



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 JUNE 2022
Held at Mill Lane Pavilion, Mill Lane - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler
Councillors

Kevin Cuffley
David Bard
Ian Reeves
Paul Smith
Neil Reid

Jayne Merrick
Brian Milnes
Mike Mallows
Patrick Thouroude

+ Sports Grounds Keeper – Will Cook

Emma Woods
Paul Gardner
Michael Gallagher
Tim Griffin

35 PRESENTATION FROM EMMA WOODS FROM DALE MANOR BUSINESS PARK

Councillor Kevin Cuffley welcomed everyone to the meeting and welcomed the representatives from Dale Manor Business Park who gave a presentation/update. This can be found on our website and is available from the parish council office.

The representatives left the meeting.

36 APOLOGIES FOR ABSENCE

Colin Groves (Personal)
Kieran Cooper (Work Commitments)
Sue Whitney (Personal)
Anand Pillai (Personal)

37 PUBLIC PARTICIPATION TIME (15 minutes allowed)

None

38 DECLARATIONS OF INTEREST FOR THIS MEETING

None

39 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 17 MAY 2022

The minutes of the Full meeting held on 17 May 2022 were read confirmed and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Ian Reeves to *accept* the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

40 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRA FULL PARISH COUNCIL MEETING HELD ON 24 MAY 2022

The minutes of the Extra Full meeting held on 24 May 2022 were read confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Paul Smith to *accept* the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

41 REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 07 JUNE 2022

Item 8 – To sign off section 1 of AGAR.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Item – 9 – To sign off section 2 of AGAR.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Item 11 – Change to two full parish meetings per month plus Finance & General Purposes and Staff Management committees.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

The minutes of the Finance & General Purposes committee meeting held on 07 June 2022 were read confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Paul Smith to *accept* the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

42 TO ELECT TWO MEMBERS FOR STAFF MANAGEMENT COMMITTEE

Councillor Kevin Cuffley explained that it was agreed at the Finance & General Purposes committee that if we were to change to two full parish meetings per month, we would need to nominate members for the Staff Management committee. The Chair and Vice Chair of the council would be ex officio members. This was discussed.

Councillor Kevin Cuffley asked for nominations and explained that Councillor Kieran Cooper has expressed his interest although he could not attend this meeting due to work commitments.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to nominate Councillor Kieran Cooper to be a member of the Staff Management Committee.

VOTE: 8 FOR : 1 ABS

Councillor Paul Smith expressed an interest and was nominated. Councillor Michael Mallows expressed an interest but didn't receive a proposer.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Patrick Thouroude to nominate Councillor Paul Smith to be a member of the Staff Management Committee.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Ian Reeves to nominate Councillor David Bard to be a member of the Staff Management Committee.

The vote was taken in turn.

Councillor Paul Smith Vote: 2

Councillor David Bard Vote: 7

The new members of the Staff Management Committee are Councillor David Bard and Councillor Kieran Cooper.

43 MATTERS ARISING – NEW INFORMATION ONLY
None

44 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

22/02060/HFUL	Removal of existing brick garden wall within the garden, erection of a 2m high close board fence to boundary, and extension of the permeable driveway at 79 Edinburgh Avenue. Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to support to this application.	Support/No Objection Vote: 7 For 1 Abs 1 Against
22/00209/S73S73	Variation of conditions 2 (Approved plans) and 8 (Cycle store) of planning permission S/2239/13/FL (Erection of football ground for Cambridge City Football Club and creation of new community recreational space) at Cambridge City Football Club West Way. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application.	Support/No Objection Vote: 8 For 1 Abs
22/02580/SCRE	EIA screening opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for the proposed development to provide up to 10,000 sqm of employment space in buildings up to 16.860 metres in height with associated car parking, cycle parking and landscaping at Dales Manor Business Park Grove Road. Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support to this application.	Support/No Objection Vote: 8 For 1 Abs

45 ACCOUNTS FOR THE MONTH OF MAY 2022

The accounts for the month of May 2022 were presented.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor David Bard to **accept** the accounts for May 2022.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

46 TO DISCUSS QUOTES FOR PURCHASING NEW ROLLERS FOR RECREATION GROUNDS

The sports grounds keeper explained he would like to have a roller at each ground as they are too heavy to transport and contacted three companies to get quotes and only received quotes from two companies.

