



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 12 NOVEMBER 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley (Chair)

David Bard

Paul Allen

Brian Milnes

Neil Reid

Kieran Cooper

Paul Smith

David Ellis

Ian Reeves

+ 1 member of public
+ Jasmin Shillingford (Hills)
Matt Tunley
Glenn Charles
Rob Hughes
Mike Osbourn
Asli Bilsel

214 APOLOGIES FOR ABSENCE

Colin Groves (Personal)
Anand Pillai (Work Commitments)
Patrick Thouroude (Work Commitments)
Deborah Alderwick (Personal)

215 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *
None

216 DECLARATIONS OF INTEREST FOR THIS MEETING
Councillor Ian Reeves – Plan 24/03994/HFUL as neighbour

217 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 22 OCTOBER 2024

The minutes of the Full Parish Council meeting held on 22 October 2024 were read, confirmed, and signed with the below amend.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the minutes with the amend to highlight Councillor Kieran Cooper chaired the meeting.

VOTE: 9 FOR : 0 AGAINST

218 MATTERS ARISING – NEW INFORMATION ONLY
None

219 TO DISCUSS LAND AT MILL LANE – CARTER JONAS ATTENDING
Representatives from Carter Jonas and Hills gave an updated presentation on the proposed development on Mill Lane. This presentation can be found on the parish council website or from the parish council office.

Councillor Kevin Cuffley thanked them for attending the meeting. They left at 8.30pm
Councillor Brian Milnes gave his apologies and left the meeting 8.30pm

220 UPDATE FROM SSYI – JOHN GREAVES ATTENDING

John Greaves and Zac Britton rom SSYI gave an update on their work in the village with the youths. The presentation can be found on the parish council website or from the parish council office.

221 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

24/03883/HFUL	Single storey side/rear extension and garage conversion at 4 Fairfields. <i>Proposed</i> by Councillor David Bard and <i>Seconded</i> by Councillor Kieran Cooper to <i>support</i> to this application.	Support/ No Objection Vote: 8 For Unanimous
24/03994/HFUL	Demolition of detached garage and erection of a part two storey, part single storey, part first floor side and rear extension at 12 The Limes. <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: 7 For 1 No Vote
24/04065/HFUL	Demolition of existing flat roof element. Single storey rear/side infill extension at 15 Hillside. <i>Proposed</i> by Councillor David Bard and <i>Seconded</i> by Councillor David Ellis to <i>support</i> to this application.	Support/ No Objection Vote: 7 For 1 Abs

Appeal and information only plans - noted

222 ACCOUNTS FOR OCTOBER 2024

The accounts for the month of October were presented.

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

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

223 TO DISCUSS STAFF MANAGEMENT COMMITTEE MEMBERS

Due to Councillor Anand Pillai stepping down from the Staff Management Committee the council was asked if any other members wished to join and be nominated.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor David Bard for Councillor Ian Reeves to join the Staff Management Committee with immediate effect.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

224 TO DISCUSS PLAY EQUIPMENT QUOTES FOR ORCHARD PARK

The Clerk asked for this item to be deferred until three quotes were received.

225 TO DISCUSS LARGE TREE ON ALLOTMENT PLOT

The Clerk explained there was a large walnut tree on an allotment plot and the allotment holder has requested this to be reduced as it is preventing growth on their allotment. The Assistant Clerk contacted other allotment holders who could be affected by this tree and three have said they would be happy with the tree being pollarded which will also help growth on their allotments, they do not want the tree to be felled. It has been confirmed by a tree surgeon that the tree is healthy and would advise it to be pollarded. The Assistant Clerk had only managed to obtain one quote to date - £450.00 + vat. This was discussed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to go ahead and get the tree pollarded at a cost of £450.00 + vat.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

226 TO DISCUSS EASTER EGG HUNT IN ORCHARD PARK

The Parish Council has been asked by Christ Church South Cambs if they can have again permission to use Orchard Park for their annual Easter Egg Hunt. It will be on Easter Saturday (19th April) between 2-4pm. They intend to have a small hunt for the little ones and a large puzzle based hunt for the older children. This was discussed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to allow them to use Orchard Park on Saturday 19th April 2025.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

227 TO DISCUSS DATE FOR BONFIRE NIGHT 2025 – 1ST NOVEMBER 2025.

The Clerk asked the parish council to agree the date for next year's bonfire event so she can book the fireworks, ambulance etc.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to go with Saturday 1st November 2025.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

228 TO DISCUSS KNIFE AMNESTY BINS IN THE VILLAGE

Councillor Kevin Cuffley asked Councillor Paul Smith to give an update on the work he has currently done with regards to installing knife amnesty bins in the village.

He explained he has been working to get amnesty knife bins and bleed kits installed in the village. These bins are permanent and fixed to the ground, he suggested one outside the Spar Shop and one outside the Marven Centre. SCDC Community Chest grant funding is available for these. This was discussed at length.

