



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 11 JULY 2023  
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

**PRESENT:**

Parish Clerk Jo Keeler

**Councillors**

Jayne Merrick

Patrick Thouroude

Deborah Alderwick

Neil Reid

Colin Groves

Kevin Cuffley

Kieran Cooper

David Bard

Anand Pillai

Ian Reeves

+ 1 member of public

**75 APOLOGIES FOR ABSENCE**

Michael Mallows – Absent

Brian Milnes – Work Commitments

Paul Smith – will be late

**76 PUBLIC PARTICIPATION**

None

**77 DECLARATIONS OF INTEREST FOR THIS MEETING**

Kevin Cuffley – Pecuniary interest – Item 86 as his wife is an employee

**78 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 27 JUNE 2023**

The minutes of the Full Parish meeting held on 27 June 2023 were read confirmed and signed with the above amend.

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

**VOTE: 10 FOR : 0 AGAINST UNANIMOUS**

**79 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 04 JULY 2023**

The minutes of the Full Parish meeting held on 27 June 2023 were read.

Item 11 should have been a recommendation to full so this will be deferred to the next full parish meeting.

**80 MATTERS ARISING – NEW INFORMATION ONLY**

None

81 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<a href="#">23/02217/HFUL</a>	Enlargement of part single storey, part two storey rear extension including the addition of a pitched roof at 3 South Terrace.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Neil Reid to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 10 For Unanimous</b>  <b>Comment:</b> No objection but we do have concern over potential overshadowing of the conservatory at number 2.
<a href="#">23/02272/HFUL</a>	Single storey extension to side and rear at 12 The Baulks.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Neil Reid to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 10 For Unanimous</b>
Tree		
<a href="#">23/0670/TTPO</a>	Norway Maple – fell Extensive dieback throughout crown Poor specimen aesthetically at 2 Babraham Road.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Kieran Cooper to <b>object</b> to this application.	<b>Objection/Do Not Support</b>  <b>Vote: 10 For Unanimous</b>  <b>Comment:</b> Require more detail assessment of the tree and require it to be replaced

Information only and planning decisions noted

82 ACCOUNTS FOR THE MONTH OF JUNE 2023

The accounts for the month of June 2023 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to **accept** the accounts.

**VOTE: 10 FOR : 0 AGAINST UNANIMOUS**

83 TO DISCUSS BUSINESS RATES

The Clerk explained that the parish council has recently been informed by SCDC that our business rates have doubled from 1<sup>st</sup> April 2023, this increase has come from the Valuation Office Agency. This is going to cost the parish council an extra £21,378.86 per year which has not be budgeted for. We can challenge our rateable value which was discussed at a previous meeting and the Clerk was asked to obtain quotes for this.

Three companies were contacted.

- No response
- Initial fee of £200.00 and commission on the business rates reductions.
- Online company could not assist.

It was agreed to defer to the next full parish meeting for the Clerk to confirm the % commission from the company that has quoted.

**84 TO DISCUSS THE FIRE ALARM SYSTEM AT SPICERS PAVILION**

Councillor Kevin Cuffley explained that the fire alarm at Spicers pavilion is out of date and needs to be replaced with new regulations. If the parish council agree to replace the fire alarm system, then the smoke and heat detectors will not need to be replaced. This was discussed and the Clerk was asked to get two more quotes for replacing the alarm system and take to the next full parish meeting.

**85 TO DISCUSS CONSULTATION ON THE REVIEW OF THE STATEMENT OF LICENSING POLICY**

SCDC has advised the parish council that the Authority is seeking views on the revisions to the Statement of Licensing Policy that will need to be adopted by January 2024.

There are no fundamental changes to this policy, and it remains that there is no evidence to support implementing either a cumulative impact policy or early morning restriction orders.

Amendments to the policy have therefore been limited as follows:

**Removal from Policy:**

Removal of obsolete and/or unnecessary information, minor revisions of dates, contacts, and departments etc.

Removal of reference to amusement with prizes as this sits within the Council's Gambling Act Policy Statement

Removal of annexe relating to the Enforcement Policy (and replaced with a hyperlink)

Removal of the annexe relating to Sexual Entertainment Venues (SEV), as this sits within the Council's SEV policy.

**Revisions to Policy:**

Updating the live music exemptions (page 5)

Revision of the cumulative impact statement (page 8-9)

Temporary Event Notices (page 16-17)

**Additions to Policy:**

Spiking Prevention and Tackling Sexual Harassment statement (page 13)

Alcohol Delivery Services (page 15)

Prevention of violence against women and girls within the Large-Scale Events and Festivals paragraphs (pages 14-15)

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Kieran Cooper to note the amended policy.

