



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 13 APRIL 2021  
VIRTUAL - Meeting commenced at 7.15 pm

**PRESENT:**

**Parish Clerk** Jo Keeler

**Councillors**

Kevin Cuffley

David Bard

Ian Reeves

Colin Groves

Neil Reid

Brian Milnes

Michael Mallows

Tony Orgee

Jayne Merrick

Kieran Cooper

Paul Smith

Sue Whitney

Anand Pillai

Beck Laxton

Tony Fell

+ 4 members of public

Councillor Kevin Cuffley welcomed everyone to the meeting and asked for a minutes silence in respect of HRH the Duke of Edinburgh.

**297 APOLOGIES FOR ABSENCE**

None

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

Mr Reg Cullum asked if the two trees recently removed in the Co Op car park are going to be replaced and asked why they were removed. Councillor Brian Milnes explained the car park is leased by SCDC and therefore the trees are owned by SCDC and believes that no permission was sought. This is under investigation and Councillor Brian Milnes will report any findings.

**299 DECLARATIONS OF INTEREST FOR THIS MEETING**

Non pecurinary - Councillor Kevin Cuffley and Councillor Colin Groves – item 306 as members of RBL.

**300 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 09 MARCH 2021**

Item 281 – Councillor Beck Laxton asked to note if this refers to men's or women's football. The Clerk confirmed it is men's and will amend the minutes.

The minutes of the Full Parish meeting held on 09 March 2021 were read confirmed and signed with the above amend.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Kieran Cooper to **accept** the minutes.

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

**301 REPORT OF THE TASK AND FINISH MEETING HELD ON 16 MARCH 2021**

The notes of the Task & Finish meeting held on 16 March 2021 were read confirmed and signed with the above amends.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to **accept** the notes.

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

**302 MATTERS ARISING**  
None

**303 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">21/00585/FUL</a>	Demolition of 3 No garages and construction of store building at Rear Of 67 High Street  <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: 14 For</b> <b>1Abs</b>
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Information Only - Noted  
Planning Decisions – Noted

**304 ACCOUNTS FOR MARCH 2021**

The accounts for the month of March 2021 were presented.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Paul Smith to **accept** the accounts for April 2021.

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

**305 TO DISCUSS TREES ON EVANS WAY/WESTMOOR AVENUE**

A resident has written to the parish council to ask them to consider reducing the height of a tree on the footpath at Evans Way/Westmoor Avenue as it blocks light into theirs and neighbour's gardens and makes quite a mess when dropping leaves. They understand they do not have a right to light and don't want the trees cut down just reduced. The clerk explained that the head grounds keeper has been to look at the tree and the tree is not blocking the footpath but he is happy to cut back to make the footpath clear should he need to as with all the footpaths we maintain.

This was discussed.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kieran Cooper to respond to the resident and explain that as the tree is not affecting the footpath, we will take no action but monitor and cut back should we need to.

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

**306 TO DISCUSS THE ROYAL BRITISH LEGION ROAD CLOSURE**

Councillor Kevin Cuffley explained that we have already agreed to budget for the road closure for this event and wanted the parish council to vote to go ahead this year should the service go ahead which is still to be confirmed.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Neil Reid to arrange and pay for the road closure this year should the event go ahead.

**VOTE: 11 FOR : 1 AGAINST 4: ABS**

**307 TO AGREE CHAIR REPORT**

All councillors have been sent the draft report to make comment.

Councillor Tony Orgee said it is a well written report but asks that the word Sawston be removed from the last sentence for grant funding as not all organisations are Sawston only.

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Neil Reid to go ahead and get the report printed and delivered.

**VOTE: 14 FOR : 1: ABS**

**308 TO DISCUSS THE DATES FOR THE ANNUAL PARISH MEETING AND THE ANNUAL COUNCIL MEETING**

The Clerk explained that we should have the Annual council meeting on the 4<sup>th</sup> May as we are still able to hold online meetings until 6<sup>th</sup> May and move the Annual parish meeting to the 11<sup>th</sup> May. This has been recommended by Capalc. There was a discussion about whether we should hold the Annual Parish Meeting until after 21<sup>st</sup> June when members of public can attend but was then agreed that we could hold this online on 11<sup>th</sup> May as any votes at this meeting are not binding and is effectively a forum for the parish council to engage with the local residents. There was some concern about having face to face meetings with regards to the councillors and clerks and this will be made an agenda item for the next full parish meeting to discuss.

It was **PROPOSED** by Councillor Beck Laxton and **SECONDED** by Councillor Brian Milnes to swap the meetings around so the Annual council meeting can be held virtually on 4<sup>th</sup> May 2021 and the Annual Parish Meeting on 11<sup>th</sup> May, virtually.