2.74m Roller

- £1,865.00 + vat
- £2,400.00 + vat

- 3.05m Roller
- £2,600.00 + vat

This was discussed and Councillor Brian Milnes asked that he gets quotes for a transportable roller so we would only need to purchase one. This will be deferred to the next full parish meeting.

47 TO DISCUSS QUOTES FOR PURCHASING A NEW TRACTOR MOUNTED SPRAYER FOR GROUNDS

The ground keepers have asked for a tractor mounted sprayer as in the past we have paid for contractors to spray the grounds at around £1,000.00 each time and our Sports grounds Keeper is qualified to spray and explained we could spray more areas if we did it ourselves and spray multiple times. Three quotes were obtained for the same machine.

- £4,565.00 +vat
- £4,965.00 + vat
- £4,965.00 + vat

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor David Bard to accept the quote from TNS at £4,565.00 + vat and place the order.

VOTE: 8 FOR : 1 ABS

48 TO DISCUSS QUOTES FOR NEW LEAF COLLECTOR

The grounds keepers have asked for this machine as the current machine we have that collects leaves is not suitable for the amount we collect. It clogs up and they spend more time stopping and de clogging it than actually collecting. This new machine is small enough to fit down footpaths and is better suited for the work we have. Three quotes were obtained for the same specification machine.

- £5,517.00 inc vat (special offer)
- £6,894.64 inc vat
- £7,100.28 inc vat

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor David Bard to accept the quote from The Green Reaper at £5,517.00 inc vat and place the order.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

49 TO DISCUSS QUOTES FOR NEW MACHINE – 4 IN 1 FOR ALL GROUNDS

The grounds keepers have asked for this machine which is a multi-sport combination implement tool which offers many features in one unit. There is an integrated slitter, rake, roller and brush which can all be used to improve all our grounds. Four quotes were obtained for the same specification machine.

- £6,250.00 + vat
- £6,250.00 + vat
- £6,750.00 + vat
- £8,000.00 + vat

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Patrick Thouroude to accept the quote from TNS at £6,250.00 + vat and ask if we can have any extra discount as we will be ordering two machines from them.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

50 TO DISCUSS QUOTES FOR NEW MOWER

The grounds keepers have asked for a new smaller mower and have investigated the options. This smaller mower can be used on all grounds in all weathers, the current tractor that is used is too heavy for grounds when they are wet and cannot be used without causing damage. This was discussed at length. The Clerk confirmed that we do have enough money in the budget for all these machines. Three quotes were obtained for the same mower.

ISEKI SXG326 mower.

- £16,500.00 + vat
- £17,299.00 + vat
- £17,693.00 + vat

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor David Bard to accept the quote from Ernest Doe at £16,500.00 + vat and place the order.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

51 TO DISCUSS FERTILISER QUOTES FOR ALL GROUNDS (FOR YEAR)

The Sports Grounds Keeper explained that the cost of the fertiliser we use has escalated and will only keep going up and ask if we could purchase it now in bulk. He confirmed we have room to store this.

- £595.00 + vat per bag – 2 bags required for year
- No further quotes managed to be obtained.

This was discussed and Councillor Brian Milnes suggested we order more now due to the rising costs.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Ian Reeves to go ahead and order 4 tonne of fertiliser.

VOTE: 7 FOR : 2 ABS

52 TO DISCUSS QUOTES FOR AIR CONDITIONING UNIT IN OFFICE

The Clerk explained that there has been a fault with the air conditioning unit in the office which has been looked at several times and it needs replacement parts to the cost of around £1,400.00. Councillor Brian Milnes suggested at a previous meeting that we investigate the cost of replacing the unit with a new one. The clerk obtained three quotes for the supply and fitting of a new unit.

- £1,500.00 + vat
- Around £1,500.00 + vat
- £1,559.42 + vat

The Clerk explained that the quote for £1,559.42 is from the company who has already looked at the unit several times as it kept faulting and would like to use this company as they know the system we currently have and are local.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Ian Reeves to accept the quote from Adcocks at £1,559.42 + vat.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

53 TO DISCUSS LOCATIONS OF PARISH COUNCIL MEETINGS

The location of parish council meetings was discussed and this meeting was held at the newly renovated pavilion at Mill Lane to see if it is suitable. It was discussed and agreed it was too echoey for meetings.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to continue with the full parish meetings at Spicers pavilion.

