



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 10 OCTOBER 2023  
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

**PRESENT:**

Assistant Clerk: Clare Speed

**Councillors**

Kevin Cuffley  
Jayne Merrick  
Neil Reid  
Colin Groves  
Ian Reeves

Paul Smith  
Kieran Cooper  
Patrick Thouroude  
Deborah Alderwick  
Brian Milnes

Megan Stevens from Pear Technology  
+3 member of public

**154 PRESENTATION FROM PEAR TECHNOLOGY TO DISCUSS CEMETERY MAP & BURIAL ADMIN SYSTEM**

Councillor Kevin Cuffley introduced Megan Stevens from Pear Technology. Megan Stevens explained the mapping and burial online system that pear can produce. She showed slides to show examples of how it would look, the mapping system will put all data from the cemetery books and paperwork which will be able to show the clerks where each plot is in the cemetery and who has the exclusive rights and all information regarding the plot and memorial.

Megan Stevens left the meeting at 7 30pm

Councillor Kieran Cooper **proposed** and Councillor Jayne Merrick **seconded** to bring planning application 23/03606/FUL forward as residents have attended the meeting.

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

<a href="#">23/03606/FUL</a>	Demolition of existing dwelling and construction of new detached 4-bedroom house and garden studio. Resubmission of 23/01876/FUL at 101 Mill Lane.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Kieran Cooper to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 9 For 1 Against</b>  <b>Comment:</b> The parish council support this application if there is a condition in place that this house is not used as a house in multiple occupation (HMO) and the studio is not used as living accommodation.
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The members of public left the meeting 7 45pm.

**155 APOLOGIES FOR ABSENCE**

David Bard  
Anand Pillai

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

None

**157 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

**158 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 26 SEPTEMBER 2023**

The minutes of the Full Parish Council meeting held on 26 September 2023 were read, confirmed, and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to accept the minutes.

**VOTE 10 FOR : 0 AGAINST UNANIMOUS**

**159 REPORT OF THE MASTERPLAN NOTES FROM THE MEETING ON 03 OCTOBER 2023**

The notes of the masterplan meeting held on 03 October 2023 were read and confirmed.

**160 MATTERS ARISING – NEW INFORMATION ONLY**

None

**161 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">23/03592/HFUL</a>	Porch and single storey extension to front at 27 Lynton Way.  <b>Proposed</b> by Councillor Jayne Merrick and <b>Seconded</b> by Councillor Kieran Cooper to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 9 For</b> <b>1 Abs</b>
<a href="#">Tree</a>		
<a href="#">23/1161/TTCA</a>	T1 Sycamore Reduce four branches on limb overhanging garden, patio and kennels by 5m as bird droppings causing serious problem at 104 High Street.  <b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor Colin Groves to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 9 For</b> <b>1 Abs</b>

Planning Decision noted

**162 ACCOUNTS FOR THE MONTH OF SEPTEMBER 2023**

The accounts for the month of September 2023 were confirmed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to accept the accounts for September 2023.

**VOTE 10 FOR : 0 AGAINST UNANIMOUS**

**163 TO DISCUSS CONTEXT FOR BUDGET SETTING**

Councillor Kieran Cooper asked the council what their views are on this year's budget settings before the next finance meeting. It was suggested to have a general discussion.

The parish council normally increases the precept by 2% every year to cover inflation. Do we do this again this year? Councillor Kieran Cooper suggested we continue what we normally do. This was discussed at length and Councillor Kieran Cooper explained the budget sheets will be shared with the whole council not just the finance & general purposes committee.

**164 TO DISCUSS CLOSURE LETTER FROM EXTERNAL AUDITOR**

Councillor Kieran Cooper explained letter from the external auditor and that the year-end banks statements for all accounts will be provided in future. The letter was noted.

**165 TO DISCUSS OUTSTANDING ITEMS FROM FIRE RISK ASSESSMENT**

The Assistant Clerk explained that the last item on the fire risk assessment not completed is the ground store, the company suggested a fire alarm, additional fire exit and emergency lights.

The Assistant Clerk explained the area marked office on the risk assessment is just a storage area which has a desk and chair in. Councillor Kieran Cooper suggested the desk and chair is removed and the clerks get quotes for emergency lights to be fitted but the store is only used to store equipment and does not need a fire alarm.

Councillor Kieran Cooper **proposed** and Councillor Paul Smith **Seconded** we accept the risk by not fitted a fire alarm system in the ground store.

**VOTE 10 FOR : 0 AGAINST UNANIMOUS**

**166 TO DISCUSS PLAY EQUIPMENT AT ORCHARD PARK**

Item already resolved

**167 TO DISCUSS COMMUNITY GOVERNANCE REVIEW PROCESS**

Item deferred for more information

**168 TO DISCUSS SECURITY ALARM SYSTEM AT MILL LANE TO BE CHANGED TO A MONITORING ALARM**

The Assistant Clerk explained that the security alarm at Mill Lane Pavilion is not a monitoring alarm so does not go anywhere. The one in the office and new one at Spicer's Pavilion lets a monitoring office know and they call the person on the contact list to alert them.

