



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 24 SEPTEMBER 2024**  
**Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley

David Bard

Paul Allen

Kieran Cooper

Patrick Thouroude

Paul Smith

Deborah Alderwick

Brian Milnes

+ 4 members of public

**148 APOLOGIES FOR ABSENCE**

Colin Groves (Personal)

Anand Pillai (Work Commitments)

Neil Reid (Personal)

Ian Reeves (Personal)

**149 PUBLIC PARTICIPATION TIME (15 Minutes allowed) \***

Two members of public asked to speak about their headstone in the cemetery. They have two headstones on a grave when the rules state you can only have one headstone. One is within the allocated garden space. The Clerk explained that the Clerks are abiding by the rules the parish council has in place. This was discussed and agreed to be put on the next agenda so it can be discussed further. It maybe that this is allowed within the garden space but the rules and regulations will need to be amended. Councillor Kevin Cuffley thanked them for attending and invited them to the next meeting.

The two members of public left the meeting.

**150 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Kevin Cuffley – Item 24/0972 as they are customers for his business.

**151 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 10 SEPTEMBER 2024**

The minutes of the Full Parish Council meeting held on 10 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: 6 FOR : 0 AGAINST 2: NO VOTES**

**152 MATTERS ARISING – NEW INFORMATION ONLY**

None

153 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<a href="#">24/03276/PRIOR</a>	<p>Single storey side/rear extension and garage conversion at 4 Fairfields.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.</p>	<p><b>Support/ No Objection</b></p> <p><b>Vote: 8 For Unanimous</b></p>
<a href="#">24/03265/HFUL</a>	<p>Demolition of existing garage with new single storey side and rear extension. at 172 Woodland Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 8 For Unanimous</b></p>
<a href="#">24/03432/HFUL</a>	<p>Demolition of existing conservatory and construction of a single storey side/rear extension at 35 New Road.</p> <p><b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor David Bard to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 8 For Unanimous</b></p>
Tree		
<a href="#">24/0972/TTCA</a>	<p>T1 - Hazel - Crown reduce height and the spread by 1.5M to allow more light to the vegetable patch.</p> <p>T2 - Sycamore - Fell dead tree to ground level</p> <p>T3 - Ash - Fell to ground level multi stemmed ash with signs of dieback in the upper crown.</p> <p>T4 - Ash - Fell dead tree to ground level</p> <p>T6 - Sycamore - Crown lift by removing 4 lowest branches to clear the pond.</p> <p>G7 - Sycamore - Remove 6x trees to ground level over fence to allow more light to the area. Leave bigger Sycamores and remove smaller less established trees.</p> <p>T10 - Lime - Remove lower dead branch at The Old Vicarage Church Lane.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 7 For</b> <b>1 No vote</b></p> <p><b>Comment:</b> Support but request that the Ash trees are replaced with an alternative something similar.</p>
<a href="#">24/0985/TTCA</a>	<p>T2 - Dead Tree - This tree is dead - Request removal to near ground level.</p> <p>T3 - Mature Sycamore - Crown lift to provide 1.5m clearance from wall where possible, and improve access for Farm traffic in farm yard.</p> <p>T4 - Mature Pear -Reduce in height by approx. 2.5m to alleviate loading and sail to prevent future tearout.</p> <p>T5 - Whitebeam - Request permission for removal of lower phototropic limb, and to</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 8 For Unanimous</b></p> <p><b>Comment:</b> Replace the dead tree with something similar.</p>

	<p>reduce the phototropic growth on western face of tree back by 2.5m where necessary to reduce sail and loading, improve form and 10% Crown thin and removal of deadwood at The Grove 112 High Street.</p> <p><b>Proposed</b> by Councillor Deborah Alderwick and <b>Seconded</b> by Councillor Paul Allen to <b>support</b> to this application.</p>	
<a href="#">24/0970/TTPO</a>	<p>T1 - Mature Lime - This tree is an asset to the property. It has allot of large deadwood in the upper crown posing a risk to people below. Removal of major deadwood over 2.5inchs in diameter and a 10% Crown thin to alleviate sail</p> <p>T6 - Robinia - This tree has extended lateral branches growing into road space. Occasionally buses and farm traffic hit the tree. Request a reduction of approx. 3m of lower(6m from ground) over extended branches to improve form and reduce risk of tear out and damage to vehicles at The Grove 112 High Street.</p> <p><b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor David Bard to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 8 For Unanimous</b></p>

