



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 13 DECEMBER 2022
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

Paul Smith

Anand Pillai

Colin Groves

Deborah Alderwick

Brian Milnes

+ 1 member of public and Adam Gibbons – The Hills Group

274 APOLOGIES FOR ABSENCE

Michael Mallows – Personal
Patrick Thouroude – Personal
Neil Reid – Personal

275 DECLARATIONS OF INTEREST FOR THIS MEETING

Kevin Cuffley/Ian Reeves/Jayne Merrick – item 289 as on the Kings Coronation Committee

276 PUBLIC PARTICIPATION

None

277 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 22 NOVEMBER 2022

The minutes of the Full Parish meeting held on 22 November 2022 were read confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to **accept** the minutes.

VOTE: 8 FOR : 1 ABS

278 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 06 DECEMBER 2022

The minutes of the Finance & General Purposes committee meeting held on 06 December 2022 were read confirmed and signed.

Item 9 – Accept precept of £389,227.00 for 2023/2024

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to **accept** the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

279 MATTERS ARISING – NEW INFORMATION ONLY
None

280 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

22/04190HFUL	Demolition of existing conservatory and new single storey rear extension at 11 Hawthorn Avenue. Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support to this application.	Support/No Objection Vote: 9 For Unanimous
22/04560/HFUL	Replacement conservatory roof to rear. Extend front porch and roof. Convert existing garage into wet room & utility room at 43 Broadmeadow. Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support to this application.	Support/No Objection Vote: 9 For Unanimous
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

[22/03363/FUL](#) Dales Manor Business Park referred to planning committee meeting at SCDC – Councillor Brian Milnes will represent and support.

Information only plans noted

281 ACCOUNTS FOR THE MONTH OF NOVEMBER 2022

The accounts for the month of November 2022 were presented.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to **accept** the accounts for November 2022.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Councillor Colin Groves arrived 7.24pm

282 TO DISCUSS PLAY AREAS ON NEW DEVELOPMENT ON BABRAHAM ROAD

Councillor Kevin Cuffley explained that the S106 condition regarding the play areas on the new estate on Babraham Road is that the owners of the site (The Hill Group) make a formal offer to transfer the LAP and LEAP to the Parish Council.

The S106 provides that the transfer procedure for a consideration of £1 with the owner paying all reasonable and proper legal costs (1.7) and payment of LAP and LEAP Maintenance Contribution (LAP and LEAP Maintenance Contribution is defined as “Sum agreed by the Owner and the Council or determined pursuant to the Sixth Schedule as required to cover maintenance of the LAP for 10 years”). This payment is accompanied by a restrictive covenant at transfer that the maintenance contribution will only be spent on the maintenance of the site, and that the site will have no other use than public recreation.

Should the site offer be rejected, the LAP and LEAP will be transferred instead to a management company.

This was discussed and Councillor Ian Reeves asked if we do take on the maintenance will the residents then get a reduction in their management fees. This was unknown and Mr Adam Gibbons agreed to look into this and let the Clerk know so this can be made an agenda item to discuss again.

283 TO DISCUSS CAMBRIDGE CITY FOOTBALL CLUB COMMUNITY PITCH AREA REPORT

Cambridge City Football Club has had another inspection completed on the community pitch area which all councillors have read.

The report still claims that the area is poorly drained in places and that drainage would be required to ensure play is possible regardless of the rain. The cost of the drainage would be very high and given the propensity of the soil on site to shrink on drying, installing drains could create issues with the surface levels through the summer and prolonged dry periods. The conclusion is that the use of this area is unlikely to be possible during winter months which is the football season.

This was discussed at length.

Councillor Ian Reeves felt we should accept the land, although he appreciates it is not fit for purpose at present it maybe in years to come with work done on it.

Councillor Brian Milnes asked what it would be used for if we don't accept it and explained that it will be a big cost to turn it into a playable area and it could become a liability that may not be fit for purpose even if we spent £300k on the drainage so we should be cautious rather than refusal.

Councillor Kieran Cooper explained that the planning agreement states it can only be used for sports/recreational space and it will cost us around £500k for the drainage and to build a pavilion. If we were to purchase a piece of land to do this then it would probably cost us more.

Councillor Kevin Cuffley explained that if we take this on, we will become liable for it and there will be extra costs like maintenance/staff costs.

