



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 27 SEPTEMBER 2022
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

Patrick Thouroude

Kieran Cooper

Neil Reid

Michael Mallows

Jayne Merrick

David Bard

Paul Smith

Colin Groves

Aaron Church – Grounds Keeper
+ 9 members of public

Councillor Kevin Cuffley welcomed everyone to the meeting and requested a minute's silence in memory of the late Queen Elizabeth II.

145 APOLOGIES FOR ABSENCE

Anand Pillai – Work Commitments
Ian Reeves - Personal
Sue Whitney – Personal
Brian Milnes – Work Commitments

146 DECLARATIONS OF INTEREST FOR THIS MEETING

Ian Reeves – item 164
Kevin Cuffley – item 164

147 PUBLIC PARTICIPATION

Councillor Kevin Cuffley welcomed the members of public to speak.

David Wilkinson explained that Sawston Timebank wanted to plant a hedge along the fence on Mill Lane recreation ground and that the saplings would be free of charge provided by the Woodland Trust. It was thought that this had already been approved but the Clerk confirmed that it hadn't been discussed.

Councillor Kevin Cuffley asked the grounds keeper what his view was on planting a hedge in the area.

Aaron Church explained that in his opinion the hedge would not do well there due to lack of water and light taken by the trees. He believes the hedge would struggle to survive. You wouldn't be able to plant further out as you would create an area between the hedge and fence for anti-social behaviour, litter etc which is already a problem on this recreation ground. He also explained that he does have plans for this area which include painting the corrugated fence green and planting a wild meadow.

Then they asked about leadership for Sawston Timebank as the Co-Ordinator resigned and has not been replaced and if the parish council can employ someone else. Councillor Kevin Cuffley understands they are disappointed they have not been replaced and explained that

the Timebank should be self sufficient which it isn't. An example is Cambourne Timebank which is run by Timebank members and is self-funding. They also have big projects and do lots of different classes like cooking which we have not seen from Sawston Timebank. We have employed 3 Co-Ordinators in the last 4 years and it doesn't appear to be developing how it should be. There seems to be a nucleus of people who attend the weekly coffee mornings.

Councillor Kieran Cooper explained that not replacing the Co-Ordinator was not regards to anything Timebank have done it just has not progressed.

There was some concern regarding the room hire and their belongings which are currently at Mill Lane pavilion. The Clerk explained that they can continue to use the parish council office for their Monday meetings and Mill Lane pavilion if the office is not available and that all their belongings are in a locked cupboard at Mill Lane and a member of Timebank and the Clerk are the only ones with a key so all will be safe.

Brian Smith spoke about the proposed speed bumps the parish council are looking into installing on Mill Lane, he is against speed bumps as they damage your car. Councillor Kevin Cuffley explained this is being looked into.

Richard Steel has offered to cut up and remove the old damaged goals at the back of the ground store, these goals cannot be used and the grounds keepers were waiting to get a skip to remove then so thanked him for offering to do this for us. He asked that the Clerk email him confirmation it is ok for him to do this.

148 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 02 AUGUST 2022

The minutes of the Full Parish meeting held on 2nd August 2022 were read confirmed and signed.

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

149 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 25 AUGUST 2022

The minutes of the Extra Full Parish meeting held on 25th August 2022 were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Patrick Thouroude to **accept** the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

150 MATTERS ARISING – NEW INFORMATION ONLY

None

151 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

| | | |
|------------------------------|---|--|
| 22/03363/FUL | Erection of Research and Development buildings (use class E) and associated decked car park, landscaping and associated infrastructure at Dales Manor Business Park Grove Road. | Object/Do Not Support Vote: 6 For 2 Abs 1 Against |
|------------------------------|---|--|

| | | |
|-------------------------------|--|--|
| | Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to object to this application. | Comment: The height of the building on the edge of the green belt is a matter of concern as it's prominent in open countryside. The sustainability statement, they have not achieved the 10% required by local plan policy and we have concerns regarding the cycle access down Grove Road. |
| 22/03395/FUL | New HV power connection, GRP substation, GRP isolation switch cupboard and 3 no. vehicle charging stations at 1 Cambridge South, Unit 1 West Way. Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support to this application. | Support/No Objection Vote: 9 For Unanimous |
| 22/03508/HFUL | Provision of 3no. residential parking spaces at The Cottage 1 The Baulks. Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support to this application. | Support/No Objection Vote: 8 For 1 Abs |
| 22/03671/HFUL | Single storey rear & side extensions. Rear single storey conversion/extension. at 31 Park Road. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application. | Support/No Objection Vote: 8 For 1 Abs |
| Tree | | |
| 22/0941/TTPO | T1 – A large monolith ash tree re-trenched need to fell to ground level at 38 Common Lane. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application. | Support/No Objection Vote: 8 For 1 Abs Comment: No objection but want to know if there is a reason the tree is in this state and request a full arboriculture report and justification. Would also want the tree to be replaced |

152 TO DISCUSS SPORTS CLUB MATTERS

Connor Scott – Sawston Phoenix explained the showers do not work very well at Lynton Way, he thinks it may be the pressure. The Clerk will investigate.

