



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 25 APRIL 2023
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Jayne Merrick

Ian Reeves

Patrick Thouroude

Neil Reid

David Bard

Colin Groves

Kevin Cuffley

Paul Smith (Arrived
7.20pm)

Deborah Alderwick

Brian Milnes

+ 3 members of public

434 APOLOGIES FOR ABSENCE

Michael Mallows – Personal

Anand Pillai – Work Commitments

Kiran Cooper – Work Commitments

435 DECLARATIONS OF INTEREST FOR THIS MEETING

Ian Reeves – Item 440 & 446 as Chairman of Sawston & Babraham Cricket Club

Patrick Thouroude and David Bard – Item 444

436 PUBLIC PARTICIPATION

Councillor Kevin Cuffley welcomed the members of public. Two wished to speak regarding a planning application so Councillor Kevin Cuffley offered them to speak when we get to that plan.

Jo Sinclair was welcomed and explained that she had recently met with Councillor Brian Milnes regarding the recent cutting of the hedge on Babraham Road. She asked if a statement had been given to the village to explain why this happened.

Councillor Brian Milnes explained that the County Council has done a press release and also commented on social media. He is still investigating as the County Council is discussing about possible hedge laying.

Councillor Kevin Cuffley thanked her for attending and asked Councillor Brian Milnes to keep the Parish Council informed of any updates.

437 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 11 APRIL 2023

The minutes of the Full Parish meeting held on 11 April 2023 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

438 MATTERS ARISING – NEW INFORMATION ONLY

None

439 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

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|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>23/01114/FUL</p> | <p>Full upward extension and installation of stairs for access to first floor for storage and staff room at 9 Falkner Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to object to this application.</p> | <p>Objection/Do not support</p> <p>Vote: 9 For Unanimous</p> <p>Comment: Object/Do not support – overbearing/overlooking effect on neighbours. The steel staircase has a detrimental impact on the street scene. We have concerns regarding the drainage on the neighbours and because of the layout we ask if it were to be permitted there is no overnight accommodation allowed. This is also over development of the area.</p> |
| <p>23/01345/HFUL</p> | <p>Single storey front and rear extensions at 20 Westmoor Avenue.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support to this application.</p> | <p>Support/No Objection</p> <p>Vote: 9 For Unanimous</p> |
| <p>Tree</p> | | |
| <p>23/0372/TTPO</p> | <p>Willow - fell - the willow is in a prominent position on housing estate directly over parking bays. Lapsed pollard with multiple defects leading to structural instability at Street Record Joyces Close.</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: 8 For 1 Against</p> <p>Comment: No objection but request the tree to be replaced with something more suitable for that area.</p> |

TTR application – Access road Spicers - Noted

Information only and planning decisions noted

440 SPORTS CLUB MATTERS

No one from the sports clubs was at the meeting.

Councillor Paul Smith arrived 7.42pm

- 441 TO DISCUSS DONATION REQUEST FROM CAMBRIDGESHIRE SEARCH AND RESCUE**
Cambridgeshire Search & Rescue have requested a donation of £280.00 to purchase eight throw lines for their searches.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to donate £280.00.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

- 442 TO DISCUSS BUS SHELTER IN THE VILLAGE**

It was agreed at a previous meeting that Councillor Paul Smith would investigate replacing the bus shelter outside the former Woolpack in the High Street. The Clerk has sent him some information and this was discussed. Councillor Paul Smith thanked the Clerk for the information to date but explained he hasn't had time to look into further. It was agreed to ask Councillor Paul Smith to investigate the costs of bus shelters with green roofs and bring back to another meeting. Councillor Brian Milnes explained that SCDC has a Zero Community Grant which he should also look into.

- 443 TO DISCUSS BENCH AND NEW SIGN AT CEMETERY BY MEMORIAL TREE**

The Clerk explained that the work on the new path to the memorial tree has commenced and should be completed in a couple of weeks. The parish council has already agreed for a resident to place a bench by the memorial tree and the Clerk suggested another bench to match at a cost of £249.99 + vat.

