has made a major contribution to the village over the past 50 years by providing musical entertainment and giving the opportunity to young people between 11-18 the skills to develop in all aspects of dance, drama and acting.

As a result of Covid-19 they have had to cancel two productions. They would like to be able to reduce the subscription fee for existing members for 2020/21 by £40.00 per member. This would affect 98 members at a cost of £3,920.00 and they would use they're general reserves to cover this. The donation, if given, would go towards the 'out of pocket' expenses relating to the two production costs of the hiring and printing of scripts, scores and posters etc. The Council felt this was of proportionate benefit and agreed to donate the money.

It was **proposed** by Councillor Tony Fell and **seconded** by Councillor Jayne Merrick to **donate** £728.00 requested.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

71 TO AGREE ENGRAVING FOR MEMORIAL BENCH AT SPICERS

The Parish Council recently agreed to install a wooden memorial bench at Spicers for the late Mick Roughead and discussed what they wanted the engraving on the bench to read. It was agreed to engrave 'In fond memory of Michael Roughead' and include dates which the Clerk will check. The Clerk was also asked to check with his family first to ensure they are happy with the wording. The cost of the bench is £269.00.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

72 TO DISCUSS THE CHAIRMANS REPORT

The revised Chairman's report was sent to all councillors in advance of this meeting to discuss. Councillor Kevin Cuffley thanked the Assistant Clerk for her time spent on this.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick To go ahead with the report.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

73 TO AGREE QUOTE FOR REPLACEMENT RADIATOR AT LYNTON WAY PAVILION

This item was deferred previously as the Clerk had only managed to get one quote for this work and was asked to try and get two more quotes for this meeting. After contacting several companies the Clerk now had two quotes.

- Chris Watson Plumbing - £195.00 + vat
- Prime Plumbing - £175.00 + vat
- Cam Plumbing – No quote received

The Clerk explained that we have used Chris Watson Plumbing before and have always been happy with his work and he does have a key to the pavilions as he does all the emergency work so it would be beneficial to use him as no one would have to meet him.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes to accept the quote from Chris Watson at £195.00 + vat

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

74 TO AGREE QUOTE FOR THE YEARLY PLAY INSPECTIONS

The Clerk explained the yearly play inspections are due in October. The Clerk has obtained 2 quotes.

- Play Safety Inspections - £280.00 + vat
- The Play Inspection Company - £270.00 + vat (This is a standard rate we receive as we have our Parish Council insurance with Came & Co who work in partnership with them).
- No third quote received

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Tony Orgee to accept the quote from The Play Inspection Company at £270.00 + vat

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

75 TO DISCUSS THE THREE QUOTES FOR THE PROJECT MANAGER/ARCHITECT FOR THE S106 PROJECTS

The Clerk sent all members the quotations for the S106/pavilion projects. The brief can be found on the Parish Council website. There was a lot of debate over the quotes in the Task and Finish Group and Mr Alan Lamb answered all the questions and specification requested which is why they chose to recommend him.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Kevin Cuffley to accept the quote from Mr Alan Lamb and to invite him to the next Task & Finish group at the end of the month.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

76 TO AGREE THE TERMS OF REFERENCE FOR EACH COMMITTEE

The updated terms of reference for each committee were sent to all Councillors prior to this meeting. These can be found on our website.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to **adopt** all the updated committee references.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

77 TO AGREE THE QUOTE FOR ORCHARD PARK AND PADDOCK WAY TREE WORK

The Assistant Clerk obtained quotes for some tree work.

She explained that one of the tree surgeons had explained that the tree at Paddock Way was not fully grown and will need annual attention. They believe it will in time damage the adjoining house with its roots. Councillor Brian Milnes suggested we get an arboriculturist to come out to look at the tree and advise. He agreed to send the Assistant Clerk to details of the one contracted to the County Council so we can contact them.

Orchard Park – To cut back the canopy of an ash tree by at least 2 meters which is overhanging a residents property.