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

**309 TO DISCUSS THE WORDING FOR CHAIR AND VICE CHAIR OF THE PARISH COUNCIL AND COMMITTEES.**

The Clerk explained that although we have previously voted to change the wording from Chairman to Chair and Vice Chairman to Vice Chair the Clerk looked into the legislation of this. The name Chairman is set in legislation under LGA 1972 s14(1) and s15. The name is not gender specific so it applies to all in the same way 'councillor' does. The Clerk queried this with Capalc, and the advice is that as long as the parish council acknowledge the legislation in place the shortened version is ok to use.

**310 TO DISCUSS GROUNDS KEEPERS USING THE POWER ROLLER ON LAWN AT SAWSTON FREE CHURCH FOR POLLING DAY**

The parish council has been asked if the grounds keepers can take the power roller to Sawston Free Church to roll the front lawn before polling day on 6<sup>th</sup> May.

It was explained that the power roller is not for road use, does not have any indicators, lights or breaks and that it would be dangerous to take off site. The grounds keepers do have a hand held roller they were more than happy to offer.

It was **PROPOSED** by Councillor Ian Reeves and **SECONDED** by Councillor Brian Milnes to decline for health and safety reasons.

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

**311 TO DISCUSS BUS SHELTER MAINTENANCE CONTRIBUTION**

The County Council has offered the parish council a sum of £7,059.98 to maintain the new bus shelter on Babraham Road. This was discussed and Councillor Kevin Cuffley explained the money may not be enough in the future should it need replacing or maintenance. This was discussed.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Anand Pillai to decline this offer due to insufficient funds and not wanting the responsibility if the money does not cover future maintenance and repair/replacement.

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

**312 TO DISCUSS THE REPLACEMENT STREET LIGHTS ON ASHLEY WAY/TEVERSHAM WAY GREEN AREA**

The County Council has asked the parish council their view on moving a couple of street lights in the area. The columns are very old concrete columns and County need to look into whether they replace them in the same locations or if indeed they are required. A resident has also complained about one of these street lamps near his property that is affecting his sleep and health and that he would like the light switched off.

This was discussed and Councillor Brian Milnes said if we did this, we would be setting a precedence for others. The light has been fixed and should stay as it is and maybe dimmed later at night. Councillor Beck Laxton agreed and said it is the responsibility of the resident to find their own solution maybe with black out blinds.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Beck Laxton to leave replace the columns in the same area and should not be switched off but maybe dimmed later at night

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

**313 TO DISCUSS IF WE NEED A SEPERATE SPORTS COUNCIL COMMITTEE**

In a previous meeting a councillor requested a separate sports council committee. It was noted that we do have a Recreation & Open Spaces committee and that representatives from the sports clubs are invited to these meetings. This was discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Neil Reid that we do not have a separate sports council committee and continue to invite the sports clubs to the Recreation & Open Spaces committee meetings. This is to be made an agenda item for the next Recreation & Open Spaces committee to give attention to the issue of involving all local clubs.

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

**314 TO DISCUSS STREET LIGHT ON WAKELIN AVENUE**

This item has been discussed on 312.

**315 TO DISCUSS RESIDENTS REQUEST FOR A BENCH AT THE CEMETERY**

A resident has requested a bench at the cemetery. Councillor Mallows asked that this request goes through the Cemetery committee. This will be deferred.

**316 TO DISCUSS RESIDENT REQUEST TO PLANT TWO NEW TREES IN CHAPELFIELD WAY**

Councillor Jayne Merrick explained a resident has requested to plant two trees in Chapelfield Way.

The resident works for Cambridge City Council as a tree officer and is responsible for planting trees and has a couple of trees spare which he would like to plant. He would be responsible for sourcing the trees, planting and watering and has permission from SCDC to use the trees.

It was **PROPOSED** by Councillor Beck Laxton and **SECONDED** by Councillor Kevin Cuffley to **ACCEPT** with gratitude their kind offer on the provision we see written confirmation that the trees will then belong to SCDC as they will be their responsibility.

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

Councillor Kevin Cuffley thanked Councillor Jayne Merrick for all her work with regards to trees planting.

**317 TO DISCUSS RESIDENT LETTER REGARDING ANTI SOCIAL BEHAVIOUR**

The parish council received a letter from a resident complaining of anti-social behaviour in the Evans Way/Martindale Way area. The main issue is the noise and loud music that is played during the day and up to 11pm.

This was discussed and although we sympathise with the residents, this is a police matter and must be reported. There was some concern this may be targeted to specific residents and the clerk will also report to the police.