Councillor Kieran Cooper explained we have never been formally offered this piece of land and so we didn't know the state of the land before they had the reports done which is why we have held off accepting it.

The grounds keepers also had concerns with the land as it is now as it cannot be used for football pitches.

It was agreed for the Clerk to invite CCFC representatives to the next meeting to move this forward.

284 TO DISCUSS QUOTES FOR CEMETERY PATH

The assistant clerk contacted 5 companies to get quotes for the new path at the cemetery which will lead up to the new memorial tree. The parish council asked her to get quotes for tarmac and pathing.

Tarmac

1 company said they would come and quote but didn't meet the assistant clerk

2 companies didn't respond at all

£13,940.00 + vat

£18,620.00 + vat

Paving
£16,240.00 + vat
£17,582.00 + vat

The quotes were discussed and it was felt the tarmac path would be easier to maintain and would match the road already there.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Anand Pillai to **ACCEPT** the quote for £13,940.00 + vat from Lilley's of Sawston.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

285 TO DISCUSS LHI APPLICATION PROCESS FOR 2023/2024

The County Council Local Highways Improvements (LHI) process is now open again for applications and the Clerk had previously asked all councillor to have a think if we had any projects we would like to apply for LHI funding.

Councillor Kevin Cuffley suggested flashing speed signs for the children crossing for school down Churchfield Avenue.

Councillor Jayne Merrick suggested speed reduction on Babraham Road between the current crossing and the entrance to Lynton Way.

Councillor Brian Milnes explained we had previously proposed speed reduction in Mill Lane, New Road and Church Lane and that we should be putting forward one of those. The Mill Lane proposal is currently out for consultation.

Councillor Deborah Alderwick suggested a secure crossing between the free church and the roundabout by Link Road.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to apply for speed bumps on New Road and on one side of the road only if possible, because of the resident parking.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

286 TO DISCUSS STREET NAMES FOR NEW DWELLINGS ON LAND AT BABRAHAM ROAD

The parish council has been asked to nominate street names for the new development on Babraham Road. Previously we came up with a couple of names but we have now been asked to come up with 10 proposed names.

This was discussed.

Marven
Wards
Kirkham
Ivy Mallows
Jones
Skylark
Lapwing
Poppy
Roughead
Dockerill

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to propose the above 10 names.

VOTE: 9 FOR : 1

287 TO DISCUSS COUNCILLOR PLANNING TRAINING

The Clerk explained that she has received a quote from CAPALC for planning training for the whole council.

Option 1 – face-to-face, max 20 people attending £900.00 + vat

Option 2 – Remote via zoom, max 20 people attending £550 + vat

The two dates are Tuesday 21 March or Tuesday 18 April 2023.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to book the planning training face to face for April 18th 2023 at a cost of £900.00 for up to 20 people. It was also agreed to offer the training to local parish councils – Pampisford, Babraham, Whittlesford and Stapleford at a cost of £30 per person (cost from CAPALC).

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

288 TO DISCUSS SAWSTON CONSERVATION AREAS APPRAISAL PRE-CONSULTATION DRAFT

The parish council has received a draft plan where the Conservation Areas are defined as ‘areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance’ (Planning (Listed Buildings and Conservation Areas) Act 1990).

Sawston Conservation Area was originally designated on 26 March 1974. The boundary was reviewed and extended on 11 November 1993, and again on 12 September 2007. A conservation area appraisal was published with the latest extension in 2007 and forms the basis of this document.

The document sets out the special architectural and historic interest of Sawston Conservation Area and aims to fulfil the District Council’s duty to ‘draw up and publish proposals for the preservation and enhancement’ of its conservation areas as required by the Planning (Listed Buildings and Conservation Areas) Act 1990. This document covers all the aspects set out by Historic England on conservation area appraisals and management plans, including an analysis of the special character of the conservation area and recommended actions for the management of the area in order to preserve and enhance its character. The parish council has been asked to comment on the draft plan.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Kieran Cooper to accept the draft proposal.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

289 TO DISCUSS KINGS CORONATION

Councillor Kevin Cuffley gave a brief update to explain the Kings Coronation committee has met and are already starting to prepare for the coronation weekend with church services, possible firework/laser show, Sawston Fun Run, live music and community picnic.

This will be an agenda item for January 24th 2023, so we can have another update.

