



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 10 June 2025**  
**Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley (Chair)

David Bard

Neil Reid

Patrick Thouroude (Arrived 7.19pm)

Brian Milnes

Kieran Cooper

Paul Smith

Kevin Deeming

Paul Allen

+ 7 members of public

+ County Councillor Peter Fane

**42 APOLOGIES FOR ABSENCE**

Colin Groves – Personal

Deborah Alderwick - Personal

Brian Milnes – Work Commitments

Anand Pillai – Work Commitments

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

None

**44 DECLARATIONS OF INTEREST FOR THIS MEETING**

Councillor Ian Reeves – Item 57 (On organisation committee)

Councillor Kieran Cooper – Item 49 Tree application (JHC Trustee)

**45 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 20 MAY 2025**

The minutes of the Full Parish Council meeting held on 20 May 2025 were read, confirmed, and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Paul Allen to accept the minutes.

**VOTE: 8 FOR : UNANIMOUS**

**46 MATTERS ARISING – NEW INFORMATION ONLY**

None

**47 UPDATE FROM COUNTY COUNCILLORS**

Peter Fane produced a report which can be found at the end of these minutes.

He gave additional information and explained that Adult Social care takes up 70% of the County Council's budget and there are additional costs for children's care. There is little way of reducing the costs of these services. They are going to be reviewing current contracts, for example Highways, when they come up for review to see if these can be improved.

Councillor Patrick Thouroude arrived.

## 48 UPDATE FROM DISTRICT COUNCILLORS

## 49 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <a href="#">25/01766/FUL</a>  | <p>Installation of 6 No. external louvers, 2 No. external extraction stacks, and an additional fire escape door on the existing unit to the rear and side elevations and the addition of concrete paving, air conditioning units, and a designated cylinder storage area at 4 Cambridge South, Unit 4 West Way.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Smith to <b>support</b> to this application.</p> | <p><b>Support/No Objection</b></p> <p><b>Vote: 8 For</b><br/><b>1 Abs</b></p>     |
| <a href="#">25/01901/HFUL</a> | <p>Two storey side extension at 31 Churchfield Avenue.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Allen to <b>support</b> to this application.</p>                                                                                                                                                                                                                                                          | <p><b>Support/No Objection</b></p> <p><b>Vote: 8 For</b><br/><b>1 Abs</b></p>     |
| <a href="#">25/01896/HFUL</a> | <p>Roof extension with front inverted dormer and 3 skylights to front elevation. at 2 Railway Close.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Smith to <b>support</b> to this application.</p>                                                                                                                                                                                                            | <p><b>Support/No Objection</b></p> <p><b>Vote: 9 For Unanimous</b></p>            |
| <a href="#">25/02114/HFUL</a> | <p>Single storey rear/side extension and conversion of existing garage to habitable accommodation including associated internal alterations at 97 New Road.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Neil Reid to <b>support</b> to this application.</p>                                                                                                                                                      | <p><b>Support/No Objection</b></p> <p><b>Vote: 8 For</b><br/><b>1 Abs</b></p>     |
| <b>Tree</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |
| <a href="#">25/0497/TTCA</a>  | <p>Lime x10 - Re-pollard down to previous pollard heads 6m high, reducing height and spread by 2.5-3m remove epicormic growths from base and main stem at 1 Joyces Close.</p> <p><b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Kevin Deeming to <b>support</b> to this application.</p>                                                                                                                                 | <p><b>Support/No Objection</b></p> <p><b>Vote: 8 For</b><br/><b>1 No Vote</b></p> |

Information only plans noted

## 50 ACCOUNTS FOR MAY 2025

The accounts for May 2025 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to accept the accounts for May 2025.

**VOTE: 9 FOR : 0 UNANIMOUS**

**51 TO RECEIVE THE INTERNAL AUDIT REPORT YE2025**

The Parish Council received the internal audit report and this was discussed. There were some comments on the report and the Clerk confirmed these will be discussed at the next Finance & General Purposes meeting.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to accept the report.

**VOTE: 9 FOR : 0 UNANIMOUS**

**52 TO APPROVE SECTION 1 OF THE AGAR YE 2025**

The Parish Council went through each question on section 1 of the AGAR for YE 2025.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to tick yes to all the questions.

**VOTE: 9 FOR : 0 UNANIMOUS**

**53 TO APPROVE SECTION 2 OF THE AGAR YE2025**

The Parish Council went through section 2 (Accounting Statement) of the Agar for YE2025. Councillor Keiran Cooper explained that the Parish Council has received a large amount of S106 money which is why the total other receipts is significantly more.

