



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 SEPTEMBER 2021
HELD AT SPICERS PAVILION - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley
David Bard
Brian Milnes
Colin Groves
Neil Reid

Jayne Merrick
Kieran Cooper
Paul Smith
Sue Whitney
Ian Reeves

Mr Jonathan Russell – Principal Sawston Village College
Mrs Melanie Wicklen – CEO Age UK Cambridgeshire
+ 2 members of public

50 PRESENTATION BY AGE UK

Mr Kevin Cuffley introduced Melanie Wicklen from Age UK who gave an update.

The presentation can be found on our website www.sawston.org.uk

Mrs Melaine Wicklen left the meeting.

51 APOLOGIES FOR ABSENCE

Anand Pillai (Work Commitments)
Beck Laxton (Personal)
Michael Mallows (Personal)

52 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

Mr Roger Richmond asked why both grounds keepers have left, how much it was going to cost us and that he had heard rumours why they left and had no trust in the current Chair and Vice Chair. Councillor Kevin Cuffley explained that the councillors are aware of the reasons. The Clerk explained it was not going to cost more using a contractor as we won't be paying both salaries until we re employ.

Councillor Kieran Cooper explained that there is a line between discussing staff in a public meeting. The Staff Management Committee did discuss it and we have carried out exit interviews with both staff of which are in front of the full council tonight.

Councillor Kevin Cuffley asked if Mr Richmond had any other questions which he didn't and Councillor Kevin Cuffley thanked him for attending.

As Mr Russell was present to discuss item 59, it was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper to move item 59 forward.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Councillor Kevin Cuffley welcomed Mr Russell.

Mr Russell explained the he is investigating ways to improve safety on New Road. He has already raised the below with County Highways and asks for the Parish Council to support these.

The junction of Westmoor Avenue onto New Road has no give way signs/road markings and is immediately opposite the school entrance where most of the children enter the school.

Some parents pick up close to the school gate which causes problems when they park in New Road, sometimes on the pavement which is another potential danger for children crossing.

At the Sports Centre end, the zig zag markings in the road do not go far enough and has asked for them to be extended.

He would like to see two more of the current flashing signs and school road markings nearer to each end of the school showing indication it is a school and maybe the option of marked bays showing where you can park.

Councillor Kevin Cuffley thanked Mr Russell for attending and explained that we are discussing the LHI (Local Highways Initiative) later in this meeting to consider options for New Road. We will also write a letter to the County Council in support of the above.

Mr Russell left the meeting.

53 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Jayne Merrick – item 68 as she is part of Girl Guides (Non pecuniary)

Councillor Ian Reeves – item 65 as he is Chairman of Sawston & Babraham Cricket Club (Non pecuniary)

Councillor David Bard – item 69 as he is a member of St Marys PCC (Non pecuniary)

54 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 24 AUGUST 2021

The minutes of the Extra Full Parish meeting held on 24 August 2021 were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Sue Whitney to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

55 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 31 AUGUST 2021

Item 9 – To accept quote of £750.00 + vat from Mr Groundsman to renovate the cricket square.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 10 – To agree for Mr Alan Lamb to put into SCDC a pre application for the pavilion at Cambridge City site.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 11 – To ask Mr Lamb to cost the 'wish list' items for Lynton Way with regards to S106 for H1:C site. Councillor Kieran Cooper explained that there will be a cost for him to do this work but it needs to be done before we submit our list.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the Recreation & Open Spaces committee meeting held on 31 August 2021 were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

56 REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 7 SEPTEMBER 2021

Item 11 – to agree to aim to have £100k in uncommitted reserves.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 12 – to agree to set up a Sawston Parish Council Facebook account.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 13 – to agree to continue making bacs/online payments and stop writing cheques.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 14 – To agree to get professional advice regarding VAT at a cost of £600.00 +vat

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the Finance and General purposes committee meeting held on 7 September 2021 were read confirmed and signed.

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

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

57 MATTERS ARISING

None

58 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

21/02933/HFUL	Single Storey Rear Extension at 76 Mill Lane Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support this application.	Support/ No Objection Vote: 10 For Unanimous
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For information only - noted

Planning decision - noted

59 TO DISCUSS NEW ROAD AND SAWSTON VILLAGE COLLEGE SAFETY

Item has already been discussed.