**VOTE: 10 FOR : 0 AGAINST UNANIMOUS**

**86 TO DISCUSS PREMISES LICENCE VARIATION APPLICATION – SPAR STORES, 52 HIGH STREET**

Councillor Kevin Cuffley handed the meeting over to Councillor Jayne Merrick as he has declared a pecuniary interest in this item.

Councillor Jayne Merrick explained that SCDC has written to notify the parish council of a Premises Licence application that has been submitted to them.

To enable continued and effective community engagement with the licensing process, it is recommended that Licensing Authorities advertise the full details of applications on their website.

Name of Premise: Spar Stores

Address of Premises: 52 High Street, Sawston, CB22 3BG

The proposed application is to vary the following:

Activity: Sale of Alcohol

The sale by retail of alcohol for consumption off the premises:

Monday to Friday: 06:00 – 22:00

Saturday: 06:30 – 22:00

Sunday: 07:00 – 22:00

Activity: Hours Open to the Public

Monday to Friday: 06:00 – 22:00

Saturday: 06:30 – 22:00

Sunday: 07:00 – 22:00

It was **PROPOSED** by Councillor Jayne Merrick and **SECONDED** by Councillor Neil Reid to Accept the application.

**VOTE: 9 FOR : 0 AGAINST 1: NO VOTE**

**87 UPDATE FROM COUNTY COUNCILLORS**

Not present

**88 UPDATE FROM DISTRICT COUNCILLORS**

Not present

**89 CORRESPONDANCE**

None

**90 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

Councillor Deborah Alderwick has spoken to County Council regarding an issue with parking and ambulances not being able to get down Chaplefield Way. The county Council has asked her to put together a consultation for this but it is unclear what they require. The Clerk agreed to help her with it.

Councillor Kevin Cuffley expressed concern regarding the Monday club SHOUT! that currently use the office every Monday FOC. There are around 4-6 people that regularly attend and play dominoes but the office meeting room could be used more. Councillor Deborah Alderwick explained they are trying to get the numbers up and that the arts and crafts class is very popular. It was agreed that the Parish Council will review the arrangement around Christmas time.

Councillor Kevin Cuffley explained that we struggle sometimes to be quorate in meetings. He asked if the Parish Council should request to SCDC for the number of councillors to be reduced. We currently have 19 seats with only 13 councillors. If we had maybe 15 seats then we would only need to have 5 councillors to be quorate. The Clerk will look into this and it will be made an agenda item for another meeting.

**Meeting closed 7.49pm**

**Sawston Parish Council  
Accounts June 2023**

<b>Supplier Name</b>	<b>Description</b>	<b>Gross</b>
Thurlow Nunn	Rec - spray gun	£48.00
SSE	Rec - Spicers Electricity (2 Jan - 1 Feb)	£106.66
Thurlow Nunn	Rec - replacement blades for tractor	£109.55
EMG Motor Group	Rec - Fuel for May	£110.80
Honest Employment Law	Staff - Compliance Advice	£114.00
Capalc	F&GP - Internal Audit fee	£133.50
SCDC	Cemetery Rates	£135.00
Opus Energy	Planning - Street Lights for May	£162.75
Shelford Tree Service Ltd	Rec - Removal of major lower deadwood over hanging ground store (emergency)	£180.00
Adcock	F&GP - Air con service	£187.20
Grace Solutions	F&GP - Adhoc support	£198.76
SLCC	F&GP - Staff training - Cemetery	£240.00
SSE	Rec - Spicers gas (22 Feb-26 May)	£245.93
The Community Heartbeat Trust	F&GP - Replacement pad s and new sign for defibs (o/N 37,38,39)	£249.54
Opus Energy	Planning - Street Lights for May	£253.07
C Watson Plumbing	F&GP - Supply and fit new pump to boiler at office	£276.00
SSE	Rec - Spicers gas (1-31 May)	£295.73
Grace Solutions	F&GP - Monthly fees anti-virus/spam filtering etc	£309.20
SCDC	Rec - Spicers Rates	£399.00
SSE	Rec - Spicers Electricity (1 Feb - 1 March)	£412.15
SSE	Rec - Spicers Electricity (2 March - 1 April)	£423.59
Thurlow Nunn	Rec - Replace blades on Toro tractor	£424.47
SCDC	Rec - Mill Lane Rates	£445.00
SSE	Rec - Spicers Electricity (2 April - 1 May)	£527.10
Scotsdales	Bench for memorial tree at cemetery	£599.98
Lanham & Co Ltd	F&GP - Payroll for month/HMR plus licences for QB and Dext and Accountant visit/training	£685.20
SCDC	F&GP - Office rates	£773.00
CGM	Planning - Grass verge cutting 16/06/2023	£777.07
Thalia	Cemetery - Skips	£894.14
Avocet Cleaning Service	F&GP - Cleaning Contract for month	£1,348.20
PWLB	Public works loan	£11,394.10