



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 14 DECEMBER 2021**  
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

**PRESENT:**

**Assistant Parish Clerk** Clare Speed

**Councillors**

Kevin Cuffley

David Bard

Ian Reeves

Tony Fell

Neil Reid

Jayne Merrick

Brian Milnes

Paul Smith

Colin Groves

+ Jaynee Ramsurun Timebank Coordinator

**137 APOLOGIES FOR ABSENCE**

Kieran Cooper (Work Commitments)

Tony Orgee (Personal)

Beck Laxton (Personal)

Michael Mallows (Personal)

Sue Whitney (Work Commitments)

Anand Pillai (Work Commitments)

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

None

**139 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Kevin Cuffley – Item 156 is member of the Jubilee Committee

Item 145 Planning application 21/04823/FUL – currently occupying the premises (pecuniary)

Councillor Jayne Merrick - Item 156 is member of the Jubilee Committee

Councillor David Bard - Item 156 is member of the Jubilee Committee

Councillor Colin Groves - Item 156 is member of the Jubilee Committee

Councillor Ian Reeves - Item 156 is member of the Jubilee Committee

Chairman of the Cricket Club (Non-Pecuniary)

Councillor Tony Fell – Item 145 Planning application 21/1592/TTPO (Non-Pecuniary)

**140 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 09 NOVEMBER 2021**

The minutes of the Full Parish meeting held on 09<sup>th</sup> November 2021 were read confirmed and signed.

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

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

**141 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING HELD ON 09 NOVEMBER 2021**

Amend October to November in the top title.

The minutes of the Planning & Environment committee meeting held on 09 November 2021 were read confirmed and signed with the above amend.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Colin Groves to **accept** the minutes with the above amends.

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

**142 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 30 NOVEMBER 2021**

Item 9 – To agree to install internet at Mill Lane at £21.95 a month on a 24 month contract.

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

Item 10 – To agree to leave the flood light post where they are and replace with LED bulbs

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

The minutes of the Recreation & Open Spaces committee meeting held on 30 November 2021 were read confirmed and signed.

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

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

**143 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 07 DECEMBER 2021**

Item 5 – To adopt the updated version of the code of conduct policy

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

Item 6 – To agree that Parish Councillors do not respond to any comments on the SPC facebook page and we draft a policy for the next F & GP meeting.

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

Item 7 – To spend up to £1,100.00 for office cabling

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

Item 7 -To spend £1,140.00 + vat for the office internet connection

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

Item 10 – To agree the precept for 2022/2023 of £365,027.00.

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

Item 11 – To opt to tax on the hire of our pavilions and grounds

**VOTE: 8 FOR : 1 No Vote UNANIMOUS**

Item 11 – To adjust the current fees to include VAT without raising the club's fees and review September 2022.

**VOTE: 8 FOR : 1 No Vote UNANIMOUS**

The minutes of the Finance & General Purposes committee meeting held on 07 December 2021 were read confirmed and signed.

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

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

**144 MATTERS ARISING**

None

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to bring item 147 forward.

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

**147 TO DISCUSS REQUEST FROM TIMEBANK TO PLANT TREES AT SPICERS AND MILL LANE**

Jayne Ramsurun the Timebank Coordinator explained the Timebank members would like to apply for trees through the Queens Green Canopy for next year and would like to plant the trees at Spicers and Mill Lane Recreation Grounds.

Councillor Jayne Merrick was not sure the trees could go on Spicers, and they should liaise together where the trees should go, Councillor Jayne Merrick suggested putting some trees in the Cemetery. Jaynee Ramsurun said she needs a provisional plotting map to apply for the trees and Councillor Jayne Merrick said she has one which she can send Jaynee.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to go ahead and apply for the trees.

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

**145 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">21/04772/HFUL</a>	<p>Addition of bespoke garden room to the rear at The Brook 138 High Street.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For</b></p>
<a href="#">21/04773/LBC</a>	<p>Addition of bespoke garden room to the rear at The Brook 138 High Street.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For</b></p> <p><b>PC Comment:</b> If everything is in order with the conservation officer.</p>
	<p>Councillor Kevin Cuffley left the meeting.</p>	

