



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 MAY 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

Ian Reeves

Brian Milnes

Colin Groves

Patrick Thouroude

Jayne Merrick

Anand Pillai

Deborah Alderwick

Paul Smith

+ 1 member of public

1 TO ELECT CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was *proposed* by Councillor Brian Milnes and *seconded* by Councillor Patrick Thouroude to ***nominate*** Councillor Kevin Cuffley as Chair of the Parish Council for the ensuing year.

VOTE: 9 FOR : UNANIMOUS

Councillor Kevin Cuffley signed his Declaration of Acceptance of Office.

2 TO ELECT VICE CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was *proposed* by Councillor Brian Milnes and *seconded* by Councillor Paul Smith to ***nominate*** Councillor Jayne Merrick as Vice Chair of the Parish Council for the ensuing year.

VOTE: 9 FOR : UNANIMOUS

Councillor Jayne Merrick signed her Declaration of Acceptance of Office.

3 APOLOGIES FOR ABSENCE

Kieran Cooper (Work Commitments)

David Bard (Personal)

Neil Reid (Personal)

4 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

5 DECLARATIONS OF INTEREST FOR THIS MEETING

None

6 TO APPOINT MEMBERS OF THE FOLLOWING COMMITTEES FOR THE ENSUING YEAR

6.1 FINANCE & GENERAL PURPOSES COMMITTEE

The Clerk confirmed that we have 10 seats for the F&GP Committee and 8 councillors have requested to be on this committee so they are all on the committee.

6.2 STAFF MANAGEMENT COMMITTEE

The Chair and Vice Chair are automatically members of the Staff Management Committee and our terms of reference require two more members.

It was proposed by Councillor Brian Milnes and seconded by Councillor Deborah Alderwick to nominate Councillor Kieran Cooper and Councillor Anand Pillai for Staff Management.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

7 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 23 APRIL 2024

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

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Colin Groves to accept the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

8 MATTERS ARISING – NEW INFORMATION ONLY

None

9 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

24/01510/PRIOR	Single storey rear extension at 30 The Limes. Proposed by Councillor Deborah Alderwick and Seconded by Councillor Kevin Cuffley to support to this application.	Support/No Objection Vote: 9 For Unanimous
24/01411/HFUL	Two storey and single storey side extensions with front porch at 48 Babraham Road. Proposed by Councillor Kevin Cuffley and Seconded by Councillor Deborah Alderwick to support to this application.	Support/No Objection Vote: 9 For Unanimous
24/01652/HFUL	Single storey front extension at 25 Old Forge Way. Proposed by Councillor Deborah Alderwick and Seconded by Councillor Colin Groves to support to this application.	Support/No Objection Vote: 9 For Unanimous
24/01473/FUL	Demolition of the concrete batching plant and the erection of a Research and Development / Office building (use Class E), and associated landscaping, parking deck, infrastructure works and plant at Phase 2, South Cambridge Science Centre Dales Manor Business Park Grove Road. Proposed by Councillor Kevin Cuffley and Seconded by Councillor Ian Reeves to support to this application.	Support/No Objection Vote: 8 For 1 No Vote

Information Only noted

10 ACCOUNTS FOR THE MONTH OF APRIL 2024

The accounts for the month of April 2024 were presented.

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

11 TO CONFIRM ELIGIBILITY OF THE GENERAL POWER OF COMPETENCE

The parish council are to confirm they have the General Power of Competence

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to confirm our eligibility.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

12 TO REVIEW TERMS OF REFERENCE FOR COMMITTEES

The parish council reviewed the Terms of Reference for the Finance & General Purposes Committee and the Staff Management Committee.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Patrick Thouroude to accept both.

VOTE: 8 FOR : 1 ABS

13 TO REVIEW STANDING ORDERS

The parish council reviewed Standing Orders.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Brian Milnes to adopt the reviewed Standing Orders with the following amend:
Item 14d – Action taken against him – change to action taken against them.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

14 TO REVIEW COMPLAINTS PROCEDURE

The parish council reviewed the Complaints Procedure.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Colin Groves to accept the reviewed policy.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

15 TO REVIEW MEDIA POLICY

The parish council reviewed the Media Policy.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Colin Groves to adopt the reviewed policy with the following amend:
Change Twitter to X (Formally Twitter)

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

16 CORRESPONDENCE

None

17 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Paul Smith commented how well the Annual Parish Meeting went last week and thanked the Clerks for organising.

