



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 24 JANUARY 2023
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Assistant Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

Jayne Merrick

Ian Reeves

David Bard

Kieran Cooper

Deborah Alderwick

Patrick Thouroude

Colin Groves

Brian Milnes

+ 1 member of public and P Wilson – Sawston United FC

327 APOLOGIES FOR ABSENCE

Michael Mallows – Personal
Anand Pillai – Work commitments
Neil Reid – Personal
Paul Smith - Personal

328 DECLARATIONS OF INTEREST FOR THIS MEETING

Kevin Cuffley & Colin Groves – item 338 as members of the RBL - – Non Pecuniary
Ian Reeves – item 333 as Chair of Cricket Club – Non Pecuniary

329 PUBLIC PARTICIPATION

None

330 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 10 JANUARY 2023

Councillor Kieran Cooper declared an interest on item 305 – the tree application at Sawston Hall as he is a neighbour.

The minutes of the Full Parish meeting held on 10 January 2023 were read confirmed and signed.

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

331 MATTERS ARISING – NEW INFORMATION ONLY

None

332 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<u>Tree</u>		
22/1476/TTPO	<p>T1 Ash - TPO 0008 (1967) Crown Lift to 5m from ground level in order to provide the necessary access for HGV's accessing the site.</p> <p>In addition team to access the 35m2 fenced off area - marked in RED on the map and remove all brambles through cutting them down to 25mm from ground level and spot spray with a glyphosate based herbicide at Sawston Water Tower Babraham Road.</p> <p>Proposed by Councillor Kieran Cooper and Seconded by Councillor Colin Groves to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 9 For Unanimous</p>
23/0024/TTPO	<p>Sycamore (Acer) - To undertake an all around crown reduction by approximately 2-2.5m. TPO 008 (1967) T9. This tree was cut back badly in the past. lots of stubs were left which has resulted in pollard like regrowth. The reduction should be undertaken using the false crotch method where possible. With the long term goal of restoring the trees natural form at 15 Babraham Road.</p> <p>Proposed by Councillor Kevin Cuffley and Seconded by Councillor David Bard to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 9 For Unanimous</p>

Information only plans noted

333 TO DISCUSS SPORTS CLUB MATTERS

Paul Wilson – Sawston United attended the meeting to explain that there are currently two sets of mini league goals at Spicers which are very old and falling apart. The frames are just about holding together and the wheels don't work properly, they have to lift the goals rather than push them. Sawston United FC are asking if the parish council will purchase two new sets of goals to replace the damaged ones that will cover the under 7 – under 10's. He has been onto a company that all the clubs use for goals and received two quotes. One for aluminium goals and one for steel goals.

- Steel framed £2,383.04 + vat
- Aluminium framed £4,128.48 + vat

The preference would be the aluminium ones as they are lighter and would last longer.

Councillor Brian Milnes asked for two more quotes before we make a decision.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to obtain two more quotes and if the current quote for the aluminium goals is the cheapest then the Chair and Vice Chair will be delegated the decision. Sawston United FC has also offered to pay 49% of the cost so once they have been ordered the Clerk will invoice the club.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

334 TO DISCUSS PRECEPT 2023/2024

Councillor Kieran Cooper explained there was an error on the previous calculations for 2023/2024 which we have time to rectify with SCDC. Unfortunately, one of the figures was input incorrectly from a previous year so the actual precept for 2023/2024 will be an increase of 4.6% as opposed to the agreed 2.9%. We can either accept the 4.6% increase or reduce the budget by £6k to take it back down to an increase of 2.9%. This was discussed. The Clerk had looked at the budget and suggested we remove £6k from the pavilion fund for gifted land which will leave £4k in the budget this year and will reduce the precept back to 2.9%.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to reduce the pavilion contribution for 2023/24 by £6k to make the precept increase 2.9% as we agreed.

VOTE: 7 FOR : 0 AGAINST 2: ABS

335 TO AGREE QUOTES FOR PRINTING AND DELIVERY OF THE CHAIR REPORT 2022/2023

The Assistant Clerk obtained quotes for the printing and delivery 3400 reports. The Clerk explained that the company that quoted £283.00 print our bonfire posters free of charge.

Printing

- £242.00 + vat (including amends)
- £283.00 + vat (including amends)
- £348.00 + vat (2 amends)
- £414.00 + vat (5 amends)
- No response from 5th company

Delivery

- £199.00 + vat
- £380.00 + vat
- 4 other companies contacted did not quote

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Kevin Cuffley to accept the quote from Altone for £283.00 + vat.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Brian Milnes to accept the quote from CB Leaflets at £199.99 + vat. Both these companies have been used before.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

336 TO DISCUSS MOVING THE PHONE BOX TO CHALLIS GARDEN

The Clerk explained that back in 2015 the parish council adopted the BT red phone box on London Road by the Pampisford turning and that it was decommissioned. It was agreed to gift the phone box to the Challis Garden but it didn't happen because of issues with transport. The Clerk has since been contacted by the Challis Trust asking if they can move the phone box themselves to the Challis Garden. BT has said the wiring should have been capped and buried underground. This was discussed. The Clerk explained that the Challis Trust has offered to move the phone box themselves and the Clerk suggested asking the grounds keepers to put a large planter in the place of the phone box. Councillor Brian Milnes explained that as this is on a footpath it maybe the responsibility of the County Council which he will investigate.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kieran Cooper to allow the Challis Trust to move the phone box from London Road to the Challis Garden.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

337 TO DISCUSS DONATION REQUEST FROM SAWSTON FUN RUN

Sawston Fun Run and Walk has requested a donation of £500.00 which will contribute towards the cost of hiring traffic management/road closure.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to donate £500.00.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

338 TO AGREE ROAD CLOSURE FOR BONFIRE NIGHT AND REMEMBRANCE DAY 2023

The Clerk received two quotes for the cost of traffic management/road closures.

