



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 11 FEBRUARY 2025**  
**Held at Spicers Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley (Chair)

David Bard

Paul Allen

Patrick Thouroude

Ian Reeves

Paul Smith

Kevin Deeming

Neil Reid (Arrived 7.25)

**305 APOLOGIES FOR ABSENCE**

Anand Pillai – Personal

Deborah Alderwick – Personal

Kieran Cooper – Personal

Colin Groves – Personal

Brian Milnes – Personal

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

None

**307 DECLARATIONS OF INTEREST FOR THIS MEETING**

Paul Allen – 25/00181/HUL (Neighbour)

David Bard – Item 321 as member of St Marys Church

**308 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 28 JANUARY 2025**

The minutes of the Full Parish Council meeting held on 28 January 2025 were read, confirmed, and signed.

It was **proposed** by Councillor Paul Allen and **seconded** by Councillor Ian Reeves to accept the minutes.

**VOTE: 7 FOR : 0 AGAINST**

**309 MATTERS ARISING – NEW INFORMATION ONLY**

None

**310 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">25/00181/HFUL</a>	Installation of new front boundary wall with access gates at 14 Common Lane.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kevin Cuffley to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 6 For</b> <b>1 Abs</b>
<a href="#">25/00265/PRIOR</a>	Single storey rear extension at 11 Town Close.	<b>Support/ No Objection</b>  <b>Vote: 7 For Unanimous</b>

	<b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Kevin Deeming to <b>support</b> to this application.	
<a href="#">25/00298/HFUL</a>	Flat roof to pitched roof with 2 No velux roof windows to front single storey extension at 47 Babraham Road.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Patrick Thouroude to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 7 For Unanimous</b>
<a href="#">25/00285/HFUL</a>	Part single storey and part two storey front extension at 49 Broadmeadow.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kevin Cuffley to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 7 For Unanimous</b>
<a href="#">25/00374/HFUL</a>	Conversion of existing garage to create a shower room and a home gym/office and internal alterations at 33 Huddleston Way.  <b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor David Bard to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 7 For Unanimous</b>
<u>Tree</u>		
<a href="#">25/0080/TTPO</a>	T76 Sycamore (highlighted on map) - To reduce risk of limb failure within garden or recreation area, reduce stem with cavity by 4-5m to reduce load and sail area at Factory Common Lane.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kevin Deeming to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 7 For Unanimous</b>

### 311 ACCOUNTS FOR JANUARY 2025

The accounts for the month of January 2025 were presented.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Paul Allen to accept the accounts for January 2025.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

### 312 TO REVIEW HEALTH & SAFETY POLICY

The Parish Council Health & Safety policy was reviewed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard not to make any changes to the current H&S policy.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

### 313 TO DISCUSS AND AGREE CONTENT OF ANNUAL CHAIR REPORT

The councillors had previously seen the content of the Annual Chair Report and made relevant comments and amends before a draft final was presented.

It was **proposed** by Councillor Kevin Deeming and **seconded** by Councillor David Bard to accept the final draft copy.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

**314 TO DISCUSS DONATION REQUEST FROM EAST ANGLIAN AIR AMBULANCE**

The EAAA has requested a donation of £500 to help purchase items like blizzard heat blankets, Celox Gauze to prevent bleeding, sterile gloves etc. The EAAA relies heavily on support and donations.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kevin Deeming to donate £500.

**VOTE: 7 FOR : 0 AGAINST UNANIMOUS**

Councillor Neil Reid arrive 7.25pm

**315 TO DISCUSS DONATON REQUEST FROM SAWSTON FUN RUN**

The Rotary of Cambridge Sawston (Sawston Fun Run) has requested a donation of £620.00 for general support/sponsorship for the annual fun run and for the Parish Council to have the logo on a banner for the fun run which will be displayed in the village.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Paul Allen to donate £620.00

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**316 TO DISCUSS CAMBRIDGE COUNTY PLANNING LOCAL VALIDATION LIST CONSULTATION**

Cambridge County Council has started a consultation regarding the local validation list which sets out the information that needs to be included with planning applications submitted to CCC for its own development and waste management, to enable the planning authority to validate and register applications. This was discussed and agreed to note with no comments.

**317 TO DISCUSS STEPS ON LYNTON WAY RECREATION GROUND**

The Clerk received a report from a resident who slipped on the concrete steps onto Lynton Way from Babraham Road. The Clerk asked the council if there was anything the council could do to prevent this. This was discussed and the Clerk was asked to obtain quotes for a non-slip ramp to be installed. This will be an agenda item once the quotes have been received.

**318 TO DISCUSS 20MPH FUNDING APPLICATION FOR 2025/26**

The County Council 20MPH funding programme is now open for applications. The deadline to make an application is 5.00pm Friday 28<sup>th</sup> March 2025. Options to the village were discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to accept to apply for a 20mph limit on New Road and Councillor Paul Smith and Councillor Paul Allen agreed to complete the application.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**319 TO DISCUSS SCDC FOUR-DAY WEEK CONSULTATION**

The Parish Council has been asked to respond to the public consultation regarding the SCDC 4-day week. They ask how satisfied people are with the services before and since January 2023.