VOTE: 7 FOR : 1 AGAINST 1: ABS

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to have the Finance & General Purposes and Staff Management committees at the parish council office.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

54 TO DISCUSS BAR LICENSE APPLICATION AT MILL LANE PAVILION

The parish council has received an application from SCDC for a new Club Premises Certificate to supply alcohol and for the provision of playing music at Mill Lane pavilion. This application has been made by Sawston Rovers Football Club. Councillor Kevin Cuffley explained that the football club has not approached the parish council about this and that we should be looking at obtaining the license ourselves. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to object to this license being made by Sawston Rovers and apply for it ourselves and to apply for the license at Spicers Pavilion when it is up for renewal in November.

VOTE: 8 FOR : 1 ABS

55 TO DISCUSS DONATION REQUEST FROM SAWSTON LIBRARY

Sawston Library has made a donation request for £250.00 which will help towards the Summer Reading Challenge at Sawston Library. They hope this will encourage children to read and visit the library and aim to increase the number of children by at least 10%.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Ian Reeves to donate £250.00.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

56 TO AGREE THE ROAD CLOSURE FOR REMEMBRANCE DAY – SUNDAY 13TH NOVEMBER 2022

The cost of the road closure for Remembrance Day is £1,665.00 + vat. The clerk asked if she was to go ahead and arrange this. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to go ahead with the road closure for Sunday 13th November 2022.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

57 TO DISCUSS REPLACEMENT LOCKS AT MILL LANE PAVILION

The Clerk explained that we have previously agreed to change three locks on Mill Lane pavilion to the automatic key fobs so that the clerk can set those who need access up and not have to use keys. The cost of these locks was £500.00 each. When the company came out to replace the locks, he didn't realise the doors had been changed from when he originally

went to quote and unfortunately, the key fob locks we agreed will not fit these doors. The locks that will fit have to be ordered in and are a cost of £1,362.17 + vat per door. The Clerk suggested getting the two main doors changed and not the outside toilet door as this is only opened when users are there. This was discussed. The clerk explained that we really needed to get the doors changed to key fobs so she could set each user up on their current fobs instead of getting lots of sets of keys cut. We also then have control on who can access the building.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to go ahead and get the replacement locks fitted on two doors at Mill Lane pavilion at a cost of £1,362.17 + vat.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

58 TO DISCUSS DEPOSIT FOR BUILDING WORK AT MILL LANE PAVILION

We received quotes and agreed at May's full parish meeting to use Emerald Building & Carpentry Ltd for the additional work at Mill Lane pavilion and they have since asked for a deposit of £489.54 + vat to be paid before they start the work in August. This was discussed at length as there was some concern regarding part paying up front.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to accept and pay the deposit payment of £489.54 + vat.

VOTE: 7 FOR : 2 ABS

59 TO REVIEW FINANCIAL REGULATIONS

This is to be deferred to the full parish meeting on 28th June for more information to be obtained.

60 TO DISCUSS CCC TRANSPROT STRATEGY – KEY HOLDER ENGAGEMENT LETTER

Councillor Kevin Cuffley asked for this item to be deferred to July's full parish meeting.

61 UPDATE FROM COUNTY COUNCILLORS

On the parish council website and attached to these minutes.

62 UPDATE FROM DISTRICT COUNCILLORS

63 CORRESPONDENCE:

Thank you letter from Queens Platinum Jubilee committee for the fireworks on 2nd June.

64 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Michael Mallows asked if we can put a lock on the farm gate from his farm to the cemetery by the skip area as there are people who are using this as a walk through. The Clerk will ask the grounds keepers to get a lock for it.

Councillor Brian Milnes asked if we can discuss bike racks at the next Masterplan meeting. This will be added to the agenda.

Councillor David Bard asked how we were getting on with the section 215 on Barclays bank site. Councillor Brian Milnes confirmed that he and the Clerk have not yet received a response and will chase this up.

Councillor Kevin Cuffley said the Queen's Platinum Jubilee celebrations went very well and was well attended. Even the Sunday was a great turnout despite the weather not being great. He thanks the Clerk, Ronnie Booth, David Ellis and Ian Reeves for the organisation of these events.

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 David Bard to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

65 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 17 MAY 2022 (NON-PUBLIC)

The minutes of the Extra Full meeting held on 17 May (Non-Public) 2022 were read confirmed and signed.

