



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 28 NOVEMBER 2023  
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley

David Bard

Neil Reid

Colin Groves

Patrick Thouroude

Jayne Merrick

Anand Pillai

Kieran Cooper

Paul Smith

+ 1 member of public

**218 APOLOGIES FOR ABSENCE**

Ian Reeves (Personal)  
Brian Milnes (Work Commitments)  
Deborah Alderwick (Personal)

**219 PUBLIC PARTICIPATION TIME (15 Minutes allowed) \***

None

**220 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

**221 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 14 NOVEMBER 2023**

The minutes of the Full Parish Council meeting held on 14 November 2023 were read, confirmed, and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Anand Pillai to accept the minutes.

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

**222 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 21 NOVEMBER 2023**

5 – To use Unity Trust Bank as main account

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor David Bard to accept the minutes.

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

**223 MATTERS ARISING – NEW INFORMATION ONLY**

None

224 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<p><a href="#">23/04072/FUL</a></p>	<p>Erection of a detached 5bed dwelling including new vehicular crossover at Land Rear Of 19 High Street.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Jayne Merrick to <b>objection</b> to this application.</p>	<p><b>Objection/Do Not Support</b></p> <p><b>Vote: 9 For Unanimous</b></p> <p><b>Comment:</b> Agree with the comments from the Highways officer – concerns regarding the very little scaling on the plan, the proposed two parking spaces are very tight. The access is too close to the corner.</p>
<p><a href="#">23/04085/HFUL</a></p>	<p>Single storey rear extension at 11 Hide Close.</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: 9 For Unanimous</b></p> <p><b>Comment:</b> No objection – just a note that the two structures go over the boundary.</p>
<p><a href="#">23/03338/FUL</a></p>	<p>Change of use from existing Garden room to annexe at 52 Cambridge Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Patrick Thouroude to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For Unanimous</b></p> <p><b>Comment:</b> No objection providing it is not sold or let as a sperate unit. Request a planning condition that it is ancillary accommodation to the house and that it is only used for dependants and visiting family/friends.</p>

Information only plans were noted

225 TO DISCUSS SPORTS CLUB MATTERS

No matters

226 TO DISCUSS PLAY INSPECTION QUOTES

Three quotes were obtained for the annual play equipment inspections which are due in January.

- £361.00 + vat annual fee
- £800.00 + vat annual fee
- £1,596.00 + vat – this is a one off cost of £399.00 per site for a full 5 years with 2 inspections and maintenance visits a year per site, no annual fees.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Jayne Merrick to accept the quote for the 5 year contract for £399.00 + vat per site.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**227 TO DISCUSS DONATION REQUEST FROM ROYSTON & DISTRICT COMMUNITY TRANSPORT**

Royston & District Community Transport has requested a donation of £400.00 to help with the maintenance and running costs for their door-to-door transport service they offer. They cover Sawston and the surrounding area and currently have 15 residents that are using their service but have serviced more on an ad-hoc basis. These journeys are typically to Addenbrookes hospital but also can include social visits.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Anand Pillai to Support the application but due to current funds the donation cannot be given until April 2024.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**228 TO AGREE BUDGET FOR 2024-2025**

The Finance & General Purposed committee has discussed the budget setting for 2024-2025 and the budget sheets were received by all the councillors. Councillor Kieran Cooper explained the budgets and asked if anyone had any questions.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to agree budgets for each committee.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**229 TO DISCUSS RESERVES**

Councillor Kieran Cooper explained that the figures we currently have in reserves is what has been spent to date so the minimum in unallocated reserves will be £109k. There may be unallocated underspend form 2023/2024 which will be added.

The reserves to date were noted.

**230 TO DISCUSS PAT TESTING QUOTES ON A THREE-YEAR CONTRACT FOR ALL 5 SITES**

The Assistant Clerk contacted several companies and only obtained two quotes for the PAT testing. The Clerk explained we have used the first company quote for the past few years and has been pleased with their work.

- £148.06 + vat
- £125.00 + vat
- No third quote received.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to accept the quote for £148.06 + vat for three years but agreed to spend up to £170 + vat for any additional items.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**231 TO AGREE FINANCIAL CONTRIBUTION (S106 – H1/C)**

SCDC have now received the developer's money for the H1C site on Babraham Road and the contribution to the Parish Council is payable in two equal instalments. The first instalment is due to be paid now - £208,086.25. The parish council must sign the form of indemnity before the money is released.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to sign the indemnity form and receive the money.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**232 TO DISCUSS FIRE DOOR AT SPICERS PAVILION**

The Clerk explained that when we had the fire risk assessment it was highlighted that the door on the kitchen at Spicers pavilion does not meet the fire standards. The Clerk has asked the current builders doing work at the pavilion to carry out the works to install intumescent strips as required so the works can be completed in the next week.

**233 TO AGREE PARISH PRECEPT REQUIREMENT 2024-2025**

The budget setting has been previously discussed and the proposed precept for 2024-2025 is:

Precept £204,492.00  
Band D equivalent £148.01  
3.51% increase

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to accept these figures and send to SCDC.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

Councillor Kieran Cooper then explained that the parish council has been asked how they would like the payments which was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to accept two instalments, April and September.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**234 JHC UPDATE**

Report at the end of these minutes and on the Parish Council Website.

Councillor Kieran Cooper went on to explain that he will be standing down as a trustee of JHC in May 2024 for one year. He is happy to still liaise with between JHC and the parish council if they wish him to.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to agree for Councillor Kieran Cooper to liaise between both.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

Councillor Kevin Cuffley thanked him for all his hard work for the charity.

**235 CORRESPONDENCE**

None

**236 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING**

Councillor David Bard explained there is some works going on in the field at the end of Church Lane and he has been informed its part of the new cycleway to the H1C site on Babraham Road. There was a discussion about this as no one was 100% sure what was happening. Councillor Kieran Cooper and Councillor Jayne Merrick agreed to investigate and report back.

Councillor Jayne Merrick explained that a SCDC Housing resident is disabled and qualifies for an electric Motorbility scooter but they cannot charge it at home. Motorbility told them to contact SCDC who have told them they needed to contact the parish council. This is the responsibility of SCDC as it is SCDC property.

Councillor Kevin Cuffley thanked the Clerk for organising the Christmas lights this year.

Councillor Kevin Cuffley explained that all councillors have been invited to a Carol service outside Mica on Wednesday 20<sup>th</sup> December at 6pm.

Councillor Kevin Cuffley thanked the members of public for attending and he left the meeting.

**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 Kieran Cooper and **seconded** by Councillor Jayne Merrick to go into camera.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**237 TO CONFIRM AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 14 NOVEMBER 2023**

The minutes of the Full Parish Council meeting held on 14 November 2023 (non-public) were read, confirmed, and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to accept the minutes.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**238 TO DISCUSS GRAVE AT THE CEMETERY**

The council discussed the recent unauthorised work recently done by a family at the cemetery.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Anand Pillai to contact the family regarding this.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**Meeting Closed at 20.12**