60 ACCOUNTS FOR AUGUST 2021

The accounts for the month of August 2021 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Sue Whitney to **accept** the accounts for August 2021.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

61 TO AGREE PLAY INSPECTION QUOTES

The clerk received three quotes for the yearly play inspection which is due in October.

- £278.00 + vat
- £498.00 + vat
- £600.00 + vat

These quotes are for all 4 play areas.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Paul Smith to accept the quote for £278.00 + vat from Play Inspection.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

62 TO AGREE THE ROAD CLOSURE FOR REMEMBRANCE DAY 2021

The clerk explained the cost for the road closure for this year's Remembrance Sunday is £1,395.00 + Vat from Traffic Management Services Ltd. The Clerk hadn't received any other quotes.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Paul Smith to accept the quote from TMS for £1,395.00 + vat.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

63 TO AGREE THE RISK ASSESSMENT FOR REMEMBRANCE DAY 2021

The clerk produced an updated risk assessment for this year's Remembrance Day which all councillors were sent to review before the meeting. A copy of this can be found on our website.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Paul Smith to agree and adopt the risk assessment for the 2021 event.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

64 TO DISCUSS THE APPLICATION FOR LHI (LOCAL HIGHWAYS INITIATIVE)

Councillor Kevin Cuffley asked if anyone had any ideas for an application. This was discussed.

Suggestions were:

- Railings outside the Post Office to prevent people parking on the corner
- Speed restrictions on Babraham Road by the new estate
- Speed humps in New Road and the High Street
- Speed restrictions in Church Lane particularly by the church

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor David Bard to put forward an application for speed bumps in New Road, Mill Lane and Church Lane. The application closes on 30th September and Councillor Kevin Cuffley offered to complete the application.

It was agreed that traffic calming on Babraham Road should go through S106.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

65 TO AGREE EXTENSION PLAN FOR STORAGE AT SPICERS

The council has received two quotes for the small extension at Spicers pavilion which were discussed and agreed that we should actually hold off accepting a quote until we get the planning permission. Once and if the planning permission is granted then the Clerk will put on the relevant meeting. Cllr Kieran Cooper clarified that we were actually discussing and making a decision on the revised plans for Spicers pavilion.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor David Bard to accept the revised plan and submit a planning application to SCDC.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

66 TO DISCUSS THE WELCOME BACK FUND

Councillor Brian Milnes agreed to check if this fund is still available and let the Clerk know.

67 TO DISCUSS WOODLAND CREATION PROJECT

A request to plant trees adjoining the new Cambridge City site has been received. Councillor Brian Milnes wanted to know who the request was from to be able to obtain more information about the project. It was agreed to invite the applicant to the next Full or Planning meeting.

68 TO DISCUSS S137 REQUEST FROM SAWSTON RANGERS GIRLGUIDING

Sawston Rangers Girlguiding has requested a donation of £180.00 to help towards kitting out their new unit with things such as stationery and first aid kits. The new unit is a step up from Girl Guides for 14-18 year olds which will help to teach them life skills etc.

It was **PROPOSED** by Councillor Sue Whitney and **SECONDED** by Councillor Kieran Cooper to donate £180.00 and will come from donations not S137.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

69 TO DISCUSS REPAIR WORK ON FLINT WALL AT ST MARY'S CHURCH

There is some work to be done on the flint wall at St Marys church and the Assistant Clerk has received some information about the work to be done. This was discussed and the Clerk was asked to invite the project manager to the Cemetery meeting to discuss.

70 TO DISCUSS THE QUEENS PLATINUM JUBILEE

Councillor Kevin Cuffley explained we should be celebrating this with an event in the village. This weekend coincides with the annual village fete so they could possibly work together. He suggested we get a working group together to organise this and asked which councillors would like to be involved. The following Councillors offered to be part of this working group.

Councillor Kevin Cuffley
Councillor Jayne Merrick
Councillor Neil Reid
Councillor Sue Whitney
Councillor Paul Smith
Councillor David Bard
Councillor Ian Reeves

Councillor Kevin Cuffley will set up the first meeting for this next month.

71 UPDATE FROM COUNTY COUNCILLORS

Update attached and on parish council website.

