



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 13 JULY 2021  
at Spicers Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

**Parish Clerk** Jo Keeler

**Councillors**

Kevin Cuffley

David Bard

Neil Reid

Brian Milnes

Anand Pillai

Jayne Merrick

Kieran Cooper

Paul Smith

Colin Groves

+ Andy Girven – Campbell Buchannan George  
Ben Richardson  
Tim Chapman – member of public

**15 APOLOGIES FOR ABSENCE**

Councillor Tony Fell (Personal)  
Councillor Michael Mallows (Personal)  
Councillor Sue Whitney (Personal)  
Councillor Beck Laxton (Personal)  
Councillor Ian Reeves (Work Commitments)  
Councillor Tony Orgee (work Commitments)

**16 PRESENTATIONS BY ANDY GIRVAN – CAMPBELL BUCHANNAN GEORGE, RE HUTCHINGS AND HARDING SITE**

Councillor Kevin Cuffley welcomed Andy Girvan and Ben Richardson to the meeting. They explained that they are under contract with Hutchings & Harding to take forward the development of this site.

There are 3 listed buildings remaining, the main house which they intend to keep as a dwelling, the engine building and the drying room. All are in very poor condition so they need to act fast to salvage these buildings.

The ground is heavily contaminated and there is a water course running through the middle.

They explained that this is very early days but wanted to show the potential of how they will develop the site.

They have started to put a scheme together for an all-residential development and will extenuate the current buildings making the water tower the main building. It will be a high-quality development mainly with 3 and 4 story dwellings with a central green pedestrian area in the middle. They would also be looking at a mix of housing.

As this was at the early stages the Parish Council could not make any comments on the development but did have some items, they would like the developers to consider:

- Traffic routes for demolition and decontamination lorries
- Car parking and the balance against policy
- A sustainability strategy
- To justify any departure from the village design guide on storey heights
- Potential for Artists' studios or similar uses
- Potential pedestrian link through the site to the park
- Affordable housing

Councillor Kevin Cuffley thanked them for presenting and invited them back to a Planning meeting in the future for an update.

They left at 7.41pm.

**17 PUBLIC PARTICIPATION TIME (15 MINUTES ONLY)**

None

**18 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Colin Groves – item 30 (Non Pecuniary)

**19 TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 07 MAY 2019**

The minutes of the meeting held on 07 May 2019 were presented.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**20 TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 04 MAY 2021**

The minutes of the meeting held on 04 May 2021 were presented.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Colin Groves to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**21 TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 11 MAY 2021**

The minutes of the meeting held on 11 May 2021 were presented.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor David Bard to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**22 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 01 JUNE 2021**

The minutes of the meeting held on 01 June 2021 were presented.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Colin Groves to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**23 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 29 JUNE 2021**

The minutes of the meeting on 29 June 2021 were presented.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Paul Smith to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**24 MATTERS ARISING**

None

**25 ACCOUNTS FOR JUNE 2021**

The accounts for the month of June were presented.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Kieran Cooper to accept the accounts for June 2021.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**26 TO DISCUSS REQUEST FROM CAMBRIDGE CITY TO PUT UP BANNER**

The Clerk explained that Cambridge City has asked if they can erect a banner advertising the new stadium in Sawston. This could be placed by the traffic lights on Babraham Road/Cambridge Road. They are asking to erect the banner now until the stadium is due to be completed – December 2021/January 2022. This was discussed and agreed that they would only have permission to erect a banner for 3 weeks as other people have permission for. It was also suggested they erect the banner on the fence at the entrance to Grove Road Business Park on Babraham Road.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to allow them to erect the banner for 3 weeks at a time of their choosing and suggest they erect it at Grove Road Business Park as an alternative.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**27 REQUEST FROM RESIDENT TO MOUNT A SOLAR CAMERA IN THE VILLAGE**

A resident has asked if he can install a solar camera somewhere in the village to track the journey of the sun. This was discussed and it was felt that the cemetery would be the ideal place. The resident has asked for help to install it, Councillor Kevin Cuffley offered to help.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to allow the resident to install the camera at the cemetery to capture the sun's journey.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**28 TO AGREE CHRISTMAS LIGHTS ON A THREE-YEAR CONTRACT**

The Assistant Clerk contacted three companies requesting quotes for the Christmas lights in the village and obtained one quote for £5500 which is the current company we use. The Clerk explained that the other company does not offer the service of installation, removal and storage and we do not have the space to store them for 3 years and no third quote has yet been received.