#### 154 TO DISCUSS SPORTS CLUB MATTERS

David Ellis from Sawston & Babraham Cricket Club apologised for the club over staying on the final night of their season at the pavilion.

#### 155 REPORT AGAR 2024

The conclusion of audit and report were noted. The Clerk confirmed these will now be available on the parish council website.

The Clerk thanked Councillor Kieran Cooper for his help with the audit and Councillor Kevin Cuffley thanked them both.

#### 156 TO NOMINATE MEMBER TO STAFF MANAGEMENT COMMITTEE

As Councillor Kieran Cooper is now Vice-Chair he is automatically on the Staff Management Committee so another councillor needs to be nominated for this committee. Councillor Kevin Cuffley asked if anyone wished to be nominated. Councillor Paul Smith and Councillor David Bard expressed an interest.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to nominate Councillor David Bard to the Staff Management Committee.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**157 TO DISCUSS MILL LANE FLOOR – STRUCTURAL REPORT**

The Clerk was yet to receive the report so asked for this to be deferred to the next meeting.

**158 TO DISCUSS CRICKET FEES**

Councillor Kevin Cuffley explained that the parish council has reviewed some of the fees charged for sport as our overheads are increasing and the fees have not increased for some time. The chair recently met with the sports clubs with the Clerks, Facilities Administrator and the Head Grounds Keeper to discuss these.

Councillor Brian Milnes expressed concern that we are heavily subsidising these clubs as our costs to run and maintain the pavilion and grounds are increasing year on year. Councillor Kevin Cuffley explained that the pavilions are used for other groups than sport so we need to be mindful of this.

This was discussed and agreed to increase the following fees from the next season and to be reviewed annually.

Senior Cricket matches to increase from £55.00 to £75.00 + vat per game  
Adult Football matches to increase from £38.50 to £45.00 + vat per game  
Youth Mini football matches to increase from £15.00 to £20.00 + vat per game  
Youth Junior football matches to increase from £25.00 to £30.00 + vat per game

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Mines to increase the fees from next season.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**159 TO DISCUSS GOALS AT MILL LANE**

The Clerk explained we have recently replaced the goals at Mill Lane and wanted to know what the council wanted to do with the old ones. The Head Grounds Keeper was hoping to keep them for spare parts but when he took them apart, they will not be any good for spares. Does the council want the Clerk to arrange to scrap these as they cannot be used.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Patrick Thouroude to scrap/recycle the goals.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**160 TO DISCUSS FLOOD LIGHTS AT MILL LANE**

The Clerk explained that the floodlights at Mill Lane currently belong to Sawston Rovers football club who have explained that they are now training at Cambridge City because the floodlights are not suitable. Because there are floodlights on only one side of the training pitch it causes shadows so they are unable to train on this recreation ground. The Clerk explained that she met with an electrician who has installed floodlights on other sites and explained that you would only really stop the shadowing by having lights on all four sides of the training area. This was discussed at length.

It was **proposed** by Councillor Brian Mines and **seconded** by Councillor David Bard to leave the floodlights as they are.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**161 TO DISCUSS SAWSTON ROVERS FOOTBALL CLUB PUTTING UP PLAQUES AT MILL LANE PAVILION**

Sawston Rovers FC has requested to put up some memorial plaques in the main hall at Mill Lane pavilion.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen to allow them to put up memorial plaques at the Clerks discretion.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**162 TO DISCUSS LHI APPLICATION**

The next round of LHI applications is due and the parish council discussed if they have any schemes they would like to put in for.