<a href="#">21/04823/FUL</a>	<p>Change of use from taxi office to chinese take away and associated ventilation outlet at 65A High Street.</p> <p><b>Proposed</b> by Councillor Paul Smith and <b>Secinded</b> David Bard by Councillor to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 8 For 1 No Vote</b></p> <p><b>PC Comment:</b> If everything is in order with the conservation officer.</p>
	Councillor Kevin Cuffley returned to the meeting.	
<a href="#">21/04978/HFUL</a>	<p>Demolition of existing single storey rear projection and conservatory and construction of Single storey rear extension at 14 Eccles Close.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Secinded</b> by Councillor Brian Milnes to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For</b></p>
<a href="#">21/05068/HFUL</a>	<p>Single storey side and rear extension at 17 Edinburgh Avenue.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Secinded</b> by Councillor Kevin Cuffley to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For</b></p>
<a href="#">21/05295/PRIOR</a>	<p>Installation of a 15.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works at London Road.</p> <p><b>Proposed</b> by Councillor Kevin Cuffley and <b>Secinded</b> by Councillor Neil Reid to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 18 For 1 Against</b></p>
<a href="#">S/4329/18/COND24</a>	<p>Submission of details required by condition 24 (Site Wide Lighting Strategy) of outline planning permission S/4329/18/OL at Wellcome Trust Genome Campus Cambridge Road Hinxton.</p>	<b>No Comment</b>
<a href="#">S/4329/18/COND45</a>	<p>Submission of details required by condition 45 (Strategic Surface Water Drainage Strategy) of outline planning permission S/4329/18/OL at Wellcome Trust Genome Campus Cambridge Road Hinxton.</p>	<b>No Comment</b>

<a href="#">S/4329/18/COND38</a>	Submission of details required by condition 38 (Site Wide Climate Resilience Strategy) of outline planning permission at Wellcome Trust Genome Campus Cambridge Road Hinxton.	<b>No Comment</b>
<a href="#">S/4329/18/COND51</a>	Submission of details required by condition 51 (Construction) of outline planning permission S/4329/18/OL at Wellcome Trust Genome Campus Cambridge Road Hinxton.	<b>No Comment</b>
<a href="#">21/03955/FUL</a>	Erection of 280 dwellings, including 72 affordable dwellings, two new vehicular accesses from Babraham Road, pedestrian and cycle access, publicly accessible open space, a Local Area of Play (LAP) and a Local Equipped Area of Play (LEAP), landscaping and earthworks and surface water drainage, associated amenity space and attenuation features and internal infrastructure at Land South Of Babraham Road.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Smith to <b>object</b> to this application.	<b>Objection/Do Not Support</b>  <b>Vote: 7 For</b> <b>1 No Vote</b> <b>1 Abs</b>  <b>PC Comment:</b> Please find the comments at the end of these minutes.
<b>Tree</b> <a href="#">21/1592/TTPO</a>	DECAYED SYCAMORE - Reduce height to form monolith approximately 5 - 6m high, retain growth on mainstem at 68 High Street.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Paul Smith to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 7 For</b> <b>2 No Vote</b>

For information applications - noted

**146 ACCOUNTS FOR NOVEMBER 2021**

The accounts for the month of November 2021 were presented.

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

**VOTE: 9 FOR : 0 AGAINST**

**147** Item was brought forward

**148 TO DISCUSS THE CLEANING CONTRACT**

Councillor Kevin Cuffley explained our current cleaning contract for the office and pavilions is going to be terminated from end of December and we will not have a cleaner. The current cleaner has a family member which can clean for us until March, but the payment details will change.

This was discussed at length and was agreed to go ahead with this as an emergency until the Clerks get quotes and can hire another cleaning company.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Grover to pay the next three months cleaning into a different bank account as an emergency until the end of March.

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

**149 TO DISCUSS/AGREE TENDERS FOR SPICERS EXTENSION**

Councillor Kevin Cuffley explained we have received two quotes for the Spicers extension.  
- £42,041  
- £37,850  
Councillor Brian suggested adding £2,000 for any extras which might occur.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to go with the quote of £37,850 with the additional £2,000.

**VOTE: 7 FOR : 2 AGAINST**

**150 TO DISCUSS CAMBRIDGE CITY FOOTBALL GROUND**

Councillor Kevin Cuffley explained that Alan Lamb has asked for a response on 4 items to be able to submit a pre application, these outstanding items are:

1. I would like to share this with Pat McGowan as he can provide us with further information on services etc that we would need as part of any formal planning application
2. I could then prepare the planning application for your approval before making the submission
3. Any planning approval would be valid for 3 years, but I suggest that if funding is available then we progress the Building Regulations drawings asap after the submission of the planning application as this would be low risk.
4. The land will probably be handed over to you around Easter next year and you would need the new pavilion before it could be brought into use which could be around the beginning of the new season in September 2022 at the earliest

It was discussed at length that we could instruct Alan to continue with the items, but we need evidence in writing that this piece of land is actually going to be ours.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to go agree for Alan to move forward on this project if we have the solicitor drawing up a contract at the same time.

