



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 28 JUNE 2022  
Held at Spicers Pavilion Cambridge Road - Meeting commenced at 7.15 pm

**PRESENT:**

**Parish Clerk** Jo Keeler  
**Councillors**

Kevin Cuffley  
David Bard  
Colin Groves  
Paul Smith  
Neil Reid  
Anand Pillai

Jayne Merrick  
Brian Milnes  
Mike Mallows  
Patrick Thouroude  
Kieran Cooper

**66 APOLOGIES FOR ABSENCE**

Ian Reeves (Personal)  
Sue Whitney (Work Commitments)

**67 PUBLIC PARTICIPATION TIME (15 minutes allowed)**

None

**68 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

**69 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 14 JUNE 2022**

The minutes of the Full meeting held on 14 June 2022 were read confirmed and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to *accept* the minutes.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**70 TO CONFIRM AND SIGN THE MINUTES OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING HELD ON 22 FEBRUARY 2022**

These minutes have already been confirmed.

**71 TO CONFIRM AND SIGN THE MINUTES OF THE CEMETERY COMMITTEE MEETING HELD ON 01 MARCH 2022**

These minutes have already been confirmed.

**72 TO CONFIRM AND SIGN THE MINUTES OF THE RECREATION & OPEN SPACES COMMITTEE MEETING HELD ON 19 APRIL 2022**

These minutes have already been confirmed.

**73 MATTERS ARISING – NEW INFORMATION ONLY**

None

**74 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">22/02257/HFUL</a>	<p>Demolition of conservatory, erection of double storey side extension and single storey rear extension at 20 Edinburgh Avenue.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kieran Cooper to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 10 For</b> <b>1 Abs</b></p> <p><b>Comment:</b> Would like to see brick finish in keeping with the area instead of pebble dash finish.</p>
<a href="#">22/00277/REM</a>	<p>Reserved matters application for appearance, landscaping, layout and scale of buildings A1, A2 and B and surrounding land pursuant to outline application ref: S/2284/17/OL at Unity Campus 10 West Street Pampisford.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Jayne Merrick to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 10 For</b> <b>1 Abs</b></p>
<p>Tree</p>		
<a href="#">22/0661/TTPO</a>	<p>House Chestnut (T1) - fell as mostly dead, only one low limb still alive. Site address: 1 South Terrace.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kieran Cooper to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 11 For</b></p>

Information Only Plans and Planning Decisions noted

**75 TO DISCUSS SPORTS CLUB MATTERS**

No members of the sports clubs attended the meeting.

**76 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.

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

Ballested roller

- £4,750.00 + vat
- £5,250.00 + vat

The Clerk explained the quote received for a standard flat roller is £2,600.00 +vat and that 2 would be required so they can be left on each site. The sports grounds keeper had concerns regarding getting the mobile ballasted roller through the gates at each site and also towing the roller as it would be so heavy.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to purchase two standard flat rollers at a cost of £2,600.00 + vat each.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**77 TO REVIEW FINANCIAL REGULATIONS**

Councillor Brian Milnes asked that this is deferred to the full parish meeting on 26<sup>th</sup> July.

**78 TO DISCUSS CAMBRIDGE CITY FC GIFTED LAND**

At a previous meeting the parish council asked for Cambridge City to do a feasibility study on the gifted land. Cambridge City FC has come back to the parish council asking what exactly we require.

This was discussed at length.

The parish council want to know what drainage work needs to be done on the gifted land to make it usable as sports pitches and what the cost would be for drainage to be installed.

Also, we have received some costings for the proposed fencing but it was unclear who is paying for this so that needs to be clarified. Once this information has been received the Clerk will add to an agenda.

**79 TO AGREE THE TERMS OF REFERENCE FOR STAFF MANAGEMENT COMMITTEE**

As we are now having two full parish meetings a month the staff management committee has changed and is now the Chair and Vice Chair of the parish council and two nominated councillors. This has now been reflected in the new terms of reference for the Staff Management Committee.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to adopt the new terms of reference.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**80 TO DISCUSS THE WET POUR REPAIRS AT THE RECREATION GROUNDS**

The repairs to the wet pour at the play areas is now complete and the Clerk asked all the councillors to have a look before this meeting to ensure they are happy with the work and to make the payment at July's full parish meeting. Councillor Kevin Cuffley has inspected all the sites and is not 100% happy with the work and as it is a high expense, he has also asked all councillors to take a look and asked the Clerk to arrange for the company to come back to Sawston and meet on site to discuss.