The Clerk also recommended a new 'Memorial Tree' sign which the assistant clerk is obtaining quotes. The Clerk showed an image of a design of sign which she thought would look nicer in the cemetery than our standard green and white metal signs which everyone agreed would look better.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to order another bench at a cost of £249.99 when the residents bench is ordered. The sign will be deferred until quotes have been received.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

- 444 TO DISCUSS ST MARYS CHURCH WALL**

Councillor Brian Milnes is enquiring with SCDC about if we can dispense our responsibility of the closed church yard to SCDC. He has asked for this to be deferred to the next meeting and he will chase.

- 445 TO DISCUSS RISK ASSESSMENTS ON ALL SITES**

The Clerk explained that at the previous meeting she had a list of the recommendations from the recent fire risk assessment, most items were tolerable. She has contacted the parish council insurance company to ask if these are necessary but has yet to get a response. The cost to get the recommendations completed are:

- Lynton Way - £4099.00 + vat
- Groundstore - £3,800.00 + vat
- Spicers - £350.00 + vat

They have also suggested we have a survey taken out on the alarm system at Spicers before they quote. This was discussed and agreed to be deferred until the Clerk has a response from the insurance company.

- 446 TO DISCUSS QUOTE FOR FLAGPOLE AT SPICERS**

Councillor Ian Reeves explained that he has investigated the flagpole costs and the Sawston and Babraham Cricket Club has agreed they will now order and pay for the flagpole and arrange for it to be fitted. Councillor Kevin Cuffley thanked the club for their generous offer and asked the Clerk to send a thank you letter.

447 TO DISCUSS BOOK KEEPING QUOTE

The Clerk explained she and the Chair of Finance & General Purposes had a meeting with the current accountant regarding the Clerk taking on the book keeping. They re-evaluated the quote.

There will be an additional £2,400.00 which was previously agreed which will cover software license and review of book keeping and preparing VAT returns.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Paul Smith to go ahead with the additional fees and review in 6 months to see how the Clerk is progressing.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

448 TO DISCUSS PLAY AREAS ON H1B SITE

The parish council recently agreed to take on the two new play areas on this site in two years. The developer is asking which solicitors we wish to use so they can contact them. This was discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Colin Groves to use Mills & Reeves Solicitors for this transaction.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

449 TO DISCUSS LHI 2023/24 COMPLEX PANEL MEETING

The Local Highway Improvement panel days for 2023/24 have now been agreed and as the parish council has put in an application a parish councillor is invited to attend online to present our bid to the panel. This is for speed restrictions on New Road. The panel will be meeting on 11th May 2023 at 11.40am. Councillor Kevin Cuffley asked who would like to represent us. Councillor Deborah Alderwick offered to attend the online meeting which was agreed.

450 TO DISCUSS LYNTON WAY LEASE

The draft lease has been prepared but there was some query with regards to who from the parish council can sign it. The Parish Council has received advice from our solicitor which Councillor Brian Milnes is querying so this item will be deferred to the next parish council meeting and will be discussed in camera as sensitive.

451 TO DISCUSS STANDING ORDERS

The Clerk explained that there is a media section that has been omitted from our current version of standing orders and asked the councillors to look at before this meeting. This was discussed.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Kevin Cuffley to keep the existing standing orders as they are and look into adopting a media policy.

VOTE: 9 FOR : 1 ABS UNANIMOUS

452 TO DISCUSS PARISH COUNCIL MEDIA POLICY

The Clerk explained we do not have a media policy and sent copies of a model policy from CAPALC and the media policy that Gamlingay Parish Council has adopted for the councillors to read before the meeting. These were discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor David Bard to adopt the policy that Gamlingay has as the council felt it covered everything we needed.

VOTE: 9 FOR : 1 ABS UNANIMOUS

453 CORRESPONDANCE

None

454 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Jayne Merrick explained she has had a member of public contact her asking if Sawston can become herbicide free like other areas in Cambridge. Councillor Brian Milnes explained that both County and District Councils are reviewing their current policies regarding reducing the use of all herbicides. The Clerk agreed she will speak to the ground's keepers with regards to what we currently use.

Councillor Kevin Cuffley explained he recently attended the SYG presentation evening and was impressed with how it has grown. They currently have 60 young members and 23 volunteers. Paul Whitmell from SYG asked Councillor Kevin Cuffley to thank the parish council on behalf of SYG for all their support.

Meeting closed 8.17 pm