



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 21 MARCH 2023
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Assistant Parish Clerk Clare Speed

Councillors

Kevin Cuffley

Ian Reeves

Patrick Thouroude

Neil Reid

David Bard

Jayne Merrick

Anand Pillai (7.25pm)

Paul Smith

Deborah Alderwick

Brian Milnes

+ 3 members of public

370 APOLOGIES FOR ABSENCE

Michael Mallows – Personal

Colin Groves – Personal

Kieran Cooper – Work Commitments

371 DECLARATIONS OF INTEREST FOR THIS MEETING

Kevin Cuffley/Ian Reeves/Jayne Merrick/Paul Smith – item 391 as on the Kings Coronation Committee

David Bard/Patrick Thouroude – item 389 St Marys Church

Deborah Alderwick – item 391 as a member of the Timebank

372 PUBLIC PARTICIPATION

Councillor Kevin Cuffley welcomed three residents to the meeting and invited them to speak. They had a request to choose a plot in the cemetery for their late relative to be near another late relative already buried in the cemetery. Councillor Kevin Cuffley explained there is a policy for the Huckeridge View cemetery, all plots are given next in line and plots can only be reserved at time of burial.

The residents asked for the policy to be reviewed as they were not given the option to reserve a plot at time of burial due to cremation plots being next door. Councillor Kevin Cuffley explained the policy cannot be changed and we cannot accept their request.

Councillor Kevin Cuffley thanked them for attending.

Anand Pillai arrives at 7.25pm

373 TO DISCUSS CAMBRIDGE CITY LAND

No representative from Cambridge City attended the meeting but they have requested a non-public meeting, the council agreed the meeting should be public and the clerk should invite them to another full parish meeting.

374 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 28 FEBRUARY 2023

The minutes of the Full Parish meeting held on 28 February 2023 were read confirmed and signed.

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

VOTE: 10 FOR : 0 AGAINST

UNANIMOUS

375 MATTERS ARISING – NEW INFORMATION ONLY

None

376 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<p>23/00390/FUL</p>	<p>Two storey rear extension (Re-submission of 22/04348/FUL) at 16 And 16A High Street.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to object to this application.</p>	<p>Objection/Do Not Support</p> <p>Vote: 9 For 1 Abs</p> <p>Comment: The council objects due to no clear access to the property from highways and the effect the close pathway runs alongside the neighbour's property.</p>
<p>23/00609/FUL</p>	<p>Demolition of existing buildings and the construction of new workshop (Re-submission of 22/05260/FUL) at 8 Common Lane.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to object to this application.</p>	<p>Objection/Do Not Support</p> <p>Vote: 9 For 1 Abs</p> <p>Comment: The council objects on the same grounds as before the plan need to conduct a traffic analysis.</p>
<p>23/00595/FUL</p>	<p>New roof and canopy over outside seating areas at The Brick House Link Road.</p> <p>Proposed by Councillor Brian Milnes and Seconded by Councillor David Bard to object to this application.</p>	<p>Objection/Do Not Support</p> <p>Vote: 7 For 2 Against</p> <p>Comment: The council cannot support this application without clarity of who owns this area of land. And the visual look will change this area of the village.</p>
<p>23/00705/PRIOR</p>	<p>Single storey rear extension at 5 South Terrace.</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: 10 For Unanimous</p>