- Shire Trees - £475.00 + vat
- Acacia Trees - £640.00 + vat
- Eastern Trees - £895.00 + vat

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor David Bard to **accept** the quote from Shire Trees at £475.00 + vat.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

78 TO DISCUSS S137 DONATION REQUEST FROM JIGSAW PRESCHOOL FROM JUNE FULL PARISH

The Clerk explained that at the last full parish meeting we agreed to give a S137 donation to Jigsaw Preschool of £630 for the preschool to be able to provide a wooden walk up changing unit for the children to use. They needed 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.

Jigsaw Preschool then contacted the Clerk shortly after to explain that the Local Education Authority has now provided them with details of the specific works they will be carrying out at the preschool in order for it to meet the legal requirements for taking up to 50 children in the setting at once. They have now realised that the toilet provision for the older children will not have the space for a fixed changing unit so they will not be purchasing one.

They will, however, be needing to fit out its new rooms with play equipment and furniture and has asked the Parish Council if they can use the money we have donated towards some new children's sofa's. The cost of the sofas is slightly more than what has been donated but they are happy to put this towards them.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor David Bard to allow them to spend the money on the furniture once the Clerk has had it confirmed they are able to do this without completing another grant/donation form.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

79 TO AGREE FOR THE CHAIR AND VICE CHAIR OF PLANNING TO DO THE PLANS DURING AUGUST

As the Parish Council has no meetings in August it was discussed if the Chair and Vice Chair of the Planning Committee look at any plans that come in and make comment. It was also

recommended to make this an item in our standing orders so we do not have to bring to Council every year.

If there are any controversial or large plans then we would call an extra full Parish meeting to discuss.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick that the Chair and Vice Chair of the Planning Committee comment on any applications that come in during August 2020.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

80 TO DISCUSS THE SKILLS AUDIT

Councillor Stephen Drew explained that he has drawn up a skill audit for Parish Councillors but we needed to agree what action to take.

Councillor Kevin Cuffley was happy to Co Opt people on the Parish Council who may not have certain skills required as we want to treat everyone equally regardless of age, race, skills etc. We want to encourage everyone.

This was discussed and agreed that because of the current Covid-19 pandemic and summer we will look into this from September onwards to advertise and encourage people on. The Clerk will make this an agenda item for September's full parish meeting. Councillor Stephen Drew will put something together for this meeting.

Councillor Kevin Cuffley thanked Councillor Stephen Drew for his time spent on this.

81 UPDATE FROM COUNTY COUNCILLORS

No current update

82 UPDATE FROM DISTRICT COUNCILLORS

Verbal update from Councillor Brian Milnes:

- SCDC were supported in their motion to move away from racism.
- There has been a structural change on health and wellbeing
- There is an immense problem with the country's finances. SCDC are setting up a business recovery program to help and have appointed a cabinet member to take this on.

83 CORRESPONDANCE

- Thank you from Magpas Air Ambulance for recent S137 donation
 - Councillor Kevin Cuffley explained that the County Council has increased the weed/kerb spraying from 2 annual treatments to 4. The 1st spray has been completed, 2nd spray June/July, 3rd September and 4th spray Feb/March 2020/2021.
- All above were noted.

84 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Tony Fell mentioned the pot holes on Hill Side and that the paint has now faded and they still haven't been filled in. Councillor Kevin Cuffley agreed to speak to County about this.

The Clerk had sent all Councillors photos of the banks at Orchard Park which we had left full of wild flowers but now they are starting to look untidy and there are not many flowers. You can also see where people are now walking across the banks which makes it look worse.

The Clerk asked if next time the contractor cuts Orchard Park, do we want the banks cut back.

It was agreed for the banks to have a high cut to allow the seeds to regenerate.

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 Colin Groves and **SECONDED** by Councillor David Bard to go into camera.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

85 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 30 JUNE 2020

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

86 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 08 JULY 2020

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Councillor Kevin Cuffley gave an update on the staff and explained that we have recently employed a Timebank Co Ordinator who started 13th July and an Assistant Grounds Keeper who starts 20th July 2020.

Councillor Kevin Cuffley thanked everyone for their hard work and hoped they all have a nice summer.