290 TO DISCUSS SOUND ABSORBERS FOR MILL LANE PAVILION

The Clerk explained the Facilities Administrator has obtained quotes for the sound absorbers at Mill Lane pavilion and received more information which was sent to all councillors and were discussed at the previous meeting.

Councillor Brian Milnes explained that he sent the Clerk links for three companies which we can get quotes from by sending them information about the size of room etc. This was discussed.

Councillor Brian Milnes asked the Clerk to look at the three companies he has sent links for and get quotes from them for vertical wall absorbers and he offered to help.

The Clerk agreed to do this but did explain that the three quotes she received were from companies that had been out to the pavilion and measured it etc and also that one advised that we would benefit the most from installing ceiling absorbers only.

291 TO DISCUSS DONATION REQUEST FROM ROYSTON & DISTRICT COMMUNITY TRANSPORT

The Royston and District Community Transport has requested a donation of £400 towards the cost of offering affordable transport to hospital, medical appointments etc for vulnerable people who do not have the use of a car and cannot use public transport. Last year they did 179 journeys for Sawston residents and currently have 181 Sawston residents on their books.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Jayne Merrick to donate £400 from donation money collected from bonfire night.

VOTE: 9 FOR : 1 ABS

292 TO DISCUSS PRECEPT 2023/2024 CONSULTATION

Councillor Kieran Cooper explained that the council tax relief is currently 95% and if it were to increase to the proposed 100% it would reduce our tax base rate which would increase band D equivalent slightly but the impact would be minimal.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Jayne Merrick to accept the increase.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

293 TO DISCUSS THE PROPOSED TTRO ON BABRAHAM ROAD

The parish council has been asked to comment on a temporary traffic order application for Babraham Road. The works will be carried out between 11 Feb 2023 – 19 Feb 2023.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Anand Pillai not to make comment.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

294 UPDATE FROM COUNTY COUNCILLORS

Councillor Brian Milnes explained that the County council is continuing to discuss sustainable travel including bus services in the city etc.

295 UPDATE FROM DISTRICT COUNCILLORS

296 CORRESPONDENCE

None

297 COUNCILLORS ISSUES AND AGENDA IREMS FOR NEXT MEETING

Councillor Colin Groves is investigating cloud based, solar panelled speed cameras and once he has the information, he will ask the Clerk to put on the agenda.

Councillor Kevin Cuffley explained we have received a copy of a draft letter from SCDC to the new rail minister regarding EWR asking if the parish council would like to add their signature to the letter. This was discussed and agreed that although this is a well-presented letter, Sawston is not directly affected and therefore we should not be signing it.

Councillor Kevin Cuffley wanted to thank the refuse collection workers for the collections during this adverse weather.

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 Brian Milnes and **seconded** by Councillor Kieran Cooper to go into camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

298 TO DISCUSS CEMETERY HEADSTONE

The Clerk explained that a resident has asked if they can install a headstone, they have purchased off the internet at the cemetery themselves (using a builder and not a stone mason). The clerk explained that the headstone must be installed by a professional stone mason and the parish council has recently updated the cemetery policy to state this but when the resident has spoken to two local stone masons, they would not install the headstone because of its size/thickness. The clerk spoke to the stone mason who said they would install a headstone purchased of the internet for them but it would have to be a certain size and thickness which they would inform them of. They declined to install the current headstone purchased because the slate headstone is so thin it wouldn't be able to be pinned to the foundation stone. It was also recommended by the stone mason that all headstones should be fitted by a registered person/company with the relevant training and qualifications. We should look at adding this to our policy and also have a minimum size of headstone.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to explain this to the resident and amend our policy that they can supply their own headstones but they must be approved and installed by a stone mason.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

299 TO DISCUSS VILLAGE PERSON/LITTER PICKER POSITION

The current litter picker/village person has now left the parish council and we need to discuss advertising for the position.

