



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 10 SEPTEMBER 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

Ian Reeves

Paul Allen

Kieran Cooper

Neil Reid

Paul Smith

Deborah Alderwick

+ 3 members of public

Councillor Kevin Cuffley welcomed everyone back after the break in August and explained that during this time Councillor Jayne Merrick has resigned from the Parish Council as Vice-Chair. He wanted to thank her for her continued hard work and dedication over the last 6 years.

**118 TO ELECT A VICE CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR
DECLARATION OF ACCEPTANCE OF OFFICE**

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Paul Smith to nominate Councillor Kieran Cooper as Vice Chair of the Parish Council for the ensuing year.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

Councillor Kieran Cooper signed his Declaration of Acceptance of Office.

Councillor Kevin Cuffley congratulated him.

119 APOLOGIES FOR ABSENCE

Brian Milnes (Personal)

Colin Groves (Personal)

Anand Pillai (Work Commitments)

Patrick Thouroude (Work Commitments)

David Bard (Personal)

120 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

121 DECLARATIONS OF INTEREST FOR THIS MEETING

Paul Allen – Plan 24/03114/HFUL (Non-Pecuniary) as neighbour

Kieran Cooper – Tree application 24/0933/TTCA as his application (Pecuniary interest)

**122 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON 23 JULY 2024**

The minutes of the Full Parish Council meeting held on 23 July 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Paul Allen to accept the minutes.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

123 MATTERS ARISING – NEW INFORMATION ONLY

None

124 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

24/03152/ADV	<p>Installation of 1 No. externally illuminated fascia sign on the Northwestern façade at Dales Manor Business Park Grove Road.</p> <p>Proposed by Councillor Kevin Cuffley and Seconded by Councillor Deborah Alderwick to support to this application.</p>	<p>Support/ No Objection</p> <p>Vote: 6 For 1 Abs</p> <p>Comment: Support with the condition it is turned off between 10pm – 6am in line with our Dark Sky Charter.</p>
24/02892/ADV	<p>Installation of 3 No. non illuminated Fascia signs to front and rear entrance way at Ashwell Point, Janus Technology Babraham Road.</p> <p>Proposed by Councillor Deborah Alderwick and Seconded by Councillor Neil Reid to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 7 For Unanimous</p>
24/03114/HFUL	<p>Single storey front and rear extensions, rear roof light, garage to front with green roof, removal of porch canopy and alteration to fenestration at 18 Common Lane.</p> <p>Proposed by Councillor Deborah Alderwick and Seconded by Councillor Paul Smith to request a shadowing assessment before making comment as concern for direct neighbours to this application.</p>	<p>Request a shadowing assessment before making comment as concern for direct neighbours</p> <p>Vote: 6 For 1 No Vote</p>
24/03151/FUL	<p>Installation of a Nitrogen Tank at Dales Manor Business Park Grove Road.</p> <p>Proposed by Councillor Deborah Alderwick and Seconded by Councillor Neil Reid to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 7 For Unanimous</p>
Tree		
24/0933/TTCA	<p>T1: sycamore - crown reduce height and spread by up to 2m and clear adjacent roof by 2m. Crown lift to 5.2m.T2: sycamore – fell at 95 High Street.</p> <p>Proposed by Councillor Kevin Cuffley and Seconded by Councillor Paul Allen to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 6 For 1 No vote</p>
24/0973/TTCA	<p>x2 Beech trees - cut down to stumps 30cm from ground level.</p>	<p>Support/No Objection</p> <p>Vote: 7 For Unanimous</p>

	Also seeking permission to plant three small silver birch trees at 5 Mill Lane. Proposed by Councillor Kieran Cooper and Seconded by Councillor Deborah Alderwick to support to this application.	
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125 ACCOUNTS FOR THE MONTHS OF JULY AND AUGUST 2024

The accounts for the month of July & August 2024 were presented.

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

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

126 PLANNING DECISIONS FOR JULY AND AUGUST 2024

Noted

127 UPDATE ON SKATE PARK

The Clerk explained that she has received quotes from two companies and met one last week which she is awaiting a quote. The current quotes are within the Parish Council's budget (£106 money). She went on to explain that there are two assessments which will also need to be carried out – a biodiversity assessment and a noise impact assessment because of its location. She will get quotes for these as the cost will need to be within the budget. Once the three quotes are received the Parish Council will need to discuss them and discuss public consultation.