72 UPDATE FROM DISTRICT COUNCILLORS
Update attached and on parish council website.

73 CORRESPONDENCE
None

74 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

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 Jayne Merrick to go into camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Councillor Kevin Cuffley thank the public for attending and they left.

75 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 9 SEPTEMBER 2021

Item 4 – to agree employing a full time Head Sports Grounds Keeper, a full time Maintenance/Assistant Grounds Keeper with the possibility of employing a third Assistant Grounds Keeper if we potentially take on the areas of H1/b, H1/c, the gifted land at Cambridge City and maybe Butlers Green.

Councillor Kieran Cooper wanted to explain that some sports clubs at other parish councils take on the responsibility of the grounds for football and cricket but the Staff Management Committee came to the view that we wouldn't want to ask the clubs to take this on and that the Parish Council should continue the work.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The Staff Management committee will now review the job descriptions before advertising.

Item 6 – to agree the Clerks can work from home on Thursday when the office is closed and be flexible about home working.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Item 7 – to agree the quote for £9,875.00 + vat for the grounds work to be contracted out until the end of February 2022.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the Staff Management meeting held on 9 September 2021 were read confirmed and signed.

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

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

County Councillor report - Sawston & Shelford Division

Maria King & Brian Milnes

September 2021

Covid-19

Vaccinations

Information about walk-in vaccination clinics is available at www.thevaccinators.co.uk

Alternatively, appointments can be booked online at www.nhs.uk

Testing

Mobile rapid testing vehicles continue to visit sites across the county, offering on-the-spot lateral flow tests as well as test kits to take away and complete at home. You can also order kits to use at home. More information at www.cambridgeshire.gov.uk/rapidtesting

CO2 monitors for schools

The government has committed to install CO2 monitors in all schools to ensure the appropriate level of ventilation in classrooms to prevent spread of infection. We hope all schools will have the monitors in place during the Autumn.

Highways

County Broadband works

There have been a lot of County Broadband (a private company not affiliated to the County Council!) works around our villages throughout summer and autumn. All works are posted ahead of time on one.network website. Please make sure you [contact](#) County Broadband if your experience with their scheduling and work is below your expectation.

Real time roadworks information trial success

A couple of months ago council officers and contractors set up a WhatsApp Group among themselves. The contractors posted information and pictures to the group at the beginning and end of each day. They also reported if they changed sites during the day.

Information Services officers used the information to update the Council website once a day. The Communications team and the Council's Integrated Highways Management Centre posted the information on the relevant Twitter feeds. Real time closure information was fed through to satnavs via the one.network web platform. And the Council's Contact Centre used the WhatsApp information to provide up to date information in response to customer enquiries.

Officers managing the works could track the contractor more accurately, ask more informed questions, and respond better to enquiries. The contractors felt this was a success and are keen to adopt the new system when they carry out works in Cambridgeshire. Their Micro Asphalt team want to use it for their autumn programme which will start in September. The Integrated Highways Management Centre was happy as it could deal with enquiries much more quickly, though there were some issues with roadworks permits. Staff are also putting out information on Instagram. Information Services staff were pleased, as they could update the website each day. They could do this more quickly and provide more accurate information. The Contact Centre felt it was particularly helpful for highlighting weather delays, and informing enquirers about these.

From a staff point of view the trial was a huge success, and will improve the information the Council provides about these works. The autumn Micro Asphalt program begins in September, and

staff will use this method again. Meanwhile the Council will look to provide links for parishes and councillors so that they can access the information and advise residents how to do so. The new Joint Administration of Cambridgeshire County Council, and its Highways Chair Cllr Peter McDonald, are keen to improve the use of IT to manage the council's highways.

Civil parking enforcement

The County Council is proposing to apply to the Department of Transport for a Designation Order for the introduction of Civil Parking Enforcement in Fenland, Huntingdonshire, and South Cambridgeshire.

Meanwhile the Government is proposing to finally implement Part 6 of the Road Traffic Act 2004. This gives power to local councils, rather than the police, to enforce moving traffic offences—not speeding, but offences such as breaching weight limits.

