



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 8 OCTOBER 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

David Bard

Paul Allen

Colin Groves

Anand Pillai

David Ellis

Patrick Thouroude

Paul Smith

Deborah Alderwick

Neil Reid

Ian Reeves

+ 5 members of public

171 APOLOGIES FOR ABSENCE

Brian Milnes (Personal)

Kieran Cooper (Personal)

172 TO DISCUSS CO OPTION CANDIDATE

Councillor Kevin Cuffley welcomed David Ellis 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 Deborah Alderwick 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 David Ellis.

Councillor Kevin Cuffley welcomed David Ellis to the parish council.

173 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Marc Kerr questioned the closing date on the website for applying to be a councillor (Co Option). The Clerk confirmed she would remove the closing date.

174 DECLARATIONS OF INTEREST FOR THIS MEETING

None

175 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 24 SEPTEMBER 2024

The minutes of the Full Parish Council meeting held on 24 September 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Paul Allen to accept the minutes.

VOTE: 10 FOR : 0 AGAINST 1: NO VOTES

176 MATTERS ARISING – NEW INFORMATION ONLY
None

177 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

24/03480/HFUL	Part conversion of garage to habitable space and installation of new door and window at 37 Tannery Road. Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to support to this application.	Support/ No Objection Vote: 11 For Unanimous
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For information - Noted

178 ACCOUNTS FOR SEPTEMBER 2024

The accounts for the month of September 2024 were presented.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Colin Groves to accept the accounts for September 2024.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

179 TO DISCUSS ADDITIONAL HEADSTONE AT THE CEMETERY

The parish council discussed at the previous meeting about a family having a headstone and a memorial tablet on their relative's grave, currently the rules do not allow this. It was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to amend the cemetery rules to allow both if the tablet is within the size guidelines and within the allocated garden.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

180 TO DISCUSS CENTENARY AT SPICERS SPORTS GROUND

Councillor Kevin Cuffley explained that it will be the centenary of Spicers next year and for the council to consider celebrating this. It will be made a future agenda item and for a committee to be set up to organise.

181 TO DISCUSS PLAY EQUIPMENT ON H1/B SITE

The Clerk explained that the parish council has been asked again if they wish to take on the maintenance of the two small play areas on the development on Babraham Road (Hills). The Clerk sent the parish councillors photo's that she took the week it rained and both areas are still flooding. This was discussed at length.

The solicitor confirmed that if the parish council did not take them on then they would be maintained by a management company.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick not to take on the responsibility and maintenance of these two areas.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

182 TO DISCUSS PARISH COUNCIL SIGNING THE ARMED FORCES COVENANT

The parish council has been asked to support the Armed Forces Covenant – this document can be found on the parish council website or requested through the parish council office. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to support the covenant.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

183 TO DISCUSS MILL LANE FLOOR – STRUCTURAL REPORT

The Parish Council has received the engineers structural report for Mill Lane pavilion which was discussed at length. This is to do with the build of the extension as the floor has moved and there are many large cracks on some of the walls. The conclusion of the report is that the disturbance to the floor is almost certainly due to incorrect construction beneath the slab. The structural engineer assumes that a similar construction method was employed throughout the building. The drawings and specification call for hardcore to be placed beneath the concrete. The Clerk explained that she has obtained legal advice through the parish council insurance who has advised the report is sent to the builder and ask for a response within a reasonable time. This report has now been sent requesting a response by 25th October. The Clerk will keep the parish council updated.

184 TO DISCUSS WET POUR AT DEAL GROVE FOLLOWING PLAY INSPECTION

The Clerk explained that after the recent inspection, Sovereign has advised the parish council to repair the wetpour at Deal Grove. The quote received is for £1809.12 + vat. The Clerk explained that they have issues getting other quotes as from previous experience and that the repairs needed to be completed asap.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor David Bard to accept the quote and get the repairs done. It was also agreed that the parish council should budget for this expense, so they are able to repair when needed and even replace the wetpour in future years.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

185 TO DISCUSS RECOMMENDED UPGRADE OF CONSUMER UNITS AT SPICERS PAVILLION

The Clerk explained that after a recent electrical test the electrician explained that the existing Consumer Unit(s) at Spicers pavilion are plastic which is not unsatisfactory according to an electrical installation condition report but does not conform to current regulations fire proofing/safety standards.

Also, the existing Consumer Unit(s) are protected by dual-RCD's; meaning, if there is a fault on one of the circuits then other circuits will disconnect as well - the new Consumer Unit would provide individual protection for each circuit (RCBO's) and Surge Protection (*not currently in place*).

Materials cost: £495.25

Labour cost: £500

TOTAL: £995.25

The Clerk had not obtained other quotes as this work should be carried out asap.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen to go ahead and get the units replaced asap.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

186 UPDATE FROM COUNTY COUNCIL

Update on www.sawston.org.uk

187 UPDATE FROM DISTRICT COUNCIL

No update

188 CORRESPONDENCE

Thank you from Magpas for recent donation

189 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 Kevin Cuffley and **seconded** by Councillor David Bard to go into camera.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

190 TO DISCUSS VILLAGE CARETAKER POSITION

The Clerk explained she is still obtaining salary information regarding this position and suggested a Staff Management meeting was organised to discuss before taking back to the full council.

Meeting Closed. 7:42pm

Sawston Parish Council			
Sep-24			
	Description	TO PAY	S137
Honest Employment Law	Staff - HR Compliance	£114.00	
SSE	Rec - Spicers gas 22/8/24 - 06/09/24	£115.79	
Cambs Lock & Safe	Rec - Replace lock on window at Mill Lane pavilion	£132.00	
SCDC	Cemetery Rates	£135.00	
Ernest Doe Ltd	Rec - reparis to solinoid on Ransome mower	£144.00	
Thurlow Nunn	Rec - Filter cartridge and element for tractor	£158.14	
Grace Solutions	F&GP - Ad-hoc assistance	£172.26	
Grace Solutions	F&GP - 3CX annual subscription (Office phone system)	£208.88	
Grace Solutions	F&GP - Monthly contract	£318.65	
Lanham & Co	F&GP - Accounts for month	£326.40	
DVLA	Rec -	£335.00	
Magpas	F&GP - Donation agreed FP 24 Sept	£350.00	
SCDC	Rec - Spicers Rates	£399.00	
SCDC	Rec -Mill Lane Rates	£454.00	
ROSPA	Rec - Play inspection course (Grounds Keeper) O/N 17	£480.00	

Mike George Skip	Rec - Allotment skips (Due October)	£480.00	
A M Challis Trust Ltd	Donation Agreed FP 24 Sept	£500.00	
SSE	Rec - Spicers electricity 01/06/24 - 31/07/24	£501.67	
Structural Engineers Cambridge Ltd	F&GP - Structural report on Mill Lane pavilion	£540.00	
Thalia	Cemetery - Skips	£676.79	
SCDC	F&GP - Office Rates	£786.00	
Avocet Cleaning Services	F&GP - Cleaning Contract for month	£1,348.20	
Relate Cambridge	Donation (Budgeted) Agreed FP 10 Sept	£1,500.00	
Core Amenity	Rec - Ongar Loam for grounds	£1,615.20	
PKF Littlejohn	F&GP - External audit fees	£1,638.00	
Networld Sports	Rec - Replacement set goals at Mill Lane Agreed FP 10 Sept O/N 69	£4,549.98	