



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 23 JULY 2024  
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley

Jayne Merrick

David Bard

Brian Milnes

Patrick Thouroude

Paul Smith

Kieran Cooper

Ian Reeves

Deborah Alderwick

Colin Groves

Paul Allen

+ 1 member of public

**103 APOLOGIES FOR ABSENCE**

Anand Pillai (Work Commitments)

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

None

**105 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Ian Reeves – item 117 Non-Pecuniary

**106 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 9 JULY 2024**

The minutes of the Full Parish Council meeting held on 09 July 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Patrick Thouroude to accept the minutes.

**VOTE: 8 FOR : 3 ABS**

**107 MATTERS ARISING – NEW INFORMATION ONLY**

None

**108 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">24/02431/HFUL</a>	Demolition of existing sheds and erection of detached outbuilding to rear at 48 Cambridge Road.  <b>Proposed</b> by Councillor Brian Milnes and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.	<b>Support/ No Objection</b>  <b>Vote: 11 For Unanimous</b>
<a href="#">24/00434/CONDA</a>	Submission of details required by condition 3(Hard and Soft Landscape) of planning permission 24/00434/FUL at Ashwell Point, Janus Technology Babraham Road.	<b>Support/No Objection</b>  <b>Vote: 11 For Unanimous</b>

	<b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.	
<a href="#">24/02587/HFUL</a>	Replace existing front extension flat roof with pitched roof together with 1 No. rooflight at 53 Babraham Road.  <b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote:11 For Unanimous</b>
Tree		
<a href="#">24/0747/TTPO</a>	T.1 Horse Chestnut - Crown reduce the overall size by approx 30%. This would be 4M in height and 4 M in lateral spread pruning back to suitable growth whilst retaining the main framework of the crown. This is to alleviate the weight from the multi union base to lessen the risk of failure from high winds which could cause damage to property and risk to pedestrians/highway at 2 Prince William Way.  <b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor David Bard to <b>support</b> to this application	<b>Support/No Objection</b>  <b>Vote: 11 For Unanimous</b>

#### 109 TO DISCUSS SPORTS CLUB MATTERS

None

#### 110 TO DISCUSS QUOTES FOR TREE WORK AT GLOVER CLOSE

The Clerk explained that there are two trees in Glover Close that were reported by a resident as overgrowing on their property that needed attention. The recommendation is for one to be pollarded back to previous pollard and the other tree to have the lateral branches cut back to the trunk. The Assistant Clerk met three tree surgeons on site and all had the same specification.

Three quotes were obtained:

- £550.00 + vat
- £650.00 + vat
- £1,050.00+ vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to accept the quote for £550.00 + vat and get the work completed.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

#### 111 TO DISCUSS DEFIBRILLATOR AT THE LIBRARY

The Clerk explained that she applied for part funding for a new defibrillator at Sawston Library but has since been told the funding is no longer available. The County Council has confirmed they are still willing to part fund £750.00 for a new defib but the parish council would have to fund the rest. The total cost for a defibrillator and heated external cabinet is £1,140.00 + vat. The County Council offered for their maintenance department to install this but this is to be confirmed. This was discussed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to authorise the Clerk to spend up to £700.00 to purchase the defibrillator and external cabinet to be installed outside the Sawston Library.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**112 TO AGREE TWO COUNCILLORS TO AGREE ON PLANNING APPLICATIONS IN AUGUST**

The Clerk explained that as the parish council do not have any meetings in August could they nominate a couple of councillors to look and respond to planning applications that may come in during this period. Any major planning applications would be sent to all councillors or an extension of time would be requested.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to nominate Councillor Deborah Alderwick, Councillor David Bard and Councillor Jayne Merrick to view and comment on planning applications during August. It was decided on three councillors in case one was not available or had an interest on a particular application.

**VOTE: 10 FOR : 1 NO VOTE**

Councillor Kevin Cuffley thanked them for agreeing to do this.

**113 TO AGREE TWO COUNCILLORS TO AGREE ON PLANNING APPLICATIONS IF MEETINGS ARE CANCELLED FOR NOT BEING QUORATE**

The Clerk also asked if the parish council could nominate a couple of councillors to view and comment on planning applications if a meeting is cancelled for not being quorate. This does not happen often and they can normally get extension of time but there may be an occasion where they do not have the time.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to nominate Councillor Deborah Alderwick, Councillor David Bard, and Councillor Jayne Merrick to view and comment on planning applications if the meeting is not quorate.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**114 TO DISCUSS MAKING PAYMENTS DURING AUGUST**

The Clerk asked for authorisation to make the regular payments during August as the parish council does not have a meeting. She will continue to produce the monthly sheets and these will be sent to all councillors before payments are made. Payments will still be authorised by at least two councillors as per the Financial Regulations.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to authorise the Clerk to make payments during August.

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**115 CORRESPONDENCE**

None

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

None

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

**VOTE: 11 FOR : 0 AGAINST UNANIMOUS**

**117 TO DISCUSS HIRE CHARGES FOR SPORTS CLUBS**

Councillor Kevin Cuffley explained that the parish council is in the process of reviewing sports club hire fees. The Clerk is gathering information regarding how much the pavilions/grounds cost to run and maintain and comparing other village ground fees.

Councillor Kieran Cooper suggested the parish council meet with the sports clubs first to have an informal discussion before discussing possible fees.

This was discussed and agreed that the Clerk will arrange a meeting with the sports clubs and Councillor Kevin Cuffley, Councillor Jayne Merrick, Councillor Kieran Cooper, and the Head Grounds Keeper. The information will then be discussed another full parish meeting.

It was also agreed that ALL bookings must be made through the Facilities Administrator.

**Meeting Closed 8.12pm**