23/00729/HFUL	Single storey front extension and replacement of flat roof with new pitched roof at 49 Woodland Road. Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to support to this application.	Support/No Objection Vote: 10 For Unanimous
23/00802/HFUL	Replace existing wall with hedge and fence around the boundary; 1.8m high timber close-board fence and 0.2m gravel board to give 2m overall; 1.5m hedge for amenity views; reduce hedge to 0.6m for a visibility splay next to road to rear; extend paving next to drive allow for a path to a new pedestrian front gate at 79 Edinburgh Avenue. Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to support to this application.	Support/No Objection Vote: 9 For 1 Abs
Tree		
23/0261/TTCA	G.1 Group of 10 Sycamore trees. Fell to ground level low amenity trees. Trees to be removed and new boundary fence and shrubs / trees to be planted as replacement T.1 Ash - Fell to ground level Ash tree in decline - Ash dieback H.2 - Conifer hedgerow - Fell to ground level hedge in 'L' shape due to dieback garden side. Re plant with Yew T.3 Lime - fell to ground level self seeded tree T.4 Sycamore - Fell sucker shoots x3 to allow more light and space to re landscape area at The Old Vicarage Church Lane. Proposed by Councillor Kevin Cuffley and Seconded by Councillor Jayne Merrick to support to this application.	Support/No Objection Vote: 9 For 1 Abs

Information only and planning decisions noted

377 ACCOUNTS FOR THE MONTH OF FEBRUARY 2023

The accounts for the month of February 2023 were presented.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Neil Reid to **accept** the accounts for February 2023.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

378 TO DISCUSS RESIDENT REQUEST TO PLANT A TREE AND PUT A PLAQUE ON LYNTON WAY RECREATION GROUND

A resident has requested to plant a tree on Lynton Way recreation ground and install a plaque.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to get the grounds keeper to advise on tree and to plant without a plaque and invoice resident.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

379 TO DISCUSS GATE AT SPICERS SPORTS GROUND (NEW ROAD END)

The Clerk explained that the metal vehicle gate at New Road end keeps dropping making it difficult to open, this has been adjusted so many times it cannot be adjusted anymore. The metal gate was fixed to a wooden post by County Council when the Community Hub was built. The Clerk asked the local steel fabricator to come and take a look and has suggested making and fixing a new metal A frame which will take the weight of the gate.

This A frame would need to be concreted into the ground by the hedge to stop the post moving and preventing the gate from shutting properly. He has asked if our grounds keepers would be able to help him by digging the hole and then concreting the post in that he can make. The Clerk confirmed she has spoken to the grounds keepers who have said this would not be a problem and would not take long.

The quote received for this is £437.00 for making the A Frame and welding onsite.

The Clerk asked if the council wanted her to get other quotes although they may be more as they would not be using our grounds keepers.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to agree to fix the metal gate for the quote of £437.00.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

380 TO DISCUSS CEMETERY WALL AT CAMBRIDGE ROAD

Some time ago the Clerk was asked to get a quote to fix the railing on the wall at the front of the cemetery and any pointing work necessary (including materials) The Assistant Clerk contacted six companies and only obtained one quote.

It was suggested to get a structural engineer to look and advise on this wall in the near future.

- £310.00 including materials

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to get the work completed on the wall for the quote of £310.00.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

381 TO DISCUSS WATER PRESSURE AT LYNTON WAY PAVILION

At a previous meeting it was agreed to ask Shelford Heating to come out to investigate the water pressure at Lynton Way and give their opinion/quote for how this can be improved. They recommend the best solution would be to install a Whole Premise Booster Pump which can provide suitable flow for 4 showers as opposed to the potential mains pressure which is lower in volume. The budget cost to do this work (including labour and materials) is £3,228.35 ex vat. As this quote has come out higher than the original quotes the previous quotes to supply and install a cylinder where discussed.

- 2,400.00 + vat – to supply and install a new unvented hot water cylinder
- £1,800.00 + vat – to supply and install a new 210 in direct cylinder
- £3,599.93 + vat – to supply and install new unvented hot water cylinder

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to go with the lowest quote from before which was £1,800 + vat from Waterworx plumbing and heating services install a cylinder.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

382 TO DISCUSS LYNTON WAY LEASE

There was previously some concern regarding the draft lease that the lease would be for 99 years and after that 99 years the building and grounds would revert back to SCDC. As the parish council intend to rebuild the pavilion, which SCDC are aware of, they have concerns with this. The only way the building would not revert back to SCDC was if the parish council took ownership of the building and sufficient land around it to provide access. This would have to be negotiated between the parish council and SCDC. It was suggested by Councillor Brian Milnes to apply for a long lease repeating renewal which will extend the lease to 125 years and then automatically rolls over for another 125 years.

