



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 FEBRUARY 2023
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Jayne Merrick

Ian Reeves

Brian Milnes

Deborah Alderwick

Colin Groves

Anand Pillai

Paul Smith

+ 2 members of public

+ Ashley Courtney

349 TO DISCUSS ST MARYS CHURCH WALL – CHURCH ARCHITECT ASHLEY COURTNEY

Councillor Jayne Merrick welcomed Ashley Court to the meeting. She explained that we have previously agreed to repair the three lengths of wall at a cost of £66k but then there were some additional costs that came to light for planning permission if needed, extra bricks etc that we had not budgeted for. Ashley explained he can only submit drawings as it is now but won't know if foundations need replacing etc until the work begins. Also, the list B condition explains that if the foundation does need work we would need faculty for the work. Councillor Brian Milnes offered to speak to the planning department regarding planning permission and will let Ashley know via the Clerk. After a discussion Councillor Jayne Merrick asked Ashley for a better breakdown of the costs/possible costs and defer to the next meeting on 28th February.

Councillor Jayne Merrick thanked him for attending.

350 APOLOGIES FOR ABSENCE

Michael Mallows – Personal

Neil Reid – Personal

David Bard – Personal

Patrick Thouroude - Personal

Kieran Cooper – Work Commitments

Kevin Cuffley - Personal

351 DECLARATIONS OF INTEREST FOR THIS MEETING

Jayne Merrick – item 362 non pecuniary

Item 365 – Jayne Merrick, Ian Reeves, Colin Groves & Paul Smith as all on King's Coronation committee – non pecuniary

352 PUBLIC PARTICIPATION

None

- 353 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 24 JANUARY 2023**
The minutes of the Full Parish meeting held on 24 January 2023 were read confirmed and signed.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

- 354 MATTERS ARISING – NEW INFORMATION ONLY**
None

355 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

22/03363/FUL	Erection of Research and Development buildings (use class E) and associated decked car park, landscaping and associated infrastructure at Dales Manor Business Park Grove Road. Proposed by Councillor Brian Milnes and Seconded by Councillor Anand Pillai to support to this application.	Support/No Objection Vote: 7 For Unanimous
23/00390/FUL	Two storey rear extension (Re-submission of 22/04348/FUL) at 16 And 16A High Street.	Deferred due to incorrect information on the planning documents
23/00415/S73	S73 application to vary conditions 2 (Approved plans) and 3 (Landscaping) 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 at Deal Business Park Cambridge Road. Proposed by Councillor Brian Milnes and Seconded by Councillor Paul Smith to support to this application.	Support/No Objection Vote: 7 For Unanimous
Tree		
23/0091/TTPO	Dead Sycamore, Remove to ground level at Spring House Church Lane. Proposed by Councillor Brian Milnes and Seconded by Councillor Deborah Alderwick to support to this application.	Support/No Objection Vote: 7 For Unanimous

356 ACCOUNTS FOR THE MONTH OF JANUARY 2023

The accounts for the month of January 2023 were presented.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Ian Reeves to accept the accounts for January 2023.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

357 TO DISCUSS QUOTE FOR INTERNAL AUDITOR

The Clerk explained that she contacted 4 auditors to obtain quotes for the internal audit for the next three years.

- £150.00 No vat plus .45 per mile (1 visit)
- £350.00 + vat (maybe additional charges if projects need looking into)
- No quote – declined as too busy
- No quote – didn't respond

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to accept the quote for £150.00 (no vat) from CAPALC.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

358 TO DISCUSS SCDC PROSPERITY FUND APRIL 2023/ELECTRIC CHARGING POINTS

Councillor Jayne Merrick and Councillor Deborah Alderwick have gathered information to complete the funding form to have an electric charging point installed on Mill Lane recreation ground. They needed to clarify exactly what we required which was discussed. Councillor Brian Milnes explained we should have the rapid charging point with the power phase from the kerbside. Councillor Brian Mines offered to speak to the relevant officer to gather some additional information and will take back to the next full parish meeting on 28th February.

359 TO DISCUSS DOORS AT MILL LANE

The Clerk explained that she has obtained a quote to install push buttons on the two main doors at Mill Lane so that users can easily access the building. Currently the doors have to be opened manually. The doors would have a push button on the outside and inside. The Clerk only contacted Cambridge Lock and Safe as they have recently fitted the fob door lock onto the building so are aware of the wiring etc.

The cost for two wireless buttons on both doors (4 in total) is £810.71 + vat.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Brian Milnes to accept the quote for £810.71 + vat and get the work completed.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

360 TO AGREE CHAIR REPORT CONTENTS

The councillors had received in advance a copy of the Chair report for 2022/2023. Once printed this will be on the parish council website.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Colin Groves to go ahead with the draft chair report.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

361 TO AGREE QUOTE TO PAINT SPICERS PAVILION

The Clerk was still awaiting quotes so this will be deferred.

362 TO DISCUSS DONATION REQUEST FROM SAWSTON GUIDING

Sawston Guiding has requested a donation of £1,378.00 which will cover subscription fees charged by the Guiding Association and covers governance, certain insurance cover, training, volunteer DBS checks etc. This was discussed. The Clerk confirmed that the donation money we have budgeted has now been spent but the money could possibly come from reserves.

Councillor Jayne Merrick explained that Sawston Guiding don't know until the beginning of the year how much money they require which is why they don't apply earlier.

