



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 07 OCTOBER 2025
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Assistant Clerk: Clare Speed

Councillors

Kevin Cuffley

Paul Allen

Kevin Deeming

Deborah Alderwick

Patrick Thouroude

David Bard

Ian Reeves

Colin Groves

Paul Smith (7.24pm)

+ 8 members of public

+ County Councillors Peter Fane and Lawrence
Damary-Homan

153 APOLOGIES FOR ABSENCE

Kieran Cooper - Personal

Neil Reid – Personal

Brian Milnes – Personal

Anand Pillai – Personal

154 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Councillor Kevin Cuffley welcome five residents to speak about the road closure from UK Power Network at Church Lane. The residents explained that two signs have been placed outside Sawston Hall and on the corner of Paddock Way saying the road will be closed from 20 October 2025 to 07 November 2025. This road is only a one-way access; the residents were concerned of how they would be able to get access in and out of Church Lane. The residents did not receive any notification regarding this road closure and there is another one from Cadent a few weeks later.

County Councillor Peter Fane explained that he has got the application from UKPN withdrawn as they didn't give the residents 14 day's notice and they need to reapply for the road closure and need suitable access for residents for the application to go ahead.

He also explained that the Cadent application hasn't been agreed by the County Council yet.

Councillor Paul Smith arrived 7.24pm

The five residents from Church Lane left at 7.26pm

155 DECLARATIONS OF INTEREST FOR THIS MEETING

Item 168 – Councillor Kevin Cuffley and Councillor Colin Groves – Members of the Royal British Legion

156 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 23 SEPTEMBER 2025

The minutes of the Full Parish Council meeting held on 23 September 2025 were read, confirmed, and signed.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor David Bard to accept the minutes.

VOTE: 8 FOR : 1 ABS

157 MATTERS ARISING – NEW INFORMATION ONLY
None

158 PRESENTATION FROM AGE UK

Councillor Kevin Cuffley introduced and welcomed Sarah Lee from Age UK, she presented to the council an update on Cambs South Villages Community Walden service and a wish to request a donation request which will be on the next agenda. Their update will be found on our website.

Sarah Lee from Age UK left the meeting at 7.58pm

159 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

25/03283/FUL	Demolition of the existing dwelling and the erection of a new 2bed dwelling with associated works at 111 High Street Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to object to this application.	Objection/Do Not Support Vote: 8 For 1 Abs Comment: Sawston Parish Council, whilst not opposed to the principle of redevelopment of this site, OBJECTS to the current proposal on the following grounds: The Council notes the comments of the Highway Authority in relation to parking provision and objects to the removal of the existing on site parking space on the grounds that no on street parking is available within the vicinity. (An existing double yellow line parking restriction on both sides of the High Street extends from the Northern end of the High Street to a point opposite No 153, some 240m South of the application site) The Council notes the comments of the conservation officer concerning the potential effect on the adjacent Grade II listed building at 109 High Street with which No. 111 shares a party wall, and requests that full details of the measures which will be needed to preserve the integrity of the listed building are approved before permission is granted.
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25/03707/HFUL	First floor rear extension to existing balcony, alteration to first floor rear fenestration and installation of new external staircase at Thyme House 17 Babraham Road. Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to support to this application	Support/No Objection Vote: 9 For Unanimous
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160 UPDATE FROM COUNTY COUNCILLORS

The report can be found on the Parish Council website or on request to the Parish Council office.

161 UPDATE FROM DISTRICT COUNCILLORS

No report

162 ACCOUNTS FOR SEPTEMBER 2025

The accounts for September 2025 were presented. Councillor Deborah Alderwick questioned the two items for gas at Spicers by two different suppliers.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Colin Groves to accept the accounts for September 2025.

VOTE: 9 FOR : 0 UNANIMOUS

163 TO DISCUSS CIVILIAN PARKING ENFORCEMENT

This item was deferred as Councillor Brian Milnes was not present.

164 TO DISCUSS MILL LANE STRUCTURAL REPORT

The assistant clerk explained that the clerk met with the structural engineer to discuss the damage at Mill Lane Pavilion, the structural engineer explained they excavated a single trial hole in July 2024 and the report described what was seen at that point. He cannot state that the same arrangements exist elsewhere, and suggested additional trial holes would be required to prove this. The quote to excavate three trial holes and compile a memorandum of the findings will be £500.00 plus VAT.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor David Bard to go ahead with the three trial holes for £500 + vat.

VOTE: 9 FOR : 0 UNANIMOUS

165 TO DISCUSS WELLCOME GENOME CAMPUS

Councillor Kevin Cuffley explained this is discussed at the Liaison meetings if anyone wants to attend the meetings.

166 TO DISCUSS SAWSTON FUN RUN

The Sawston Fun Run committee would like to hold their event at Spicers Sports Ground due to the building work being carried out at Sawston Village College, parking can still be held at the college. The assistant clerk, facilities administrator and the head grounds keeper met with Gerry Holloway and David Ellis from the Fun Run Committee.

They explained how the event will be laid out and the head grounds keeper explained that the area around the cricket square will be fenced off.

The ground staff also had concerns if the weather was very wet, the event will need to be adjusted and start near the New Road entrance to prevent as much damage to the ground as possible as it is in the cricket season. The council discussed if the weather is wet where will the disabled car parking go as the cars driving onto the grass will damage the field. The council thought it would be best to invite the committee to the next meeting.