**VOTE: 9 FOR : 0 ABS**

**151 TO DISCUSS MACHINERY SERVICE QUOTES**

Councillor Kevin Cuffley explained the services on the machines need doing before the new ground staff start in January, the Clerk contacted two companies and only one was able to quote as we need someone to come to the ground store to do the services as we have no way of getting the machines to them.

The quotes for each machine are:

M6060 - £960 + vat  
Ford 3730 - £960 + vat  
Ransome £1650 + vat  
Toro - £2120 + vat

Councillor Brian Milnes explained that this quote is very expensive and is not a legal requirement it is a recommendation, and he is happy the services need doing but they can wait till January to receive more competitive quotes.

Councillor Kevin Cuffley did not feel happy not servicing the machinery for the new staff starting as he would feel responsible if anything would happen.

It was **proposed** by Councillor Brian Milnes and **seconded** by Paul Smith to defer this item to January to get more quotes as this is very expensive.

**VOTE: 3 FOR : 6 AGAINST**

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to pay the total of £5,690.00 to get all the services done.

**VOTE: 6 FOR : 3 AGAINST**

**152 TO DISCUSS QUOTES FOR TREE WORK**

The Assistant Clerk explained she had several areas in the village which needed maintaining, three quotes for each area were obtained.

Hedge at Hide Close

- £550 + vat
- £450 + vat
- £400 + vat

Horse Chestnut on the border of resident's property damaging their fence

- £750 + vat
- £248 + vat
- £350 + vat

To remove a tree and bushes on two half plots at the allotments

- £1100 + vat
- £755 + vat
- £550 + vat

Encroaching Hawthorn on resident's property

- £450 + vat
- £325 + vat
- £275 + vat

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to agree to accept the lowest quote on each item

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

**153 TO DISCUSS QUOTES FOR PAT TEST AT THE OFFICE AND PAVILIONS**

The Assistant Clerk tried to obtain three quotes but only got one which is £83.05 + vat to PAT test all equipment at the office and all three pavilions.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to go with this quote and get the tests done.

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

**154 TO DISCUSS RESIDENT COMPLAINT ABOUT THE EXTERNAL LIGHTS AT MILL LANE PAVILION**

Councillor Kevin Cuffley explained the Council have received an email from a resident complaining about the external lights at Mill Lane Pavilion being too bright.

It was suggested to ask Alan Lamb if the lights can be put on a dimmer and if the lights could be hooded. It was agreed to add this to January Planning agenda.

**155 TO DISCUSS STREET TRADING POLICY 2021**

This was discussed at length.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to go agree to the Street Trading Policy 2021.

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

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to ask for an extension of time for an extra 15 minutes.

**VOTE: 7 FOR : 2 AGAINST**

**156 TO DISCUSS PLATINUM JUBILEE COMMITTEE REGARDING JUBILEE EVENT 2022**

Councillor Kevin Cuffley explained that most of the members of the Jubilee committee are Parish Councillors, and they would need to apply for a dispensation to discuss the Jubilee at a Parish Council meeting. Our Clerk does not have the authority to order the consent to discuss the Jubilee at a meeting and it would need to go to an F & GP meeting to change our code of conduct policy then back to Full Council to agree. Without this the Parish council meetings would not be quorate to vote on Jubilee items.

Councillor Kevin Cuffley suggested this as one option or option two the Parish Council take this away from the Jubilee Committee and organise a beacon on Huckeridge Hill which is a bonfire and fireworks. This will be a village display and will not have a road closure, the fireworks will cost about £3,000.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to organise the bonfire and fireworks and to pay £3,000 for the fireworks.

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

**157 UPDATE FROM COUNTY COUNCILLORS**

Councillor Brian Milnes updated on the current coronavirus pandemic explaining the variant is dominant and the rate it is spreading we will be at 64,000 by Christmas.

County Council made the decision last night to cancel their meeting today due to over 60 members being at risk.

Full report on Parish Council website – [www.sawston.org.uk](http://www.sawston.org.uk)

**158 UPDATE FROM DISTRICT COUNCILLORS**

Councillor Brian Milnes explained that the green bin collection was cancelled this week due to low numbers of staff, even after their best efforts to get temporary staff in.

Councillor Brian Milnes suggested all Councillors do a lateral flow test before all Council meetings.

Full report on Parish Council website – [www.sawston.org.uk](http://www.sawston.org.uk)

**159 CORRESPONDANCE**

Thank you from Royston & District Community Transport for their donation.