This was discussed and agreed that we are happy with the company we currently use and they are very efficient when there is a light not working in getting it fixed. This company will also install, remove and maintain the lights.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to accept the quote for £5500 for a three-year contract and ask for new lights.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**29 TO DISCUSS BUS SHELTER MAINTENANCE CONTRIBUTION**

The Parish Council has been offered a contribution of £7,000.00 from the County Council for the ongoing maintenance of the new bus shelter on Babraham Road. Councillor Kevin Cuffley explained we have asked if this can be increased due to the costs on maintain the bus shelter and County Council has agreed they will approach the developers for the H1C site for another contribution of £7,000.00 in the hope we have a total of around £14,000.00.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper to accept the contribution of £7,000.00.

**VOTE: 8 FOR : 1 AGAINST**

**30 TO DISCUSS USING DRONES TO PHOTOGRAPH OUR VARIOUS PROJECTS**

Councillor Colin Groves asked if he could take photos with his drone for use on the Parish Council website of various places in the village like the current work, we are doing on Mill Lane pavilion so residents can see what the parish council are doing/spending money on. There was some concern regarding permission and people's privacy which was discussed. Councillor Colin Groves explained that he is able to take photos as long as you cannot identify an individual and from a certain height.

Councillor Jayne Merrick suggested they do a leaflet drop to those residents nearby to let them know a drone will be flying over to take photos.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to allow him permission to take photos for the purpose of the Parish Council website of Parish Council owned or leased land and property but notifying residents nearby. The ownership will not be with the Parish Council, but permission will be granted.

**VOTE: 7 FOR : 1 AGAINST 1: NO VOTE**

**31 TO DISCUSS THE WELCOME BACK FUND**

Councillor Brian Milnes will look into this further and asked for this item to be deferred to September's full parish.

**32 TO DISCUSS DEAL GROVE/BROADMEADOW OPEN SPACE AREA**

Councillor Brian Milnes explained that we have talked about this derelict area in the past regarding what this piece of land could be used for. He believes the area is big enough to build a 3-story dwelling and asked if the Parish Council want to do anything with it.

Councillor David Bard explained the covenant says it has to remain as a play area and can only be changed by permission of the builder but we do not have any contact details.

Councillor Brian Milnes and Councillor David Bard agreed that between them they will investigate this and take back to another meeting.

**33 TO DISCUSS RESIDENT REQUEST TO PURCHASE A PATHWAY IN GRANTA ROAD**

A resident has requested to purchase a pathway alongside their property which has been left and is overgrown. Councillor David Bard explained we do not own this piece of land so we cannot agree to this. The Clerk explained that we should maintain this pathway and will contact our contractors to tidy it up.

**34 TO AGREE FOR THE PARISH TO REGISTER THE VILLAGE LAND OWNERSHIP**

Councillor David Bard explained that Mill Lane recreation ground is unregistered. The Parish Council acquired the freehold on 1952, prior to that we leased it which expired 1930. If we want to register the land there are legal fees and valuation fees that need to be considered. This is time critical as we have applied for a grant from the Football Foundation for the building work at Mill Lane Pavilion and a requirement is proof of ownership. It was agreed for the Clerk to contact the project manager giving him the details we have so far to see if the Football Foundation will accept the information we have to date. Councillor David Bard and Councillor Brian Milnes will look into obtaining the ownership.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith for the Parish Council to register this land and spend up to £2,500.00 if need for legal/valuation fees.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**35 TO DISCUSS THE POND AND WOODLAND AREA AROUND THE GIFTED LAND AT CAMBRIDGE CITY**

Councillor Kevin Cuffley explained that the proposed gifted land from Cambridge City includes a pond area and a large woodland area surrounding it which the parish council discussed if they wanted to take these areas on too.

Councillor Brian Milnes suggested we take on the woodland area as there has been real value recently with people associating closer with nature during lockdown and there are organisations that look after sites like this, ie the Woodland Trust. He would like to see this area accessible to the public.

Councillor Kevin Cuffley is concerned with the number of trees and the costs for the Parish Council to maintain them.

Councillor David Bard is concerned regarding the liability for the pond and safety.

Councillor Kevin Cuffley suggested we invite Past, Present and Future and The Woodland Trust to a meeting to find out what is involved with the upkeep of the pond and woodland area.

Councillor Kieran Cooper said we should look at this as an opportunity.

