



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 11 JUNE 2024**  
**Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Clerk: Jo Keeler

Assistant Clerk: Clare Speed

**Councillors**

Kevin Cuffley

Jayne Merrick

David Bard

Ian Reeves

Kieran Cooper

Deborah Alderwick

Anand Pillai

Paul Smith

Paul Allen

Irina Merryweather – Hill  
Jasmine Shillingford – Hill  
Rob Huges – Incola  
Chloe Houston – Hill  
Colin Brown – Carter Jonas  
+ 2 members of public

- 40 APOLOGIES FOR ABSENCE**  
Patrick Thouroude (Work Commitments)  
Colin Groves (Personal)  
Brian Milnes (Work Commitments)  
Neil Reid (Personal)

- 41 PUBLIC PARTICIPATION TIME (15 Minutes allowed) \***  
None

- 42 DECLARATIONS OF INTEREST FOR THIS MEETING**  
None

- 43 PRESENTATIONS FROM HILL AND CARTER JONAS REGARDING LAND OFF MILL LANE**

Councillor Kevin Cuffley welcomed the representatives, and they gave a presentation on their proposal to build 30 dwellings on this site. The full presentation can be found on our website – [www.sawston.org.uk](http://www.sawston.org.uk) or available from the Parish Council office.

After the presentation Councillor Kevin Cuffley asked if any councillors had questions. Councillor David Bard has concerns regarding flooding as it is well documented that Mill Lane floods. They explained that their drainage engineers are investigating this. Councillor Deborah Alderwick asked if there will be any accessible housing. Chloe Houston explained there will be wheelchair accessible and adaptable dwellings which will be in line with SCDC policy.

Councillor Kieran Cooper confirmed that JHC have not had a formal proposal yet regarding the land at the rear of the site where there is a proposed footpath through to Challis Close, so JHC has yet to discuss.

He also has concerns regarding the entrance to the site as it is quite narrow, and Mill Lane is already compromised by the Challis Close development.

Councillor Kevin Cuffley thanked them all for attending and they left.

**44 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 28 MAY 2024**

The minutes of the Full Parish Council meeting held on 28 May 2024 were read, confirmed, and signed with the amend to add that Councillor Kieran Cooper arrived after item 22.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Deborah Alderwick to accept the minutes with the amend.

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

**45 MATTERS ARISING – NEW INFORMATION ONLY**

None

**46 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<p><a href="#">24/01947/S73</a></p>	<p>S73 to vary condition 2 (Approved Plans) of planning permission 23/02828/HFUL (Single storey extensions to front, rear and side and external alterations) to increase the footprint at 28 Dale Way.</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: 7 For 2 Abs</b></p>
<p><a href="#">24/00970/FUL</a></p>	<p>Installation of new external windows to the rear south elevation of warehouse Units 11,12 and 13 together with a new fire escape staircase installed at the rear of unit 12, Installation of new plant equipment including AC condensers, flu filtration systems and gas cylinders in a protective cage at the back of Units 12 and 13, landscape modifications to allow for new pathway for access of plant and fire escape route and the installation of a Mezzanine floor level and associated works at Units 11, 12 And 13 Cambridge South 13 West Way.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kevin Cuffley to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 9 For Unanimous</b></p>

Councillor Kevin Cuffley asked the Parish Council to bring forward item 55 as the Assistant Clerk was present and has been working on this.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to bring item 55 forward.

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

**55 TO DISCUSS CEMETERY MAP**

The Assistant Clerk explained that Pear have recommended another company called Edge IT to do the cemetery database instead of themselves as the parish council is larger than they thought when accepting the job. It was also discussed how difficult Pear are finding it to complete our cemetery map due to the poor quality of maps the parish council have and

the numbering system isn't correct on the maps we do have. It was discussed about the parish council paying Script through Pear to import the data as this could help with the numbering of the cemetery map. The parish council asked the assistant clerk to go back to Pear to confirm why they have suggested Edge IT instead of doing it themselves and to ask if they do the transcript would it help with the map numbering. The clerk asked the parish council to email her to discuss the transcript quote again as this was agreed not to do under 6 months ago.

**47 ACCOUNTS FOR THE MONTH OF MAY 2024**

The accounts for the month of May were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the accounts for May 2024.

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

**48 TO SIGN OFF SECTION 1 OF THE AGAR YE2024**

Councillor Kieran Cooper went through each question of the AGAR section 1. He explained that we can answer yes to all the questions with the exception of 5 – risk assessment. The Parish Council did not review the risk assessment by 31<sup>st</sup> March, this was reviewed on 9<sup>th</sup> April. To ensure this does not happen in the future the Clerk will ensure this is reviewed before 31<sup>st</sup> March moving forward.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to complete section 1 of the AGAR.

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

**49 TO SIGN OFF SECTION 2 OF THE AGAR YE2024**

All councillors had a copy of the AGAR section 2 – Accounting Statement and Councillor Kieran Cooper (Finance & General Purposed Chair) explained the figures.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to agree the figures for section 2.

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

**50 TO NOTE DATES OF THE PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN YE2024**

The Clerk has set the dates for the public to be able to view the unaudited AGAR. The documents will be available on reasonable notice between Friday 14<sup>th</sup> June – Friday 26<sup>th</sup> August 2024.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Anand Pillai to **accept** these dates for inspection.

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

**51 TO RECEIVE THE INTERNAL AUDIT REPORT**

The parish council received a copy of the internal audit report for YE 2024. This can be found on the parish council website – [www.sawston.org.uk](http://www.sawston.org.uk)

It was **proposed** by Councillor Anand Pillai and **seconded** by Councillor Deborah Alderwick to accept the internal audit report.

