



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 25 JUNE 2024  
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

**PRESENT:**

Clerk: Jo Keeler

Assistant Clerk: Clare Speed

**Councillors**

Kevin Cuffley

Paul Allen

David Bard

Brian Milnes

Anand Pillai

Paul Smith

Neil Reid

+ 2 members of public

**64 APOLOGIES FOR ABSENCE**

Patrick Thouroude (Work Commitments)  
Colin Groves (Personal)  
Deborah Alderwick (Personal)  
Jayne Merrick (Personal)  
Kieran Cooper (Personal)  
Ian Reeves (Personal)

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

None

**66 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

**67 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 11 JUNE 2024**

The minutes of the Full Parish Council meeting held on 11 June 2024 were read, confirmed, and signed.

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

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**68 MATTERS ARISING – NEW INFORMATION ONLY**

None

**69 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">24/02221/PIP</a>	Erection of up to 9 No. self-build or custom-build units, up to 15 No. community allotments, a new permissive right of way and community orchard at Land To The South Of H/1:B And To The East Of H/1:C Babraham Road.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Smith to <b>object</b> to this application.	<b>Do Not Support/Objection</b>  <b>Vote: 6 For</b> <b>1 No Vote</b>
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<a href="#">24/02326/S73</a>	<p>S73 to vary condition 2 (Approved plans) of planning permission S/3729/18/FL (Full planning application for the erection of 158 residential units and associated access points landscaping and infrastructure) to amend the play equipment. Site H/1:B - Land North Of Babraham Road Sawston Cambs.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Brian Milnes to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 7 For Unanimous</b></p>
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Appeal

[23/03606/FUL](#) Demolition of existing dwelling and construction of new detached 4-bedroom house and garden studio. Resubmission of 23/01876/FUL at 101 Mill Lane – **Reiterate previous comments.**

Information plans noted

**70 TO DISCUSS SPORTS CLUB MATTERS**

None

**71 TO DISCUSS CEMETERY MAP**

Following the last full parish meeting six council members emailed the clerk to request to bring the item for the cemetery map transcript quote to be brought back to the meeting. The Assistant Clerk explained that Pear have quote £4,347 +vat to input the data from the cemetery books onto the data base. This was discussed at length.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to employ someone to input the data for the parish council in the council offices.

**VOTE: 6 FOR : 1 AGAINST**

The Assistant Clerk explained that Pear have recommended Edge IT for the cemetery map data base as they have a software more suited for the size of our cemetery. The quote for Edge IT to set up the data base is £527 + vat.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to agree to use Edge IT for the cemetery map database for £527 + vat.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**72 TO DISCUSS CEMETERY EXTENSION (SIZE OF LAND)**

The Assistant Clerk explained that we need to send a map to SCDC which is to scale and the Assistant Clerk had three different sizes and wanted to clarify how much land the parish council would like to request to purchase from County Council.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Paul Smith to obtain 1 hectare of land for the extension to the Cemetery.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**73 TO DISCUSS GROUND AUDIT QUOTE FOR CEMETERY EXTENSION**

The Assistant Clerk explained that before we contact the County Council about purchasing additional land for the cemetery extension, we need to have a ground water audit carried out to see if the land is suitable. The cost for this is £6882.50 + vat.

Councillor Brian Milnes suggested we get a geological map rather than paying a professional company to do the audit. Councillor Brian Milnes offered to get guidance on this and it will be deferred to the July meeting.

**74 TO DISCUSS SHARED PROSPERITY FUND APPLICATIONS**

SCDC has contact the Parish Council regarding the green space improvement project. They are asking for applications of up to £15k of funding for tree planting, seating, wildflower planting etc. This was discussed with regards to areas in Sawston that would benefit from this. The closing date is 1<sup>st</sup> August. Councillor Kevin Cuffley asked everyone to think about this scheme and areas that would benefit within the village and we could make an application next time round.

**75 TO DISCUSS MILL LANE PAVILION FLOOR**

The Clerk explained that the floor in Mill Lane pavilion has moved since the extension was built and there is now a dip in the floor and the covering has split. She contacted a local structural engineer who met on site and explained that the building has moved and would need to have some investigation. The area has been coned off and signs put up to make people aware of the issue while it is being investigated.

The structural engineer explained that a trial hole will need to be dug to see the extent of the damage/problem.

