



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 10 NOVEMBER 2020**  
**VIRTUAL - Meeting commenced at 7.15 pm**

**PRESENT:**

**Parish Clerk** Jo Keeler

**Councillors**

Kevin Cuffley  
Michael Mallows  
Stephen Drew  
Colin Groves  
Neil Reid  
Brian Milnes  
Tony Fell  
Ian Reeves

David Bard  
Kieran Cooper  
Paul Smith  
Jayne Merrick  
Anand Pillai  
Tony Orgee  
Sue Whitney

**+ members of the public**

Jon Sanders  
Zachary Britton

**177 APOLOGIES FOR ABSENCE**

Tony Orgee will be late  
Beck Laxton (Personal)  
Rajni Padia (Personal)

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

None

**179 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

**180 UPDATE FROM ROMSEY MILL**

Councillor Kevin Cuffley welcomed and introduced Jon Sanders and Zachary Britton from Romsey Mill and invited them to give an update.

Romsey Mill are continuing their detached work in the village and are out on Friday evenings looking out for vulnerable youngsters.

They are starting their work with Sawston Village College again next week doing one to one sessions and hope it will continue to grow as restrictions ease.

They want to find out from young people what they would like/need in the village like drop-in sessions, residential etc and meet the needs of those at risk in this area.

They are also starting their transmission work with the primary schools.

Jon Sanders thanked the Parish Council for their funding and support which has been a great help to continue this work.

They are still able to offer a lot of initiatives during Covid following Government guidelines and continue to check the guidelines and support the most vulnerable.

Councillor Kevin Cuffley thanked them for the update and asked if any councillors had any questions.

Councillor Kevin Cuffley explained there has been an increase in youths gathering at Mill Lane pavilion which the local PCSO is aware of and makes regular visits. They explained that they are aware of the issues at Mill Lane and have recently met with the local PCSO with regards to certain issues in the village.

There is an increase in domestic abuse within households and mental health issues which has been affected by Covid and they are focusing on supporting these young people. They are checking on those young people who may not want to be at home as there maybe domestic abuse and hope to be able to support them.

Social media has an important role but doesn't give the personal engagement. Romsey Mill are on Facebook and Instagram and do post regularly.

Councillor Stephen Drew explained that we have talked in the past about how we can engage with younger people in our village and asked if Romsey Mill would be able to help us with this. Could they suggest anything we can do to engage with the youth of our village.

Jon Sanders said they would need some time to think about this but would be happy to ask the youths how they can get involved.

Councillor Kevin Cuffley invited Romsey Mill back in a couple of months to give them time to go through some ideas.

Councillor Kevin Cuffley thanked them for coming, Jon Sanders and Zachery Britton left the meeting.

**181 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 27 OCTOBER 2020**

The minutes of the Extra Full Parish meeting held on 27 October were read confirmed and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to **accept** the minutes.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**182 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE HELD ON 28 JULY 2020**

The minutes of the Planning and Environment meeting held on 28 July were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to **accept** the minutes.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**183 REPORT OF THE RECREATION AND OPEN SPACES COMMITTEE MEETING HELD ON 20 OCTOBER 2020**

The minutes of the Recreation and Open Spaces meeting held on 20 October were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Jayne Merrick to **accept** the minutes.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**184 REPORT OF THE CEMETERY MEETING HELD ON 03 NOVEMBER 2020**

Item 10 – Councillor Brian Milnes wanted it made clear that the site does not currently have planning permission so needs to read if it has planning permission.

Item 7 – Memorial plaque request - Vote 14 unanimous

Item 8 – Risk Assessments – Councillor Kieran Cooper asked that this is deferred to Decembers full parish as not everyone has seen the risk assessments.

Item 11 – add no use of chemicals to the rules and regulations for the cemetery – Vote 14 unanimous

Item 14 – Cemetery budget – this is a recommendation to F&GP not full. The Clerk will amend the minutes.

The minutes of the Cemetery meeting held on 03 November were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Tony Fell to **accept** the minutes with the amends.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**185 MATTERS ARISING**

None

**186 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">20/04239/HFUL</a>	Proposed single storey rear extension, front bay window infill and garage re-roofing at 35 Church Lane.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> this application.	<b>Support/ No Objection</b>  <b>Vote: 13 For 1 Abs</b>
<a href="#">20/03855/FUL</a>	Installation of a 'Click & Collect' Pharmacy dispensing unit at Sawston Medical Centre London Road  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kieran Cooper to <b>support</b> this application.	<b>Support/No Objection</b>  <b>Vote: 14 For Unanimous</b>

Planning decision - noted

**187 ACCOUNTS FOR OCTOBER 2020**

The accounts for the month of October 2020 were presented.

