



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 23 SEPTEMBER 2025
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kieran Cooper (Chair meeting)

Paul Allen

Patrick Thouroude

Neil Reid

Ian Reeves

Deborah Alderwick

Colin Groves

Paul Smith

+ 4 members of public

+ County Councillor Lawrence Damary-Homan

113 APOLOGIES FOR ABSENCE

Brian Milnes - Personal

Kevin Deeming – Personal

David Bard – Personal

Anand Pillai – Work Commitments

Kevin Cuffley – Work Commitments

114 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

As there were some members of public attending to speak about the cricket being played on Orchard Park, Councillor Kieran Cooper asked the council if they wanted to move this item forward.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Colin Groves to move item 123 forward.

VOTE: 8 FOR : 0 UNANIMOUS

123 TO DISCUSS CRICKET GAMES ON ORCHARD PARK

It has been reported several times that there is a group who are playing cricket regularly on Orchard Park and the concern is they are using a hard cricket ball which could be dangerous for the many walkers and children that use the park. The Clerk explained that the Chair has recently visited the group and they do play regularly using a hard ball although not a cricket ball. The Clerk also explained that the ground is wearing where they are playing and that it needs to be fenced off and reseeded if the Parish Council agree.

Councillor Kieran Cooper invited the residents to speak. They explained that this seems to be an organised group of players and they have been seen using a cricket ball but change it if they are approached for a softer ball. They are also wearing the full cricket protection which they question why if they were not using a hard ball. They went on to explain that there are dog walkers, Thai chi users etc that have stopped using this area of the park now as they feel they could get hit by the ball. They are aware it is a recreation field but they are playing organised cricket games and at times there could be up to 15 of them.

Options were discussed. They could be encouraged to approach Cambridgeshire Cricket and maybe join a local team or use the cricket nets at Spicers Sports ground. Then signs

were discussed and the possibility of installing a sign that reads no hard ball games but the parish council were not sure how this would be policed.

After a lengthy discussion Councillor Kieran Cooper thanked the members of public for attending and agreed to put this on another agenda to agree what to do as they will probably stop playing soon as the nights are drawing in.

Reg Cullum asked why the parish council did not have hanging baskets this summer. The Clerk explained that the parish council must get permission from the County Council and they will now not allow hanging baskets to be installed unless the installer has the G39 accreditation. This year the Clerk was unable to find a company that held this accreditation that could make and install the baskets. This is being investigated now for next year.

115 DECLARATIONS OF INTEREST FOR THIS MEETING

None

116 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 22 JULY 2025

The minutes of the Full Parish Council meeting held on 22 July 2025 were read, confirmed, and signed.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Neil Reid to accept the minutes.

VOTE: 8 FOR : 0 UNANIMOUS

117 MATTERS ARISING – NEW INFORMATION ONLY

None

118 UPDATE FROM COUNTY COUNCILLORS

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

The Clerk asked if the County Councillor can investigate what weed killer is used when the County Council spray the kerbs and the manner in which it is sprayed as they have been seen on quad bikes spraying as they go along covering a wider range than just the kerbs. He agreed to investigate this and get back to the parish council.

Councillor Paul Smith asked if there was any ongoing safety in place on the guided busway which he will investigate.

Councillor Ian Reeves asked about buses and if there any plans for a bus stop on Babraham Road by the new estate. He is aware of the issue with the Citi 7 bus not stopping that far and they are working on it, he will report back when he has more information.

Councillor Kieran Cooper thanked him for attending.

119 UPDATE FROM DISTRICT COUNCILLORS

No update.

120 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

25/03265/HFUL	Single storey front/side porch extension at 56 Church Lane. Proposed by Councillor Deborah Alderwick and Seconded by Councillor Paul Allen to support to this application.	Support/No Objection Vote: 8 For Unanimous
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 Kieran Cooper and Seconded by Councillor Ian Reeves to support to this application.	Support/No Objection Vote: 7 For 1 Against

Improving High Street Application Grant – High Street Dental Practice - would like more information on this before submitting comment – how is it going to improve the High Street and would like to see copies of plans/images please.

121 PLANNING DECISIONS FOR JULY AND AUGUST 2025

The planning decisions were noted.

122 ACCOUNTS FOR JULY & AUGUST 2025

The accounts for July and August 2025 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to accept the accounts for July and August 2025.

