



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 13 MAY 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

Deborah Alderwick

Ian Reeves

Neil Reid

Paul Smith

Kevin Deeming

Colin Groves

Kieran Cooper

+ 2 members of public

Peter Fane – County Councillor

1 TO ELECT CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR.
DECLARATION OF ACCEPTANCE OF OFFICE

It was *proposed* by Councillor Paul Smith and *seconded* by Councillor David Bard to ***nominate*** Councillor Kevin Cuffley as Chair of the Parish Council for the ensuing year.

VOTE: 11 FOR : UNANIMOUS

Councillor Kevin Cuffley signed his Declaration of Acceptance of Office.

2 TO ELECT VICE CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR.
DECLARATION OF ACCEPTANCE OF OFFICE

It was *proposed* by Councillor David Bard and *seconded* by Councillor Ian Reeves to ***nominate*** Councillor Kieran Cooper as Vice Chair of the Parish Council for the ensuing year.

VOTE: 11 FOR : UNANIMOUS

Councillor Kieran Cooper signed his Declaration of Acceptance of Office

3 APOLOGIES FOR ABSENCE

Anand Pillai – Work Commitments

4 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Reg Cullum asked with more new families coming to make their homes in Sawston, has the Parish Council any thoughts on enhancing our existing community green spaces and walks? Can there be consideration to investing in any available land for a new social park without using section 106 development finance for children's play spaces, such as the South Cambridgeshire District Council's net zero community grant?

This was discussed it was explained that unfortunately the land at Cambridge City fell through which would have been ideal for recreational space for the village. Also, the green area – Butlers Green on Mill Lane. Councillor Kevin Cuffley suggested he approaches the owners of both areas which he agreed to.

He then asked has the Parish Council any forth coming strategy for monitoring traffic flows at peak times during the working week and encouraging the greater use of community bicycles? Councillor Paul Allen explained he is investigating a blanket 20mph scheme within the village and will consider this too. The Clerk agreed to add Reg Cullum the Masterplan Group so he can be invited to these meetings.

Councillor Kevin Cuffley thanked Reg Cullum for attending and bringing forward these ideas.

5 DECLARATIONS OF INTEREST FOR THIS MEETING

None

6 TO APPOINT MEMBERS OF THE FOLLOWING COMMITTEES FOR THE ENSUING YEAR

6.1 FINANCE & GENERAL PURPOSES COMMITTEE

The Clerk confirmed that we have 10 seats for the F&GP Committee.

Councillor Kevin Cuffley, Councillor Keiran Cooper, Councillor David Bard, Councillor Paul Allen, Councillor Paul Smith, Councillor Colin Groves, Councillor Ian Reeves, Councillor Brian Milnes and Councillor Kevin Deeming all put themselves forward for this committee.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to accept these members for this committee.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

6.2 STAFF MANAGEMENT COMMITTEE

The Chair and Vice Chair are automatically members of the Staff Management Committee and our terms of reference require two more members.

Ian Reeves and David Bard put themselves forward for this committee.

It was proposed by Councillor Kieran Cooper and seconded by Councillor Kevin Cuffley to accept these members for the committee.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

7 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 22 APRIL 2025

The minutes of the Full Parish Council meeting held on 22 April 2025 were read, confirmed, and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Deborah Alderwick to accept the minutes.

VOTE: 11 FOR : 0 UNANIMOUS

8 MATTERS ARISING – NEW INFORMATION ONLY

None

9 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

| | | |
|-------------------------------|--|--|
| 25/01266/FUL | Change of use of land to residential/private amenity use, construction of brick wall and pedestrian access gate at the side adjacent to the highway, with the removal of the existing garden brick wall and replacing fencing to the rear at 1 Park Road. Proposed by Councillor Kieran Cooper and Seconded by Councillor David Bard to support to this application. | Support/No Objection Vote: 11 For Unanimous |
| 25/00945/HFUL | Dropped kerb at 8 High Street. | Objection/Do not Support |

| | | |
|---|--|--|
| | Proposed by Councillor Kieran Cooper and Seconded by Councillor Paul Allen to object to this application. | Vote: 10 For 1 Abs Comment: still feel it is too close to the junction. |
| <u>Tree</u> 25/0423/TTCA | T1 - Silver Birch - Reduce height by 4m to contain size of tree beside property at 152 High Street. Proposed by Councillor David Bard and Seconded by Councillor Kevin Deeming to support to this application. | Support/No objection Vote: 11 For Unanimous |

Information only plans noted

10 ACCOUNTS FOR THE MONTH OF APRIL 2025

The accounts for the month of April 2025 were presented.

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

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

County Councillor Peter Fane left the meeting.

11 TO CONFIRM ELIGIBILITY OF THE GENERAL POWER OF COMPETENCE

The parish council are to confirm they have the General Power of Competence.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to confirm our eligibility.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

12 TO REVIEW TERMS OF REFERENCE FOR COMMITTEES

The parish council reviewed the Terms of Reference for the Finance & General Purposes Committee and the Staff Management Committee.

