



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 9 JULY 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Jayne Merrick

David Bard

Anand Pillai

Neil Reid

Ian Reeves

Paul Allen

Kieran Cooper

Paul Smith

Colin Groves

Patrick Thouroude

+ 2 members of public

86 APOLOGIES FOR ABSENCE

Kevin Cuffley (Personal)

Deborah Alderwick (Personal)

Brian Milnes (Work Commitments)

87 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Marc Kerr asked about the Councillor name plates at meetings and the Clerk confirmed she would sort this out for the next meeting.

88 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Patrick Thouroude – item 97 as he knows the engineer.

89 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 25 JUNE 2024

The minutes of the Full Parish Council meeting held on 25 June 2024 were read, confirmed, and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to accept the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Councillor Anand Pillai arrived 7.17pm.

90 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 02 JULY 2024

Item 11 – Bacs payments

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

The minutes of the Finance & General Purposes Committee meeting held on 02 July 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to accept the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

91 MATTERS ARISING – NEW INFORMATION ONLY

None

92 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

| | | |
|-------------------------------|---|--|
| 24/02217/HFUL | Single storey front extension following demolition of existing front porch at 95 Old Forge Way. <i>Proposed</i> by Councillor David Bard and <i>Seconded</i> by Councillor Paul Allen to <i>support</i> to this application. | Support/No Objection Vote: 10 For Unanimous |
|-------------------------------|---|--|

93 ACCOUNTS FOR THE MONTH OF JUNE 2024

The accounts for the month of June were presented.

It was *proposed* by Councillor Ian Reeves and *seconded* by Councillor Kieran Cooper to accept the accounts for June 2024.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

94 TO DISCUSS GROUND AUDIT QUOTE FOR CEMETERY EXTENSION

As the Parish Council are proposing to purchase some land behind the current cemetery on Cambridge Road it has been advised that a ground water risk assessment is carried out to ensure the land is suitable. The purpose is to prevent or limit groundwater pollution. This was discussed.

Councillor Kieran Cooper explained that although the risk is fairly small, the liability would be significant if something did go wrong.

Only one quote had been obtained for this at £6,882.50 + vat. The Clerks could not find another company and has asked other parish councils who have used this one company in the past. The clerk confirmed that the money used to pay for this would be the allocated S106 money.

It was *proposed* by Councillor Kieran Cooper and *seconded* by Councillor David Bard to spend up to £6,882.50 providing the County Council confirm the parish council are able to purchase the land.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

95 TO DISCUSS DONATION REQUEST FROM 2461 SAWSTON RAFAC

2461 Sawston RAFAC squadron cadets has requested a donation from the Parish Council for £300 which will be used to purchases some tents and first aid books for the cadets. The squadron cadets have been running for over 40 years and support the annual fireworks event, poppy selling, Remembrance Day etc.

It was *proposed* by Councillor David Bard and *seconded* by Councillor Neil Reid to donate £300.00

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

96 TO OPEN NEW BANK ACCOUNT WITH CCLA

The Clerk explained that the Parish Council can open an account with CCLA. If the council agree to open the account the Clerk will deposit £85k into it.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Paul Smith to open the account and deposit £85k.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

97 TO DISCUSS DAMAGED FLOORING AT MILL LANE PAVILION

The Clerk explained that she has received a quote from the structural engineer that inspected the damaged floor in the pavilion main hall.

They have recommended the floor is lifted and excavation work carried out so they can inspect the floor and hopefully find out why this has happened. The cost for this is £450.00 inc vat.

This was discussed and agreed it needed to be done asap as an emergency therefore only one quote obtained.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to go ahead with the inspection.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

98 UPDATE FROM COUNTY COUNCILLORS

None presented

99 UPDATE FROM DISTRICT COUNCILLORS

None presented

100 CORRESPONDENCE

None

101 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

It was agreed to send Councillor Pippa Heylings a letter of congratulations and invite her to a parish council meeting.

