



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 28 MAY 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

Ian Reeves

Brian Milnes

Colin Groves

Kieran Cooper (Arrived 7.26pm)

Patrick Thouroude

Jayne Merrick

David Bard

Deborah Alderwick

Paul Smith

Paul Allen (CoOpted)

Neil Reid

+ 3 members of public

19 APOLOGIES FOR ABSENCE

Anand Pillai (Work Commitments)

20 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Mr Marc Kerr asked the parish council to make the speed camera data available on our website. Councillor Colin Groves will send the details to the Clerk to update this.

21 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Ian Reeves – Planning application 24/01794/HFUL as he is a neighbour.

22 TO DISCUSS CO OPTION

Councillor Kevin Cuffley welcomed Mr Paul Allen who is interested in joining the parish council and asked him to introduce himself and explain why he wants to be co-opted onto the parish council and what he can offer/skills.

There was a secret ballot as per the Co-Option policy. The Clerk and Councillor Jayne Merrick counted the votes in a separate room.

The Clerk confirmed that the resident was a majority vote and invited him to join the meeting table and sign his declaration of acceptance of office. The new Parish Councillor is Councillor Paul Allen.

23 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 14 MAY 2024

The minutes of the Full Parish Council meeting held on 14 May 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Colin Groves to accept the minutes.

VOTE: 11 FOR : 1 ABS

24 MATTERS ARISING – NEW INFORMATION ONLY

None

25 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

26 TO DISCUSS SPORTS CLUB MATTERS

Councillor Ian Reeves explained that Sawston & Babraham Cricket Club have been asked to host an over 60's match on 18th August – England v Australia. The Clerk asked him to book this in with the Facilities administrator and confirm timings so they can be charged accordingly.

27 TO DISCUSS MACHINERY FOR GROUNDS KEEPERS

The Clerk explained that Head Grounds Keeper asked the parish council to purchase two battery mowers for the cemetery to replace the two old ones that they are currently using which need replacing. The grounds keepers would like to move to battery powered mowers and these would be ideal in the cemetery to reduce the noise when they are cutting and families are visiting.

Three quotes were obtained to replace two mowers (same specification):

- £1,860.00 + vat
- £2,150.00 + vat
- £2,212.00 + vat
- 4 x batteries and charger/adapter £1,335.00 + vat

The Clerk explained that these mowers are Stihl which the grounds keepers will be able to purchase more battery machinery in the future which use the same batteries. The Head Grounds Keeper also spoke to other parish councils who use battery machinery and they recommend the Stihl brand. The money to purchase these will be from allocated reserves.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to purchase the batteries and charger/adapter £1,335.00 + vat and the two mowers at a cost of £1,860.00 + vat.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

28 TO DISCUSS QUOTES FOR TOP DRESSING LYNTON WAY RECREATION GROUND

The Head Grounds Keeper has previously spoken about in the near future budgeting to get Lynton Way top dressed. This will improve the overall ground making it flat and improve the grass. Quotes are still being obtained so this will be deferred to the June meeting.

29 TO DISCUSS CEMETERY HEADSTONE

The Parish Council has now written to all the relatives who have graves at the cemetery which failed the memorial safety testing that was carried out. Many memorials needed to be reset as they have become loose. This has to be carried out by a professional stone mason. A family member attended a previous meeting to explain they had spoken to a stone mason who told them how to re fix the headstone themselves, the Assistant Clerk has since spoken to the stone mason who has confirmed they would not offer this advise and it would not be in their interest to. If the family did the repairs themselves, they would have to pay to have the memorial tested again and this could cost up to £550.00.

The Clerk contacted the Parish Council insurance company who explained the Parish Council are responsible for the maintenance of the cemetery which will include checking headstones to make sure the area is safe for members of the public. The Parish Council should have a maintenance plan and risk assessments in place for the cemetery and if any headstones are unsafe then the owners (members of the family) should be notified and they would be responsible for the headstone.