167 TO DISCUSS SPEED CAMERAS ON BABRAHAM ROAD

Councillor Colin Groves explained he has contacted Hill Developers and the company who supplied Hill the cameras, they said there is no data recorded on the speed cameras as the data collection is £800 to install on each camera. Hill said the cameras have been gifted to the Parish Council and that we have the keys. This has not happened; it was suggested for the assistant clerk to contact Hill to say the parish council has not taken ownership and does not have the keys.

168 TO DISCUSS PURCHASING A LAMP POST POPPY

Councillor Kevin Cuffley explained he contacted Red Graphic regarding purchasing a Poppy for a lamp post and asked them if we can be invoiced separately from the RBL so they are two separate payments for our accounts.

It was **proposed** by Councillor Ian reeves and **seconded** by Councillor Kevin Deeming to purchase a lamp post poppy from Red Graphic for £25 to the RBL and £5 to Red Graphic.

VOTE: 7 FOR : 2 NO VOTES

169 TO DISCUSS LEAFLET DROP FOR 20MPH

Councillor Paul Allen produced a draft leaflet which was circulated to all councillors prior to the meeting for comments. Councillor Kevin Cuffley made a few suggestions to make the leaflet smaller as the information looks overwhelming. Councillor Paul Allen with make amends and share with the council ahead of the next meeting.

170 TO DISCUSS QUOTES TO REPLACE SHOWER HEADS AT MILL LANE

The facilities administrator has contacted three companies for quotes to replace the shower heads at Mill Lane as the football clubs have reported that the showers don't spray the water down into the shower it sprays out towards the sides of the shower.

Only two companies came back with quotes:

- £1,128.00
- £1,080.00

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to go ahead with the quote from NB Plumbing for £1080.00.

VOTE: 9 FOR : 0 UNANIMOUS

171 CORRESPONDENCE

None

172 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Kevin Deeming asked for an update on the skatepark, the assistant clerk explained that the clerk was looking into whether we need to apply for planning permission, once the clerks know they will report back to the council.

Councillor Deborah Alderwick asked if we can look into disabled access on to Mill Lane and make it a future agenda item.

Councillor Paul Smith explained there is a road name sign missing at the top of Mill Lane, it was suggested for the clerk to contact SCDC as there is a few missing in Sawston.

Councillor Patrick Thouroude asked when the meeting at Mill Lane regarding the electric charging points will be, councillor Kevin Cuffley said this will happen when the clerk is back.

Councillor Kevin Cuffley reported on the last Masterplan meeting that the 20mph project is going ahead and the charging points for Mill Lane are both moving forward.

Councillor Kevin Cuffley also explained that the cricket at Orchard Park is still a problem, he has been up to Orchard Park to try to talk to them, but no one was playing at the time. Councillor Kevin Cuffley will continue to try to speak to them to ask them to use a soft ball and tell them they will be invoiced for the damage to the grass. It was suggested following a resident's idea to plant a tree in the space they are playing to prevent them from playing next year. This will be an agenda item for next meeting.

Meeting Closed 8.58pm

Sawston Parish Council		
Sep-25		
	Description	TO PAY
Honest Employment Law	Staff - HR Compliance for month	£114.00
ADT	Rec - Groundstore Alarm 23/09 - 22/10	£119.27
YPG	Rec - Spicers gas August	£120.19
YPG	Rec - Mill Lane electricity August	£126.15
SCDC	Cemetery Rates	£135.00
CAPALC	F&GP - Annual conference (both Clerks attending)	£150.00
EMG Stapleford	Fuel for Sept	£164.98
YGP	Rec - Spicers electricity August	£200.05
Chaplefield Way Community Centre	F&GP - Donation agreed at FP 9th Sept	£250.00
Core Amenity	Rec - 3 x 20kg sports ryegrass	£266.25
Grace Solutions	F&GP Adhoc work - 3CX update (O/N 60)	£288.00
Parish Online	F&GP - Parish Online Annual subscription Agreed FP Sept	£324.00
EDGE IT Systems	Epitaph Lite - digital mapping (2nd year)	£327.60
Grace Solutions	F&GP Monthly Charges	£333.23
Lanham & Co	F&GP - Accounts for month (including Year End)	£334.50
Pestagon	Quarterly invoice for Spicers & Mill Lane	£336.00
DVLA	F&GP - Work van tax	£345.00
Thalia Waste Management	Cemetery Skip	£362.04
SCDC	Rec - Spicers Pavilion Rates	£399.00
SCDC	Rec - Mill Lane Rates	£454.00
SSYI	F&GP - Donation agreed at FP 9th Sept	£500.00
SCDC	F&GP - Office Rates	£786.00
Watson Fuel	Rec - Gas Oil	£922.71
Lewis Tree Surgery Ltd	Ivy Removal at Office agreed at 22 July FP O/N 62	£1,200.00
Avocet Cleaning Services	F&GP - Cleaning Contract for month	£1,198.40
PKF Littlejohn	F&GP - External Audit Fees (YE2025)	£2,016.00
Core Amenity	Rec - Seed/Loam/Fertiliser for all grounds	£2,382.70
Christmas Illumination	Planning - Christmas lights agreed at FP 9th Sept	£4,000.00
Staff Costs	Staff costs for September 2025	£20,512.79
Hinckley & Rugby B/Society	Transfer money to new savings account agreed at FP	£120,000.00