Councillor Jayne Merrick 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 Kieran Cooper to go into camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

102 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 25 JUNE 2024 (NON PUBLIC)

The minutes of the Full Parish Council meeting (non public) held on 25 June 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Paul Allen and **seconded** by Councillor David Bard to accept the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Meeting Closed 7.37pm

Sawston Parish Council

Jun-24

| | | | |
|--------------------------------|---|-------------------|--|
| CAPALC | F&GP - Internal Audit Fees YE March 2024 | £104.85 | |
| Grace Solutions | F&GP - Adhoc support (set up new councillor) | £110.65 | |
| Honest Employment Law | Staff - Compliance Advice | £114.00 | |
| Cromwell Fire | F&GP - Fire alarm service/Emergency lights - Mill Lane | £119.08 | |
| Cromwell Fire | F&GP - Fire alarm service/Emergency lights - Spicers pavilion | £119.08 | |
| Cromwell Fire | F&GP - Fire alarm service/Emergency lights - Parish office | £119.08 | |
| SSE | Rec - Lynton Way electricity 19/12/23-31/05/24 | £129.07 | |
| SCDC | Cemetery rates | £135.00 | |
| Cromwell Fire | F&GP - Replace smoke detector (x2) at office O/N 44 | £144.00 | |
| CAPALC | Staff - Councillor training (Cllr Allen/Cllr Smith) | £150.00 | |
| Scotsdales | Planning - plants for High Street tubs | £182.69 | |
| Pestagon | Rec- Pest control contract - pavilions and ground store | £218.40 | |
| SSE | Rec - Spicers gas 22/08/23-06/06/24 | £218.66 | |
| Electrical Technik Ltd | Rec - CCTV servicing | £300.00 | |
| Lanham & Co | F&GP - Book Keeping for June | £326.40 | |
| Grace Solutions | F&GP - Monthly fees (MS365 etc) | £336.94 | |
| ADT | Rec - Groundstore alarm | £340.46 | |
| Amazon | Rec - Metal green paint for fence at Mill Lane | £370.00 | |
| SCDC | Rec - Spicers rates | £399.00 | |
| SCDC | Rec - Mill Lane rates | £454.00 | |
| KWA Architects | F&GP - Valuation of buildings (for insurance purposes) Agreed FP 11 June O/N 38 | £540.00 | |
| Opus Energy | Planning - Street Lighting May | £587.09 | |
| SSE | Rec - Spicers electricity 19/12/23-31/05/24 | £664.76 | |
| Nuture Landscapes (CGM) | Planning - Grass cutting - 2 visits | £777.07 | |
| SCDC | F&GP - Office rates | £786.00 | |
| A James Jewellers Ltd | F&GP - Parish Clock services/time changes past two years | £960.00 | |
| Thurlow Nunn | Rec - repairs to major mower (replace shaft/replace oil) issue after no mow may | £1,063.99 | |
| Avocet Cleaning Services | F&GP - Cleaning Contract for June | £1,348.20 | |
| Core Amenity | Rec - 18 x 20kg bags rye grass seed for Lynton Way ground (Agreed FP June) | £1,640.70 | |
| P&D Cambridge | Rec - First 50% of extrnal painting Spicers pavilion (Agreed FP 28 May)O/N 36 | £2,967.00 | |
| Christmas Illuminated Lighting | Christmas Lights - Agreed at FP 25 June O/N 42 | £4,000.00 | |
| TNS | Reserves - 2 x Battery mowers/batteries etc (Agreed FP May 28) O/N 34 | £4,144.00 | |
| British Sugar | Rec - Top soil for Lynton Way - Agreed June FP | £4,454.40 | |
| Hughie Willet Machinery | Reserves - 2 tonne tipper trailer (Agreed FP 25 June) O/N 41 | £4,616.40 | |
| PWLB | Public works loan (Office and Spicers pavilion) | £11,394.10 | |