



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 13 June 2023
Held at Mill Lane Pavilion - Meeting commenced at 7.15pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley
Jayne Merrick
Patrick Thouroude
Neil Reid
David Bard

Anand Pillai
Ian Reeves
Kieran Cooper
Deborah Alderwick

+ 9 members of public

27 APOLOGIES FOR ABSENCE

Colin Groves - Personal
Brian Milnes – Personal
Michael Mallows - Absent

28 PUBLIC PARTICIPATION

Councillor Kevin Cuffley welcomed everyone to the meeting and asked if the members of public wished to participate and they explained they wanted to comment on a planning application – 23/01876/FUL. He asked them to proceed.

8 members of the public attending were residents on The Stakings and all object the plan for 101 Mill Lane mainly because of the parking. This is proposed to be a 7-bedroom house with and garden studio with only 3 allocated parking spaces. This house is proposed to be three stories high and will be out of keeping with the street scene and overbearing to the neighbour's properties. They also stated there is no ecological report.

Councillor Kevin Cuffley thanked them for attending and asked the parish council to bring forward this application as the residents were at the meeting.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to bring forward this item after Declarations of Interest.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

29 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor David Bard – item 39 and item 44 as member of church
Councillor Patrick – item 44

33 PLANNING APPLICATION - Plan 23/01876/FUL

Demolition of existing dwelling and construction of new detached 7-bedroom house and garden studio at 101 Mill Lane – see decision and comments under item 33, Planning decisions and associated matters.

- 30 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 09 MAY 2023**
 The minutes of the Full Parish meeting held on 09 May 2023 were read confirmed and signed.
- It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Anand Pillai to **accept** the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

- 31 MATTERS ARISING – NEW INFORMATION ONLY**
 None

- 32 TO DISCUSS CO OPTION REQUEST**
 No request received in time.

33 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<p>23/01876/FUL</p>	<p>Demolition of existing dwelling and construction of new detached 7-bedroom house and garden studio at 101 Mill Lane.</p> <p>Proposed by Councillor Kieran Cooper and Seconded by Councillor David Bard to object to this application.</p>	<p>Objection/Do not support</p> <p>Vote: 9 For Unanimous</p> <p>Comment: This is a large dominant building abutting onto green belt that is out of character with the neighbourhood and would have an overbearing effect on the street scene and especially on the neighbouring property at No.97. Since it is likely that this building is intended to be let as an HMO with up to eight independent occupants (7 bedrooms in the main building plus a possible eighth in the garden ‘studio’) the three parking spaces shown are likely to be wholly inadequate resulting in obstructive on street parking on a corner, close to a junction and with existing restricted visibility. Although not strictly a planning issue the Council would like to point out that The Stakings is a private road, to which access for construction traffic would be required and after completion, from the submitted plans, access to the illustrated parking spaces. We note that no Highways or Ecological report have yet been</p>
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		submitted and would request that the latter includes an assessment of the likely effect of construction on the existing tree line. We would like to attract the planners attention to the recent appeal decisions on land to the South of Mill Lane and the Stakings; for which the main ground for dismissal was the effect on the Green belt (Appeal decision Refs. 18/3202878 & 19/3224825) . The Parish Council has taken into consideration the resident's concerns.
23/01969/HFUL	Front single storey lean to extension at 8 Milner Close. Proposed by Councillor Neil Reid and Seconded by Councillor Anand Pillai to support to this application.	Support/No Objection Vote: 9 For Unanimous
23/01993/HFUL	Single storey extension to rear at 21 Lynton Way. Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to support to this application.	Support/No Objection Vote: 9 For Unanimous
23/00595/FUL	New roof and canopy over outside seating area at The Brick House. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to object to this application.	Objection/Do not support Vote: 7 For 2 Against Comment: Same comment as before - The council cannot support this application without clarity of who owns this area of land. And the visual look will change this area of the village.