Councillor Kieran Cooper asked about the BT invoice for the broadband as it seemed quite high. It was agreed to make it an agenda item to discuss at F&GP.

Councillor Jayne Merrick questioned why we are being charged 20% on some utility bills and the clerk confirmed she is looking into this.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to **accept** the accounts for October.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**188 TO DISCUSS THE TASK AND FINISH FEASIBILITY STUDY**

Councillor Kevin Cuffley explained that Alan Lamb Associates will continue with the project at Mill Lane pavilion and is currently drawing up a planning application for SCDC.

The Clerk was asked to obtain the finished document from Alan Lamb asap to send to the Task & Finish group for checking. If they are happy with it, it will be on December's full parish for approval. If not, the clerk will arrange another Task & Finish group meeting to discuss.

It was discussed and agreed that the next item should be in camera as it is a staff issue.

***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 Brian Milnes and **SECONDED** by Councillor David Bard to go into camera for this item and the recording was paused.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**189 TO DISCUSS ADDITIONAL HOURS FOR VILLAGE MAN TO HELP IN CEMETERY**

Councillor Kevin Cuffley explained that there was some additional help needed in the cemetery to tidy it up. The hedges need to be weeded and the dog roses need to be removed. The council was asked if they would allow the village man additional hours to carry out this work. This was discussed.

Councillor Michael Mallows explained this is not an all year-round job, only spring and early summer.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to allow 2 hours per week between 1<sup>st</sup> December 2020 and 31<sup>st</sup> May 2021 and then review it. The Clerk to make it clear that this is for 6 months and not permanent and will be reviewed.

**VOTE: 14 FOR : 0 AGAINST UNANIMOUS**

**190 JHC UPDATE**

Councillor Kieran Cooper gave an update on JHC which is at the end of these minutes and on the parish council website.

Councillor Tony Orgee arrived 8.12pm.

**191 UPDATE FROM COUNTY COUNCILLORS**

Councillor Kevin Cuffley explained that although the MP's did not support the free school meals, the District and County Councils have continued the funding for this.

**192 UPDATE FROM DISTRICT COUNCILLORS**

On the parish council website.

**193 CORRESPONDANCE**

None

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

Councillor Paul Smith suggested we write a letter to Marcus Rashford to thank him for his work on getting free school meals.

Councillor Sue Whitney asked if anyone had attended the SCDC Covid briefing meeting and if there was anything we should know or be doing.

Councillor Stephen Drew attended and explained the breakout sessions gave representatives from villages a chance to explain what they had done during this pandemic and the last lockdown to help their village. He explained it was impressive what the smaller

villages had done but there was nothing additional he felt we should be doing which is a positive for us.

Councillor Michael Mallows thanked Councillor Brian Milnes for the excellent coverage of Remembrance Sunday and Councillor Brian Milnes thanked Councillor Colin Groves for his help too.

Councillor Brian Milnes explained this year in particular, weed killer has been used on recreation grounds around trees etc and he has been asked if the district council was going to ban the use of round up. It was discussed and agreed to make this an agenda item for the next recreation meeting in January to discuss what the parish council uses.

Councillor Tony Orgee is very impressed with the display of poppies in the high street.

***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 Colin Groves to go into camera.

**VOTE: 15 FOR : 0 AGAINST (UNANIMOUS)**

**195 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 04 NOVEMBER 2020**

The minutes of the Staff Management meeting held on 04 November were read confirmed and signed.

It was **PROPOSED** by Councillor Colin Groves and **SECONDED** by Councillor David Bard to accept the minutes.

**VOTE: 15 FOR : 0 AGAINST (UNANIMOUS)**

**Meeting closed 8.39pm**

**JHC Support Service information for Parish Council meeting**

10 November 2020

- \* Dealt with over 400 clients this year so far – already more than we saw for the whole of 2019.
- \* 1140 bags of food given out, almost triple the amount for whole of 2019. Demand continues to be high, and we anticipate this will continue well into the New Year.
- \* Enquiry type – for the first time in many years grants have been top, with over 500 grant enquiries, followed by benefits with almost 400 enquiries
- \* Individual grants given out £22,574.22 so far this year.
- \* A number of children have had, and are continuing to have counselling in Sawston Schools funded by JHC. Counsellors are at full capacity and have children on their waiting lists.

\* 9 laptops and 17 Raspberry Pi's given out to enable children to do remote learning during lockdown.