This was discussed and it was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to advertise in the new year, same hour and pay scale and change the title to Village Caretaker.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

300 TO DISCUSS FOOTBALL CLUB AGREEMENT

The Clerk explained a Sawston football club still have not returned their signed football agreement which was sent out on 6th September with the new VAT rate. This has been chased four times giving the club a couple of weeks between each contact but we have received no response at all. They are also outstanding a payment for a separate pavilion hire which took place on 25th August. This has been chased by email and whats app seven times but still no payment made. They have responded to say it would be sorted out but nothing received as yet.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Jayne Merrick to write to the club and explain that if we do not receive the outstanding payment and amended sports agreement by Saturday 24th December 2022 they won't be able to use the pavilion or changing rooms.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to have an extension of time of 15 minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

301 TO DISCUSS ST MARYS CHURCH WALL

The parish council has had several conversations at full parish meetings regarding the repair of the flint wall at St Marys Church and considered the quotes that were sent through from the architect/consultant. The lowest quote to repair the whole wall was £66,480.00 + vat and the Assistant Clerk was asked if he could break this down into sections so we can do a section at a time because of the cost. The Clerk sent out the costs for part repairs and the first section of the wall which needs repairing first (from Sawston Hall to the gate) and the cost was £34,979 + vat. It would cost more to do in sections.

Councillor Kieran Cooper explained we budgeted £20k 2023/2024 for this work and do have some money in reserves we could use to do all of the work at a cost of £66,48000 + vat. We could then budget £20k for the following two years to put back into reserves.

It was **proposed** by Councillor Anand Pillai and **seconded** by Councillor Kieran Cooper to use the budgeted money and money from reserves and get the whole wall repaired at a cost of £66,480.00 + vat.

VOTE: 8 FOR : 2 ABS

302 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 06 DECEMBER 2022 – NON PUBLIC MINUTES

Item 11 – Make full and final payment to RTC for wetpour repairs.

Councillor Kevin Cuffley explained that this is the full and final settlement agreement from RTC to the parish council.

VOTE: 8 FOR : 2 ABS

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to **accept** the non-public minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Meeting closed 9.45pm

November Accounts

	Description	TO PAY
Honest Employment Law	Staff - Compliance Advice	£114.00
BT	Rec - Redcare line for alarm at groundstore Nov 22 - Jan 23	£126.80
SCDC	Cemetery - rates	£132.00
Travis Perkins	Rec - Concrete & slabs for new bench and Orange fencing for play equip	£152.23
EMG Motor Group	Rec - October Fuel	£170.26
EMG Motor Group	Rec - November fuel	£181.04
Pestagon	Rec - Pest control Groundstore (August - Nov)	£186.00
Capalc	Staff - Training (two old invoices not paid)	£190.00
SCDC	F&GP - Payment for premises licence at Spicers pavilion	£190.00
Thurlow Nunn	Rec - Tractor weight	£192.00
ADT	F&GP - Office Alarm	£214.72
Pestagon	Rec - Pest control Spicers Pavilion (August - Nov)	£216.00
CBS Automotive	F&GP - CanTrack annual subscription for tracker on tractor	£218.00
Grace Solutions	F&GP - Anti Virus/Email spam filtering/Microsoft etc	£249.95
Reach Publishing	F&GP - Advertising for the Licence at Mill Lane pavilion	£288.86
SCDC	Rec - Spicers rates	£399.00
SCDC	Rec - Mill Lane rates	£424.00
Play & Leisure	Rec - Replacement swing chains at Deal Grove	£452.40
Scotsdales	Planning - Bulbs for village (in budget)	£499.07
SCDC	Cheque for lease of Lynton Way Rec ground (To be reimbursed by SCDC as they are paying solicitors fees)	£500.00
Sutcliffe Play	Rec - Replacement parts for play equipment at Mill Lane	£554.01
Sawston Motor Company	Rec - Work Van MOT and repairs	£614.70
Lanham & Co	F&GP - Monthly book keeping	£726.00
SCDC	F&GP - Office rates	£736.00
Shire Trees Ltd	Rec - Tree work at Deal Grove (Agreed FP 25 Oct)	£834.00
Shire Trees Ltd	Rec - Tree work at Woodland Road (Agreed FP 25 Oct)	£900.00
Shire Trees Ltd	Rec - Tree work at Wakelin Ave (Agreed FP 25 Oct)	£954.00
Avocet	F&GP - Cleaning contract for month	£1,348.20
Ernest Doe	Rec - Hire of rotary decompactor machine for all grounds	£1,440.00
Thurlow Nunn	Reserves - 4 in 1 multisport machine Agreed FP June 2022 O/n 53	£7,500.00
Thurlow Nunn	Rec - New hedge cutter 3.5m (Agreed at DP 25 Oct) O/N 89 (trade in)	£8,400.00

If you require a larger print of these accounts please contact the Parish Clerk – parishclerk@sawstonparishcouncil.gov.uk