



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 11 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

Kevin Cuffley

Paul Smith

Deborah Alderwick

Michael Mallows

+ Pat McGowan – Cambridge City

+ 1 member of public

414 APOLOGIES FOR ABSENCE

Brian Milnes – Work Commitments

Anand Pillai – Work Commitments

Kieran Cooper – Work Commitments

Colin Groves – Personal

415 DECLARATIONS OF INTEREST FOR THIS MEETING

Ian Reeves – item 423,425,426 as a member of the cricket club

Patrick Thouroude/David Bard (a member of the PCC St Marys Church) – item 429 St Marys Church Wall

416 PUBLIC PARTICIPATION

Councillor Kevin Cuffley asked if any members of the public wished to speak. A gentleman asked what was happening with the terrible state of the pot holes. Councillor Kevin Cuffley explained that this is a County Council matter and that they are looking at using the dragon patcher to repair roads so hopefully they will be repaired properly and last on a more permanent basis. Councillor Kevin Cuffley reiterated that everyone should report pot holes on the County Council website.

417 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 28 MARCH 2023

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

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

418 MATTERS ARISING – NEW INFORMATION ONLY

None

419 TO DISCUSS GIFTED LAND FROM CAMBRIDGE CITY

Mr Pat McGowan was welcomed to the meeting and asked to give an update on the gifted land. He explained that they appreciate the situation the parish council has found itself in

with the latest GMA report with regards to drainage etc on this site and the costs to the parish council to develop the land. After considerable debate internally they are going to withdraw their offer and will no longer gift the land to the parish council as they do not wish the parish council to go ahead with the proposed plans of possible tennis courts/skate park etc. The owners would like to maintain a good relationship with the parish council and in recognition with us not being able to proceed with our plans they would like to help/assist with another project that would benefit the community.

The Clerk agreed she would keep them updated with Lynton Way plans in the future to see if this was something they could contribute to.

They do not have plans for this site currently but will keep it maintained.

420 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<p>23/00415/S73</p>	<p>S73 application to vary conditions 2 (Approved plans), 3 (Landscaping) and 4 (hours of use) of planning permission 22/01662/S73 (S73 to vary condition 2 (approved drawings) of ref: 20/03522/FUL (Change of use of grain store into flexible B1 (Light Industrial) and B8 (storage or distribution) to add 9 rooflights, additional planting and relocate pedestrian doors on the south-east elevation. The application also seeks to vary conditions 3 (soft landscaping), 9 (foul water drainage) and 10 (cycle parking) from pre-commencement/occupation conditions to compliance conditions). This application seeks to amend the landscaping plans and extend the hours of use at Deal Business Park Cambridge Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 9 For Unanimous</p> <p>Comment: Support providing, they have a perimeter noise condition (main concern use of time/activity/noise)</p>
<p>23/01096/S73</p>	<p>S73 to vary conditions 2 (Approved plans), 10 (Retained tree) and 11 (Scheme of ecological enhancement) of planning ref; S/0492/19/VC (Variation of condition 2(Plans) of planning permission S/2372/16/FL) amendments to Units 3 and 4 to better meet the requirements of future occupiers and the current site layout and to amend Condition 11 as an ecological enhancement scheme was previously agreed for the site as part of Ref. S/1411/19/DC and amend the wording of condition 10 to remove the previous incorrect reference to dwellings rather than the permitted use at Deal Farm Cambridge Road.</p>	<p>Support/No Objection</p> <p>Vote: 9 For Unanimous</p> <p>Comment: Support providing, they have a perimeter noise condition (main concern use of time/activity/noise)</p>

	Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to support to this application.	
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Information only and planning decisions noted

421 ACCOUNTS FOR THE MONTH OF MARCH 2023

The accounts for the month of March 2023 were presented.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to accept the accounts for March 2023.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

422 TO DISCUSS QUOTES FOR THE OFFICE AIR CONDITIONING SERVICE

The Clerk contacted five companies to get quotes on a three-year contract and obtained three quotes.

- £156 + vat
- £158 + vat
- £199.99

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to accept the quote for £156.00 + vat from Adcock's.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

423 TO DISCUSS PAVILION HIRE CHARGES

The Clerk explained she was still investigating and will defer until she has the information.

424 TO REVIEW MONTHLY FULL PARISH MEETINGS

Councillor Kevin Cuffley asked the council their views on having two full parish meetings a month as opposed to the committees and one full parish meeting a month. The Clerk explained that she and the Assistant Clerk were happy to keep with the two full parish meetings as work gets done quicker as we can agree things twice a month, it also helps with planning applications as we don't need to ask for extension of time.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to keep with two full parish council meetings per week. Councillor Deborah Alderwick explained she will abstain from voting only because she wasn't aware of the previous calendar of meetings.

VOTE: 8 FOR : 0 AGAINST 1: ABS

425 TO DISCUSS QUOTES FOR FLAGPOLE AT SPICERS SPORTS GROUND

Councillor Ian Reeves explained the flagpole at Spicers Sports Ground needs replacing and was happy to get quotes but asked if we wanted a flagpole that goes in the ground or one that can be fitted on the pavilion wall. This was discussed and the council agreed to get quotes for a wall mounted flagpole. This will be an agenda item for 25th April.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to get quotes for a wall mounted flagpole.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

426 TO DISCUSS QUOTES TO SERVICE THE CLOCK AT SPICERS SPORTS GROUND

Councillor Ian Reeves explained that the clock needed to be serviced as it wasn't keeping time. He had spoken to the clock company who suggested moving the receiver for the clock to see if it work with this being repositioned. This has been done and it does seem to have made a difference. He will keep an eye on it and report back.