VOTE: 8 FOR : 0 UNANIMOUS

124 MILL LANE RECREATION GROUND LAND REGISTRY

The Clerk explained that Land Registry has now completed the application for registration of the recreation ground.

The Register confirms that the Parish Council have been registered with Title Possessory of the land (this was subject to a Conveyance dated 11 January 1965).

The Land Registry have confirmed that they are unable to grant Title Absolute in this instance because the evidence supplied does not establish the events that have resulted in the loss or destruction of the deeds and the history of the title beyond doubt. This is because the Land Registry needs to bear in mind the possibility, however unlikely, that the deeds may have been deposited as security for a loan or that all or part of the property may have been sold or gifted to a third party, which may expose the Land Registry to the risk of a claim. The Parish Council may apply to upgrade this title after 12 years, or earlier, if additional evidence comes to light. On such an application to upgrade the title, if successful, Title Absolute would be granted.

This was noted.

125 TO AGREE TO OPEN NEW BUILDING SOCIETY ACCOUNT

The Clerk has found another building society which the Parish Council can deposit money into, Hinckley & Rugby Building Society.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to open an account and deposit £120k.

VOTE: 8 FOR : 0 UNANIMOUS

126 TO DISCUSS UPDATED STANDING ORDERS

The Clerk has updated the Standing Orders in line with the new NALC model Standing Orders 2025 and all councillors had a copy to read through before the meeting. Once agreed the updated Standing Orders will be on the Parish Council website.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to adopt the updated Standing Orders.

VOTE: 8 FOR : 0 UNANIMOUS

127 TO DISCUSS SPEED CAMERAS FROM HILL DEVELOPMENT

Councillor Colin Groves explained he is still in discussions with Hills regarding the two speed cameras on Babraham Road. One still does not seem to work and they are on permanent posts so cannot be moved to different locations.

Hills are still investigating this and Councillor Colin Groves will report back once he has more information.

128 TO DISCUSS QUOTES TO REPLACE TAPS AT SPICERS PAVILION

The Cricket Club reported that a tap had been left on at Spicers Pavilion some time ago and asked if the taps could be replaced with push button taps.

Three quotes were obtained.

Replace 15 taps with push button.

- £1807.50 + vat
- £3468.00 + vat
- £1,800.00 + vat

This was discussed and Councillor Ian Reeves explained there are only a couple of taps that need replacing.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Ian Reeves to replace the leaking taps with push button taps and not all of them. As and when they need replacing, they will be replaced with push button taps.

VOTE: 8 FOR : 0 UNANIMOUS

129 TO DISCUSS DONATION REQUEST FROM CHAPELFIELD WAY COMMUNITY CENTRE

Chapelfield Way Community Centre has requested a donation of £250.00 to help fund the cost of their Christmas dinner, New Years Eve celebrations and trips out. They provide this service to all the residents of Chapelfield Way Community Scheme which has 45 sheltered bungalows.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Neil Reid to make a donation of £250.00.

VOTE: 8 FOR : 0 UNANIMOUS

130 TO DISCUSS DONATION REQUEST FROM THE SHELFORD AND STAPLEFORD YOUTH INITIATIVE

SSYI has requested a donation of £1,500 to help fund the activities they had planned for the 2025 holidays. This includes activities like Aquapark trips, 2-night residential trips, Skate-park trips etc which the Parish Council support.

This was discussed.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Deborah Alderwick to donate £500.00 on this occasion as the parish council donated £3,000 in April and have received many other donation requests to date.

VOTE: 8 FOR : 0 UNANIMOUS

131 TO DISCUSS VILLAGE CHRISTMAS LIGHTS

The Clerk explained that if the Parish Council pay for the Christmas lights in advance they will get a discount and pay £4,000.00 instead of £4,800.00 + VAT.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Ian Reeves to make the early payment of £4,000.00.

VOTE: 8 FOR : 0 UNANIMOUS

132 TO DISCUSS TREES AT ORCHARD PARK FROM TREE REPORT

The recent tree report has some recommendations (not urgent). There are 8 willow trees on Orchard Park which have been recommended to cut to 3 meters from the ground, they currently stand at over 20 meters tall. The Clerk has obtained 2 quotes for this work although more tree surgeons were contacted. The Clerk confirmed there was still money in the budget for tree work.

- £3,600.00 + vat
- £5,000.00 + vat
- No third quote

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Ian Reeves to accept the quote for £3,600.00 + vat and get the work done asap.