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

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

13 TO REVIEW STANDING ORDERS

The parish council reviewed the Standing Orders.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Brian Milnes to adopt the reviewed Standing Orders.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

14 TO REVIEW FINANCIAL REGULATIONS

The parish council reviewed the Standing Orders. Councillor Patrick Thouroude explained we don't state that figures include or exclude VAT. This was discussed and agreed to add this to the Financial Regulations.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor David Bard to adopt the reviewed regulations with the above amend.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

15 TO REVIEW COMPLAINTS PROCEDURE

The parish council reviewed the Complaints Procedure.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Colin Groves to accept the reviewed policy.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

16 TO REVIEW MEDIA POLICY

The parish council reviewed the Media Policy.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to adopt the reviewed policy.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

17 TO REVIEW ASSET REGISTER

The Parish Council reviewed the asset register. The Clerk confirmed this has been recently updated and includes the new mower purchased.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Ian Reeves to accept the updated asset register.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

18 TO DISCUSS CRICKET BEING PLAYED AT ORCHARD PARK

The Clerk explained that the office has received a complaint/concern regarding a group playing cricket on Orchard Park most evenings around 7pm. The concern is they are playing near the play area and they are using a proper cricket ball. This was discussed at length and Councillor Kevin Cuffley offered to approach the group first about this and report back to the Parish Council.

19 TO DISCUSS QUOTES FOR RAMP AT LYNTON WAY

The Facilities Administrator obtained quotes to replace the steps from Babraham Road onto Lynton Way recreation ground to a ramp. This came to light when a resident slipped and fell down the steps and also to make it more accessible.

- £3,000.00 + vat
- £2,874.00 + vat
- No third quote could be obtained

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to accept the quote for £2,874.00 + vat.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

20 TO DISCUSS REPLACEMENT PLAY EQUIPMENT ON LYNTON WAY

The Clerk explained that one of the springie's was damaged on Lynton Way recreation ground and has broken in half. This cannot be repaired and needs to be replaced.

- Springie horse £927.00 ex vat
- Springie fish £990.00 ex vat
- Bike Springie £1404.00 ex vat
- Shiley Seesaw £1755.00 ex vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to order the horse springie.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Deborah Alderwick to order the fish springie.

Both were voted on:

Horse – 9 for

Fish – 4 for therefore the Horse will be the replacement.

21 TO REVIEW RISK ASSESSMENTS

The Parish Council reviewed all the risk assessments and they were discussed at length.

Amends:

Include that the ground staff now have Man Down alarms each.

Spicers Pavilion – Ownership of tree monitoring.

Mill Lane – Add that there are non-gender toilets

Covid RA – this was discussed and Councillor Paul Smith agreed to look into and create an updated draft for the Parish Council to consider, this will be an agenda item once the Clerk receives it.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor David Bard to adopt all the reviewed risk assessments with the above amends.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

22 CORRESPONDENCE

None

23 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

The Clerk asked all Councillors to check their Register of Interest forms to ensure they are up to date. They can obtain a new form from the office should they need to make amends.

Councillor Kevin Deeming asked for the Parish Council to discuss the bus route again along Babraham Road to get buses to travel to that end of the village by the two new housing estates. The Clerk will make this an agenda item. The Clerk will contact the Combined Authority Transport department to ask what is required to add/move a bus stop before this is an agenda item.

Councillor Paul Allen asked for a meeting to be set up to discuss the new Parish Council website. This will be arranged.

Councillor Deborah Alderwick noted there is a tree opposite the Parish Council office which appeared to have some dead branches. This will be reported to SCDC. She went on to express how impressed she is that our local shops are still busy.

Councillor Paul Smith asked if the Parish Council can replace the bus stop in the High Street by the former Woolpack with one with seats. Councillor Paul Smith was asked to investigate this and the Clerk will make an agenda item to discuss once he has the information.

Councillor Patrick Thouroude requested a date for the next Masterplan Meeting. The Clerk will arrange this.

Councillor Brian Milnes explained the next round for Zero Carbon Communities funding is available. The Clerk confirmed this is on the next agenda and asked the councillors to consider projects we could apply for before the meeting.

Councillor Brian Milnes commented that the Annual Parish Meeting was well attended and had a good turnout. At this meeting a resident asked for more trees to be planted in the village. The resident was asked to produce a list of places they thought trees could be planted and send to the Clerk. Councillor Kevin Cuffley explained there are villages who have planted trees on pathways which are effective but it would mean digging out current pavements and getting authorisation from the County Council. The Clerk was asked to contact County Councillor Peter Fane to get more information.

Councillor Brian Milnes explained that there have been complaints to SDCD regarding the new estate on Babraham Road and the illicit use of council house allocation and houses of multiple occupancy. There may be residents who may not qualify for subsidised housing living on the estate. He asked if anyone has any information on this to contact him.

Councillor Kieran Cooper explained that the planters outside the Post Office do not look particularly nice now and have not detracted people from parking there. This was discussed and it was agreed to remove the planters. The Clerk said she would try and find somewhere else to put them. The parking in this area is still a problem so the Clerk will make it an agenda item to discuss in the future. Councillor Brian Milnes suggested double red lines and will investigate beforehand.

Councillor Kevin Cuffley agreed that there was a good turnout for the Annual Parish Meeting. He went on to explain that the VE day beacon was lit on Church Court and also had a good turnout. He thanks Councillor Paul Smith for his help with this.

Councillor Kevin Cuffley thanked the members of public for attending and they left.

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 Deborah Alderwick to go into camera.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

24 TO CONFIRM AND SIGN MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 28 APRIL 2025

Item 5 – Grounds Keepers Salary Review

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

The minutes of the Staff Management Committee meeting held on 22 April 2025 were read, confirmed, and signed.

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

VOTE: 11 FOR : 0 UNANIMOUS

Meeting Closed 8.50 PM