Information only and planning decisions noted

- 34 ACCOUNTS FOR THE MONTH OF MAY 2023**
The accounts for the month of May 2023 were presented.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Ian Reeves to **accept** the accounts for May 2023.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

35 TO SIGN OFF SECTION 1 OF THE AGAR YE2023

Councillor Kevin Cuffley went through each question of the AGAR section 1.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to answer yes to all the questions.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

36 TO SIGN OFF SECTION 2 OF THE AGAR YE2023

All councillors had a copy of the AGAR section 2 – Accounting Statement and Councillor Kieran Cooper (Finance & General Purposed Chair) explained the figures.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to agree the figures for section 2.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

37 TO NOTE DATES OF THE PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN YE2023

The Clerk has set the dates for the public to be able to view the unaudited AGAR. The documents will be available on reasonable notice between Thursday 29th June 2023 – 9th August 2023.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to **accept** these dates for inspection.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

38 TO RECEIVE THE INTERNAL AUDIT REPORT

The parish council received a copy of the internal audit report for YE 2023. This can be found on the parish council website – www.sawston.org.uk

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to accept the internal audit report.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

39 TO DISCUSS LITTER BIN ON CHURCH LANE

The parish council has been asked by a resident to replace the bin outside St Mary's community hall on Church Lane but it was not sure if the bin was the responsibility of the parish council as it looks to be on the land of the community hall.

The Clerk confirmed the bin will cost £829.00 + vat and will need to be installed. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to contact the church to ask if they would be prepared to pay half towards a new bin. This will be deferred to a meeting once the Clerk has received a response.

40 TO DISCUSS MEDIA POLICY

The parish council has recently adopted a Public, Press and Media Policy which they have to nominate persons as moderators. This will be the Clerk and two councillors who will be responsible for posting and monitoring of the content on parish council pages and ensure compliance with the Social Media Policy.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley that Councillor Kieran Cooper and Councillor Ian Reeves will be moderators along with the Clerk.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

41 TO DISCUSS NEW BUSINESS RATES

The Clerk explained that the parish council has recently been informed by SCDC that our business rates have doubled from 1st 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. Councillor Jayne Merrick explained there are companies that will investigate this for the parish council which the Clerk was asked to get quotes for.

The Clerk was asked to contact Councillor Brian Milnes to ask if he felt we would need to get external help to challenge the new rate. The Clerk to get quotes and make an agenda item for another meeting once she has the costs.

42 TO DISCUSS HUCKERIDGE HILL FIELD

The Clerk explained that we have been asked not to cut Huckeridge Hill for the wildlife etc until Autumn. The Clerk has spoken to the grounds keeper who said this is not an issue and can be cut in October ready for the bonfire night. He did explain that they do use part of the field and if need be, they will cut a pathway so they can still use it.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick not to cut Huckeridge Hill area until October.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

43 TO DISCUSS DONATION REQUEST FROM SHELFORD & STAPLEFORD YOUTH INITIATIVE (SSYI)

The parish council has received a donation request from SSYI for £15,300.00 which is required for their activities and running costs. They do not receive any central government funding and rely on the support of local councils, community groups and individuals as well as grants from trust and foundations. Councillor Kieran Cooper explained that they did budget for £3k for Romsey Mill but now SSYI have taken on the work that Romsey Mill used to do in the village so the parish council should consider that money. The Clerk was asked to defer to another meeting and check how much the parish council has paid both youth groups so we can consider the donation request.

The Clerk was asked to invite SSYI to do a presentation at the meeting too.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

44 TO DISCUSS ST MARYS CHURCH WALL

Councillor Jayne Merrick explained she and a couple of other councillors met with SCDC at St Marys church to discuss the damaged wall. She confirmed that SCDC will not take on the responsibility of the wall so it remains the responsibility of the parish council. The wall is solid/vertical and it was suggested the parish council get a structural engineers report regarding repairing the wall without taking the whole wall down and rebuilding which would cost the parish council in excess of £100k. When getting the quotes ask about the necessity of using lime mortar as we believe this can only be used during certain times because of the weather temperature.