He then asked for an update on the renovation of the pavilion. Councillor Kevin Cuffley explained we have to wait for the S106 money to come in for the H1/C site before we can start planning but will ask them to be involved when we get to that stage.

Ian Reeves explained that there are issues with visibility in the scorers box recently built at Spicers pavilion. The builder is going to rectify the problem and it will be paid for by the Cricket club.

153 TO DISCUSS HEDGE PROPOSAL AT MILL LANE

Sawston Timebank has asked if they can plant a hedge along the fence at Mill Lane (Mary Challis side). They will be applying for a grant for the trees so there is no cost and the Timebank members will plant the hedge. If agreed they would like to plant November 2023. This was discussed earlier in the meeting and the grounds keeper was asked for his advice.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor David Bard that we do not allow a hedge to be planted in this area on advice from our ground's keeper (shown above).

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

154 TO DISCUSS MILL LANE PAVILION – DISABLED ACCESS/NOISE CONTROL

Councillor Kevin Cuffley explained that the doors are very heavy at Mill Lane pavilion and could be difficult for disabled users to open them. We are currently getting the main door to the pavilion hall and the main door to the changing rooms changed so they are open using a key fob, which will automatically open the door but there needs to be a push button on the inside so the door opens. The Clerk has looked into this and it could cost around £2-£3k to install this per door. The Clerk has spoken to the project manager for the renovations at Mill Lane pavilion who said the doors are compliant with relevant legislations.

The main hall in the pavilion is also very echoey and quite noisy so the Clerk looked into the acoustics. Two companies were prepared to come out and quote for sound absorbers, one company would charge £199.00 + vat for an initial visit and site survey, and another company would charge £640 for initial visit and desktop assessment. These were discussed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Paul Smith to go ahead with the quote for £199.00 + vat and get the survey done. With regards to the doors, the Clerk was asked to get quotes for the push button/disabled access and take to the next appropriate meeting.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

155 TO DISCUSS 20MPH ZONES WITHIN VILLAGE

This item is to be deferred to the next full parish meeting as not all had read the information the Clerk had sent out before the meeting.

156 TO DISCUSS SPEED CAMERA IN VILLAGE (INCLUDING DATA FROM MILL LANE)

Councillor Colin Groves explained that the tool used to move the camera has gone missing and he has not been able to find another that will be suitable. He contacted Swarco who are able to provide the tool and additional brackets which he will then be able to put in other locations. He asked the parish council to purchase the tool and five additional brackets costing around £127.00 + vat.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to purchase 5 additional brackets and 2 tools spending a maximum of £150.00 + vat.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

157 TO DISCUSS DONATION APPLICATION REQUEST FROM THE CAMBRIDGE SOCIETY FOR THE BLIND AND PARTIALLY SIGHTED (CAM SIGHT)

Camb Sight has requested a donation of £1,000.00 to help provide more one-to-one emotional support and counselling sessions to those who need it most.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to donate £1000.00.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

158 TO DISCUSS DONTATION APPLICATION REQUEST FROM RELATE CAMBRIDGE

Relate Cambridge has requested a donation of £1,500.00 which will be used to help provide counselling sessions to all Sawston residents that need it and to support local delivery. This is a donation that the parish council budget for annually.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to donate £1500.00.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

159 TO DISCUSS THE SURROUNDINGS FOR THE NEW MEMORIAL TREE AT CEMETERY

The memorial tree has now been installed at the Cemetery and now the parish council need to discuss and agree what to do with the surroundings, ie planting, trees, sign, benches etc. This was discussed and the Clerk suggested a nice footpath wide enough to take a wheelchair, up to the memorial tree with a couple of wooden benches and some plants/shrubs to maybe go under the tree but felt that could be left to the decision of the ground's keeper. Councillor Michael Mallows said we need to have a plan first before we decide what to do in this area. Councillor Patrick Thouroude kindly offered to help the Clerk draw up a plan of the area so the Clerk can get quotes.

160 TO DISCUSS LIME TREE IN WOODLAND ROAD

The Clerk explained a resident has been in touch regarding a large lime tree in Woodland Road which is large and the debris falls onto their bungalow and garden leaving a mess (all councillors had pictures sent from the resident).

The Clerk asked a tree surgeon to take a look to get initial advice about the state of the tree and was told that the tree does look healthy and that losing the tree will have a huge impact on the amenity of the street so wouldn't be an option. The tree surgeon recommended either a reduction in size by around a 3-5m crown lift or pollard the tree by around 40-50% but this would need to be carried out every 3-5 years. He explained that once you start to prune trees like Limes you are committed to a maintenance plan to keep them pruned.

The quote to pollard the Lime tree to up top 50% is £595.00 + vat. The Clerk asked what the council would like to do so she could get more quotes.

The Clerk is to get three quotes for the tree to be felled but ask each tree surgeon their opinion regarding the roots. The resident is happy for this tree to be replaced with something more appropriate.