Meeting closed 9.00pm

Sawston Parish Council			
Accounts June 2020			
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£ 114.00	
Herts & Cambs Ground Maintenance	Planning - Additional grass cutting Orchard Park 3rd July (agreed at FP June 2020)	£ 120.00	
SSE	F & GP - Office gas	£ 126.38	
SCDC	Cemetery - Rates for Cemetery	£ 132.00	
Scotsdales	Rec - Repairs to residents fence after storm damage agreed at full	£ 138.51	
SSE	Rec - Lynton Way Electricity (7 March - 5 June)	£ 151.13	
ADT	Rec - Groundstore Alarm	£ 225.17	
ADT	F&GP - Engineer attendance to carry out work on intruder alarm (13/6/2020)	£ 236.40	
SSE	Rec - Mill Lane Electricity (29 Feb - 5 June)	£ 261.69	
SSE	Rec - Spicers gas (Including arrears from quarter 1)	£ 280.60	
Magpas Air Ambulance	S137 donation (Agreed FP June 2020)	£ 356.40	£356.40
Carphone Warehouse	F & GP - 2 x new mobile phones (Grounds Keeper & Clerk)	£ 359.98	
Carphone Warehouse	F & GP - 2 x new mobile phones (Asst Grounds Keeper & Timebank Co Ordinator)	£ 359.98	
SCDC	Rec - Rates for Pavillion	£ 399.00	
SCDC	Rec - Rates for Mill Lane	£ 424.00	
Herts & Cambs Ground Maintenance	Planning - Additional grass cutting (agreed at FP June 2020)	£ 432.00	
Jigsaw Pre School	S137 donation (Agreed FP June 2020)	£ 630.00	£630.00
Lanham & Co	F&GP - Book keeping for month	£ 682.80	
Grace Solutions Ltd	F&GP - Computer systems upgrade - remote (agreed FP 14 April)	£ 692.90	
S&P Services	F&GP - Cleaning contract office and pavilions	£ 700.00	
SCDC	F&G - Rates for Office	£ 736.00	
Cranbrook Plants	Planning - hanging baskets	£ 756.43	
CAPALC	F& GP - Councillor Training (Agreed FP June 9th 2020)	£ 900.00	
Reach Publishing	F&GP - 2 adverts for Assistant Grounds Keeper Timebank Co Ordinator (agreed FP June)	£ 960.00	
Sutcliffe Play	Rec - replacement seats and spare parts for play various play equipment	£ 973.76	
Grace Solutions Ltd	F&GP - Office 365 migration work (agreed at FP 14 April)	£ 1,325.48	
CGM	Planning - Grass cutting contract 6/20th May 2020	£ 1,445.71	
Public works Loan	F&GP loans (Office and Spicers)	£11,394.10	

Sawston Timebank Update - 14th July 2020

- Now have 3 Virtual meet ups
Monday Coffee Morning, Thursday Coffee Morning and Friday Knit&Natter.
So far had 41 and between 6-16 attendees including 26 different people.
- We were doing a Wednesday Lunch Club but we have decided to stop it as the attendance had got very low and not needed anymore. We ran it 5 times with a total of 23 attendees including 10 different people.
- Beginners Code Club for children - So far had 6 sessions with 18 attendees.
Finishing this week for the 7th and final one before the summer holidays.
- Newsletter - Was weekly during initial lockdown then become fortnightly and now monthly as less need for it. Emailed to all TBM and those still joining with useful info and fun bits – to keep people informed and entertained.

- 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 - TBMs who offering help/who need 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. Share the Case Study.
- So far taken on 15 new TBMs during lockdown.
This includes people joining because of wanting to help others or needing help themselves during the pandemic but also includes finishing registering some who have been joining for a while and I did a huge push to get them registered before I leave.
- Now have 76 Individual TBMs and 12 Organisation TBMs so a total of 88 TBMs.
- Currently have 6 in the process of joining and 9 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.
- Getting everything fully up to date and ready for the handover. Making sure the Timebank is in the best place it can be. Including doing some thorough handover notes.
- Over next few weeks doing handover with Katy.
- Thank you very much for the opportunity to be the Co-ordinator and part of a brilliant community resource. Will miss it but think it is in a very strong place moving forward and I am sure Katy will do a great job at continuing to develop and grow it.