



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

Kevin Cuffley

Paul Allen

Kevin Deeming

Neil Reid

Ian Reeves

Kieran Cooper

Anand Pillai

Colin Groves

Paul Smith

+ 1 member of public

136 APOLOGIES FOR ABSENCE

Brian Milnes - Personal

Patrick Thouroude – Personal

David Bard – Personal

Deborah Alderwick - Personal

137 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

138 DECLARATIONS OF INTEREST FOR THIS MEETING

None

139 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 09 SEPTEMBER 2025

The minutes of the Full Parish Council meeting held on 09 September 2025 were read, confirmed, and signed.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Neil Reid to accept the minutes.

VOTE: 9 FOR : 0 UNANIMOUS

140 MATTERS ARISING – NEW INFORMATION ONLY

None

141 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

25/03428/S73	S73 to vary condition 5 (Biodiversity Enhancements) of planning permission 22/01816/FUL (Change of use from land to residential curtilage) to amend the condition from being prior to the first use of the amenity space to a compliance condition at 47 Brookfield Road.	Support/No Objection Vote: 9 For Unanimous
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	Proposed by Councillor Kieran Cooper and Seconded by Councillor Kevin Cuffley to support to this application.	
25/02702/FUL	Renovation of existing commercial units, conversion of first floor to 2 No. apartments and a 2nd floor extension to provide 2 No. apartments. Erection of New building to rear of site with 5 No. apartments and associated car parking and landscaping to rear of existing building at 37 - 41 High Street.	Plan Withdrawn

Improving High Street Application Grant – High Street Dental Practice - No Comment

TTRO 25 – 1954 Church Lane & High Street – The Parish Council has concerns regarding the date for these works coinciding with Remembrance Day. The Clerk will contact County Council.

142 TO DISCUSS SPORTS CLUB MATTERS

Councillor Ian Reeves wanted to thank all the ground staff on behalf of Sawston & Babraham Cricket Club for their hard work on cricket ground, he said it has been unbelievably good this year and thanked the Parish Council for supporting the club.

143 TO DISCUSS SAWSTON FUN RUN USING SPICERS FOR THE EVENT

Sawston Fun Run will be celebrating its 40th anniversary and has asked if they can use Spicers Sports Ground for next year's special community event to celebrate this on 10th May. They are unable to use Sawston Village College because of the extensive building work but would be able to use the car park area of the college.

They would want to use the pavilion and the sports ground. This was discussed and agreed for the Clerk to arrange a meeting with them and the Head Grounds keeper to discuss the options and take back to another meeting.

144 TO DISCUSS COUNCILLOR REPRESENTATIVE FOR CAPALC

CAPALC (Cambridge & Peterborough Association for Local Councils) has asked Parish Councils to nominate a councillor as a CAPALC Representative.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to nominate Councillor Kieran Cooper as Sawston Parish Council representative.

VOTE: 9 FOR : 0 UNANIMOUS

145 TO RECEIVE EXTERNAL AUDIT REPORT 2024/2025

The external audit report was presented to the Parish Council. The audit is complete with no comments from the external auditor.

Thanks were given to Councillor Kieran Cooper and the Clerk for their work on this.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to accept the external audit report.

VOTE: 9 FOR : 0 UNANIMOUS

146 TO DISCUSS THE LOCAL GOVERNMENT REORGANISATION (LGR)

The Parish Council discussed the LGR and based on the current information it was agreed to make no comment at present due to lack of information.

147 TO DISCUSS PUBLIC TOILET AT OFFICE

The Clerk explained a member of public asked about the public toilet at the office with regards to the radar key not working. It has worked in the past but was vandalised a couple of times so the decision was made to unlock the toilet during office hours. The Clerk obtained a quote for the radar key lock to be replaced which is £370.00 + vat. This would mean the toilet can only be opened with a radar key so the office staff would have to open it up for people to use who do not have a radar key. This was discussed.

It was **proposed** by Councillor Kevin Deeming and **seconded** by Councillor Kevin Cuffley to leave the public toilet as it.

VOTE: 9 FOR : 0 UNANIMOUS

148 TO DISCUSS PARISH ONLINE SUBSCRIPTION

Councillor Paul Allen asked the Parish Council if they could sign up to Parish Online which is a versatile tool for helping councils understand local issues. Datasets like Land Registry Ownership boundaries, travel time analysis, asset management etc can all be input onto this software. It shows high level mapping detailing streets, trees etc. The cost for an annual online subscription is £300 per year based on Sawston's population.

It was **proposed** by Councillor Kieran Coop and **seconded** by Councillor Kevin Cuffley to subscribe now and review in a year.

VOTE: 8 FOR : 1 ABS

149 TO DISCUSS 20MPH SCHEME IN THE VILLAGE

Councillor Paul Allen is investigating a village wide 20MPH scheme and to get funding we need to show public consultation. This was discussed and agreed that a leaflet should be sent to every household explaining the scheme and giving them the option to make comment online. Councillor Paul Allen will send the Clerk the details for the leaflet and she will obtain quotes to be agreed at another meeting.

150 JHC UPDATE

Councillor Kieran Cooper gave an update from JHC which can be found at the end of these minutes and on the parish council website.

151 CORRESPONDENCE

Thank you letter from SSYI for recent donation - noted

152 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Paul Allen mentioned the extensive work going on at the Genome Campus in Hinxton and concerned about the increased traffic etc. The Clerk confirmed this is on the next full parish agenda.

Councillor Colin Groves asked if the Parish Council wished to purchase a lamppost poppy this year. The Clerk will make an agenda item to discuss.

Councillor Kevin Cuffley asked for the litter picker to remove posters etc on street furniture as they seemed to have increased and looking untidy.

The Clerk asked which Councillors are available to help on bonfire night.
Councillor Paul Smith and Councillor Paul Allen offered to help.

Meeting Closed 8.15pm

2025 JHC Support Service information for Parish Council meeting – stats from 1st January until 30th June 2025

(sorry 3rd quarter stats not available until mid-October!)

* So far this year we have seen 216 clients, 4 more clients than last year for the same period.

* To date 503 food bags have been given out, last year 468 had been given out by this stage. £540 co-op vouchers have also been issued.

*Christmas Hamper planning has started, and we are expecting to deliver over 100 early December.

* Enquiry type – our top enquiry is Grants (315) and has been for the last few years. Benefits are second highest enquiry (117), followed by Housing (42) & then Debt (27), so all consistent with last few years.

*Individual grants – JHC's own pot of money - £6,600
external grants - Household support fund – almost £13,000, Central Aid £450, Cambridgeshire Local Assistance grants £4,872, £16,700 StayWell grants for help with utilities.

*Organisational grants given out to the value of £18,183 ytd.

Other JHC info

Team update – Business administrator apprentice started 1st September, a new Advice support worker started in March, and our Family Support worker retires at the end of the year, so we are currently in the process of recruiting her replacement.

Christmas opening hours – JHC will close at 1 o'clock on 24th December and we will re-open on Monday 5th January 2026.