427 TO DISCUSS FIRE RISK ASSESSMENTS

The Clerk explained that we recently had a fire risk assessment completed and there were some tolerable risks that were presented to the council. These risks had not come up on a previous report and the Clerk asked if the council wanted the work carried out of if they felt it was low risk and to be monitored.

This was discussed and the Clerk was asked to contact our insurance company to ask if we would be covered if we took no action.

428 TO DISCUSS NO MOW MAY

The Clerk asked the council if they wanted to do No Mow May this year. She wasn't aware that SCDC were doing it again this year but felt it was something we should discuss.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor David Bard not to cut any of our verges for the month of May.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

429 TO DISCUSS ST MARYS CHURCH WALL

Councillor Kevin Cuffley confirmed the closed churchyard has been registered and maybe we should apply for the district council to take it on. He explained that we needed to really discuss this with Councillor Brian Milnes so will defer this item to 25th April.

430 UPDATE FROM COUNTY COUNCILLORS

Report can be found on the parish council website.

431 UPDATE FROM DISTRICT COUNCILLORS

No update.

432 CORRESPONDENCE

None

433 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Michael Mallows asked how many memorial leaves we have sold, the Clerk confirmed 12 to date and we have had a lot of interest. The Clerk explained she will advertise them once the new footpath has been installed. He also asked about the proposed benches to be placed around the tree (x2). One bench has already been agreed for a resident and the other bench still needs to be ordered. The benches will be for anyone to sit by the memorial tree and reflect.

He then asked about some graves in the cemetery explaining that no one sticks to our rules and that we amended our policy recently to include a minimum size for headstones. The Clerk explained that we amended the policy to include a minimum headstone size because we had a problem recently with this and it was recommended by a stone masons and funeral directors that we have a minimum size to prevent any future problems. She also explained that the Assistant Clerk visits the cemetery regularly and writes to those families who are not adhering to the rules. It was agreed in the past to send an initial letter followed by an enforcement letter but the process can take a couple of months because of the time we give

them to take action. He explained there are still some that have been like it for a long time and nothing has been done. The Clerk asked him to send her a list of those he is querying and she will follow up. (The rules only apply to the new part of cemetery).

The Clerk also confirmed that the funeral directors are aware of our rules and regulations and that the families have to sign a letter to conform to these before the funeral goes ahead.

Councillor Paul Smith asked the Clerk if anything had been done regarding the bus shelter on the High Street (by the former Woolpack) which he wants replaced and asked about at the last meeting.

The Clerk explained she had contacted SCDC to get a cost for the one they have recently installed on Babraham Road but hasn't contacted anyone else yet. Councillor Kevin Cuffley asked Councillor Paul Smith to take this on as a project and get quotes for a new bus shelter including installation and bring back the next meeting on 25th April.

Councillor Deborah Alderwick explained the two new play areas on H1B site on Babraham Road are extremely flooded. The Clerk is aware of this and has contact Hill's to rectify the problem before we take these two areas on. These areas will be checked again the beginning of next year.

Councillor Jayne Merrick explained that at the latest liaison meeting the developers agreed to install bollards to stop the cars parking over the bridle/footpath on the H1B site. This hasn't been done yet and asked the Clerk will chase it.

Meeting closed 8.24pm

Sawston Parish Council
Mar-23

	Description	TO PAY	S137
SSE	Rec - Mill Lane Electricity 21 Dec 2022 - 2 Feb 2023	£115.17	
SSE	Rec - Spicers gas 1 Jan-1 Feb 2023	£141.15	
David Richardson	Cemetery - Brick work repairs to war memorial (O/N 17)	£175.00	
SSE	Rec - Mill Lane gas	£201.77	
Grace Solutions	F&GP - Anti Virus/Email spam filtering/Microsoft etc	£322.33	
SSE	Rec - Lynton Way gas 2 Feb - 28 Feb	£513.04	
Lanham & Co	F&GP - Monthly book keeping	£726.00	
Thalia	Cemetery Skips	£761.71	
Cambs Lock & Safe	Rec - Push buttons for disabled access at Mill lane pavilion	£792.82	
Baker Ross	F&GP - Commemorative bookmarks for school s(Agreed FP 28 March) O/N 27	£828.95	
Core Amenity	Rec - Grass seed for all areas	£885.00	
SSE	Rec/F&GP - gas for office and Mill Lane	£1,128.86	
CAPALC	F&GP - Affiliation fee and DPO membership 2023/2024	£1,134.66	
Sawston Mica Hardware	Rec - Various outstanding invoices from April 2022 (Glitch on their system didn't raise invoices)	£1,215.80	
Avocet	F&GP - Cleaning contract for month	£1,348.20	
Pro Green	Rec - Fertiliser for all areas (600kg bags) for year	£1,475.22	
Play & Leisure	Rec - Engineer to visit and repair bearings on roundabout/ inspect/tighten aerial runway and tighten cone ropes	£1,500.00	
3Dimension	Rec - Supply and install sound absorbers at Mill lane pavilion (Agreed FP 28 Feb) O/N 15	£4,514.40	
Aspire	Rec - Redecorate interior walls at Spicers pavilion (Agreed FP 28 Feb) O/N 16	£4,632.00	