This was discussed.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Patrick Thouroude to make an application for an island on the crossing by Lynton Way and to offer more than the minimum requested depending on the total cost.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**163 TO DISCUSS SKATE PARK**

The Clerk explained that she has contacted four skate park companies and now obtained estimates for different styles of parks from three companies. She has also obtained a noise impact assessment quote and relative information from skaters etc with regards to a new park. The information was sent to all councillors ahead of the meeting so they could look at the details before discussing and moving this project forward and going to public consultation.

These were discussed and the Clerk explained that the costs were only estimates from each company showing what type of skate park we could have within the budget. Once a company is agreed they will work with the parish council to produce a bespoke skate park for our budget and requirements.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley based on all the information they had regarding the different companies, to go with Betongpark.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**164 TO DISCUSS QUOTE FOR DEEP CLEAN AT SPICERS PAVILION**

The Facilities Administrator obtained quotes for a deep clean of all the floors at Spicers pavilion ahead of the football season.

- £250.00 + vat
- £1,220.00 + vat
- Third company would not quote as they did not get the original contract

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to accept the first quote of £250.00 + vat

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**165 TO DISCUSS QUOTE FOR ADDITIONAL WORK AT ST MARYS CHURCH**

The Clerk explained that the parish council has recently carried out repair work on the flint wall at St Mary's church. Whilst this work was being completed a councillor noticed another part of the wall (not flint) was damaged by weeds growing through it and it cracking. The Assistant Clerk had only obtained one quote for this meeting.

The cost to repair this part of the wall is £1,200.00 and would involve:

Removing lifted bricks, remove foliage causing the damage, re-bed all bricks using lime mix mortar and point up, dispose of all rubbish. This was discussed and agreed that the parish council should try to get two more quotes.

**166 TO DISCUSS DONATION REQUEST FROM MAGPAS AIR AMBULANCE**

Magpas Air Ambulance has requested a donation of £350 towards the air ambulance service which serves Cambridgeshire, Bedfordshire and the East of England. Demand for their service is growing and in 2023/2024 the charity was activated to Cambridgeshire 1119 times including Sawston.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to support the air ambulance and donate £350.00 requested.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**167 TO DISCUSS DONATION REQUEST FROM CHALLIS TRUST**

The Challis Trust has requested a donation of £1000 towards the overall cost of £5,217 for a RNIB map. This unique product will be specifically designed for the Challis Garden and will assist people of all ages and abilities with sight loss. They have received a pledge of £2,000 from local donors and intend to fundraise for the rest and has requested a donation from the parish council of £1,000.00. This was discussed and agreed to donate £500.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to support the Challis Trust and donate £500.00.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**168 CORRESPONDENCE**

None

**169 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING**

Councillor Paul Allen asked for the parish council website to be an agenda item for the next meeting.

Councillor Deborah Alderwick asked for an update on the EV charging points at the Co Op car park. The Clerk and Councillor Brian Milnes agree to chase this up.

The Clerk informed the parish council that the Assistant Clerk has recently completed and passed ILCA – introduction of Local Council Administration. The parish council asked to pass on their congratulations for this achievement.

The Clerk asked which councillors would like to help on bonfire night with the collection buckets. The following councillors offered.

Kevin Cuffley

Kieran Cooper

Ian Reeves

Paul Smith

David Bard

Deborah Alderwick

Councillor Kevin Cuffley thanked the public for attending and they left the meeting at 8.41pm.

**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 Deborah Alderwick to go into camera.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**170 TO DISCUSS VILLAGE CARETAKER POSITION**

The Clerk gave an update on the position. The Clerk asked if the parish council should reevaluate the job description, hours, wages etc to see if they can encourage take up and also where they should advertise.

The Clerk was asked to investigate the salary and how much impact it would have to increase the salary by increasing the pay scale and making the hours negotiable and bring back to another meeting.

**Meeting Closed 8.42pm**