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Meeting closed 9.26pm

Sawston Parish Council
May-22

	Description	TO PAY	S137
Virgin Mobile	F&GP - mobile phone contract for Assistant Clerk	£7.93	
Amazon	F&GP - CCTV data compliant signs for pavilions	£8.95	
Amazon	F&GP - CCTV data compliant signs for pavilions	£9.75	
Virgin Mobile	F&GP - mobile phone contract for Clerk and Head Grounds Keeper	£13.90	
Zoom Subscription	F&GP - Zoom subscription	£14.39	
Mrs C Speed	Staff - Additional payment due to error in April	£15.26	
Vodafone	F&GP - mobile phone contract Timebank CoOrdinator	£20.60	
TalkTalk Business	F&GP - Mobile contracts for staff	£23.80	
TalkTalk Business	Rec - Internet at Mill Lane pavilion	£24.54	
XLN	Rec - Spicers internet	£27.59	
SCDC	Rec - Recycling Bin at Spicers	£28.93	
Onecom	F&GP - Office phones	£31.20	
Travis Perkins	Rec - Building & Grounds repairs - treated wooden board and line marking paint	£33.73	
ASL	F&GP - quarterly photocopier contract	£44.08	
Petty Cash	F&GP - Petty Cash - Office supplies	£45.94	
Grace Solutions	F&GP - Adhoc support for clerks	£65.96	
OPUS Energy	Planning - Street lighting April 2022	£66.89	
C Watson Heating & Cooling	Rec - Supply and fit new syphon to WC at Spicers pavilion	£90.00	
The Queens Platinum Jubilee	Reserves - Additional Commemorative coins	£111.60	
SSE	Rec - Spicers Gas	£112.53	
Honest Employment Practice Ltd	Staff Management - Compliance Advice	£114.00	
BT	Rec - Groundstore Alarm line	£130.27	
SCDC	Cemetery - rates	£134.35	
Flo Gas	Rec - Gas bottles for Jubilee Beacon	£144.45	
Chubb Fire & Security	F&GP - fire ext checks/new signs etc	£172.02	
ADT	F&GP - Office Alarm	£195.19	
Grace Solutions	F&GP - Anti Virus/Email spam filtering/Microsfit etc	£232.48	
Chubb Fire & Security	F&GP - Engineers visit/emergency lighting system and replace parts needed	£318.89	
LGS Services	F&GP - Internal audit services	£360.00	
MED-PTS	Reserves - Ambulance car for Jubilee Firework Event (O/N 13)	£360.00	
Red Graphic	F&GP - poster boards for Jubilee Firework event O/N 47 + Roller banners for Masterplan	£396.00	
SCDC	Rec - Spicers rates	£401.00	
SCDC	Rec - Mill Lane rates	£425.50	
Thurlow Nunn Standen Ltd	Rec - Service/repairs to Allett mower	£707.00	
Lanham & Co	F&GP - Monthly book keeping	£726.00	
SCDC	F&GP - Office rates	£736.25	
Plantscape	Planning - 2 large planters for High street O/N 27	£765.60	
Cogwheel Counselling	F&GP - Donation Agreed FP May 2022	£1,000.00	
Chevron Retford	Reserves - Road Closure for Jubilee Fireworks Event Agreed FP Feb 2022 O/N 11	£1,212.00	
Cambridgeshire Commuity Foundation	Overpayment returned for Timebank staff	£1,275.00	
Grace Solutions	F&GP - Replacement laptop for Clerk Agreed FP May 2022 O/N 44	£1,296.48	
Avocet	F&GP - Cleaning contract	£1,408.20	
Quick Response Services	F&GP - replace all office lights to LED O/N 35 Agreed FP April 2022	£1,920.00	
Gallagher	F&GP - Insurance for vehicles - 01/06/2022	£2,160.27	
The Queens Platinum Jubilee	Reserves - Commemorative coins for primary school children Agreed FP May 2022 (+ delivery) O/N 48	£2,704.00	
Sutcliffe Play	Rec - Replacement parts for play equipment (from extrnal ROSPA report)	£2,871.82	
Essex Pyrotechnics Ltd	Reserves - Queens Patinum Jubilee Fireworks display	£3,600.00	
Quick Response Services	Rec - replace/update CCTV systems at Spicers and Mill Lane pavilions O/N 34 Agreed FP April 2022	£5,031.24	