The Clerk will obtain quotes and take back to another meeting when received.

45 TO DISCUSS ALLOTMENT HOLDERS REQUEST TO INSTALL AN ADDITIONAL WATER TROUGH

The Clerk explained that some allotment holders have asked if they can install a new water trough at the allotments on London Road. They are prepared to club together to pay and get it installed.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Neil Reid to allow them to install a new water trough.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

46 TO DISCUSS TREE QUOTES (ORCHARD PARK)

This is to be deferred until a third quote is received.

47 TO DISCUSS FUNFAIR 2024

The Clerk explained the fun fair requested last year to visit in 2024 as this year the Circus visited. It was agreed by the parish council that they would be able to visit alternative years. Next year the fun fair wish to visit from Monday 6th – Monday 13th May 2024. The Clerk confirmed this is ok with the sports ground's keeper.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Jayne Merrick to allow the fun fair to visit on these dates.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

48 UPDATE FROM JHC

Update attached to these minutes and on parish council website – www.sawston.org.uk

49 UPDATE FROM COUNTY COUNCILLORS

Update attached to these minutes and on parish council website – www.sawston.org.uk

50 UPDATE FROM DISTRICT COUNCILLORS

No update

51 CORRESPONDANCE

Thank you for donation from Sawston Fun Run & Walk – Noted
Thank you for donation from Sawston Girl Guides - Noted

52 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

53 TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 9 MAY 2023 - (Non Public)

The minutes of the Annual Parish meeting held on 09 May 2023 were read confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper to **accept** the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

54 TO DISCUSS EXTRA HOURS FOR THE VILLAGE CARETAKER

The Clerk explained that the village caretaker is doing a great job and we have had many compliments regarding how tidy the village is looking. The Clerk asked if the council will allow him an extra three hours on a Wednesday so he can help with the maintenance of the cemetery and to do general maintenance work to take the pressure off the grounds keeper. This was discussed.

It was **PROPOSED** by Councillor Ian Reeves and **SECONDED** by Councillor Kieran Cooper to increase the Village Caretakers hours by 3 hours a week immediately.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Meeting closed 8.35 pm

Sawston Parish Council			
Accounts for May 2023			
	Description	TO PAY	\$137
Honest Employment Law	Staff - Compliance Advice	114.00	
Opus Energy	Planning - Street Lights for April	122.10	
SCDC	Cemetery Rates	135.00	
SCDC	Rec – Additional collection of recycling bin at Spicers (Cricket season)	158.40	
Scotsdales	Planning - All purpose compost for hanging baskets on lamp posts	161.74	
Grace Solutions	F&GP - VoIP services/broadband switch/phone system moved to 3cx	163.62	
EMG Motor Group	Rec - Fuel for April	166.02	
SCDC	Planning - charge for emptying additional dog bin (Catleys Walk)	211.20	
ADT	F&GP - Office Alarm	214.72	
Opus Energy	Planning - Street Lights for April	230.57	
Mary's Greengrocers	Planning - Plants for hanging baskets on lamp posts	261.30	
David Richardson	Cemetery - repair railing and brickwork on cemetery wall at Cambridge Road	310.00	
Grace Solutions	F&GP - Monthly fees anti-virus/spam filtering etc	322.03	
SSE	Rec - Spicers Gas 1-30 April	374.39	
SCDC	Rec - Spicers Rates	401.00	
SCDC	Rec - Mill Lane Rates	445.00	
JRC Entertainment	Deposit repaid for Circus (O/N 35)	500.00	
Tomlinson Steel	Rec - Repairs to gate at Spicers (Agreed FP 21 March) O/N 19	524.40	
SCDC	F&GP - Office rates	773.00	
CGM	Planning - Grass verge cutting 02/05/2023	777.07	
Lanham & Co Ltd	F&GP - Payroll for month/QB online fee/Dext Fee/training	1,030.80	
Avocet Cleaning Service	F&GP - Cleaning Contract for month	1,474.20	