Community Flood Action survey

As part of its Community Flood Action Programme, Cambridgeshire County Council is updating its riparian guidance document to make it more useful for those living next to a watercourse. A riparian owner is anyone who owns a property where there is a watercourse within or adjacent to the boundaries of their property. A watercourse includes a river, stream or ditch. A riparian owner is also responsible for watercourses or culverted watercourses passing through their land.

As this document is aimed at residents and landowners, the Council wishes to seek their views and get a better understanding of their awareness of riparian issues. The Council has therefore prepared a short survey (five questions—link below) for residents and landowners to complete. The Council plans to keep [the survey](#) open until Thursday 30 September but this can be extended if necessary. In addition, the Council would be grateful for any photographs of watercourses that residents may have, to include in the guidance document. If anyone would like to submit photos, please email them to **CFAP@cambridgeshire.gov.uk** and include the name they would like to be credited as.

Decentralisation of services

One of the new Joint Administration's major commitments is to decentralise council services, making decisions closer to communities. This might include:

- **Joint decision making—the County Council working closely with the District or City Council, Town or Parish Councils, local voluntary, community and faith groups, and communities to identify priorities and agree how best to deliver to them.**
- **Service relocation—County Council services physically located within the heart of communities where there is an evidenced need, with opportunities for co-location between council departments and with partner agencies.**
- **Delegation of funding, service delivery, and/or decision making—a community or local organisation being given formal delegation to deliver a service or to make decisions relating to county council services.**

A progress report will be made to the December meeting of the Communities, Social Mobility & Inclusion Committee. The Council aims to support and enable partners to deliver services or make joint decisions, rather than adding pressure and cost to those organisations. This will be an important principle to establish before firm decisions can be made, and reflects some of the early feedback received from District and City Councils.

Foster carers

Cambridgeshire County Council needs more foster carers. Fostering means caring for one or more children or young people in your own home when they are unable to live with their family.

Foster carers provide a safe and secure home for children and young people of all ages, and come from a wide range of ages, cultures and backgrounds.

Becoming a foster carer normally takes four to six months. The Council offers

- **a generous mileage allowance, a setting-up fee for furniture and equipment, two weeks additional basic maintenance payments for holidays, birthdays allowance, a festivities allowance, and an initial clothing and school uniform allowance.**
- **round-the-clock 'out of hours' support should you need reassurance.**
- **a dedicated social worker to provide regular supervision and support.**

Foster carers could earn up to £44,720 plus benefits for looking after two children aged eleven or over, subject to experience, training, and assessment.

There are lots of different types of fostering available for the right people and their families. Applicants will need enthusiasm and commitment to support the needs of children and young people in care, as well as a spare bedroom—and be over 21 years of age. The Council urgently needs foster carers for teenagers, sibling groups, and children with disabilities.

For more information

- visit www.cambridgeshire.gov.uk/fostering
- call 0800 052 0078 or
- text FOSTERING to 60777

Library Survey

Let us know what your local library means to you

Cambridgeshire Libraries is looking for feedback from residents on why they value their local library service as part of its plans for Libraries Week 2021.

Libraries Week, which runs from Monday 4 October to Sunday 10 October, celebrates the nation's much-loved libraries and the central role that they play in their community as a driver for inclusion, sustainability, social mobility and community cohesion.

Planning is still underway for the county's Libraries Week celebrations, but to feed into this residents are being asked to complete a short survey or pop into their local library and write down a few words about why they value library staff, services, books and buildings.

To take part in the survey, go to <https://www.smartsurvey.co.uk/s/6HSTQX/>

For a full list of libraries and opening times, go to <https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/libraries/visit-a-library>

Maria.king@cambridgeshire.gov.uk
Brian.Milnes@cambridgeshire.gov.uk

NEWS FROM YOUR DISTRICT COUNCILLORS CLARE DELDERFIELD AND BRIAN MILNES

SEPTEMBER 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 or Brian Milnes cldr.milnes@scambs.gov.uk

Greater Cambridge Local Plan

On September 1st South Cambridgeshire District Council and Cambridge City Council published the First Proposals/Preferred Options for the new *Greater Cambridge Local Plan*. This is the policy that defines how many new homes (and commercial premises) will be built in the area, between now and 2040.

In Sawston there are no additional sites being proposed. The remaining site from the previous Plan on the south of Babraham Road, currently under consultation, was allocated in 2018 after a long delay.

