



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 08 NOVEMBER 2022
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

Ian Reeves

Neil Reid

Kieran Cooper

Brian Milnes-Arrived 7.49pm

Paul Smith-Arrived 7.49pm

Jayne Merrick

Michael Mallows

David Bard

+ 1 member of public

224 APOLOGIES FOR ABSENCE

Anand Pillai – Work commitments

Colin Groves – Personal

Patrick Thouroude - Personal

225 DECLARATIONS OF INTEREST FOR THIS MEETING

None

226 PUBLIC PARTICIPATION (15 MINUTES ALLOWED)

None

227 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 25 OCTOBER 2022

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

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Ian Reeves to **accept** the minutes.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

228 MATTERS ARISING – NEW INFORMATION ONLY

None

229 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

22/04190/HFUL	Demolition of existing conservatory and new single storey rear extension at 11 Hawthorn Avenue. Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support to this application.	Support/No Objection Vote: 6 For 1 Abs
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22/04348/FUL	Two storey rear extension at 16 High Street. Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support to this application.	Support/No Objection Vote: 6 For 1 Abs Comment: The back is close to the neighbour's extension creating dark alleyway but could not see any neighbour comments online.
Tree		
22/1230/TTCA	T1 Yew - cut back by 3m on the tower side in order to clear space for future work planned on the tower in 2023 at St Marys Church Church Lane. Proposed by Councillor Kieran Cooper and Seconded by Councillor Jayne Merrick to support to this application.	Support/No Objection Vote: 6 For 1 Abs
22/1246/TTCA	T1 Cedar Lift crown to 1.5m and suitable growth points T2 Ash Shorten limb growing towards yew by 3m T3 Box Shorten limb growing over wall by 4m, relieving weight to protect listed wall T4 Mulberry Shorten two limbs growing towards property by 3m T5 Pine Dead, fell T6 Ash Lift crown to clear wall by 1m T7 Oak Lift crown to 3m and remove branch growing towards yew T8 Beech Lightly lift crown to 3m at 138 High Street. Proposed by Councillor Kieran Cooper and Seconded by Councillor Jayne Merrick to support to this application.	Support/No Objection Vote: 7 For Unanimous Comment: The dead tree to be replaced.

Planning Decisions noted

230 ACCOUNTS FOR THE MONTH OF OCTOBER 2022

The accounts for the month of October 2022 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to accept the accounts for October 2022.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

231 TO REVIEW FINANCIAL REGULATIONS

The councillors received the updated financial regulations to read before this meeting.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to adopt the updated financial regulations.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

232 TO DISCUSS FIRE SERVICE AND RISK ASSESSMENT QUOTES

The clerk obtained quotes for the fire service contract for the office and pavilions, this includes regular checks of the fire alarms, lights etc.

The clerk has been advised the fire risk assessment should be done yearly.

Yearly maintenance contract for all four sites

- £1,021.10 + VAT
- £738.00 + VAT
- 2 other companies were contacted, one didn't provide a fire maintenance contract and the other did not service alarms.

Fire risk assessment

- £1,435.60 + VAT
- £595.00 + VAT
- No third quote

The clerk also asked if the council could agree a three-year contract with the supplier they choose. The quotes were discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the quote for yearly maintenance on a three-year contract at £738.00 + VAT per year with Cromwell.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the risk assessment quote on a three-year contract at £595.00 + VAT per year with Cromwell.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

233 TO DISCUSS QUOTES FOR PAT TESTING AT ALL 5 SITES (OFFICE, PAVILIONS & GROUNDSTORE)

The Clerk contacted three companies for PAT testing and obtained 2 quotes.

- £121.45 + VAT
- £125 + VAT
- Third company would not quote

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the quote of £121.45 + VAT with Pat Test East.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

234 TO DISCUSS CULTIVATE CAMBS FUNDING

Cambridgeshire County Council have announced the next deadline for the Cultivate Cambs grant applications is 16th December. They award grants between £2k - £15k for new initiatives that support adults and older people with care and support needs and children, young people and families, to live independently, safe and well in their communities. This was discussed.

It was agreed that we will discuss at a future meeting the possibilities for this funding and apply next time.

235 TO DISCUSS MEMORIAL BENCH REQUEST AT THE CEMETERY

The Clerk explained that a resident has made a request for a bench at the cemetery. There are already a few benches along the side where they would like the bench, this was discussed.

The Clerk asked if all councillors can go and take a look at the area and defer to the next meeting.

236 TO DISCUSS MILL LANE PAVILION

There have been some issues with the renovations at Mill Lane pavilion. There are a couple of areas in the changing rooms where the paint is flaking off and looks damp. There was a lengthy discussion regarding this and if we should look at this independently or go back to the builder. It was agreed that we should get this investigated independently and get quotes for repair.