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

**VOTE: 9 FOR : 0 UNANIMOUS**

**54 TO NOTE DATE OF THE PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN YE2025**

The Clerk presented the dates for the publication notice. The unaudited accounts can be viewed between Friday 13<sup>th</sup> June and Thursday 24<sup>th</sup> July 2025.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to accept the notice.

**VOTE: 9 FOR : 0 UNANIMOUS**

Councillor Kevin Cuffley thanked Councillor Kieran Cooper for his help to the Clerk for completing the audit.

**55 TO DISCUSS TREE QUOTES TO REMOVE DEAD TREE IN PADDOCK WAY**

The Clerk explained there is a dead tree in Paddock Way. A tree surgeon has inspected the tree after it was reported by a nearby resident and confirmed it is dead. The Assistant Clerk thrived to obtain three quotes. Two quotes were received.

- £850.00 + vat
- £910.00 + vat
- No third quote received

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to accept the quote from Lewis Tree Surgery Ltd at £850.00 + vat.

**VOTE: 9 FOR : 0 UNANIMOUS**

**56 TO DISCUSS INTERNET FOR SOLAR PANELS AT SPICERS PAVILION**

The Clerk explained that the data for the solar panels cannot be retrieved because of the WIFI at Spicers Pavilion. The solar company that installed the panels explained that a LAN cable needs to be installed from the router to the inverter in the plant room. Two quotes were received.

- £438.75 + vat
- £250.00 + vat but this company could not guarantee it would solve the problem

This was discussed and agreed that the Parish Council should accept the quote for £438.75 + vat from Cambridge Solar as they installed the panels and know how to fix the issue.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Kevin Deeming to accept the quote of £438.75 + vat from Cambridge Solar.

**VOTE: 9 FOR : 0 UNANIMOUS**

**57 TO DISCUSS HAVING STALL AT CITYFEST**

The Parish Council has been asked if they would like to have a stall at this month's Cityfest being held at Cambridge City Football Stadium. The Clerk said the parish council could promote the Councillor vacancies and the proposed Skate Park on Lynton Way recreation ground and the possibility of a blanket 20mph scheme in the village.

This was discussed and agreed to have a stall. The Clerk asked which councillors would be available to help on the day.

Councillor Paul Allen, Councillor Patrick Thouroude, Councillor Kieran Cooper and the Clerk will spend time on the stall. The Clerk will ask the councillors that were not at the meeting if they can help too.

**58 TO DISCUSS BOILER AT LYNTON WAY**

This item will be deferred as waiting for quotes.

**59 TO DISCUSS ZERO CARBON COMMUNITIES GRANT SCHEME/EV CHARGING**

Councillor Kevin Deeming had previously sent some information regarding EV Charging and explained that the current grant scheme does not cover EV charging points. He went on to explain that he has done some extensive research into this and is willing to put together a proposal/concept for the Parish Council to agree so when there is a chance to apply for funding the Parish Council can consider and have the information to hand.

Councillor Kevin Cuffley thanked him for his work to date.

**60 CORRESPONDENCE**

Thank you letter from EAAA for recent donation – noted.

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

Councillor Kevin Deeming said the new ramp that has been installed at Lynton Way looks very good.

He also asked about the Parish Council website and that it is not easy to navigate. Councillor Kieran Cooper explained the new website will be live soon and will send him the link for him to have a look at.

