



# SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 12 MARCH 2024  
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

**PRESENT:**

Assistant Clerk: Clare Speed

**Councillors**

Kevin Cuffley

David Bard

Ian Reeves

Colin Groves

Kieran Cooper

Anand Pillai

Jayne Merrick

Patrick Thouroude

Deborah Alderwick

Paul Smith

Neil Reid

Brian Milnes

+ 1 members of public

**316 APOLOGIES FOR ABSENCE**

None

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

None

**318 DECLARATIONS OF INTEREST FOR THIS MEETING**

Ian Reeves item 330 non pecuniary

David Bard item 327 & 329 non pecuniary

Patrick Thouroude item 327 non pecuniary

Anand Pillai item 327 non pecuniary

**319 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 27 FEBRUARY 2024**

The minutes of the Full Parish Council meeting held on 27 February 2024 were read, confirmed, and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to accept the minutes.

**VOTE 11 FOR : 1 ABS**

**320 MATTERS ARISING – NEW INFORMATION ONLY**

None

**321 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">24/00632/FUL</a>	Change of use to add use class E(g)ii to an existing industrial unit with existing use class B1c (now E(g)iii) and B8 use. with minor amendments to facade re-cladding, moving of entrance door location, and arrangement of yard area to allow for additional car parking and soft landscaping to support E(g)ii. At Dales	<b>Support/No Objection</b>  <b>Vote: 12 For Unanimous</b>
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	Manor Business Park, Unit N Grove Road.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Deborah Alderwick to <b>support</b> to this application.	
<a href="#">23/03654/FUL</a>	Erection of 3 employment/research and development units with flexible Eg(ii), Eg(iii) and B8 uses with ancillary offices for total of 8,018sqm (86,306sqft GIA) together with service areas, car parking and landscaping at Cambridge South West Way.  <b>Proposed</b> by Councillor Deborah Alderwick and <b>Seconded</b> David Bard by Councillor to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 12 For Unanimous</b>
Tree		
<a href="#">24/0246/TTPO</a>	T1 Large Sycamore Tree - Reduce crown by 1.5 metres, remove the new growth off the main trunk. The client believes the roots are starting to damage the concrete floor in her garage. I have suggested a crown reduction to slow down the root growth at 17 Mill Lane.  <b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor David Bard to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 12 For Unanimous</b>

Information only noted

### 322 ACCOUNTS FOR THE MONTH OF FEBRUARY 2024

The accounts for the month of February 2024 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to accept the accounts for February 2024.

**VOTE: 12 FOR : 0 AGAINST UNANIMOUS**

### 323 TO DISCUSS GRASS VERGES AT WOODLAND ROAD/WINDMILL CLOSE

The council were asked to discuss the grass verges at Woodland Road and Windmill Close as last year these areas were left uncut due to having Bee Orchids growing. Councillor Deborah Alderwick is going to speak to residents about where the Bee Orchids are and bring back to the next council meeting.

### 324 TO DISCUSS ALLOTMENTS IN SOUTH CAMBS – COMMUNITY GROWING PROJECTS

South Cambs District Council have asked if we would like to find out more about the community growing projects scheme and if we have any land that can be transformed to host a small community growing venture for the village. The Assistant Clerk said there is a small allotment plot available on London Road. Councillor Kevin Cuffley suggested SHOUT using the allotment plot, Councillor Deborah Alderwick said they already have one from JHC. The council asked the Assistant Clerk to contact SCDC for more information on this project.

**325 TO DISCUSS STAFF FIRE EXTINGUISHER TRAINING**

Following the fire risk assessment, it was a recommendation for all staff to have fire training. The training would take place at the office and can have up to 12 delegates. It was suggested to invite someone from each sports club on a first come first serve basis. The facilities administrator obtained two quotes.

- £168 + vat
- £300 + vat

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Anand Pillai to use Cam Fire for £168.00.

**VOTE: 12 FOR : 0 AGAINST UNANIMOUS**

**326 TO DISCUSS QUOTES FOR BOILER SERVICE AT ALL 4 SITIES AND THE COOKER AT SPICERS**

The Facilities Administrator obtained two quotes for the boiler service at all four sites and the cooker at Spicers Pavilion.

- £280 + vat
- £485 no vat

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Colin Groves to use ME Plumbing for £280.00.

**VOTE: 12 FOR : 0 AGAINST UNANIMOUS**

**327 TO DISCUSS QUOTES TO REPAIR ST MARYS CHURCH WALL**

The Assistant Clerk contacted three other companies but only obtained one quote.

- £1950.00 no vat

The council asked the Assistant Clerk to contact two more companies suggested by Councillor Brian Milnes.

**328 TO DISCUSS CONTACTING COUNTY ABOUT DEFIBRILLATOR AT THE LIBRARY**

The Chair explained that the air ambulance landed on Spicer's recently and suggested the Parish Council contact the County Council about installing a defibrillator to the external wall of the library as it will be closer to New Road. The Chair also suggested contacting the Doctors surgery about them installing a defibrillator outside the doctors on the external gates so it can be accessed when the doctors is closed.

Councillor Kieran Cooper said that JHC now have one outside their property and Councillor Deborah Alderwick said Unity Campus have two on their site.