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

Councillor David Bard explained he had received an email regarding multiple occupants at a property in Sawston, he asked if Councillor Brian Milnes would look into this. The Assistant Clerk said she has the same email and will forward on to Councillor Brian Milnes. Councillor Kevin Cuffley suggested adding this to the Planning agenda.



Councillor Kevin Cuffley has noticed a rise in graffiti in the village and suggested if any Councillors see any graffiti to report to the Clerks. Councillor Brian Milnes explained this is the responsibility of the Parish Council not District Council, this would become a job for the new ground's keepers. Councillor David Bard suggested we always need to contact the owners of the walls before painting over the graffiti.

Councillor Kevin Cuffley congratulated the Clerk Jo Keeler for passing her CILCA course.

Councillor Kevin Cuffley thanked everyone for their hard work and wished everyone a Happy Christmas and New Year.

**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 Kevin Cuffley and **seconded** by Councillor David Bard to go into camera.

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

**161 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 07 DECEMBER 2021**

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 Neil Reid to **accept** the minutes.

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

**Meeting closed 9.45pm**

Sawston Parish Council Comments re 21/03955/FUL (Land South of Babraham Road, Sawston & Babraham) 14/12/2021

**OBJECT**

The Parish Council reiterates its earlier comments concerning the inadequacy of parking provision and notes that the comments of the Urban Design Team also raise concerns parking arrangements (Para.1.1, bullet point 2, Paras 2.8 & 2.9). It is noted that the inadequacy of the parking arrangements has been further exacerbated by the removal of on-street parking since the previous submission (21\_03955\_FUL-TECHNICAL\_NOTE\_02-5850634, p.3).

The Parish Council also supports the further comments of the Urban Design Team concerning the lack of distinctive character in design and finish of the standard house types proposed (Para. 1.1, bullet point 1, Paras. 2.13 & 2.14) and requests that design should reflect the criteria identified in the adopted Sawston Design Guide, 2019. It is particularly concerned about the massing of the 3 (2.5) storey buildings referred to in Para.2.14. Such buildings would be out of character and unduly obtrusive when viewed from the Green Belt.

The Council also has major concerns about the close proximity of dwellings on the plots referred to in Para 2.5 of the Urban Design report, which appear not to meet the recommended minimum separation of 25m between habitable rooms stipulated in the adopted District Design Guide SPD, 2010 (Para 6.68). This concern extends to the proposed separation between dwellings on the Western boundary of the proposed development and the existing dwellings in Stanley Webb Close and Plantation Road. The Parish Council understands that the existing planting on the North Eastern, Eastern and South Eastern boundaries of Stanley Webb Close is maintained by a charge on the existing residents of that estate. The Parish Council would like clarification of how responsibility for this boundary will be shared in future.

The Parish Council also reiterates the concerns expressed in the comments in the Landscape Consultation Response concerning the inadequacy of the proposed landscaping buffer on the Eastern boundary of the proposed development. The proposed development lies in a flat and open landscape and a significant depth and height of planting will be required to mitigate its impact on the adjacent green belt. The technical assessment which informed the release of this site from green belt and its inclusion in the adopted Local Plan referred to the potential to soften the hard edge of the existing development. This potential would not be realised by the current proposals.

The Parish Council notes that the applicant has now provided an adoption plan for the roads within the development. It is concerned, however, that substantial stretches of access road are not included within it (viz. the access roads to Plots 17 to 27; 79 to 92; 118 to 143; 144 to 157; Plots 177 to 193 and Plots 252 to 259) and that it is proposed that these should be maintained by a management company funded by a levy on residents. Experience on existing estates in Sawston suggests that significant deterioration of the road surface will occur over a 30-40 year period requiring extensive resurfacing. It is questionable whether a management company would survive as a functioning legal entity over such a long period and it would be unreasonable to burden future residents with the very considerable expense which resurfacing would involve either directly or through the medium of a management company. The Council therefore requests that all access roads within the development are completed to adoptable standards.

The applicants have still failed to produce a lighting plan and the Parish Council requests that permission is not granted until an acceptable scheme has been agreed. Such a scheme should clearly show the positioning and type of lighting columns and have regard to wildlife conservation and light leakage into the open countryside beyond the development. It should be completed to adoptable standards.

The Parish Council reiterates its previous concerns about highway safety on Babraham Road and requests that traffic calming measures be introduced at the entry to the built-up area and that the 30mph limit on Babraham Rd./Sawston Rd. be extended to the junction between Sawston Road and Babraham High Street.

The Parish Council requests confirmation from the statutory undertaker that there is sufficient existing capacity within the local foul water drainage system to cope with the additional flows arising from this development.