Councillor Deborah Alderwick commented how fantastic the Sawston Fun Run last week.

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 Ian Reeves and **seconded** by Councillor Anand Pillai to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

18 TO DISCUSS CAMBRIDGE CITY (GIFTED LAND)

The Parish Council discussed the withdrawal of the offer of gifted land by Cambridge City.

The Clerk sent all Councillors pictures of the recent damage to the grounds at Lynton Way after the fun fair had visited. Unfortunately, due to the very wet winter the ground was still soft in areas and the heavy lorries and caravans have caused ruts in the ground which has made the ground unplayable for football.

It was agreed that the Circus and Fun Fair fees should be reviewed and the expense to repair damaged grounds are taken into account. This will be an agenda item for June.

Meeting Closed 8.15pm

Sawston Parish Council			
Apr-24			
	Description	TO PAY	S137
Institute of Cemetery Management	F&GP - ICCM subscription	£100.00	
Pennon Water Services	F&GP - Water Services	£106.93	
Source for Water	Rec - Water at allotments	£106.93	
ASL	F&GP - Photo copier contract	£113.34	
Honest Employment Law	Staff - Compliance Advice	£114.00	
ESPO	F&GP - Office supplies	£121.43	
SCDC	Cemetery rates	£132.30	
John Huntingdons Charity	Rec - Rent for Orchard Park (April - June)	£150.00	
EMG Stapleford	Rec - Fuel for April	£169.67	
Currys	F&GP - Replacement mobile phone	£178.99	
SCDC	Rec - 12 additional collection of recycling bin Spicers (Cricket season)	£181.20	
SCDC	Charge for emptying bin on footpath leading to Catleys Walk	£249.60	
ME Plumbing & Heating	Rec - Service all boilers O/N 19 (Agreed FP 12 March)	£280.00	

The Cambridge Sign Company	Planning - new sign for Spicers Sports Ground (Parking at owners risk)	£283.32	
SSE	F&GP - Office Electricity 21/09/23 - 04/04/24	£305.45	
Grace Solutions	Monthly Fees - Microsoft etc	£309.42	
Pestagon	Rec - Quarterly pest control Spicers & Mill Lane	£312.00	
Lanham & Co	F&GP - Book keeping	£326.40	
St Johns Ambulance	Staff - First aid at work course (requalification)	£332.40	
ADT	Rec - Alarm system at Groundstore	£340.46	
Jaggard Projects Ltd	Rec - Repairs to hand basins at Spicers pavilion	£360.00	
Gallagher	F&GP - Cyber package (Insurance)	£367.36	
Royston & District Community Transport	F&GP - Donation agreed at Full Parish 28 Nov 2023	£400.00	
Sawston Village History Society	F&GP - Donation agreed at FP March 24	£400.00	
SCDC	Rec - Spicers rates	£401.00	
SCDC	Rec - Mill Lane rates	£454.90	
Prestige Fire & Security Ltd	Rec - Annual intruder alarm monitoring (Jan-Dec) Mill Lane pavilion	£462.00	
Opus Energy	Planning - Street Light energy March 2024	£487.25	
Thalia Waste Management	Cemetery - Rubbish Clearance (Skips)	£492.14	
Sawston Fun Run & Walk	F&GP - Donation agreed at Full Parish 28 Nov 2023	£500.00	
SSE	Rec - Mill Lane electricity 19/09/23 - 04/04/24	£697.45	
SCDC	F&GP - Office rates	£785.25	
Thurlow Nunn	Rec - Mounted Folding brush for tractor	£1,181.93	
Sawston Guiding	F&GP - Donation agreed at FP March 24	£1,265.00	
Avocet Cleaning	F&GP - Cleaning contract April	£1,348.20	
SSYI	F&GP - Youth Support donation (In budget)	£3,000.00	
Argenta Tree Surveys	Planning - Tree survey	£3,203.23	
Gallagher	F&GP - Hiscox Insurance 06/24-31/05 (3-yr contract)	£11,241.77	