**36 TO DISCUSS SUPPORTING CAMBRIDGESHIRE AND PETERBOROUGH AGAINST SCAMS PARTNERSHIP**

Councillor Paul Smith has been in contact with Cambridgeshire and Peterborough against scam partnership with regards to protecting people against scams.

Councillor Kevin Cuffley thanked him for his work so far.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to nominate Councillor Paul Smith to be the champion for this and report back to council.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**37 TO DISCUSS THIS YEARS FIREWORKS DISPLAY/EVENT**

Councillor Kevin Cuffley explained that with the current situation and lockdown lifting we should go ahead with this year's bonfire event but if we do go into another lockdown we need to ensure we get our money back or don't have to pay up front.

The Clerk agreed she would contact the fireworks company and PA company to ask them what their policy is for this year with regards to cancelling and payments. It was agreed we need to consider this cautiously and it will be deferred to September's full parish when the Clerk has more information.

**38 TO DISCUSS DONATION REQUEST FROM FRIDAY NIGHT CLUB LAUNCH**

The Friday Night Club has requested a donation from the Parish Council for £925.00 which was discussed.

Councillor Kieran Cooper has concerns that this is a new organisation which has no governance, bank account or information on how they started the club so didn't feel we have enough information to make the donation. It was agreed to invite them to October's full parish meeting.

**39 TO AGREE GAMBLING POLICY**

South Cambridgeshire District Council has recently updated their gambling policy and has asked the Parish Council for any comments.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to support their updated policy.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**40 TO DISCUSS XLN COVER ON SPICERS PHONE LINE AND INTERNET**

XLN has offered a protection on the phone line for the internet at Spicers Pavilion at a cost of £3.95 per month to remove the risk of potential maintenance and engineer's charges.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes that it is not worth it and don't want to spend any more on this than we already are and that we do not go ahead with the optional cost/cover.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**41 UPDATE FROM COUNTY COUNCILLORS**

Attached to these minutes and on website [www.sawston.org.uk](http://www.sawston.org.uk)

**42 UPDATE FROM DISTRICT COUNCILLORS**

Attached to these minutes and on website [www.sawston.org.uk](http://www.sawston.org.uk)

**43 CORRESPONDENCE**

Councillor Brian Milnes explained that at a previous liaison meeting with SCDC we discussed the current application for Common Lane - S/2286/16/CONDC and has concerns regarding the construction traffic going down Common Lane. There is no traffic management plan from Highways and he felt we should request this. It was agreed for the Clerk to write to SCDC requesting a traffic management plan including a banks man at the junction of Common Lane off the High Street.

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

Councillor Kieran Cooper explained we have now switched to the new .gov email addresses for the Clerks and all councillors. Any correspondence should now be sent via the new email addresses.

The Clerk thanked Councillor Kieran Cooper for his help to get this done.

**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 Kieran Cooper and **seconded** by Councillor Brian Milnes to go into camera.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**45 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 08 JULY 2021**

The minutes of the meeting held on 08 July 2021 were presented.

5 – We employ the Village Man an extra day a week (9am – 4pm) in the cemetery until the end of September and then review.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

6 - We investigate purchasing a laptop for the Assistant Clerk and that the earliest the Clerks will return to the office is September 2021, but this will depend on what happens with COVID and will be reviewed.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**46 TO DISCUSS CAMBRIDGE CITY WITH REGARDS TO THEIR 3G PITCH**

The Clerk explained that there is a clause in Cambridge City's contract with the Football Foundation that was discussed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Brian Milnes that we ask Cambridge City Girls and Sawston United Girls to get together to discuss this and come up with an agreement that suits both. If there is an agreement then we will remove this clause, reverse the decision. If there is no agreement it will have to be an agenda item for September full parish meeting.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**Meeting closed 9.15pm**

**County Councillor report - Sawston & Shelford Division**  
**Maria King & Brian Milnes**  
**July 2021**

Cambs Local cycling and walking infrastructure plan consultation, deadline 13 July

[Cambridgeshire Local Cycling and Walking Infrastructure Plan consultation](#)

Please see maps ([Appendix A11 – South Cambs South](#)) for the proposed works. Although the Babraham and Sawston area are now quite well provisioned, there are obvious places that work still needs to be done.

Cultivate and Innovate Fund – deadline 1 August

Cambridgeshire County Council is pleased to announce that the next deadline for Innovate & Cultivate Fund applications is 1st August 2021. One-to-one pre-application advice will be offered have unfortunately passed.