VOTE: 8 FOR : 0 UNANIMOUS

133 CORRESPONDENCE

Thank you letter from East Anglia Air Ambulance for donation – noted.

134 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Deborah Alderwick has been approached regarding disabled access onto Mill Lane recreation ground. Some wheelchair users can access it through the bollards by the car park but if the car park is full it is sometimes difficult. She asked if maybe a parking space can be blocked off by painting the ground or/and putting up a sign and a bollard removed to make access easier. The Clerk offered to speak to the Head Grounds Keeper to get his views.

Councillor Deborah Alderwick also mentions about Slow Ways – a scheme trying to get people to walk more. She will send out the link.

Councillor Neil Reid reported a damaged wall on Orchard Park by the car park which the Clerk confirmed has been tidied up and bricks removed. He also reported a damaged bench on Orchard Park; the Clerk will investigate.

He also had concern regarding the recent work done on St Marys Church wall and explained there were gaps in the mortar on the church side. Councillor Kieran Cooper offered to speak to the Vicar regarding this.

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 UNANIMOUS

135 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 18 AUGUST 2025

4 – Local Government Services Pay Agreement 2025/2026

VOTE: 8 FOR : 0 UNANIMOUS

5 – Additional working day for Litter Picker (until 31st October)

VOTE: 8 FOR : 0 UNANIMOUS

The minutes of the Staff Management Committee meeting held on 18 August 2025 were read, confirmed, and signed.

It was ***proposed*** by Councillor Ian Reeves and ***seconded*** by Councillor Colin Groves to accept the minutes.

VOTE: 8 FOR : 0 UNANIMOUS

Meeting Closed 8.35 PM

Sawston Parish Council		
Accounts for July		
Supplier Name	Description	Gross
ADT	Rec - Groundstore Alarm 23/07/25 - 22/08/25	£119.27
Post Office	F&GP - Postage fee	£3.60
Post Office	F&GP - Postage fee	£3.60
Talk Mobile	F&GP - Mobile phone contract -staff	£5.95
Talk Mobile	F&GP - Mobile phone contract -staff	£5.95
Talk Mobile	F&GP - Mobile phone contract -staff	£5.95
CoOp	F&GP - Milk/Toilet rolls for office	£6.95
Amazon	F&GP - Subscription	£8.99
YPG	Rec - Mill Lane Pavilion Gas	£12.44
CoOp	F&GP - Office supplies	£16.40
Talk Talk	Rec - Mill Lane internet	£19.74
Amazon	F&GP - Disposable gloves for litter picker	£23.96
EDF	Rec - Spicers Gas 02/06/25 - 30/06/25	£28.61
Amazon	F&GP - Mini Skateboards for consultation	£29.86
High Speed Training	Staff - Manual Handling training for Facilities Administrator	£31.20
YPG	Cemetery - Chapel Electricity	£32.47
SCDC	Rec - Recycling bin at Spicers Pavilion	£32.72
CoOp	F&GP - Cleaning supplies for office & Lynton Way (In house cleaning)	£33.80
YGP	F&GP - Parish Office Gas	£40.37
Grace Solutions	F&GP Adhoc work	£45.78
ICO	F&GP - Data Protection Fee	£47.00
XLN	Rec - Spicers Internet	£67.32
Engie	Rec - Lynton Way electricity 01/06 - 30/06/25	£83.82
NB Plumbing	Rec- To resolve heating problem with boiler at Lynton Way pavilion (Agreed FP)	£85.00
YPG	F&GP - Office Electricity	£91.90
Tesco	F&GP - Supplies for the Skate Park Consultation	£104.82
Honest Employment Law	Staff - HR Compliance for month	£114.00
Monthind	Gutter Clean at office	£120.00
YPG	Rec - Mill Lane Pavilion Electricity	£131.49
YPG	Rec - Spicers Pavilion Gas	£134.45
SCDC	Cemetery Rates	£135.00
CAPALC	F&GP - Internal Audit Fee YE2025	£155.55
YPG	Rec - Spicers Pavilion Electricity	£200.77
Thurlow Nunn Ltd	Rec - Repairs/labour hedge trimmer	£275.96
Grace Solutions	F&GP - Monthly fees	£333.23
Lanham & Co	F&GP - Accounts for month	£334.50
A James Jewellers Ltd	Carry out BST change on paish clock plus call out to rectify chime fault	£378.00
SCDC	Rec - Spicers Pavilion Rates	£399.00
SCDC	Rec - Mill Lane Rates	£454.00
Thalia Waste Management	Cemetery - skips	£484.63
Thurlow Nunn Ltd	Rec - Service on Kubota mower (on site)	£642.61
Thurlow Nunn Ltd	Rec - Repairs/labour to sprayer(replace pipework, worn out hose clips etc)	£701.99
SCDC	F&GP - Office Rates	£786.00
Lewis Tree Surgery Ltd	Emergency tree work in Orchard Park	£876.00
Thurlow Nunn Ltd	Rec - Replace shattered cab window in Kubota mower (on site)	£1,026.96
Nurture	Grass cutting for the month of July	£1,189.00
Avocet Cleaning Services	F&GP - Cleaning Contract for month	£1,481.20
Lilley of Sawston	Rec - Install tarmac ramp on Lynton way recreation ground O/N42 Agreed FP 13 May	£2,874.00
Staff Costs	F&GP - Salaries/HMRC/Pension	£16,513.11