**318 TO DISCUSS THE NEIGHBOURHOOD PLAN AND PROJECT MANAGER**

Councillor Kevin Cuffley explained that we started the Neighbourhood Plan (NP) because of the Community Infrastructure Levy (CIL) initiative, as we would receive more money than that of S106 if we had a NP. The NP has now become stagnant and to move this forward we would need to take on a project manager at extra cost. We do still receive S106 money and CIL is no longer available so Councillor Kevin Cuffley recommended we no longer need a NP.

Councillor Kieran Cooper explained we have tried to drive this forward and engage with the whole village but now it's not worth pushing the process and we should pause this project.

Councillor Beck Laxton would like to acknowledge all the hard work that a previous councillor, Mrs Janet Martin, put into this project.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes to go no further with the NP. There are many current projects within the NP which we can use and develop through the Masterplan working group.

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

**319 TO DISCUSS THE WELCOME BACK FUND**

Councillor Brian Milnes explained there is a fund to help restore High Streets and encourage people to support the shops/businesses in the High Street. We will see more information regarding this fund in the next couple of weeks and will make it an agenda item for May to discuss.

**320 TO DISCUSS THE GRT (GYPSY, ROMA & TRAVELLER) WORKSHOP**

Councillor Anand Pillai, Councillor Brian Milnes and Councillor Paul Smith recently attended this workshop. Councillor Anand Pillai said it was an excellent workshop. Councillor Brian Mines explained that SCDC will cover the cost of the training and recommended that all councillors attend the training before we discuss. Councillor Kevin Cuffley suggested all councillors attend the training so we have an understanding and take it back to the October full parish to discuss.

**321 UPDATE FROM COUNTY COUNCILLORS**

There is no update this month but Councillor Kevin Cuffley reported that he is not standing for County Council in these elections.

The Clerk thanked him for his reports and hard work as County Councillor.

**322 UPDATE FROM DISTRICT COUNCILLORS**

Report on parish council website and attached to these minutes.

**323 CORRESPONDANCE**

Thank you letter from Cambridgeshire Search and Rescue – noted

Thank you letter from Scouts - noted

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

Councillor Jayne Merrick asked if we could consider having a Parish Council Facebook page for information only. This will be an agenda item for the next Finance & General Purposes meeting in May.

Councillor David Bard explained he has received information regarding a 'Playing Out Scheme' where selected residential roads are closed for 2 hours once a month on a Sunday to allow kids to play out on the streets. There would have to be a street closure notice and a query who would pay for this. The clerk was asked to forward the information onto all councillors.

Councillor David Bard has also received a complaint about dogs running around the closed cemetery at St Marys Church and would we consider maybe a sign. The clerk requested they write to the parish council for discussion.

Councillor Colin Groves asked the view of the parish council on using a drone to take photos of current projects within the village. It was agreed to make this an agenda item for the next Finance & General Purposes meeting in May.

Councillor Kevin Cuffley thanked Councillor Rajni Padia who resigned last month, for all his work whilst on the council.

Councillor Kevin Cuffley explained that a resident on Lynton Way is having some building work done and need to put up scaffolding which will mean having two poles on our ground just by the goal enclosures. They have ensured that this will be made safe and will repair any damage to the grass.

**Meeting closed 8.57pm**

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLORS' REPORT**

### **CLARE DELDERFIELD AND BRIAN MILNES**

**APRIL 2021**

**YOU CAN FOLLOW YOUR COUNCILLORS ON FACEBOOK: BRIANANDCLARE4SAWSTON**

Your Councillors are always ready to help. If you have any questions about these - or indeed any other - matters, please do not hesitate to contact Clare Delderfield [clr.delderfield@scambs.gov.uk](mailto:clr.delderfield@scambs.gov.uk) or Brian Milnes [cll.milnes@scambs.gov.uk](mailto:cll.milnes@scambs.gov.uk)

#### **CORONAVIRUS BUSINESS ADVICE AND SUPPORT**

(For most up to date information please go to <https://www.scambs.gov.uk/business/coronavirus-information-for-businesses/>)

The District Council has paid out a total of £10.6m in Government business grants to 4,447 businesses since November.

We have also paid £3.6m out of our £4.6m discretionary/hardship allocation and we are will be going live with a further £5.8m of re-start grants on Monday 19<sup>th</sup>.

We have been consistently one of the fastest Councils in the country to distribute these grants to eligible businesses while keeping fraud to a minimum. (Zero, as far as we're aware.)

#### **BUSINESS RATES RELIEF**

On 25 March, the Government announced £1.5 billion further funding for councils to provide additional targeted support to those businesses that have not already received business rates relief. The funding will be allocated to councils based on the stock of properties in the area whose sectors have been affected by the coronavirus outbreak and they will use their knowledge to make awards to local businesses. The Government will work with and support local government to enable ratepayers to apply as soon as possible this year.