Between Cambridge City, where there is provision for 14,000 homes to be built between 2011 and 2031 and for South Cambs where there are 19,500 allocations for the same period, that means there are 33,500 dwellings already in the pipeline. Because there wasn't enough supply under the previous administration, nearly additional 4,000 homes were allowed, meaning the current local plans for both councils is already for 37,198 homes.

The number of additional new houses being proposed for the new local plan period 2020-2041 using the "Objectively Assessed Need" and allowing a small 10% buffer is 11,596. Only 384 homes are allocated in rural sites. The rest are around Cambridge City and in the new town developments such as Cambourne, Northstowe and Waterbeach.

There will be a further public consultation starting in November

Afghan Refugees

South Cambridgeshire District Council is building on the work it has been doing since 2018 when we agreed to house 4 families a year from Syria and the surrounding areas by offering homes to 3 families escaping the terror in Afghanistan.

The council will be using houses available through its private rental housing company and will be working with the County Council and with specialist charities to make sure that these people have the access they need to support, education and health services they need

Growth Fund

The *New Growth Fund*, using Government funding, is designed to support South Cambridgeshire based businesses' growth and expansion plans. These could be start-ups looking to scale and grow quickly or established companies which can clearly demonstrate ambitious growth plans.

Businesses from any sector can apply, including sole traders and partnerships, for one-off grants of £1,000 to £50,000. The scheme will end when all funds have been allocated.

New washable nappy discount scheme

Nappy and sanitary waste makes up nearly 10% of what we send to landfill from the black bins, and households with children in disposable nappies will know that they fill up their black bin very quickly.

To encourage parents to switch to washable nappies, even for just one nappy change a day, the Recycling in Cambridgeshire and Peterborough (RECAP) partnership has teamed up with suppliers to offer a 10 to 15% discount off the cost of washable nappies, washable wipes, and reusable period products. The scheme is available via the South Cambs website.

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

BRIAN MILNES AND CLARE DELDERFIELD

DISTRICT COUNCILLORS FOR SAWSTON

Sawston Parish Council

	Description	Date	TO PAY	S137
Honest Employment Practice Ltd	Staff Management - Compliance Advice	31/8/21	£114.00	
SCDC	Cemetery - Rates	1/8/21	£132.00	
Grace Solutions	F&GP - Monthly charge for M365/spam filtering etc	31/8/21	£150.04	
Algar Sigcraft	Rec - Signs for Spicers agreed at FP and overlap signs for current signs (change of email ad	10/8/21	£160.20	
Murketts of Cambridge	Rec - Fuel for August	31/8/21	£180.61	
Adcock	F&GP - Office air con routine service/maintenance	16/8/21	£182.40	
ADT	F&GP - Maintenance and monitoring of office alarm	1/8/21	£195.19	
Pestagon	Rec - Quarterly invoice for pest control at Spicers and ground store	25/8/21	£198.00	
SCDC	Rec - Spicers Rates	1/8/21	£399.00	
SCDC	Rec - Mill Lane Rates	1/8/21	£424.00	
ADT	F&GP - Call out and replace faulty equipment on intruder alarm	4/8/21	£447.60	
Alan Lamb Associates	Cambs City ground 2nd interim payment	31/8/21	£669.85	
Came & Co	F&GP - Additional insurance re Mill Lane build	18/8/21	£672.00	
Lanham & Co	F&GP - Book keeping for month	31/8/21	£696.00	
S&P Services	F&GP - Cleaning Contract for month	31/8/21	£700.00	
CGM	Planning - mowing verges 29/06	15/8/21	£722.86	
SCDC	F&GP - Office Rates	1/8/21	£736.00	
CGM	Planning - Verge cutting 06/07 and 20/07	31/7/21	£1,445.71	
Alan Lamb Associates	Mill Lane Pavilion Project - Stage 5 month 2 payment	31/8/21	£1,848.00	
G B & A L Fordham	Rec - Nitram fertiliser	1/8/21	£1,965.60	
Christmas Illumination Limited	Planning - Christmas lights	13/8/21	£4,800.00	
Jaggard Projects Ltd	Stage payment for completion of works as per valuation 2	1/9/21	£48,988.82	