Sawston Parish Council		
Accounts for August 2025		
Supplier Name	Description	Gross
Talk Mobile	F&GP - Mobile phone contract -staff	£5.95
Talk Mobile	F&GP - Mobile phone contract -staff	£5.95
Talk Mobile	F&GP - Mobile phone contract -staff	£5.95
CoOp	F&GP - Office supplies	£11.00
Amazon	F&GP - Ultragrim xtreme cleaning wipes (For graffiti removal)	£15.48
Talk Talk	Rec - Mill Lane internet	£19.74
EDF	Rec - Spicers gas July	£25.30
SCDC	Rec - Recycling bin at Spicers Pavilion	£32.72
YPG	Cemetery chapel electricity July	£33.55
YPG	F&GP - Office gas	£39.87
NALC	Staff - Training (Beyond the precept) O/N 57	£42.00
YPG	Rec - Mill Lane gas July	£62.37
Espo	F&GP - Hand towels/soap etc for pavilions O/N56	£64.98
XLN	Rec - Spicers Internet	£67.33
Source for Business	Rec - Lynton Way pavilion water 15/01/25 - 30/06/25	£85.17
Engie	Rec - Lynton Way pavilion electricity July	£86.54
YPG	F&GP - Office electricity July	£91.90
YPG	Rec - Spicers gas	£108.70
Honest Employment Law	Staff - HR Compliance for month	£114.00
ADT	Rec - Groundstore Alarm 23/08/25 - 22/09/25	£119.27
Amazon	Rec - Car battery charger (For work van)	£124.57
Thompson Electrical	Rec - call out to rectify issue with external sensor lights at Mill Lane Pavilion	£131.40
SCDC	Cemetery Rates	£135.00
Grace Solutions	F&GP Adhoc work	£141.28
Cromwell Fire Ltd	Rec - Spicers Pavilion - Fire alarm call out	£144.00
YPG	Rec - Mill Lane electricity July	£144.01
EMG	Rec - Fuel for month	£153.03
Amazon	F&GP - Hoover for office (Cleaning office in house)	£155.00
Source for Business	Rec - Allotment water	£175.59
Polybound	Rec - Flexible rubber binder and primer (to repair wetpour)	£182.58
YGP	Rec - Spicers electricity July	£206.57
Pestagon	Rec - Pest Control Spicers and Groundstore	£235.20
ADT	F&GP - Office Alarm 17/08/25 - 16/11/25	£276.31
ADT	F&GP - Repairs to faulty equipment on office alarm system	£290.40
ASL	F&GP - Photocopier service charge	£326.49
Lanham & Co	F&GP - Accounts for month	£334.50
SCDC	Rec - Spicers Pavilion Rates	£399.00
SCDC	Rec - Mill Lane Rates	£454.00
SCDC	F&GP - Office Rates	£786.00
Camswift	Donation agreed FP July 2025	£800.00
Arrow Security Shutters	Rec - Spicers pavilion - attend site and replace battery back up (O/N 54)	£857.52
Avocet Cleaning Services	F&GP - Cleaning Contract for month	£1,030.40
Nurture Landscapes	Planning - Grass cutting contract for August	£1,189.00
Staff Costs	F&GP - Salaries/HMRC/Pension	£17,054.55