128 TO DISCUSS SOLAR PANELS AT SPICERS PAVILION

The Parish Council previously agreed a quote to have solar panels installed at Spicers pavilion. The Cricket Club kindly got funding of £6k from the ECB and the parish council received a grant fund of £15k from SCDC. Since this was agreed the cost to install the panels has increased slightly as the parish council was unable to place the order until the funding was secured. The total cost now is £21,373.11 + vat, they will also require 25% deposit when the order is placed.

The parish council will need to contribute £373.11 towards this project.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Kieran Cooper to pay the extra £373.11 + vat and pay 25% deposit when placing the order.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

129 TO DISCUSS NEW GOALS AT MILL LANE

The Clerk explained that the wheels on the goals at Mill Lane have been replaced again. The problem is that because the ground is not flat when they pull the goals out and put into position the wheels gradually get damaged and need replacing. The goals the parish council replaced at Lynton Way have swivel wheels that are more suited for this type of ground which the Clerk has got quotes for. The Head Grounds Keeper explained that the goals will need to be replaced sooner rather than later and would recommend the quote for £4899.99 + vat as they have a higher clearance from the ground which will help when moving them. This was discussed.

- £3,799.95 + vat per set (2)
- £4,899.99 + vat per set (2)
- £5,913.60 + vat per set (2)
- £6,015.00 + vat per set (2)
- £6,524.00 + vat per goal

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to go ahead and order the set of goals at a cost of £4,899.99 + vat.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

130 TO DISCUSS DONATION REQUEST FROM RELATE

Relate has requested a donation from the parish council of £1,500.00 which will allow them to continue to offer counselling to all residents of Sawston regardless of their ability to fully fund the service. The Parish Council do allow for this when budgeting each year.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to donate £1,500.00 as requested.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

131 TO DISCUSS DONATION REQUEST FROM CHALLIS TRUST

The Challis Trust has requested a donation from the parish council towards the contribution towards a RNIB map which will be specifically designed for the garden and will assist people of all ages and abilities with sight loss to enjoy the garden. This was discussed and the Parish Council agree in principle but will need an amount. The Clerk to go back to them and make an agenda item when an amount has been given.

132 TO DISCUSS BANK ACCOUNT CARD

The Clerk explained that the card that came with the Unity Trust Bank is a credit card and not a debit card so there are monthly charges on for this. The Clerk now has a debit card for the Co Op account and does not want to use the credit card. To cancel the credit card, it needs to be minuted.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to cancel the credit card.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

133 TO DISCUSS BANK ACCOUNT SIGNATORIES

With the recent resignation of the Vice Chair the Clerk is updating the signatories on all the parish council's bank accounts. Some accounts need to have it in minutes as to who is being added and removed.

- Santander – remove Jayne Merrick and add Ian Reeves
- Teachers Building Society – Remove Jayne Merrick, Michael Mallows, Rajni Padia and add Ian Reeves
- Cambridge & Counties – Remove Jayne Merrick and add Ian Reeves
- Saffron Building Society – Remove Jayne Merrick and add Ian Reeves
- Cambridge Building Society (two accounts) – Remove Jayne Merrick, Michael Mallows and add Ian Reeves

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to make the relevant changes above.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

134 TO DISCUSS CAMBRIDGE CITY SPONSORSHIP

Cambridge City has asked the Parish Council if they would like to sponsor the club, there are various different packages that are available for the coming season. Opportunities include player sponsorship, perimeter boarding, match and match ball sponsorship, as well as more significant options such as 3G arena and terraced stands naming rights. This was discussed at length.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley that although we support the football club we do not make donations to commercial businesses and we do not support any other commercial business within the village.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

135 TO DISCUSS CCC CONSULTATION ON HOW WE PRIORITISE WHICH ROADS, PATHS AND PUBLIC RIGHTS OF WAY ARE IMPORTANT TO TRAVEL

It was agreed that everyone should reply individually on this consultation.