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

**52 TO DISCUSS QUOTE FOR PARISH COUNCIL BUILDING VALUATION**

The parish council must get all owned buildings valued every 5 years for insurance purposes. The Clerk obtained three quotes for this:

- £450.00 + vat
- £900.00 + vat
- £1,500.00 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to accept the quote for £450.00 + vat.

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

**53 TO DISCUSS QUOTES FOR TOP DRESSING LYNTON WAY RECREATION GROUND**

The Clerk is still waiting for quotes so will defer to the next meeting.

**54 TO DISCUSS RECENT DAMAGE TO MEMORIAL LEAVES IN CEMETERY**

The Clerk explained that a couple of the metal memorial leaves on the cemetery memorial tree have been damaged. They have been bent to the point of breaking. The Clerk wanted to know what to let relatives know about reordering leaves, and who will pay for them. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to explain to relatives that the leaves are purchased by them and therefore will need to be repurchased by them if they want them replaced. The policy will be amended to explain this.

**VOTE: 8 FOR : 1 AGAINST**

**56 TO DISCUSS AMENDING CEMETERY POLICY**

The Parish Council recently discussed the policy regarding replacing headstones and agreed they must be replaced by a professional stonemason. This was not reiterated in another section of the policy.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to amend the policy immediately.

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

**57 TO DISCUSS/ADOPT UPDATED FINANCIAL REGULATIONS**

The Parish Council had a copy of the updated Financial Regulations that had been looked at by the Clerk, Chair and Vice Chair of the Finance & General Purposes Committee.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to adopt the updated version of the Financial Regulations.

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

The Clerk thanked the Chair and Vice Chair of the Finance and General Purposes Committee for helping update these regulations.

**58 TO DISCUSS THE DARK SKY CHARTER**

Councillor Kevin Cuffley explained that Mr M Kerr has offered to write an article for the Sawston Scene regarding this. When it is published the Clerk can put on the Parish Council website.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to agree in principle that we support this and ask Mr M Kerr to write an article for the Parish Council to approve before it goes in the Sawston Scene.

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

**59 UPDATE FROM COUNTY COUNCILLORS**

No report/update.

**60 UPDATE FROM DISTRICT COUNCILLORS**

No report/update

**61 CORRESPONDENCE**

None

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

Councillor Kieran Cooper asked if anyone knew what the roadworks were outside the catholic church on the High Street until December 2024. Councillor Jayne Merrick confirmed this is for the works on the wall opposite at The Grove.

Councillor Anand Pillai asked if there could be double yellow lines around the War Memorial to prevent cars parking there. It was agreed that Councillor Anand Pillai will speak to Councillor Brian Milnes to see what can be done.

Councillor Kevin Cuffley thanked the public for attending and they 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**

**63 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 28 MAY 2024 (NON PUBLIC)**

The minutes of the Full Parish Council meeting (Non Public) held on 28 May 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the minutes.

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

**Meeting Closed 8.45pm**

**Sawston Parish Council**  
**May Accounts**

<u>Supplier Name</u>	<u>Description</u>	<u>Gross</u>
Honest Employment Law	Staff - Compliance Advice	<b>£114.00</b>
CAPALC	F&GP - Internal audit 2023/2024	<b>£132.45</b>
SCDC	Cemetery rates	<b>£135.00</b>
Grace Solutions	F&GP - Adhoc support	<b>£167.26</b>
EMG Stapleford	Rec - Fuel for May	<b>£176.41</b>
Cambfire	Staff - Fire extinguisher training for staff	<b>£201.60</b>
Pestagon	Rec - Quarterly charge for pest control	<b>£218.40</b>
NB Plumbing & Heating	Rec - Fix faulty valve on boiler at Spicers	<b>£220.00</b>
E Thiyagarajan	Refundable deposit returned for pavilion hire (Receipt 24)	<b>£250.00</b>
Sphere	Refundable deposit returned for pavilion hire (Receipt 10)	<b>£250.00</b>
Grace Solutions	Monthly Fees - Microsoft etc	<b>£325.49</b>
Lanham & Co	F&GP - Book keeping & fees towards YE2024	<b>£326.40</b>
ME Plumbing & Heating	Rec - Replace basin tap/ fit new flush button and new valve (Spicers)	<b>£350.00</b>
Shire Trees	Planning - urgent tree work from survey (Tree on Babraham Road) O/N 29	<b>£360.00</b>
SCDC	Rec - Spicers rates	<b>£399.00</b>
SCDC	Rec - Mill Lane rates	<b>£454.00</b>
Core Amenity	Rec - Greenmaster pro-lite 10 x 25kg (Fertiliser)	<b>£529.44</b>
Opus Energy	Planning - Street Light energy April 2024	<b>£589.34</b>
Community Heartbeat Trust	F&GP - Two replacement batteries for Defib (LY and ML) O/N 37	<b>£705.00</b>
SCDC	F&GP - Office rates	<b>£786.00</b>
Pear Technology	Cemetery - Script scanning	<b>£960.00</b>
Avocet Cleaning	F&GP - Cleaning contract May	<b>£1,515.20</b>
Nurture Landscapes Ltd (CGM)	Planning - Verge cutting 21/4 & 28/05	<b>£2,331.22</b>
Gallagher	F&GP - Vehicle Insurance (3-year contract)	<b>£2,434.62</b>

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