\* During first lockdown half of our staff worked from home the rest remained in the office. The office continues to be open every week day, sometimes a shorter day than normal. It is our intention to continue to do this until Christmas Eve lunchtime when we will close until 4<sup>th</sup> January 2021. However, there are times when the office is unmanned and staff work from home, phone calls and e mails are responded to.

\* NO Citizens Advice drop ins and not likely to resume for the foreseeable future, however clients can either directly contact them via email, website, phone their Advice line, or indeed can still come via JHC who will arrange a call back from an adviser. Specialist debt appointments are still available remotely.

\* Whilst no other organisations are accessing JHC offices, we continue to liaise with our partner agencies, including South Cambs in order to give clients the best and most holistic advice. Other JHC info - Great Shelford Parochial Charity have allocated money for JHC support staff so that grants can be given to their residents following appointments with JHC staff.

Little Shelford Parish Council, & individual residents have donated money to be given to their residents in need.

St Marys Church have also donated money for church members to access if they are struggling financially.

Babraham Road site – work continues to appoint a developer so that a planning application can be made in 2021.

Kieran Cooper

<b>Sawston Parish Council</b>			
<b>Oct-20</b>			
<b>Supplier Name</b>	<b>Description</b>	<b>Date</b>	<b>Gross</b>
BT	F&GP - Office phones/broadband - line rental charges	07-Oct-20	<b>£109.92</b>
Honest Employment Practice Ltd	Staff Management - Compliance Advice	07-Oct-20	<b>£114.00</b>
Magpie Garage	Rec - Fuel for October	31-Oct-20	<b>£123.53</b>
The Mower People	Rec - Chain oil etc for strimmers	06-Oct-20	<b>£128.58</b>
SCDC	Cemetery - Rates for Cemetery	01-Nov-20	<b>£132.00</b>
SSE	Rec - Lynton Way electric 06/06/20-04/09/20	29-Oct-20	<b>£140.96</b>
Madingley Mulch	Cemetery - Bark for memorial garden (o/n 24)	07-Oct-20	<b>£148.00</b>
SSE	Rec - Spicers electric (evening and weekend rate)	29-Oct-20	<b>£198.79</b>
ADT	Rec - groundstore alarm	01-Oct-20	<b>£225.17</b>
SSE	Rec - Mill Lane electric	09-Oct-20	<b>£227.14</b>
SSE	F&GP - office electric	09-Oct-20	<b>£229.38</b>
Hilbery Turf	Cemetery - turf for graves (o/n 25)	07-Oct-20	<b>£240.00</b>
Park Vehicle Services	Rec - MOT of works van	14-Oct-20	<b>£258.68</b>
ESPO	Rec - White line chalk (for marking pitches)	28-Oct-20	<b>£279.60</b>
Play Inspections	Rec - Play equipment inspection (Agreed FP July)	14-Oct-20	<b>£324.00</b>
Sutcliffe Play	Rec - Replacement parts for play equipment at Mill Lane	21-Oct-20	<b>£354.62</b>
David Richardson	Rec - Repair ornate water pump at Hammonds Close	21-Oct-20	<b>£360.00</b>
Trinity Harper Cleaning Ltd	Rec - Deep clean of Lynton Way Pavilion (emergency/COVID)	23-Oct-20	<b>£360.00</b>
Mick George Skip	Rec - Allotment Skips	02-Oct-20	<b>£415.20</b>
SCDC	Rec - Rates for Mill Lane	01-Nov-20	<b>£424.00</b>
Herts & Cambs Ground Maintenance	Planning - Grass cutting Orchard Park/St Marys and footpaths (final cut)	06-Nov-20	<b>£432.00</b>
Anglia Tree Contractors & Landscapin	Rec - Tree work at Paddock Way (Agreed FP Oct)	26-Oct-20	<b>£450.00</b>
SSE	Rec - Spicers gas	01-Oct-20	<b>£596.42</b>
Lanham & Co	F&GP - Accounts for October	31-Oct-20	<b>£682.80</b>
S & P Services	F&GP - Cleaning contract	21-Oct-20	<b>£700.00</b>
CGM	Planning - grass verge cutting 21/09/20	30-Sep-20	<b>£722.86</b>
SCDC	F&G - Rates for Office	01-Nov-20	<b>£736.00</b>
Sawston & Babraham Cricket Club	Rec - Renovation of cricket square (Agreed FP Oct 2019)	01-Oct-20	<b>£1,000.00</b>
Alan Lamb Associates	4th Interim payment for feasibility study	31-Oct-20	<b>£1,200.00</b>
Cambridge County Council	Planning - Street Lights	21-Oct-20	<b>£5,302.47</b>