136 TO DISCUSS A505 ROUNDABOUT

The Parish Council has been approached by Hinxtton Parish Council regarding the modelling of and proposal for changes to the A505 "McDonalds" roundabout.

It highlighted two issues:

It showed that even with the changes that Wellcome are required to build, traffic could still be up to four times as bad as it is now which is already considered to be "broken" by many local residents.

Wellcome are only, and quite reasonably, only required to mitigate their contributions to the traffic.

In parallel, the Cambridgeshire & Peterborough Combined Authority and the Greater Cambridge Partnership are undertaking the A505 Royston to Granta Park scheme. This also includes examining the A505 "MacDonalds" roundabout.

Hinxtton Parish Council has asked if local parish councils are happy to go ahead with an open letter drafted by them before they organise a virtual meeting with parish council representatives to discuss.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to support their recommendation.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

137 TO DISCUSS ALLOTMENTS

The Clerk explained that the parish council has received a couple of complaints regarding an allotment which does not appear to have any produce growing on it and that used rabbit hutching straw etc is being put on it. The Assistant Clerk has checked the allotment several times after writing to the owner who has insisted, he is working on it and has since planted a couple of cabbages. The Clerk explained there is a waiting list for allotments and would may be suited more to someone that wants to grow produce.

This was discussed at length.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to write to the owner again to state he must grow produce and not use the whole allotment for manure and give him 6 months. If there is no improvement the allotment will be given to the next person on the waiting list.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

The Assistant Clerk will check the size of manure/compost plots/bins on the other allotments and make an agenda item to discuss what is an acceptable size to have on an allotment and then inform this owner. This will be added to the allotment rules.

The Clerk then explained that a couple of allotment holders have asked if the allotments can be gated to prevent people walking through. This was discussed and agreed that there is a public footpath through the allotments.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen not to gate the two entrances to the allotments.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

138 TO DISCUSS PAMPISFORD NEIGHBOURHOOD PLAN

The Parish Council received the Neighbourhood Plan for Pampisford.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to support their plan as they are a neighbouring village.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

139 TO DISCUSS THIRPLOW AND HEATHFIELD NEIGHBOURHOOD PLAN

Noted

140 TO DISCUSS HIRE CHARGES FOR THE FUNFAIR AND CIRCUS

At a previous meeting the Parish Council discussed the hire fees charged to the fun fair and circus due to the recent costs for repairing the ground. Hire fees were compared with local villages/towns. This was discussed at length. The Clerk explained that any damage to the grounds should be covered by their insurance. The Parish Council could in theory ensure the land they are on for loss or damage but the cost would be absolutely huge.

The Clerk also explained that the Head Grounds Keeper would prefer them to visit in June or July and not May as the ground is often still wet.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to increase the deposit from £500 to £1000 and the hire charges to £150 per operating day and £50 per non-operating day and explain they can only visit during June and July although dates will still need to be agreed.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

141 UPDATE FROM COUNTY COUNCILLORS

Attached to these minutes and on our website – www.sawston.org.uk

142 UPDATE FROM DISTRICT COUNCILLORS

Attached to these minutes and on website – www.sawston.org.uk

143 CORRESPONDENCE

None

144 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 Kieran Cooper and **seconded** by Councillor Paul Allen to go into camera.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

145 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 22 JULY 2024

The minutes of the Staff Management Committee meeting held on 22 July 2024 were read, confirmed, and signed.

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

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

146 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 19 AUGUST 2024

The minutes of the Staff Management Committee held on 19 August 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Kieran Cooper to accept the minutes.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

147 TO DISCUSS VILLAGE CARETAKER POSITION

The Clerk explained that the Parish Council has advertised for the Village Caretake position and will arrange interviews.