The aim of the fund is to support initiatives that strengthen our communities and reduce pressure on County Council services, thereby giving a return on investment. Council services that are inviting applications are **adult social care** and **children's services**.

The fund is open to voluntary, community and social enterprise sector organisations based in and outside of Cambridgeshire, and public sector organisations in Cambridgeshire. Please note that projects serving Peterborough residents are not eligible.

The 1st August funding round is for 'Cultivate' grant applications (£2,000-£15,000) for projects that build community support networks for vulnerable people.

Applications and further information about fund priorities and criteria may be found on the [Cambridgeshire Community Foundation \(CCF\) website](#).

Free school meal vouchers

All children who qualify for free school means will be eligible to receive vouchers to support the families during the **summer holidays**. There are also **summer camp** places available. More information here: [Holiday Activities and Food Programme - Cambridgeshire County Council](#)

Highways Improvement Board

The new County Council administration has taken immediate action to address the dreadful state of the roads across the County.

The Government has significantly reduced the amount of funding, despite making much of its "pothole repair programme" in budget announcements.

**NEWS FROM YOUR DISTRICT COUNCILLORS**  
**CLARE DELDERFIELD AND BRIAN MILNES**

**JULY 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 [cldr.delderfield@scambs.gov.uk](mailto:cldr.delderfield@scambs.gov.uk) or Brian Milnes [cldr.milnes@scambs.gov.uk](mailto:cldr.milnes@scambs.gov.uk)

**THE GREENING OF SOUTH CAMBS HALL**

South Cambs Hall *car park* is now closed again, so has limited access. If you need to visit, please call ahead as even fewer staff will be working in their offices.

This is part of our priority to be a green Council, which means we are working to drill boreholes beneath the main car park helping us to generate renewable energy as part of a ground source heat pump system. Above this, a solar carport and twenty electric vehicle charge points will be installed. The full ground source heat pump solution looks to reduce our gas consumption by 79%



annually, while the solar carport will offset over 20% of South Cambs Hall's peak electricity demand.

### **HOME IMPROVEMENTS**

Every year the district council completes an annual report showing how many home adaptations for disabled and older people have been completed. You can see it at here:

<https://www.cambshia.org/about-us/plans-and-performance/> . Given the challenges in 2020/21, it's great that, although the number of adaptations completed and the spend was lower than in previous years, we still managed to complete 166 adaptations investing over £2m to enabling residents to live more independently in their own home. Our service works closely with Occupational Therapists who were heavily redeployed to primary care services because of the pandemic – we look forward to a busy year ahead as these critical services resume. If you or a relative needs help to stay in their own home please contact [hia@cambshia.org](mailto:hia@cambshia.org).

### **LANDLORD ENFORCEMENT**

At this month's cabinet meeting South Cambs DC approved a Private Sector Housing Policy which allows the council to intervene and take action, including fining landlords, if private rental housing falls below the standards we expect. If you are aware of sub-standard property being rented to friends of family please do get in touch.

### **SHOP LOCAL -**

It has been good to see the support for our local shops in Sawston and how they have adapted to become Covid safe. Please continue to buy from our local shops and encourage others to also support our local economy.

### **ELECTORAL REGISTER**

The District Council is doing its annual canvas to get the electoral register up to date. Please do encourage anyone that you know isn't registered to do so and follow the steps laid out in the letters that SCDC are sending out

### **NEW BUSINESS GROWTH FUND**

The District Council has launched a new fund that businesses looking to grow and expand can now apply for. It's aptly called the 'Growth Fund' and between £1,000 and £50,000 can be applied for at one time. Full eligibility criteria can be found here -

<https://www.scambs.gov.uk/business/business-support-and-advice/growth-fund-grant-scheme> or by email [openforbusiness@scambs.gov.uk](mailto:openforbusiness@scambs.gov.uk)

### **PARLIAMENTARY BOUNDARIES**

Although they will not directly impact Sawston the Boundary Commission for England has published proposals for new parliamentary constituencies, which are now open to consultation until 2 August. This is the first stage of a review which will conclude in 2023. For the East of England, the proposals would mean three more MPs, and the effect of this is to create an additional 'St Neots' seat in Cambridgeshire.

Please do not hesitate to contact us if you have any questions about these, or any other matters.

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BRIAN MILNES AND CLARE DELDERFIELD