#### **WORKPLACE TESTING PROGRAMME EXPANDS TO OFFER FREE RAPID HOME TESTING**

On 28 March the Government announced that, from 6 April, the workplace testing programme will supply home test kits to companies with over ten workers where it is not possible to set up testing on-site. This could be due to a lack of space or because a company operates across multiple sites. Over 60,000 businesses across the country have already registered their interest to provide rapid tests to key workers. Businesses are encouraged to register before 12 April in order to access free tests until the end of June, even if they're not yet open or are not able to start using the tests straight away. 2

### **COVID RECOVERY GRANTS FOR VILLAGES:**

SCDC has just launched an additional Community Chest grant programme specifically for Covid Recovery and has put £30,000 in the pot. The aim is to help local community groups and parish councils resume activities that might have been stopped due to Covid or which have tailed off in recent months.

The Council's Grants Advisory Committee temporarily amended the rules around the eligibility criteria for its Community Chest Grant scheme for the next two months to allow applications for these grants of up to £2,000.

Previously, few parish councils could apply to the scheme as the criteria stipulated they had to have fewer than 160 registered electors. **But for the next eight weeks, it will be open to all parish councils** and community groups – including new ones that are now setting up. Applications are being accepted until 10 May 2021, with submissions being reviewed at the May 28 Grants Advisory Committee meeting.

Meanwhile, the normal Community Chest Grant scheme continues to run for community groups for a maximum grant of £1,000.

Applying for a Covid Recovery Community Chest Grant is the same as applying for a standard Community Chest Grant. The applicant simply selects which type of grant they are applying for at the start of the process with all other criteria being the same. See <https://www.scambs.gov.uk/community-development/grants/community-chest-grants/>

### **CONSTRUCTION OF NEW COUNCIL HOUSING**

We have a policy of increasing the number of council properties available for people on lower incomes and are really pleased to have built 66 new council homes in the last 12 months (the target was 50). These are built to a high specification and most of the properties have solar panels and air-source heat-pumps.

Sawston will benefit from this policy as some of the new homes on the site north of Babraham Road will be council owned. 3



## ZERO CARBON STRATEGY

Our Zero Carbon Strategy was adopted by the Council last year. It outlines how we are supporting the district to halve carbon emissions by 2030 and reduce them to zero by 2050, including delivering a reduction in our own carbon footprint of at least 45% by 2025, (on a 2019 baseline), and at least 75% by 2030. Find out more at <https://www.scambs.gov.uk/council-adopts-zero-carbon-strategy-for-south-cambridgeshire/>

We will be continuing the Zero Carbon grant scheme and are looking for Parishes to submit further bids.

## LED STREET LIGHTING

All SCDC street lighting is being replaced by low energy LED lights. This is nearing completion and should give a reduction of 60% of energy usage and a commensurate saving in parish councils' street-lighting energy bills.

BRIAN MILNES AND CLARE DELDERFIELD, DISTRICT COUNCILLORS FOR SAWSTON

### Sawston Parish Council Accounts March 2021

	Description	TO PAY	S137
Eventbrite	Staff - Chair & Vice Chair to attend NALC training session (Power of local council)	£ 103.42	
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£ 114.00	
Grace Solutions	F&GP - Upgrade Timebank Laptop extend storage/memory	£ 147.24	
Sutcliffe Play	Rec - Replacement parts for springy at Lynton Way	£ 167.96	
Murketts of Cambridge	Rec - Fuel for March	£ 188.52	
Cammock & Wilcox Ltd	Rec - Empty septic tank at Spicers	£ 219.90	
SSE	F&GP - Office gas 28 Nov 2020 - 11 March 2021	£ 224.82	
Cambridge Search & rescue	F&GP - Donation agreed at FP March (reserves)	£ 236.00	
SSE	F&GP - Office electricity 28 Nov 2020 - 11 March 2021	£ 262.73	
Came & Co	F&GP - Cyber insurance policy 2021/2022	£ 319.20	
Lawn & Power Ltd	Rec - Pressure washer for grounds keepers (Agreed FP March)	£ 388.99	
Lanham & Co	F&GP - Book keeping	£ 682.80	
Shire Trees Ltd	Rec - Fell tree to ground level in wetland area	£ 684.00	
AmeyCespa Ltd	Cemetery - skips (February)	£ 684.70	
S & P Services	F&GP - Cleaning Contract	£ 700.00	
Sam Turner & Sons	Rec - Stihl strimmer (Agreed FP March)	£ 719.00	
AmeyCespa Ltd	Cemetery - skips (January)	£ 885.20	
Sawston Scouts	F&GP - Donation agreed at FP March (reserves)	£ 1,250.00	
Direct 365	F&GP/Rec - Legionella Risk Assessment and sampling at office and all pavillions	£ 1,440.00	