Meeting Closed 8.32pm

Sawston Parish Council			
Jul-24			
	Description	TO PAY	S137
Honest Employment Law	Staff - Compliance Advice	£114.00	
SCDC	Cemetery rates	£135.00	
CAPALC	F&GP - Annual Conference for Clerks	£150.00	
SSE	Rec - Spicers gas 31/05/24 - 3/06/24	£171.69	
Grace Solutions	F&GP - Adhoc support	£174.78	
EMG	Rec - Fuel for July	£179.02	
Adcock	F&GP - Routine maintenance on aircon in office	£189.60	
NB Plumbing & Heating Services Ltd	Rec - Repair to toilet at pavilion and investigate boiler issue	£198.00	
Sutcliffe Play	Rec - Nest swing repair kit	£199.47	
SSE	Rec - Spicers gas 22/08/23 - 06/06/24	£218.66	
Espo	F&GP - Replacement fridge for office	£258.00	
ADT	F&GP - Office alarm	£259.45	
Initial Washroom	Rec - Nappy bin for Spicers pavilion (Annual)	£294.36	
2461 Sawston RAFAC	F&GP - Donation to Air Cadets (Agreed FP 9 July)	£300.00	
Gallagher	F&GP - Additional insurance for new mowers	£305.00	
SSE	F&GP - Office electricity 21/09/23 - 04/07/24	£305.44	
Pestagon	Rec - Pest control at Groundstore and pavilion - (Quarterly invoice)	£312.00	
Lanham & Co	F&GP - Book Keeping for July	£326.40	
Grace Solutions	F&GP - Monthly fees (MS365 etc)	£331.75	

St Johns Ambulance	Staff - First Aid requalification course for Assistant Clerk	£332.40	
Ernest Doe	Rec - Verdo seeder for Lynton Way (Agreed FP)	£360.00	
SSE	Rec - Spicers electricity 01/06/24 - 30/06/24	£380.53	
SCDC	Rec - Spicers rates	£399.00	
SCDC	Rec - Mill Lane rates	£454.00	
Ernest Doe	Rec - Top dresser for Lynton Way (Agreed FP)	£540.00	
Opus Energy	Planning - Street Lighting June	£556.47	
Source for Business	Rec - Spicers water 19/12/23 - 30/06/24	£600.86	
SSE	Rec - Mill lane electricity 19/09/23 - 04/07/24	£697.45	
Core Amenity	Rec - Pro-lite for cricket square	£785.20	
SCDC	F&GP - Office rates	£786.00	
Watson Fuel	Rec - Fuel	£1,018.80	
London Hearts	Reserves - New defib and external cabinet for Sawston Library (Agreed FP July) O/N61	£1,333.20	
Avocet Cleaning Services	F&GP - Cleaning Contract for July	£1,348.20	

Sawston Parish Council			
Aug-24			
	Description	TO PAY	S137
Honest Employment Law	Staff - Compliance Advice	£114.00	
SCDC	Cemetery rates	£135.00	
SLCC	Staff - ILCA course for Assistant Clerk	£144.00	
SSE	Rec - Spicers gas 31/05-31/07	£169.08	
ESPO	F&GP - First aid kit refills, cleaning supplies	£178.81	
SSE	F&GP - Office Gas 02/02/24 - 31/07/24	£210.20	
Electrical Technic	Rec - Remedial works required when doing electrical testing at all sites	£240.00	
Grace Solutions	F&GP - Monthly fees (MS365 etc)	£318.28	
Ernest Doe	Rec - Service Iseki mower (onsite)	£357.55	
ASL	F&GP - Photocopier contract	£360.64	
SCDC	Rec - Spicers rates	£399.00	
SCDC	Rec - Mill Lane rates	£454.00	
Lanham & Co	F&GP - Book Keeping for August	£556.80	
Opus Energy	Planning - Street Lighting 01-31 July 2024	£573.30	
SSE	Rec - Spicers electricity 01/06/24 - 30/06/24	£617.71	
SCDC	F&GP - Office rates	£786.00	
Electrical Technic	Rec - Electrical testing at all pavilions (O/N67)	£960.00	
Avocet Cleaning Services	F&GP - Cleaning Contract for August	£1,348.20	
Nurture Landscapes Ltd	Planning - Grass cutting contract (5/7/24 & 19/7/24)	£1,554.14	
Nurture Landscapes Ltd	Planning - Grass cutting contract (08/08/24 - 20/08/24)	£1,554.14	
David Richardson	Cemetery - Completion or works to flint wall at St Marys Church (Agree FP O/N 25)	£1,950.00	
P&D Cambridge	Second and final payment for painting at Spicers pavilion	£3,183.00	