Ivett & Reed	Cemetery - Repairs to three graves in cemetery (Agreed FP Feb 2023) O/N 34	1,536.00	
Gallagher Insurance	F&GP - Vehicle Insurance	2,324.24	
Lilley of Sawston	Cemetery - Install tarmac footpath to memorial tree O/N 97 Agreed FP Dec 2023	16,728.00	

Jan – June 2023 JHC Support Service information for Parish Council meeting

* So far this year we have seen 329 clients, virtually the same number as this period last year. Interestingly over a third of these people are new clients who have never been to JHC before.

* 472 food bags have been given out, 10% up on the same period last year.

* Enquiry type – top enquiry continues to be grants. Benefits are second highest enquiry, followed by housing & then debt, so consistent with last year.

* Nearly £14,000 of grants have been given, of that £4,000 come from JHC the rest are from external agencies/organisations.

Other JHC info

JHC housing – we are aware of an increase in Anti-Social Behaviour, rest assured we do address the issue, but it isn't always a quick fix, mainly due to proper legal procedures having to be followed.

Mill Lane allotments thefts and youths congregating on the allotments – have informed our PCSO. Also encouraged neighbours and allotment holders to report any incidents to the police.

At our AGM in May Sandra Davidson was re-elected as Chairperson & Kieran Cooper vice chair.

County Councillor Monthly Report - Sawston & Shelford Division

(includes Sawston, Little and Great Shelfords, Stapleford, Babraham, South Trumpington, Hauxton, Harston, Newton and Haslingfield)

Brian Milnes (Brian.Milnes@cambridgeshire.gov.uk) & Maria King (Maria.king@cambridgeshire.gov.uk)

June 2023

Cambridgeshire Priorities Capital Fund

This fund consists of £1.5M left over from the previous administration's £5M Communities Capital Fund. £1M will be made available for community capital projects to improve or upgrade community buildings and assets, while supporting the council to achieve at least three of its strategic ambitions.

- **Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.**

- **Travel across the county is safer and more environmentally sustainable.**
- **Health inequalities are reduced.**
- **People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.**
- **People are helped out of poverty and income inequality.**
- **Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.**
- **Children and young people have opportunities to thrive.**

The fund will open for a single round of applications during the 2023/24 financial year, with an upper bid limit of £40,000. Cambridgeshire based voluntary, community and social enterprise sector organisations will be eligible to apply, as will district, town and parish councils, and businesses if they can evidence the public benefit of their project.

The remaining £0.5M will be reserved for the County Council's own community based assets, where this will support the council's commitment to decentralisation.

Home Upgrade Grants

Cambridgeshire has been awarded £11.5M over two years to improve energy efficiency in homes which are not on mains gas. More information, including eligibility criteria, at actiononenergycambs.org/funding

Smart journeys

The new Smart Journeys team is now in place working with developers of sites at Northstowe, Alconbury Weald, and Cambridge Science Park to promote active travel throughout the developments.

Disposal of vapes and metal recycling

Following a number of fires, an information campaign is being planned about the safe disposal of vapes and the hazards of fires in collection vehicles and waste plants arising from the batteries sealed inside these items. There is currently a six week campaign of bus advertising, radio and social media across the whole of Cambridgeshire and Peterborough promoting the need to recycle all metals.

Biodiversity and green spaces

The Tree & Woodland Strategy is now out to tender, including assessment of tree canopy cover for the whole county, and more detailed analysis on County Council land. The strategy will also include length of hedgerow on County Council land, amounts of carbon sequestered, and areas for future tree planting.