161 TO DISCUSS LIME TREE ON DEAL GROVE

Councillor Jayne Merrick explained there is another very large lime tree on Deal Grove which needs some attention. It was agreed to get quotes for this tree to be pollard or have crown reduction.

162 REPORTS OF THE ELECTRICAL TEST REPORTS

The Clerk explained that we recently had an electrical test on all our buildings and all have now passed.

She had a conversation with the electrician regarding how often these should be carried out as the rules have changed by the NIC who say that checks should be one every 5 years but they would recommend at least every 3 years because we are renting our pavilions to the public. The electrician recommended the following:

Ground Store and Mill Lane – Every 2 years (because of usage)

Office – Every 5 years
Lynton Way – 2 years (hopefully the rebuild will start within this time)
Spicers – Every 3 years (because of usage)

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

163 TO DISCUSS ROAD CLOSURE FOR BONFIRE NIGHT AND REMEMBRANCE DAY

The Clerk explained that after having a meeting with SAG (Safety Advisory Group) they have recommended we look into protecting the crowds at both our events from terrorist attacks. We have a professional road traffic management company do both road closures and they park their van in the road to prevent cars going through the road closure but it was suggested we have another van the other end of the road closure as we currently only have signs. The other options are to have water barriers.

We could have water barriers but would not have the facilities to fill and the barriers on site and could be hazardous when emptying. They have suggested another 3.5 tonne vehicle at a cost of £85.00 + vat to block the road the other end. So, we would need one for Cambridge Road for bonfire night and two for High Street for Remembrance Day.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to go ahead and order the extra vehicle for each event.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

With regards to the bonfire night, Councillor Kevin Cuffley asked which councillors will be able to help on the night with the collection buckets. The following councillors offered to help.
Councillor Ian Reeves
Councillor David Bard
Councillor Paul Smith
Councillor Kieran Cooper
Councillor Neil Reid

164 TO DISCUSS RENOVATION OF CRICKET SQUARE

Sawston & Babraham Cricket Club has recently renovated the cricket square at Spicers Sports Ground at a cost of £2,000.00 and are asking the parish council for a contribution of £1,000.00 towards it. This was discussed and there was some concern regarding donating this money as have already spent money on the new extension at Spicers pavilion.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Neil Reid to donate £1,000 as requested.

VOTE: 6 FOR : 2 AGAINST 1 NO VOTE

165 TO DISCUSS ACCESS TO SPICERS FIELD FOR EMERGENCY SERVICES

The Clerk received an email from Sawston Sports Centre who recently helped emergency services with a medical emergency on New Road. Due to the severity of the casualty an air ambulance was required which landed on Spicers Sports Ground but thankfully the casualty was resuscitated at the scene and taken by road ambulance. The emergency services did raise concerns that should the casualty have required taken by air ambulance; this would not have been possible as the access gate from Spicers Sports ground to New Road is not wide

enough for a medical trolley. This was discussed and noted. The clerk to contact EAAA to say they are happy for them to bolt crop the lock on the vehicle gate if needed.

166 TO DISCUSS NEW MEMORIAL AT THE CEMETERY

This has already been discussed – Item 159

167 TO DISCUSS CONSULTATION APPLICATION TO STOP A PUBLIC FOOTPATH AND REPLACE WITH A BRIDELWAY AND TWO FOOTPATH CONNECTIONS

Councillor Jayne Merrick has concerns with them taking away the footpath and concerns were raised with the disconnection between the existing bridleway to reach the extension of the path especially for equestrians. The Clerk was asked to invite them to a meeting to discuss.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Neil Reid to object to the current proposal.

VOTE: 8 FOR : 0 AGAINST 1 ABS

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 David Bard to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

168 TO DISCUSS ALTERNATIVE USE FOR PARISH COUNCIL LAND NEXT TO CAR PARK

Councillor Kieran Cooper explained that when we discussed this previously, we wanted to find out how much it would cost to turn this area into a car park etc. Councillor Brian Milnes was speaking to the County Council about this so the Clerk will chase him as no information has been received to date. Once this information is received the Clerk will put it on the agenda to discuss.

169 TO DISCUSS THE DRAFT LEASE FOR LYNTON WAY RECREATION GROUND

The councillors all received a copy of the draft lease for Lynton Way recreation ground which was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to accept this draft lease.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

170 TO DISCUSS JHC GRANT FOR SAWSTON TIMEBANK AND THE TIMEBANK COORDINATOR

The Clerk explained that we had received funding for 2 years for the Timebank Co-Ordinator (contract to end April 2023) and as we no longer have a Co-Ordinator the funding needed to be returned to JHC. The Clerk calculated it at £5,000.00 to be returned which JHC agreed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to refund JHC £5,000.00.

VOTE: 8 FOR : 1 ABS

171 TO DISCUSS PROBATION OF GROUNDS KEEPER

Councillor Kevin Cuffley confirmed the Grounds Keeper is now a permanent member of staff and they are very happy with his work.

172 UPDATE ON WET POUR (RTC)

The Clerk is chasing the company carrying out the independent report and will keep all councillors updated.

Meeting closed 9.17pm