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Kevin Cuffley to contact our solicitors to ask SCDC if we can apply for a long lease repeating renewal.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

383 TO DISCUSS BARKING PATHWAY FROM CHALLIS CLOSE TO MILL LANE RECREATION GROUND

The parish council has been asked to bark the footpath from Challis Close to Mill Lane recreation ground. This footpath is the responsibility of the County Council but they are too busy to carry out the work. This was discussed at length and Councillor Kevin Cuffley is going to look into it, Councillor Brian Milnes said he would try to source the bark.

384 TO DISCUSS NEW 20MPH PROCESS SCHEME APPLICATION FOR 2023

The application process has opened again for 20mph schemes, it was suggested to apply for New Road as we applied for a LHI before which was refused. Councillor Kevin Cuffley will complete the application.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to apply for the 20mph scheme for New Road.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

385 TO DISCUSS QUOTES FOR BOILER SERVICE AT ALL FOUR SITES AND COOKER AT SPICERS PAVILION ON A THREE-YEAR CONTRACT

The Facilities Administrator contacted twelve companies to quote for the boiler/cooker service and only obtained one quote.

- £335.00 + vat

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Ian Reeves to accept the £335.00 + vat quote from C Watson Heating and cooling and get them serviced.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

386 TO DISCUSS INSTALLING A BIN ON CATLEYS WALK

The parish council has been asked by SCDC and the Whittlesford Parish Council if we can install a dog bin at the end of Catleys Walk on the railway side. Whittlesford PC are looking to relocate a dog bin on their side too as there is an issue with people hanging dog bags on the trees. It is hoped with more bins they will be used. We can install a normal bin as they

are emptied regularly. SCDC can provide a bin at the cost of £479.52. The standard green bins we purchase are £829.00 each including fixings and delivery.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Ian Reeves to purchase a bin from SCDC and install at the end of Catleys Walk on the railway side.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

387 TO DISCUSS CEMETERY BENCH REQUEST FROM RESIDENT

The parish council has received a request from a resident to install a bench in the cemetery on the right-hand side. There are already two benches there and another that was agreed recently so the resident would not be able to install a bench, at the end of the row that they wish. The Clerk has suggested we offer them to purchase a bench to put by the new memorial tree. This was discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Anand Pillai to suggest the resident could have a bench by the memorial tree, the bench will be purchase by the parish council and the residents will be invoiced.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

388 TO DISCUSS DONATION REQUEST FROM SAWSTON LIBRARY

Sawston Library has put in a donation request of £250.00. They currently have around 10k visits per year and would use the donation for supporting events and activities which add value to the Summer Reading Challenge experience. The Clerk suggested we donate the money in the new financial year.

It was **PROPOSED** by Councillor Deborah Alderwick and **SECONDED** by Councillor Neil Reid to donate £250 in the new financial year.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

389 TO DISCUSS ST MARY'S CHURCH WALL

Councillor Kevin Cuffley explained there is no correspondence to prove the parish council has taken on the responsibility of the closed church yard. The only correspondence we have is the parish council agreed to cut the grass three times a year. The clerk explained she had contacted the diocese of Ely who said the parish council didn't exist when the churchyard was closed in 1880. Councillor Jayne Merrick quoted a document from the Ely Diocesan Registry which states a parochial church council may apply for a closing order, the PCC should consult with the Parish Council and District Council and get their agreement to the closure and that the Parish Council should be given three month's notice and can give notice under the act to the District Council.

This was discussed at length and suggested we cannot move forward with the wall repair until this is investigated. The Clerk was asked to contact the Diocese of Ely to clarify what basis have we got responsibility.

390 TIMEBANK UPDATE

Councillor Jayne Merrick had a meeting with the Clerk, County Council and Sawston Timebank regarding the group moving forward. The group has decided they will stop Sawston Timebank and start a new group, contacting the same members, called SHOUT – Sawston Helping OUT. They will be an independent group continuing at the parish offices on a Monday morning but are leaving Mill Lane Pavilion on Fridays at the end of the month as they will be located at the Unity Campus.