Work is also ongoing with Natural Cambridgeshire on the Local Nature Recovery Strategy for Cambridgeshire, with a formal launch imminent.

Low carbon heating for council buildings

Air source heat pumps have been installed at 22 council buildings to date, replacing fossil fuel heating systems. A further five new projects are also now in progress, supported by grant funding, and the County Council is applying to the Low Carbon Skills Fund for grants towards design for the next batch of sites.

Autonomous vehicle trials

Connecting Cambridgeshire will be supporting the Greater Cambridge Partnership to deliver two autonomous vehicle projects, one running services around the West Cambridge campus, Cambridge Biomedical Campus, and between Babraham and Trumpington Park & Rides; the other looking at the feasibility of autonomous transit to support developments to the east of Cambridge.

East West Rail

East West Rail is carrying out a new round of engagement following the latest route announcement in May. It is apparent that the preference for Southern route has been dictated by the economic, rather than financial or environmental considerations. Cambridge Biomedical Campus is seen as a strategically important economic hub driving the Government decision-making.

Some headline statements have been made as part of the announcement regarding the engineering solutions of the route, however the detail of these is evidently not there and will unlikely to be completed before the statutory consultation in 2024.

It is important to make our strong and coherent community voice heard at any opportunity related to EWR; to highlight issues and potential detrimental impact on our communities, landscape and biodiversity and seek answers from EWR. We hope the Parishes in potentially affected villages will promote two forthcoming in-person public engagement events by EWR:

- **22 June 2023 2pm – 8pm Eversden Village Hall 4 Chapel Road, Great Eversden, CB23 1HP**
- **26 June 2023 2pm – 8pm Harston Village Hall 20 High Street, Harston, CB22 7PX**

Sustainable Travel Zone / Congestion Charge

The public response to the Making Connections (Sustainable Travel Zone / Congestion Charge) consultation has now been published. More than 24,000 people responded to the consultation, which proposed measures to transform the bus network alongside better walking and cycling infrastructure that would be funded in the long term by the phased introduction of a road user charge.

The key findings and the wide-ranging views—both in favour of and against the proposals—are contained in a paper to the Greater Cambridge Partnership's Joint Assembly which meets on Thursday 8 June. The headlines are below.

- **Over 70 per cent of people were in favour of the future transport network, with more buses to more locations, cheaper fares and longer operating times supported by better walking and cycling infrastructure to give people faster, cheaper and more reliable travel alternatives to the car.**
- **58 per cent of respondents opposed the proposed Sustainable Travel Zone (STZ) as the means for delivering the transport vision. Opposition increased with age from 35 to 64, with 55-64 year olds the most likely to oppose. Those who lived outside Cambridge were also more likely to oppose.**
- **34 per cent of people supported the STZ as proposed. Support was highest among the youngest and the oldest respondents, who are more likely to find it most difficult to access education and healthcare due to the limitations of the existing bus network. Support was highest in the centre and west of Cambridge.**
- **Around half of those who opposed the STZ did support the vision for better buses.**
- **The views from organisations such as business, healthcare and others were broadly supportive of the plans but with caveats about the impact on staff or those who were vulnerable.**
- **Additional representative opinion polling was carried out which showed opposition and support for a road user charge was more balanced.**

The reasons for supporting or opposing varied but covered a variety of areas.

- **Those who supported the proposals were keen to get more frequent bus services, would be able to cycle more safely and generally were positive towards the idea of a charge to tackle climate change and reduce congestion.**
- **Those who opposed felt the exemptions didn't go far enough, and perceived a charge to be unfair, in particular on those travelling to Addenbrookes, and also believed there would be a negative impact on jobs.**

With a large number of free text responses in the survey to supplement the 'closed questions', a lot of detail is now available about what people feel could be positive amendments to the scheme. These included changing the rate for cars, changing the hours, amending the discounts and exemptions, and altering the boundaries. A useful summary of a GCP Board discussion can be found [here](#).