This was discussed. It was felt that the District Council was only available three days as most people seemed to have either the Monday or Friday off which made it harder to contact people and get responses. With staff working from home, it seems the offices are empty a majority of the time too. The issue is coverage of the teams within planning, if a planning officer is out there used to be someone in the office to deal with queries, this doesn't seem to be the case now as the Parish Council are not getting responses very quickly.

**320 TO DISCUSS BASKET SWING REPAIRS AT MILL LANE**

The Clerk explained that the nest swing at Mill Lane needs to be replaced as per the recent ROSPA inspection. The Parish Council agreed to use Sovereign for three years for the inspections and the cost to repair the nest swing is £1,787.60 + vat. The Clerk confirmed the council budget for repairs.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kevin Cuffley to accept the quote and replace the swing.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**321 TO DISCUSS QUOTES FOR ST MARYS WALL REPAIRS**

There is some damage to part of the brick wall at St Marys Church which the Assistant Clerk managed to obtain two quotes to repair. She contacted a third company but no quote was received.

- £1,200.00 + vat
- £970.00 + vat

The Clerk explained that the company that quoted £970.00 are going to be doing considerable repairs to another part of the church wall which the Church has organised and they would be able to repair our part of the wall at the same time.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Paul Allen to accept the quote for £970.00 + vat and ask them to repair the wall at the same time.

**VOTE: 8 FOR : 0 AGAINST UNANIMOUS**

**322 TO DISCUSS VE DAY & VJ DAY COMMEMORATIONS**

Councillor Kevin Cuffley confirmed that the RBL will be commemorating these two days with events at Mary Challis Gardens.

The Clerk was asked to investigate purchasing a beacon for the village to commemorate these events and will make an agenda item.

**323 UPDATE FROM COUNTY COUNCILLORS**

No update

**324 UPDATE FROM DISTRICT COUNCILLORS**

No update

**325 CORRESPONDENCE**

None

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

The Clerk explained that Cambridge City are planning an event which they would like to do at the stadium 18th-22nd June and would like to share with the Parish Council the initial ideas and get advice/help/support from the Parish Council with this event where possible. Councillor Kevin Cuffley asked the Clerk to make this an agenda item and invite Cambridge City along.

Councillor Ian Reeves explained that Sawston & Babraham Cricket Club have applied to the ECB for a loan to upgrade the scoreboard at Spicers Sports Ground. They will need to have a letter from the Parish Council agreeing they can use the sports ground until 2030. This will be an agenda item for the next meeting on 25<sup>th</sup> February.

The Clerk confirmed that the Parish Council has appointed a new litter picker who will start on 21<sup>st</sup> February.

Councillor Kevin Cuffley thanked Councillor Paul Allen for all his work to date with the new parish council website. It is hoped to be up and running soon.

### Meeting Closed 8.00PM

<b>January Accounts</b>		
<b>Supplier Name</b>	<b>Description</b>	<b>Gross</b>
NB Plumbing & Heating	Rec - Repair pipe on boiler at Spicers Pavilion	<b>£110.00</b>
TM Chemicals	Rec - 20 ltrs Moss/Algae remover for nets and wet pour	<b>£128.39</b>
Grace Solutions	F&GP - Adhoc support	<b>£136.14</b>
Balfour Beatty	F&GP - Repairs to street light (Xmas lights not working)	<b>£169.34</b>
Reach Publishing	F&GP - Advert for Litter Picker (CEN and online)	<b>£205.80</b>
Pestagon	Rec - Pest control Spicers and cemetery (Quarterly charge)	<b>£218.40</b>
Pestagon	Rec - Pest control Mill Lane/Ground store	<b>£312.00</b>
Grace Solutions	F&GP - Monthly contract	<b>£324.01</b>
Lanham & Co	F&GP - Accounts for month	<b>£324.40</b>
St Johns Ambulance	F&GP - First Aid course for Head GroundsKeeper (renewal)	<b>£340.80</b>
Core Amenity	Rec - Line marker, Bioactive seaweed for grounds	<b>£548.58</b>
Earth Anchors	F&GP - New litter bin for outside the Spar (O/N 096) Paid for by the Spar	<b>£658.80</b>
Ashtons Legal	F&GP - Professional charges in connection with lease Mill Lane/Land Registry	<b>£674.40</b>
Quicksafe	F&GP - 3 x Man down alarms for ground staff (O/N 05)	<b>£908.51</b>
Avocet Cleaning Services	F&GP - Cleaning Contract for month	<b>£1,348.20</b>
Sovereign Design & Play	Rec - 25% deposit for replacement cone climber Orchard Park (Agreed FP)	<b>£3,897.84</b>
Lewis Tree Surgery Ltd	Rec - Tree work as agreed at FP from tree survey	<b>£7,300.00</b>