The Facilities Administrator only obtained one quote which was the company who supplied the alarm, this was due to the alarm only being installed when the pavilion was refurbished. The price to install and set up the alarm is £305.00 + vat and the annual monitoring charge is £385.00 + vat. Other companies would change for the whole system be replaced.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to accept both quotes from Prestige, it was agreed to go with this one quote as it is more cost effective than changing the alarm.

**VOTE 9 FOR : 1 AGAINST**

**169 TO DISCUSS NEW FOOTBALL CLUB USING SPICERS**

The Assistant Clerk explained that a local vet's football team has contacted the parish council to ask to use Spicer's football pitch for five games this season. The Assistant Clerk asked the Sports Grounds Keeper and he suggested they use Mill Lane as the pitch at Spicer's will need more work on the pitch as it is used more frequently.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to let the team play the five games at Mill Lane.

**VOTE 10 FOR : 0 AGAINST UNANIMOUS**

**170 TO DISCUSS DONATION REQUEST FROM SAWSTON YOUTH DRAMA**

The parish council has received a donation request from Sawston Youth Drama for £250.00 which is a contribution to a Community Chest application, for the group have also asked for the Councils support for their application to SCDC.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kieran Cooper to donate the £250.00 to Sawston Youth Drama and agree to support their application to SCDC.

**VOTE: 10 FOR : 0 AGAINST UNANIMOUS**

**171 TO DISCUSS DONATION REQUEST FROM ACTIVE WITH PARKINSONS**

The parish council has received a donation request from Active with Parkinsons for £1000.00 which is required to fund a new exercise class for people with third stage Parkinsons. Councillor Kieran Cooper noticed the application was asking for the donations towards cost for the hall hire which is Mill Lane Pavilion, we have said no before as the donation would be coming back to the council. The request seemed high for only 5 Sawston residents and it was suggested the Assistant Clerk asked the applicant how there are hoping to get more residents involved.

**172 TO DISCUSS ADDITIONAL CAMERA FOR SPICERS PAVILION**

The Assistant Clerk explained that following the recent break ins at Spicers Pavilion it was suggested to install an additional security camera at the back of the pavilion overlooking the fire exit. The clerk obtained a quote from the company who installed the cameras and to add an additional security camera to the current alarm and circuit would cost £398.00 + vat.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to add the additional security camera for £398.00 +vat.

**VOTE 10 FOR : 0 AGAINST UNANIMOUS**

**173 TO DISCUSS REMOVAL OF REDUNDANT SMOKE DETECTORS AT SPICERS PAVILION**

The Assistant Clerk explained the new fire alarm system at Spicers Pavilion has been installed but the old redundant alarms need to be removed, the quote for this is £300.00 + vat.

Councillor Jayne Merrick **proposed** we leave the alarms in and Councillor Brian Milnes seconded.

**VOTE 10 FOR : 0 AGAINST UNANIMOUS**

**174 TO DISCUSS TASK & FINISH GROUP FOR LYNTON WAY PROJECT AND SKATE PARK PROJECT**

Councillor Kevin Cuffley explained following the Masterplan meeting on Tuesday 3 October it was suggested to start a Task & Finish Group to discuss the Lynton Way project and skate park project.

The following councillors asked to be part of the group:

Kevin Cuffley, Neil Reid, Paul Smith, Ian Reeves, Colin Groves, Patrick Thouroude, Kieran Cooper, Deborah Alderwick.

Councillor Kevin Cuffley had spoken to Councillor David Bard and Councillor Anand Pillai, as they are absent and they would like to be added.

**175 CORRESPONDENCE**

None

**176 UPDATE FROM COUNTY COUNCILLORS**

On parish council website – [www.sawston.org.uk](http://www.sawston.org.uk)

**177 UPDATE FROM DISTRICT COUNCILLORS**

On parish council website – [www.sawston.org.uk](http://www.sawston.org.uk)

Councillor Brian Milnes left the meeting at 8:50pm

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

Councillor Colin Groves explained is aware the battery needs changing on the Cambridge Road speed camera and will change it when he can.

He also explained the telephone box from London Road is in Challis House and he will be restoring it.

Councillor Neil Reid complemented the village caretaker for his great job in cleaning the village.

Councillor Kevin Cuffley asked for volunteers for bonfire night with the bucket collection and the disabled parking at Spicers Pavilion.

The following councillors offered to help:

Paul Smith, Ian Reeves, Deborah Alderwick, Neil Reid, Kevin Cuffley and Jayne Merrick.

**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**

**179 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 26 SEPTEMBER 2023 (NON PUBLIC)**

The minutes of the Full Parish Council meeting held on 26 September 2023 were read, confirmed, and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Patrick Thouroude to accept the minutes.

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

**180 TO DISCUSS COUNCILLORS ABSENCE FOR THE LAST SIX MONTHS**

Councillor Kevin Cuffley explained when a member has been unable to attend any meetings for a period of six months they are automatically ceased as a member. The council can extend the absence if we can approve a reason.

Councillor Kieran Cooper suggested we don't extend as this is a rule and will set a precedent for future members but if the councillor wishes to be co-opted on in the future he can apply.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Paul Smith to remove the councillor from the members list and let the councillor know in writing.

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

**MEETING CLOSED AT 9 PM**