Councillor Brian Milnes suggested on this occasion we donate the money from reserves and look at this when we set the budgets to possibly put this particular donation into the budget.

It was **PROPOSED** by Councillor Paul Smith and **SECONDED** by Councillor Anand Pillai to donate £1,378.00 and take the money from reserves and look at this when setting the budgets in November.

VOTE: 6 FOR : 0 AGAINST 1: NO VOTE

363 TO DISCUSS COMMUNITY FIRST RESPONDER TRAINING TO USE MILL LANE PAVILION

The Clerk explained that the Coordinator for the Sawston & Shelford Community First Responder Group has been in contact asking to use Mill Lane pavilion for a monthly venue to hold their training sessions. They are able to use the pavilion but have been told the charge will be £10 per hour which they have asked if they can use for free as they are a charity and do not have the budget for hiring a room. The Clerk has explained to them that the policy for room hire is no charitable discount. This was discussed.

Councillor Brian Milnes suggested they get funding to pay for the room hire from either JHC or the SCDC Community Chest fund.

364 TO DISCUSS ORGANISING DEFIBRILLATOR TRAINING

The Clerk suggested we organise a one-off face to face awareness training session for using a defibrillator which will be open to the whole village, sports clubs, schools etc. This can be held at Spicers pavilion.

It was **PROPOSED** by Councillor Deborah Alderwick and **SECONDED** by Councillor Brian Milnes for the Clerk to arrange and advertise the training.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

365 UPDATE ON KINGS CORONATION

Councillor Ian Reeves explained the plans for the weekend so far are:

Saturday – No events scheduled yet but St Marys church will have a large screen showing the coronation.

Sunday – Fun Run, Children's event in afternoon then live music in the evening possibly at the SVC main hall.

Monday – Picnic at Spicers Sports Ground

Councillor Jayne Merrick also confirmed they already have some sponsorship money.

They would like the parish council to put on a firework's display which the Clerk will investigate.

Councillor Jayne Merrick agreed to speak to Redrow regarding sponsorship for the fireworks and Councillor Brian Milnes said we should maybe look at having the fireworks on another of our grounds so we do not have to have a road closure. This will be on the agenda for the 28th February for an update.

366 UPDATE FROM COUNTY COUNCILLORS

Report on parish council website.

367 UPDATE FROM DISTRICT COUNCILLORS

No update

368 CORRESPONDENCE

None

369 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

None

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 Jayne Merrick and **seconded** by Councillor Colin Groves to go into camera.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

370 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 24 JANUARY 2023 (NON-PUBLIC)

The minutes of the Full Parish meeting held on 24 January 2023 non-public were read confirmed and signed.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Ian Reeves to **accept** the minutes with the above amend.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

371 TO DISCUSS CEMETERY HEADSTONE SIZE

The Clerk explained she was waiting some more information so this will be deferred.

Meeting closed 8.39pm

Sawston Parish Council
Jan-23

	Description	TO PAY	S137
SSE	Rec - Spicers gas 1 Dec - 31 Dec 2022	£103.00	
Travis Perkins	Rec - graffiti removal spray/gravel/concrete bags	£106.59	
SSE	F&GP - Office electricity 21 Sept - 19 Dec 2022	£108.54	
Thurlow Nunn Standen Ltd	Rec - Replacement chain loops for chainsaws	£114.00	
Honest Employment Law	Staff - Compliance Advice	£114.00	
Travis Perkins	Rec - Concrete fence posts/gravel board	£116.43	
Gog Magog	Rec - Stroke mixer fluid for strimmers	£120.86	
SSE	F&GP - Office gas 9th Sept - 21 Nov 2022	£127.62	
SCDC	Cemetery - rates	£132.00	
C Watson	F&GP - repairs to toilet in office	£150.00	
Huntingdons Charity	Rec - Allotment and Orchard Park rent	£150.00	
Red Graphic	F&GP Scan, set up and print A0 maps (for grass cutting quotes)	£156.00	
Scotsdales Garden Centre	Planning - Bulbs for village	£158.59	
TV Licensing	F&GP - TV License for Mill Lane pavilion	£159.00	
EMG Motor Group	Rec - Fuel for January	164.40	
NVPC Ltd	F&GP - PAT testing (yearly)	£184.87	
The Cambridge Sign Company	Cemetery - 3 replacement signs	£216.42	
Pestagon	Rec - Pest Control	£218.40	
Travis Perkins	Rec - Bulk bag MOT for groundstore	£235.98	
Scotsdales Garden Centre	Planning - Bench for Cemetery (Resident has been invoiced)	£299.00	
ADT	Rec - Groundstore alarm	£313.79	
Grace Solutions	F&GP - Anti Virus/Email spam filtering/Microsoft etc	£320.96	
Agrovista UK Ltd	Rec - Fertiliser for cricket square	£327.00	
Thalia	Cemetery - Skip/rubbish clearance	£327.02	
SCDC	Rec - Spicers rates	£399.00	
SCDC	Rec - Mill Lane rates	£424.00	
Sawston Fun Run & Walk	Donation agreed at FP 24th January	£500.00	
Lanham & Co	F&GP - Monthly book keeping	£726.00	
SCDC	F&GP - Office rates	£736.00	
Sutcliffe	Rec - Replacement scrambler net for play unit at Deal Grove	£766.96	
Watson Fuel	Rec - Gas oil	£1,154.07	
Avocet	F&GP - Cleaning contract for month	£1,348.20	