Bonfire Night - £1,290.00 ex vat
Remembrance Day - £1,945.00 ex vat

It was **PROPOSED** by Councillor David Bard and **SECONDED** by Councillor Patrick Thouroude to accept both quotes.

VOTE: 7 FOR : 0 AGAINST 2: NO VOTES

339 TO DISCUSS 21 HIGH STREET/FORMER BARCLAYS SITE

The management company for this site has agreed to allow the parish council to manage the car park until such time as a new tenant is found. This would involve:

- the council takes control of the car park and moves the fence back to the building line
- the council deals with the site clearance including cutting back the vegetation to enable the car park to be used and maintains it thereafter
- rent of £1 per month
- the council would be liable for any rates charged in respect of the car park

This would be on the basis of a licence or tenancy at will which is terminable on one month's notice by either party.

The management company would only be happy to proceed if the parish council assumes liability for any claims e.g., someone falling over. It would be for the parish council to erect signs to show that anyone using the car park does so at their own risk. The idea would therefore be that while the parish council would assume liability for any claim's, measures would be in place (at the council's cost) meaning that in practice any claims against the parish council would be without merit. This was discussed.

The Clerk has spoken to our insurance company and they have confirmed we could do this but we would have to carry out the necessary risk assessment which would involve clearing the site and making good the ground which will be costly to the parish council. Councillor Brian Milnes explained that the site is being advertised for sale so this could be sold soon.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Kieran Cooper to decline their offer and Councillor Brian Milnes to write the reply.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

340 TO DISCUSS QUOTES FOR CEMETERY HEDGE

It was agreed some time ago to replace the hedge at the cemetery (new part). There is 55 meters of hedge and the Assistant Grounds Keeper has suggested a Cherry Plum Hedge as it is colourful and will withstand the wind. The Clerk has spoken to Councillor Mike Mallows who did not object to this type of hedge.

- £666.00 + vat
- £825.00 + vat
- £1,978.68 + vat

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to accept the quote for £666.00 + vat from Hedging.co.uk

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

341 TO DISCUSS PLAY AREAS ON BABRAHAM ROAD – HILL DEVELOPMENT

The parish council has previously been asked if they will take on the two play areas on the new estate. This would not be for two years as the developer has to maintain them for this time. If the parish council takes on the two new sites, they will be responsible for the grass cutting, hedge, trees on these sites and the play equipment including ROSPA reports and repairs.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to take on the two areas in two years' time.

VOTE: 7 FOR : 0 AGAINST 2: ABS

342 TO DISCUSS QUOTES FOR CEMETERY SIGNS

There are three signs that need replacing at the cemetery and the Assistant Clerk obtained quotes.

The signs are the same as they are now, green with white writing and the Clerk explained that the company we always get our signs from are no longer trading so we need to find another company. The Clerk asked if once a company was agreed could we order all our ad hoc signs from them.

- £180.35 + vat & Delivery
- £190.00 + vat & Delivery
- £251.00 + vat & Delivery

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Ian Reeves to accept the quote for £180.35 + vat from The Cambridge Sign Company and delegate future ordering of signs to the Clerks.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

343 TO AGREE FORM FOR PLAQUES IN THE MEMORIAL GARDEN

The Assistant Clerk put together a form as requested at the previous meeting, for residents who want to order a plaque for the memorial garden. This was discussed.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Deborah Alderwick to agree and adopt the plaque policy.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

344 TO DISCUSS ELECTRIC VEHICLE CHARGING POINTS

Councillor Brian Milnes explained the current funding for electric charging points ends March 31st 2023 so if we want to apply, we should do this soon. We discussed at the Masterplan meeting about applying and installing a 2-point charger on Mill Lane in the first car park. This was discussed. Councillor Jayne Merrick offered to complete the application form.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Ian Reeves to apply for the funding and install on Mill Lane if successful.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

345 CORRESPONDENCE

None

346 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Ian Reeves asked for the Kings Coronation to be on the next full parish agenda, the Clerk confirmed it is.

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 Ian Reeves to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

347 TO DISCUSS CAMBRIDGE CITY GIFTED LAND

The Parish Council discussed the possible uses for the land if they were to take it on.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the gifted land and for the Parish Council to decide what recreational facilities to put on it.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

348 TO DISCUSS CEMETERY BENCH

The Clerk explained a resident has requested a bench at the cemetery which has previously been agreed but they are asking if the grounds keepers can put this together and stain it for them. This was discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes not to offer this service as the grounds staff's time is limited and this will set a precedent for other benches at the cemetery.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Meeting closed 8.49pm