**Meeting Closed 8.30 PM**

|                               |                                                                 |              |
|-------------------------------|-----------------------------------------------------------------|--------------|
| <b>Sawston Parish Council</b> |                                                                 |              |
| <b>May-25</b>                 |                                                                 |              |
| <b>Supplier Name</b>          | <b>Description</b>                                              | <b>Gross</b> |
| COOP                          | F&GP - Office supplies                                          | £1.60        |
| COOP                          | F&GP - Office Supplies                                          | £4.49        |
| Talk Mobile                   | F&GP - Mobile phone contract -staff                             | £5.95        |
| Talk Mobile                   | F&GP - Mobile phone contract -staff                             | £5.95        |
| Amazon                        | Cemetery - Replacement vase (Damaged)                           | £8.79        |
| Mrs Jo Keeler                 | F&GP - travel expenses to Clerk conference SCDC                 | £18.00       |
| Talk Mobile                   | Rec - Mill Lane internet                                        | £19.74       |
| Post Office                   | F&GP - Stamps                                                   | £27.20       |
| YPG                           | Cemetery - Chapel Electricity                                   | £32.49       |
| SCDC                          | Rec - Recycling bin at Spicers Pavilion                         | £32.72       |
| Amazon                        | Rec - Replacement shower curtains for Spicers Pavilion (x 5)    | £46.01       |
| XLN                           | Rec - Spicers Internet                                          | £54.15       |
| Scotsdales                    | Rec - Rolls turf & long handled hoe                             | £61.72       |
| YGP                           | F&GP - Parish Office Gas April                                  | £65.63       |
| Evolution Packaging           | F&GP - Dog bags                                                 | £76.44       |
| Engie                         | Rec - Lynton Way Pavilion Electricity 01/04/25 - 30/04/25       | £84.49       |
| Amazon                        | Rec - Replacement Dewalt Hammer Drill for ground staff          | £89.99       |
| YPG                           | F&GP - Office Electricity April                                 | £91.90       |
| Lockguard                     | F&GP - Replace door handle at office                            | £101.64      |
| ICCM                          | Cemetery - Annual membership                                    | £105.00      |
| EMG                           | Rec - Fuel for month                                            | £110.99      |
| Honest Employment Law         | Staff - HR Compliance                                           | £114.00      |
| ADT                           | Rec - Groundstore Alarm 23/05/25 - 22/06/25                     | £119.27      |
| SCDC                          | Cemetery - Rates                                                | £135.00      |
| Grace Solutions               | F&GP - Adhoc work                                               | £145.61      |
| YPG                           | Rec - Mill Lane Pavilion Gas April                              | £167.42      |
| Altone                        | F&GP - Printing Skate Park Consultation leaflet                 | £195.00      |
| YPG                           | Rec - Spicers Pavilion Gas April                                | £203.91      |
| YPG                           | Rec - Mill Lane Pavilion Electricity April                      | £211.53      |
| YPG                           | Rec - Spicers Pavilion Electricity April                        | £215.98      |
| ADT                           | F&GP - Office Alarm 17/05/25 - 16/08/25                         | £259.45      |
| Grace Solutions               | F&GP - IT support monthly contract                              | £332.62      |
| Lanham & Co                   | F&GP - Accounts for month plus year end work                    | £334.50      |
| SCDC                          | Rec - Spicers Pavilion Rates                                    | £399.00      |
| SCDC                          | Rec - Mill Lane Pavilion Rates                                  | £454.00      |
| Core Amenity                  | Rec - White line marker paint and liquid fertiliser for cricket | £485.62      |
| SCDC                          | F&GP - Office Rates                                             | £786.00      |
| Furniture@work                | F&GP - Upholstered chairs and trolley (Agreed FP 22/4) O/N 38   | £1,570.80    |
| Avocet Cleaning Services      | F&GP - Cleaning Contract for month                              | £1,607.20    |
| Staff                         | Staff costs for May                                             | £16,218.07   |

# County Councillor Report for Parishes

## June 2025

### Councillors Laurence Damary-Homan and Peter Fane

### Sawston and Shelford division

#### COUNTY COUNCIL

Following the election, the make-up of the 61-seat council is:

|                  |    |             |   |
|------------------|----|-------------|---|
| Liberal Democrat | 31 | Labour      | 5 |
| Conservative     | 10 | Green       | 3 |
| Reform UK        | 10 | Independent | 2 |

#### ANNUAL MEETING 20 May 2025

The meeting appointed Chairs and Vice Chairs of Committees. Cllr Peter McDonald is the new chair of Council, Lucy Nethsingha continues as Leader with Lorna Dupre as Deputy Leader. Laurence Damary-Homan is vice-chair of Communities and Social Inclusion committee, which meets 5<sup>th</sup> June. Peter Fane is vice-chair of the Audit and Accounts committee.

#### ADULTS AND HEALTH

NHS England has published what has been described as a 'draft blueprint of the future model of ICBs' (local Integrated Care Board) which are responsible for planning, funding, and commissioning NHS services for their local populations. Spending per head by ICBs, which varies across the country from £20 to £50, is to be cut to £18.76 per head. Plans on how ICBs will meet this new and demanding target have yet to be submitted.

There will also be a shift in the functions of ICBs, including to neighbourhood health providers. Boards were told in March they must cut their running costs by around half by October 2025 and to focus on reducing duplication when making cuts. Health minister Karin Smyth recently revealed that no impact assessment had been conducted of the decision to reduce ICB running costs.

#### Adult learning services – good and outstanding

Ofsted found that learners and apprentices studying through Cambridgeshire County Council's adult learning services thrive due to the warm, nurturing and inclusive learning environment and substantial new knowledge and skills they learn.