**329 TO DISCUSS DONATION REQUEST FROM SAWSTON VILLAGE HISTORY SOCIETY**

Sawston Village History Society has requested a donation of £400 for a listening post for recordings on different aspects of life from 1930s onwards and intend for visitors to listen when visiting the Challis Garden. The records can be used at schools.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to donate £400.00 to the Village History Society.

**VOTE: 11 FOR : 1 NO VOTE**

**330 TO DISCUSS SOLAR PANELS AT SPICERS**

Councillor Ian Reeves asked if the cricket club can look into applying for funding towards installing solar panels at Spicer's Pavilion.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to let the Cricket club look in to quotes and costings for solar panels at Spicers Pavilion and bring back to Council.

**VOTE: 11 FOR : 1 NO VOTE**

**331 TO DISCUSS RESIDENT REQUEST TO PLACE A BENCH ON ORCHARD PARK**

The Assistant Clerk had a resident request a memorial bench at Orchard Park, the Assistant Clerk explained the bench will be a green bench to match the other village benches and they can add a plaque. They suggested three different areas and the grounds keeper suggested the option furthest away from the park.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Deborah Alderwick to purchase the bench and install at Orchard Park and the clerk to invoice the resident.

**VOTE: 12 FOR : 0 AGAINST UNANIMOUS**

**332 TO DISCUSS COSTS FOR CEMETERY MAPPING TO IMPORT ALL DATA**

The Assistant Clerk explained the quote from Pear of £2855.00 + vat which has been agreed was to set up the map and plot the grave spaces and numbering and to set up the data base. This figure did not include Pear to input all the cemetery data from our books dating back to 1882 the cost for this is £4246.25 and to scan 6 burial books and a map will be £700 + vat. The council discussed this at length and asked the Assistant Clerk to ask Pear how long does it take to input one page of data. The Assistant Clerk explained that the burial books are in Ely Archive and we can only have them for a month so we still need to get these scanned.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Anand Pillai to agree to the cost of the scanned archive books at £700.00 and to discuss the import of date at the next council meeting.

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

**333 TO DISCUSS CEMETERY FEES**

The Assistant Clerk got price comparisons from other parish councils, the council discussed at length and asked the Assistant Clerk to contact the local Parish Councils to ask how they came to the figures to increase and bring back to another meeting.

**334 TO DISCUSS CEMETERY EXTENSION**

Councillor Brian Milnes explained he has contacted the County Council and has opened this discussion again and will let the council know when he hears back from County.

**335 UPDATE FROM COUNTY COUNCILLORS**

Report can be found on the parish council website [www.sawston.org.uk](http://www.sawston.org.uk)

**336 UPDATE FROM DISTRICT COUNCILLORS**

Report can be found on the parish council website [www.sawston.org.uk](http://www.sawston.org.uk)

**337 CORRESPONDENCE**

Letter From Age UK

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

None

**Meeting Closed at 20:43pm**

**Sawston Parish Council**  
**Feb-24**

	<b>Description</b>	<b>TO PAY</b>	<b>S137</b>
Espo	F&GP - office supplies folders/box files etc	<b>102.06</b>	
Thurlow Nunn Standen Ltd	Check over mower as running poorly, new tank valve, drained and clean filters etc	<b>112.00</b>	
Honest Employment Law	Staff - Compliance Advice	<b>114.00</b>	
Lewis Tree Surgery Ltd	Rec - Chipping Christmas Trees	<b>120.00</b>	
CW Workwear	F&GP - Embroidered workwear for grounds keeper	<b>121.00</b>	
Paypoint	F&GP - TV licence Mill Lane	<b>159.00</b>	
Emerald Building	Rec - Works at Huckeridge Hill	<b>252.00</b>	
Grace Solutions	F&GP - IT Support/ recurring charges for month	<b>317.02</b>	
SSE	Rec - Spicers electric January 2024	<b>330.51</b>	
SSE	Rec - Spicers Electric 02 Dec -01 Jan 2024	<b>340.98</b>	
SSE	F&GP - Office Electric 21/09/23 - 04/01/24	<b>355.77</b>	
SSE	F&GP - Office Gas 03/08/23 - 01/02/24	<b>465.67</b>	
SSE	Rec - Spicers gas 30/11/23 - 30/12/23	<b>507.69</b>	
Opus Energy	Planning - Street Light energy 1-31 January 2024	<b>522.39</b>	
SSE	Rec - Mill Lane Gas 06/09/2023 - 30/11/2023	<b>537.41</b>	
SSE	Rec - Spicers gas 31/12/23-01/02/24	<b>577.14</b>	
Lanham & Co	F&GP - Book keeping	<b>591.60</b>	
Travis Perkins	Building Sand Bag for use on all grounds	<b>633.60</b>	
SSE	Rec - Mill Lane electric 19/09/23 - 04/01/24	<b>827.76</b>	
Grace Solutions	F&GP - Adhoc IT support	<b>965.66</b>	
Avocet Cleaning	F&GP - Cleaning contract	<b>1,348.20</b>	
Progreen	Rec - Bulk bags fertiliser O/N 8	<b>1,602.20</b>	
Cambridge County Council	Cost towards 20MPH speed limit contribution for Mill Lane (Money from Reserves)	<b>5,425.00</b>	