The headstone is the responsibility of the owners (family members) and they should look after it and rectify any damage to it etc. In the event of any incident the claims department would request details the Parish Council maintenance plan and risk assessments and would decide if there is a valid claim and who would be responsible. The ultimate responsibility of the headstone is the family.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to write back to the family and explain that the headstone must be installed by a professional stone mason.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

30 TO DISCUSS CEMETERY EXTENSION

The Parish Council has sent the County Council a plan and size of the proposed cemetery extension and are waiting their response. The Clerk will make an agenda item when she receives a response from them.

31 TO REVIEW FINANCIAL REGULATIONS

This item to be deferred to the next full parish meeting.

32 TO AGREE ROAD CLOSURE FOR BONFIRE NIGHT – 02 NOVEMBER 2024

The Clerk explained the road closure for bonfire night will cost £1,355.00 + vat.

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

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

33 TO DISCUSS QUOTES FOR EXTERNAL PAINTING OF SPICERS PAVILION

The Facilities Administrator obtained four quotes for the external painting at Spicers Pavilion. All four companies had the same brief. This included all external window and door frames, garage door, around scoreboard, underside of veranda and the railings.

- £3,350.00 (No VAT)
- £4,141.67 + vat (This is an estimate and they require 30% paid upfront)
- £4,945.00 + vat (This company also included in their quote to fix and replace part of the roof/gutter)
- £6,975.00 + VAT

The quotes were discussed and the Clerk explained that the preference would be the quote for £4,945.00 + vat as they offered to repair some of the damage wood under the veranda. We have used one the other companies before and the Parish Council were not overly happy with the work and one of the quotes was an estimate and they wanted 30% deposit before starting the work.

The Clerk explained that there was £3k in the budget for building maintenance and the remainder of the money can be from reserves.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the quote for £4,945.00 + vat and get the work done asap.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

34 TO DISCUSS FUNDING FOR EV CHARGERS

Cambridge County Council are funding a scheme for installing electric chargepoints. The funding will cover all capital installations of the chargepoints and any associated infrastructure. The Chargepoint operator will reimburse the Parish Council for any electrical costs.

Th Parish Council has discussed installing these in the village and the two areas discussed were the Co Op car park and the car park on Mill Lane recreation ground. The funding offers the 7kw charger which is suitable for overnight parking. Councillor Deborah Alderwick explained this is an excellent idea but a shame is the slow charging points that are being offered. Councillor Brian Milnes explained if they did install one in the Co Op car park the lease would have to be changed as there is a 3 hour parking limit. This was discussed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to contact SCDC and as if they are happy for us to use the County Council grant funding to install a charging point on their land and to complete the agreement in principle.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

35 CORRESPONDENCE

None

36 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Jayne Merrick explained that the holes in the pavement outside the Spar shop will be filled within 21 days and the area overlaid within 13 weeks.

Councillor Kevin Cuffley explained there has been an increase in hate crime an petty burglary within the village. He expressed how important it is to report these crimes to the police. Councillor Brian Milnes explained there is a new Community Safety Partnership at SCDC and he will forward the details to the Clerk so she can contact them and invite them to a meeting.

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 Kevin Cuffley and **seconded** by Councillor Colin Groves to go into camera.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

37 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 14 MAY 2024 (NON PUBLIC)

The minutes of the Full Parish Council meeting (Non Public) held on 14 May 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Colin Groves to accept the minutes.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

38 TO DISCUSS CAMBRIDGE CITY (GIFTED LAND)

The Clerk explained that to get the S106 money transferred from the gifted land site to Lynton Way to go towards the rebuild of the pavilion is estimated to cost up to £1,500.00 in legal fees.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid for the Clerk to go ahead and spend up to £1,500.00.

VOTE: 12 FOR

: 0 AGAINST

UNANIMOUS

Meeting Closed 8.22pm