**81 TO AGREE ROAD CLOSURE FOR BONFIRE NIGHT 2022**

The bonfire night this year is on Saturday 5<sup>th</sup> November. The cost for the road closure this year is £1,135.00 + vat. The Clerk needed to have this confirmed before applying to the County Council for the closure.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Ian Reeves to go ahead with the road closure at a cost of £1,135.00 + vat.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**82 TO REVIEW PAVILION HIRE POLICY**

The council discussed the pavilion hire rules as currently we do not hire for private parties as the parish council has had too many problems with these in the past. This was discussed. Councillor Brian Milnes had concerns regarding the problems we have had in the past.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Anand Pillai not to allow parties and review this once the Lynton Way pavilion has been re built.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**83 TO DISCUSS FUN RUN PRESENTATION EVENT**

The parish council has been invited to the cheque presentation evening on 13<sup>th</sup> July by the Rotary Club when they will be presenting cheques to the beneficiaries of the 2022 Sawston Fun Run and Walk. The councillors discussed who will attend on behalf of Sawston Parish Council.

Councillor Kieran Cooper and Councillor Kevin Cuffley will be attending.

**84 TO DISCUSS FOOTBALL FOUNDATION GRANT**

The Clerk explained she has now sent all the invoices etc to the Football Foundation for the grant and they have replied with a grant total of £18,332.00. The original grant expected was £25k.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the grant of £18,332.00.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**85 TO DISCUSS MAKING HALF PAYMENT FOR CEMETERY TREE ON ORDER**

The parish council has been asked to make half payment towards the memorial tree in the cemetery, this is being delivered in July.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Ian Reeves to make the half payment of £8,302.05.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**86 TO DISCUSS CEMETERY HEDGE**

Councillor Mike Mallows explained that some of the hedge at the cemetery needs to be replaced. The Clerk asked what hedge this should be replaced with so she can get quotes. It was agreed to get quotes to replace the hedge with a copper beach hedge. Councillor Mike Mallows explained there is a tree stump in the hedge and the Clerk agreed to arrange to get this removed.

He also questioned the position of the memorial tree stating he didn't know where it was going. The Clerk explained it was agreed at a previous meeting he was at and it was unanimously agreed for the position but she will get it marked out so he can have another look.

**87 CORRESPONDENCE:**

The Clerk explained that on 27<sup>th</sup> June we had a strimmer and hand blower stolen from the works van. This has been reported to the police to get a crime number. These items are a necessity for the grounds keepers and the Clerk got some prices for the replacement tools.

Stihl FS460 Strimmer

- £720.00 + vat
- £835.00 + vat
- £870.00 + vat

Stihl BG86 blower

- £288.00 inc vat
- £295.00 + vat
- £295.00 + vat

The Clerk will order these two items immediately (the cheapest price) and use her discretion as an emergency. It was agreed not to claim of our insurance due to the overall value.

**88 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

Councillor Brian Milnes asked the Clerk to arrange for the trees on Mill Lane to be watered by our ground staff.

Councillor Mike Mallows explained that the clerks should not be dealing with the relatives with regards to the cemetery and that everything should go through the funeral directors. The clerks will take this on board.

He also asked that when the funeral directors install headstones, they don't put the base stones in the hedges which is happening. The grounds keeper has spoken to them about this already.

There are some old grass push mowers that are in the cemetery which Councillor Mike Mallows has asked for the grounds keepers to dispose of as they don't work.

Councillor Mike Mallows said that no one looks at the cemetery but Councillor Jayne Merrick explained that she did meet with him a few weeks ago and spent a while going round the cemetery listing and taking photos of all the jobs that need doing. The Clerk confirmed that the Assistant Clerk is working her way through the list and already got some of the jobs completed.

Councillor Brian Milnes said the white lining on the newly resurfaced road on Hill Side will be done soon but doesn't have a date yet.

**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: 11 FOR : 0 AGAINST UNANIMOUS**

**89 TO DISCUSS RESIDENT CEMETERY REQUEST**

The parish council discussed a residents cemetery request.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to adhere to our policy.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**Meeting closed 8.35pm**