**Cambridgeshire Skills** offers education and training for adult learners, the largest programmes of which are tailored learning, adult skills and family learning. Courses are run by sub-contractors and are offered online and in around 87 community venues across Cambridgeshire, including community centres, libraries and schools. The service works closely with the county council's **Learning and Development team** to provide apprenticeship opportunities.

The Ofsted inspection of the two teams, which took place in late April and early May, reported that the overall effectiveness of the service to be 'Good.' It judged the behaviour and attitude of learners to be 'Outstanding', with a rating of 'Good' awarded in every other category.

The report highlights a range of areas of good practice, including widening participation and transforming lives. They noted that subcontracted partners are selected carefully so that courses are targeted precisely at communities most in need, such as traveller communities and refugee centres.

Inspectors also found that: 'Curriculums are well structured allowing learners and apprentices to build their learning in meaningful steps. Tutors plan logically, allowing learners to build foundation knowledge before tackling more complex topics.'

The report praises the behaviour and conduct of learners as being exemplary, adding: 'They benefit from a warm, nurturing and inclusive environment where they thrive, gain confidence to make new friends and develop their social networks.'

Also recognised by inspectors is the support for learners and apprentices with SEND: 'Leaders have suitable arrangements to identify and support learners and apprentices with SEND. Tutors provide a range of appropriate support mechanisms, such as in-class support and individualised learning resources. As a result, learners and apprentices with SEND progress well on their courses.'

The report includes three areas where the service needs to improve. The teams have taken steps to address them:

- Increase the proportion of learners who achieve their functional skills mathematics qualification at levels 1 and 2.
- Help tutors teaching accredited courses to provide learners with useful feedback on how they can improve their work and skills further.
- Provide effective career information, advice and guidance for learners on accredited courses.

## **CHILDREN AND YOUNG PEOPLE**

National inspectors from Ofsted and the Care Quality Commission (CQC) published their report (May) on provision for children and young people with special educational needs and disabilities (SEND) in the county.

The County Council and the NHS are jointly responsible for the planning and commissioning of these services as part of the Cambridgeshire Area SEND Partnership, for children and young people with SEND in Cambridgeshire. The partnership has been given the middle rating of three possible outcomes.

The inspectors highlighted several areas of good practice, including a clear and coherent strategy, the capacity to improve provision, and strong relationships across the partnership.

It made five recommendations for improvement:

1. Improved timeliness and quality of Education Health & Care Plans.
2. Improved access and shorter waiting times for specialist mental health pathways and neurodevelopmental assessments.
3. Better opportunities for 'co-production' with children and young people with SEND, so their voices and views are more fully included.
4. Improved support for children and young people with SEND as they prepare for adulthood, especially in mainstream schools.
5. Better communication of the local area partnership's offer, so that schools, services and families know about and understand what the area seeks to provide.

The council has already invested £500,000 to manage the increased demand for Education Health & Care Plans and approved a further £920,000 annual investment in February this year.

The full report is at <https://files.ofsted.gov.uk/v1/file/50276860>

## **COMMUNITIES, SOCIAL MOBILITY AND INCLUSION**

Cambridgeshire Libraries give access to Ancestry, the database where you can search millions of historical documents and genealogy resources, including the 1921 census. Ancestry is available at the County Council's 33 libraries and is free to access with your library card.

## **ENVIRONMENT AND GREEN INVESTMENT**

**Disposable vapes** - From 1 June it will be illegal to sell or supply disposable vapes. The government ban is being introduced to tackle the impact of these items on the environment. It is also hoped the move will help cut the number of children and young people vaping. Retailers caught breaking the law in England face a minimum £200 fine, with a prison sentence of up to two years for repeat offences. Trading Standards will be able to seize any single-use vapes they find. It is estimated that almost five million single-use vapes a week are either littered or thrown away in general waste in the UK. It is regrettable that re-useable vapes are being manufactured to look almost indistinguishable for disposable vapes and at a similar price point; the fear is that re-useable vapes will be disposed of as disposable vapes were.

### **Battery charging - safety reminder**

Charging batteries have caused six fires in homes across the county so far this year. Firefighters have been called to fires involving batteries being overcharged, resulting in thermal runaway from the lithium-ion contained in them and causing significant damage to people's homes.

The fire service is urging residents to only use **official charging cables and devices**, **avoid overcharging**, and never buy cheap battery conversion kits that may not meet UK safety standards.

## **HIGHWAYS AND TRANSPORT**

**The Highways and transport committee meets on 17 June.**

**A1307 (old A14) maintenance works continue**

Maintenance work continues on the A1307, with 40MPH speed limits expected to be lifted by the end of the summer. The County Council took over responsibility for this road from National Highways in 2024.