



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 13 MAY 2025
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley (Chair)

David Bard

Paul Allen

Patrick Thouroude

Deborah Alderwick

Ian Reeves

Neil Reid

Paul Smith

Kevin Deeming

Colin Groves

Kieran Cooper

+ 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

Anand Pillai – Work Commitments

Paul Smith - Personal

2 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

391 DECLARATIONS OF INTEREST FOR THIS MEETING

None

**392 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD ON 08 APRIL 2025**

The minutes of the Full Parish Council meeting held on 08 April 2025 were read, confirmed, and signed.

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

VOTE: 11 FOR : 0 UNANIMOUS

393 MATTERS ARISING – NEW INFORMATION ONLY

None

394 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

25/01291/HFUL	<p>Single Storey Porch Extension to Existing Detached Annexe at 38 Woodland Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Paul Allen to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 11 For Unanimous</p>
25/01290/HFUL	<p>Single Storey Rear Extension and Pergola at 38 Woodland Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Paul Smith to support to this application.</p>	<p>Support/ No Objection</p> <p>Vote: 11 For Unanimous</p>
25/01266/HFUL	<p>Construction of a 1.8m high garden fence and pedestrian access gate at the side adjacent to the highway, with the removal of the existing garden brick wall and replacing existing fencing to the rear at 1 Park Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Kevin Deeming to support to this application.</p>	<p>Support/ No Objection</p> <p>Vote: 11 For Unanimous</p> <p>Comment: No Objection but ask the planners to check this is within their curtilage.</p>
25/00945/HFUL	<p>Dropped kerb at 8 High Street.</p> <p>Proposed by Councillor Kevin Cuffley and Seconded by Councillor David Bard to object to this application.</p>	<p>Object/Do not Support</p> <p>Vote: 9 For 2 Abs</p> <p>Comment: Too close to the junction and would like comment from CC Highways.</p>
25/01410/HFUL	<p>First floor flat roof amended to pitched roof, first floor rear extension, conversion of existing garage to habitable living space, erection of detached garden studio to rear, installation of Air Source Heat Pump, alterations to doors and fenestration, external render, installation of roof lantern to rear and front porch canopy at 101 Mill Lane.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support to this application.</p>	<p>Support/ No Objection</p> <p>Vote: 10 For 1 Abs</p>

395 TO DISCUSS SPORTS CLUB MATTERS

Sawston & Babraham Cricket Club wanted to officially thank the ground staff for all their hard work preparing Spicers Sports ground for the first game of cricket at the weekend.

396 TO DISCUSS CLEANING QUOTES FOR ALL PAVILIONS AND OFFICE

The Facilities Administrator obtained quotes for a contract to clean the pavilions and office.

- £1234.33 + vat Including window cleaning every two months
- £1239.24 + vat Plus £235.00 for window cleaning per visit (every two months)
- £1436.00 + vat Plus £460.00 for window cleaning per visit (every two months)
- £2252.00 + vat

The Clerk explained the lower quote is for our current contractor.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to continue with current contractor on a rolling contract and review in three years.

VOTE: 11 FOR : 0 UNANIMOUS

397 TO DISCUSS CHAIRS AT SPICERS PAVILION

The Clerk explained that several chairs are missing from Spicers pavilion or have broken and have been currently replaced with some chairs from Mill Lane pavilion but these chairs need returning to Mill Lane.

The cost to replace the chairs with the closest replacement is £1309.00 which includes 20 chairs and a chair trolley. It is cheaper to purchase the bundle than chairs on their own.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to purchase the chairs.

VOTE: 11 FOR : 0 UNANIMOUS

398 TO DISCUSS CEMETERY HEADSTONES

The Clerk explained that all the relatives have now been contacted several times regarding the headstones that need to be fixed permanently after the risk assessment carried out last year. Most have now been fixed but some have had the signs removed that we placed on the headstones asking them to contact the parish office. The parish Council has replaced these signs but has still had no contact. As it has been over a year since the risk assessment and many attempts to contact the person who has the exclusive rights of burial, there are 22 headstones that now need to be laid flat as they have not been re-fixed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to lay the headstones flat.

VOTE: 11 FOR : 0 UNANIMOUS

399 TO DISCUSS CEMETERY EXTENSION

The Parish Council is considering purchasing some County Council land behind the current cemetery to be able to extend the cemetery in the near future. The County Council are currently reviewing the County's Disposal Policy and explained that any disposal of a property asset without marketing will require two independent valuations, the cost of these valuations would be passed onto the Parish Council. As the Parish Council are in no immediate time constraint, they have suggested the Parish Council wait and allow the review of the Disposal Policy to be completed. This was discussed.

It was agreed to wait for County Council to review their policy.

400 TO DISCUSS VE DAY

The Clerk explained at a previous meeting it was agreed to light the beacon on Thursday 8th May at 9.30pm.

The Clerk wanted the parish council to agree where and who is lighting the beacon etc as this has not previously been discussed.

The Clerk was asked to seek permission to erect and light the beacon on Church Court. If not, it would be lit on Mill Lane Recreation Ground. Councillor Kevin Cuffley and Councillor Paul Smith offered to light the beacon and the Clerk will advertise this as soon as the location has been agreed.

401 CORRESPONDENCE

None

402 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Paul Allen offered to investigate the process of a blanket 20mph scheme within the village and will report to the parish council when he has updates.

Councillor Neil Reid reported there are bees on Orchard Park by the play area. The Clerk will investigate.

Councillor Kevin Cuffley explained the Clerk has received an official complaint from a councillor regarding a comment another councillor made at a previous meeting. This is being dealt with in line with the parish council's complaints policy.

Meeting Closed 8.00 PM