391 KINGS CORONATION UPDATE

Councillor Ian Reeves requested the use of Spicers Pavilion on Sunday 7th and Monday 8th May for the Kings Coronation Events and request that dogs can be on the grounds for the dog show the same as the Queens Jubilee events last year. The council agreed.

Councillor Kevin Cuffley said the clerk has been looking into the fireworks display being on Spicers but there is not enough room for safety reasons the fireworks cannot take place on Spicers ground.

It was suggested if the council are going to give primary school children coins like we did for the Queens Jubilee. The Clerk was asked to make this an agenda item for the next meeting with some costs for different memorabilia ideas.

392 UPDATE FROM COUNTY COUNCILLORS

The update is attached to these minutes and on the parish council website.

392 UPDATE FROM DISTRICT COUNCILLORS

The update is attached to these minutes and on the parish council website.

393 CORRESPONDANCE

None

395 COUNCILLORS ISSUES AND AGENDA IREMS FOR NEXT MEETING

Councillor Paul Smith asked if we can look into replacing the bus stop outside the Woolpack as its leaking and looks a mess.

Meeting closed 9.05pm

**Sawston Parish Council
February Accounts**

	Description	TO PAY	S137
Pennon Water Services	Rec - Allotment water 01 July - 31 Dec 2022	£107.03	
Honest Employment Law	Staff - Compliance Advice	£114.00	
T M Chemicals/Amazon	Rec - Q Cear algae remover 20 litres (for use on play areas/wetpour)	£125.99	
BT	Rec - Groundstore Alarm	£126.80	
Sutcliffe Play	Rec - Net repair kit for nest swing (O/N 07)	£148.00	
C Watson	F&GP - Fix cold water damaged pipe at allotment	£150.00	
TV Licensing	Rec - TV Licence for Spicers Pavilion	£159.00	
Travis Perkins	Rec - MOT Type 1 bulk bag (hardcore for groundstore)	£160.30	
Grace Solutions	F&GP - IT support for staff - phone support (New system)	£171.71	
Sutcliffe Play	Rec - replacement springy fixings for Lynton Way	£189.29	
Grace Solutions	F&GP - IT Support for staff	£194.08	
Community Heartbeat Trust	Staff - Cardiac Arrest Response seminar (Face to Face) O/N 12	£210.00	
ADT	F&GP - Office alarm	£214.72	
SSE	F&GP - Office gas Feb 2023	£219.71	
Sutcliffe Play	Rec - Replacement spring and fixings for springy at Lynton Way that was damaged O/N 14	£227.15	
SSE	Rec - Mill Lane electric 20 Sept - 20 Dec 2022	£245.61	
Cammack & Wilcox Limited	Rec - Empty septic tank at Spicers sports ground	£252.25	
Altone Limited	F&GP - Chair report design and print O/N 18	£268.00	
Fleet	Rec - Scape white line marker 10 ltr	£312.06	
Grace Solutions	F&GP - Anti Virus/Email spam filtering/Microsoft etc	£320.58	
The Play Inspection Company	Rec - Annual play equipment inspection	£359.76	
Core Amenity	Rec - Fertiliser	£451.44	
Pennon Water Services	Rec - Spicers Water 01 July - 31 Dec 2022	£485.58	
Lanham & Co	F&GP - Monthly book keeping	£726.00	
SSE	Rec - Gas Mill Lane Feb 2023	£909.15	
Initial	Rec - Sanitary bins at pavilions	£1,093.66	
Avocet	F&GP - Cleaning contract for month	£1,348.20	
Sawston Guiding	Reserves - Donation agreed FP 14 Feb	£1,378.00	
CGM	Planning - Grass cutting contract - August 2022 Outstanding payment	£1,554.14	
Thurlow Nunn	Rec - Service Toro Tractor	£3,018.18	