Councillor Brian Milnes and Councillor Paul Smith arrived 7.49pm

237 TO DISCUSS LEASE OF LYNTON WAY RECREATION GROUND

SCDC and the parish council has drawn up a draft lease agreement for the Lynton Way recreation ground. The parish council solicitors had some questions that needed to be answered before being signed which were discussed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to nominate Councillor Kevin Cuffley and Councillor Jayne Merrick to sign this on behalf of the parish council.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

238 TO DISCUSS CAMBRIDGESHIRE ACTIVE TRAVEL STRATEGY CONSULTATION

The parish council read the information regarding the active travel strategy consultation.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes not to make a comment.

VOTE: 9 FOR : 0 AGAINST : UNANIMOUS

239 TO DISCUSS 20MPH ZONES WITHIN VILLAGE

The parish council had the proposal for the 20mph zone in Mill Lane which will be advertised for consultation in November. The cost for the whole project will be £32,000 of which the parish council has been asked to contribute £17,000 towards the scheme.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to contribute £17,000 towards this scheme.

VOTE: 8 FOR : 0 AGAINST : 1 NO VOTE

240 UPDATE FROM COUNTY COUNCILLORS

241 UPDATE FROM DISTRICT COUNCILLORS

Report on website.

242 CORRESPONDENCE

None

243 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

The Clerk thanked those who helped on bonfire night and confirmed the donation money received was £1,417.46 which will go towards local groups and charities.

Meeting closed 8.35pm

**Sawston Parish Council
Oct-22**

	Description	TO PAY	S137
Honest Employment Law	Staff - Compliance Advice	114.00	
C Watson Plumbing	F&GP - Fix leak on toilet at office/unblock shower trap LY pavilion and blender valve at ML Pavilion	120.00	
Cambs Lock & Safe	Rec - 10 x Salto key fobs for pavilions	122.40	
LexisNexis	F&GP - New edition of Charles Arnold Baker Book	131.99	
SCDC	Cemetery - rates	132.00	
SCDC	Rec - Additional recycling bins at Spicers (Agreed FP)	146.85	
JHC	Rec - Orchard Park rent	150.00	
Swarco	F&GP - Speed camera brackets & tool(Agreed FP 27 Sept)	174.34	
GMA	F&GP - Grounds Management Association Subscription	175.00	
Gog Magog	Rec - Service and new blades to Hayerette mower	183.13	
Electrical Technik Ltd	Rec - investigate and replace 2 faulty PIR's at Spicers	266.38	
ADT	Rec - Groundstore alarm	274.04	
Grace Solutions	F&GP - Anti Virus/Email spam filtering/Microsoft etc	296.15	
Fleetline Markers	Rec - 10 x 10ltr Line marking paint	312.24	
Thurlow Nunn Ltd	Rec - 18 ltr sprayer and replacement blades and spare tool kit for ground store	329.43	
Travis Perkins	Rec - Bulk sand - for goal mouths and bonfire night	349.08	
SCDC	Rec - Spicers rates	399.00	
Adams Harrison Solicitors	F&GP - Professional charges re dispute with RTC Limited	411.60	
MED-PTS	Reserves - Ambulance service for bonfire night (event medical cover)	420.00	
SCDC	Rec - Mill Lane rates	424.00	
Mick George Skips	Prec - 2 x skips for allotments	480.00	
Scotsdales	Planning - Bulbs for village (in budget)	499.07	
Bryan Lecoche Ltd	F&GP - Attendance and eviction of GRT on 5th August 2022	540.90	
SSE	Rec- Spicers electric 25 June 2022 - 19 Sept 2022	552.40	
Trevor Page Marquees	Reserves - Marquee hire for bonfire night	720.00	
Lanham & Co	F&GP - Monthly book keeping	726.00	
Earth Anchors	Planning - Bench for Lynton Way (agreed FP - resident paying)	728.40	
SCDC	F&GP - Office rates	736.00	
Scotsdales	Rec - Hedging for Spicers by bowls club (Agreed FP April 2022)	769.44	
CGM	Planning - Grass/verge cutting 7/10/22	777.07	
Avocet	F&GP - Cleaning contract for month	1,348.20	
East Anglia Leisure Ltd	Reserves - Power, PA and lights for bonfire night	1,440.00	
Chevron Events	Reserves - Road closure for bonfire night & Additional vehicle (Agreed FP June 28th)	1,464.00	
Sports Labs	Rec - Independent inspection of play areas (wetpour) and review of documentation	1,740.00	
Chevron Events	Reserves - Road closure for remembrance day & additional vehicle (Agreed FP June 28th)	2,202.00	
SSYI	Rec - Youth provisions (Agreed FP 25 Oct)	3,000.00	
Essex Pyrotechnics Ltd	Reserves - Fireworks for bonfire night	5,034.00	