He also explained there is going to be a knife amnesty bin event at Sawston Police Station on Friday 15th November that all Councillors are welcome to attend.

It was agreed the parish council should wait until the knife amnesty event in Sawston to see how many knives are handed in, ask Councillor Paul Smith to get more details about who maintains the bleed kits, how are the knife bins emptied and by who etc and bring back to another meeting for further discussions.

Councillor Kieran Cooper thanked Councillor Paul Smith for all his work on this to date.

229 UPDATE FROM COUNTY COUNCILLORS

The County Council update is on the Parish Council website – www.sawston.org.uk or available from the parish council office.

230 UPDATE FROM DISTRICT COUNCILLORS

No report was available.

231 CORRESPONDENCE

None

232 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Kevin Cuffley thanked the Clerk for the organisation of this year's Remembrance Day Service and the parish council bonfire event which was another success and thanked those councillors who helped out on the night.

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 David Bard to go into camera.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

233 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 06 NOVEMBER 2024

4 – Increase in scale/salary for the Village Assistant role and advertise via Cambridge Evening news (Fish4jobs)

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

5 – Increase the scale/salary for the Grounds Keepers role and advertise via Cambridge Evening news (Fish4jobs) and the GMA.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

7 – To agree the NALC Local Government Services Pay agreement for 2024/2025 and backdate to April 2024.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

To agree one-off bonus for the Head Grounds Keeper of 7.5% to be paid in December 2024.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

To agree the scale/salary increase for the Clerk, Assistant Clerk and Facilities Administrator from 1st December 2024.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the Staff Management Committee minutes.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

Meeting Closed 9.30PM

Sawston Parish Council			
Oct-24			
	Description	TO PAY	S137
Post Office	F&GP - Stamps	£106.25	
Source for Business	F&GP - Water charges	£106.94	
ADT	Rec - Groundstore Alarm	£113.47	
Honest Employment Law	Staff - HR Compliance	£114.00	
SCDC	Cemetery Rates	£135.00	
EMG Stapleford	Rec - October fuel	£144.72	
SSE	Rec - Spicers Gas 31/05/24-31/08/24	£146.28	
GMA	F&GP -- Grounds Management Association Subscription	£176.40	
Mr C Hunt	Rec - Worm control for cricket square	£180.00	
Pestagon	Rec - Quarterly pest control Groundstore/pavilions	£218.40	
SSE	Rec - Mill Lane Gas 06/09/23-31/08/24	£246.35	
Espo	F&GP - Replacement shredder for the office	£248.40	
Grace Solutions	F&GP - Monthly contract	£315.50	
Lanham & Co	F&GP - Accounts for month	£326.40	
Grace Solutions	F&GP - Adhoc support	£328.66	
Amazon	F&GP - HP colour printer for office	£349.99	
SSE	F&GP - Office Electricity 21/09/23 - 04/10/24	£354.94	
MED-PTS	Planning - Ambulance for bonfire night	£389.00	
SCDC	Rec - Spicers Rates	£399.00	
NB Plumbing & Heating	Rec - Repairs to boiler at Mill Lane pavilion	£400.00	
SSE	Rec - Spicers gas 31/05/24 - 29/09/24	£403.83	
Core Amenity	Rec - Line marking paint	£415.20	
SLCC	F&GP - Membership (O/N85)	£420.00	
SCDC	Rec -Mill Lane Rates	£454.00	
Mick George Skips	Rec - Skips for allotment (O/N 72) x 2	£480.00	
Core Amenity	Rec - Greenmaster pro lite fertiliser	£489.35	
Thurlow Nunn	Rec - Visit and inspect/repair fault on roller on toro tractor	£600.00	
SSE	Rec - Mill Lane Electricity	£705.12	
Ernest Doe	Rec - replace solenoid to mower	£775.50	
Lewis tree Surgery	Rec - Work carried out on tree Glover Close (from tree survey)	£780.00	
SCDC	F&GP - Office Rates	£786.00	
HELP	Staff - Compliance/HR (DD - not paid since Feb 2024 as they changed banks)	£798.00	
SSE	Rec - Spicers Elecricity 01/06/24-31/08/24	£1,009.49	
Tervor Page Marquees	Planning - Marquee for bonfire night	£1,116.00	
Electrical Technik Limited	Rec - Replace electrical consumer unit at Spicers Agreed FP 8th Oct (O/N 80)	£1,194.30	
East Anglia Leisure Ltd	Planning - Sound and lighting for bonfire night	£1,560.00	
Chevron	Planning - Traffic management for bonfire night O/N 35	£1,626.00	
Avocet Cleaning Services	F&GP - Cleaning Contract for month & Additional deep clean agreed at FP O/N73	£1,648.20	
Chevron	Planning - Traffic management for Remembrance Day O/N 27	£2,466.00	
Essex Pyrotechnics	Planning - Fireworks	£5,544.00	