The Clerk is waiting for a report from the structural engineer and will make an agenda item once the report has been received.

**76 TO DISCUSS HIRE CHARGES FOR THE FUNFAIR AND CIRCUS**

The Clerk obtained fees from other councils with regards to their charges for the funfair and circus when they visit as it was felt the charges from Sawston Parish Council were not enough.

The Parish Council charge - £57 a day

Sandy Town Council - £128 per day

Saffron Walden Town Council - £200 per operating day and £75 per non-operating day

The Parish Council need to take into consideration the repairs to the ground after they visit and Ground Keepers time. The fees were discussed. Councillor Brian Milnes suggested the Clerk contacts the Parish Council insurance company to investigate a stand-alone policy for when they visit and get them to pay for this which will cover any damage to the ground.

Once the Clerk has this information it will be an agenda item to discuss along with the hire charges.

**77 TO DISCUSS DEFIBRILLATOR AT THE LIBRARY**

The Clerk explained that the Parish Council recently wrote to Sawston Library asking if they would consider install an external defibrillator outside the public library and offered links for funding etc. They replied to say they do not have the funds for this but if the parish council were to fund and maintain the defib they are happy for one to be installed on the library wall. This was discussed and Councillor Brian Milnes asked the Clerk to send him the information so he could investigate as a County Councillor.

**78 TO DISCUSS QUOTES FOR TOP DRESSING AT 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 and ideally needs to be done before the next football season. He contacted four

companies, one didn't respond, one could not do in the timeframe so two quotes were obtained.

- £11,475.00
- £11,840.00

Both quotes include:

Verti draining, seeding (including supply of seed), fertilizer (supply and application), Top dressing. The Clerk explained there is money in allocated reserves which can be used for this. This was discussed at length. The Clerk explained that some of the seeding could be done in house.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to spend up to £6,500.00.

**VOTE: 6 FOR : 1 AGAINST**

#### **79 TO DISCUSS QUOTES FOR TIPPER TRAILER**

The Head Grounds Keeper has requested a tipper trailer to replace the current trailer we have. There is so much grass to cut that they have been leaving it in piles on each ground which has caused complaints. This is because once the mower is full it would have to be taken to Huckeridge Hill which is very time consuming. The current trailer is not a tipper so if they used this, they would have to hand load it on and off. The specification is for a 2 tonne hydraulic tipper trailer with mesh sides and road lighting kit.

Three quotes were obtained:

- £4,616.40 + vat
- £5,000.00 + vat
- £5,500.00 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to accept the quote for £4,61.40 + vat.

**VOTE: 6 FOR : 1 AGAINST**

#### **80 TO AGREE ARTICLE FOR DARK CHARTER FOR SAWSTON SCENE**

Marc Kerr kindly wrote an article regarding the Dark Charter for the Parish Council to agree before submitting to the Sawston Scene. This can be found on the Parish Council website. Councillor Brian Milnes felt the charter is not within the Parish Council remit and that the street lighting in the responsibility of the County and District Council. The Parish Council cannot legislate or enforce what people do with regards to lighting in their own properties. Councillor Kevin Cuffley allowed Marc Kerr to speak and he explained that the intent of this charter is to be a community statement supported by the Parish Council.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Anand Pillai to accept the article for the Sawston Scene.

**VOTE: 6 FOR : 1 ABS**

The Chair thanked him for writing the article.

#### **81 TO DISCUSS QUOTES FOR VILLAGE CHRISTMAS LIGHTS ON A THREE-YEAR CONTRACT**

The Clerk contacted three companies. Two quotes were obtained.

- No response
- £4,000.00 + vat per year (early payment in July)
- £6,995.95 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to accept the quote for £4,000.00 + vat per year on a three-year contract.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**82 TO DISCUSS COUNCILLORS TO ATTEND THE SAWSTON FUN RUN & WALK PRESENTATION EVENT**

Councillors have been invited to attend this event and the Clerk asked who would like to go.

It was agreed that Councillor Kevin Cuffley will attend.

**83 CORRESPONDENCE**

None

**84 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT 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 David Bard and **seconded** by Councillor Kevin Cuffley to go into camera.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**85 TO DISCUSS CAMBRIDGE CITY FOOTBALL CLUB**

The Parish Council discussed the conditions of the S106 agreement.

**Meeting Closed 8.30pm**