



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 24 June 2025
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley (Chair)

David Bard

Neil Reid

Patrick Thouroude

Kieran Cooper

Paul Smith

Kevin Deeming

Paul Allen

+ 2 members of public

+ Stuart Maclure – joined via Zoom

62 APOLOGIES FOR ABSENCE

Colin Groves – Personal

Anand Pillai – Work Commitments

Brian Milnes – Personal

Deborah Alderwick – Personal

Ian Reeves - Personal

63 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

64 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor David Bard – item 79 as member of PCC

65 PRESENTATION BY BETONGPARK ABOUT PROPOSED SKATE PARK ON LYNTON WAY

Stuart Maclure explained that they are currently putting together a concept for the skate park on Lynton Way for the public consultation on 9th July.

He went on to explain that they are basing it on a wish list given to them by skaters from SSYI (youth group) and then they will get comments from the consultation to ensure the parish council build a park suitable for everyone wishing to use it.

This will be built 50% into the ground and 50% above which helps with the aesthetics of the park. They envisage it taking 5 weeks to build and it will be inspected by ROSPA before opening.

Stuart will be proving the parish council with a FAQ leaflet which will be available at the consultation and from the parish council.

Councillor Kevin Cuffley thanked him for attending.

66 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 10 JUNE 2025

The minutes of the Full Parish Council meeting held on 10 June 2025 were read, confirmed, and signed.

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

VOTE: 8 FOR : UNANIMOUS

67 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 17 JUNE 2025

The minutes of the Finance & General Purposes Committee meeting held on 17 June 2025 were read, confirmed, and signed.

10 – Banking Signatories

VOTE: 8 FOR : UNANIMOUS

11 – Reviewed Financial Regulations

VOTE: 8 FOR : UNANIMOUS

13 – Donation Policy

VOTE: 8 FOR : UNANIMOUS

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

VOTE: 8 FOR : 0 UNANIMOUS

68 MATTERS ARISING – NEW INFORMATION ONLY

None

69 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

25/02224/PRIOR	Change of use from a commercial salon (Class E) to a residential dwellinghouse (Class C3) at 94 High Street. Proposed by Councillor David Bard and Seconded by Councillor Kevin Deeming to support to this application.	Support/No Objection Vote: 8 For Unanimous
25/01834/HFUL	Demolition of existing detached garage and shed. Construction of a new single-storey outbuilding to be used as a self-contained annex, comprising a bedroom, bathroom, and living area, intended for use as a granny flat and home office at 17 Hayfield Avenue. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to object to this application.	Object/Do not support Vote: 8 For Comment: Lack of parking as shown not feasible. No access to the building except on the track which owners do not own. No suitable location for dwelling on access ground. If SCDC allow application Sawston Parish Council would like a condition that it is not occupied as a separate dwelling.

Information only plans noted

70 TO DISCUSS SPORTS CLUB MATTERS

None

71 TO AGREE TWO COUNCILLORS TO AGREE ON PLANNING APPLICATIONS IN AUGUST

The Clerk explained that as the parish council do not have any meetings in August, could they nominate a couple of councillors to look and respond to planning applications that may come in during this period. Any major planning applications would be sent to all councillors or an extension of time would be requested.

The Councillors that have offered to comment on the planning applications for August are:

Councillor David Bard

Councillor Paul Allen

Councillor Patrick Thouroude

72 TO DISCUSS ALLOTMENTS – SKIPS AND SIGN FOR PARKING

The Clerk explained that the parish council pay £400 a year for two skips on the allotments which are for the allotment holders only to use to clear any rubbish from their allotments. Most years the skips arrive and tends to get filled with household rubbish including old carpets etc and therefore not used for the intended purpose and sometimes full when the allotment holders go to use them. The Assistant Clerk has spoken to some allotment holders who explained that people should be composting etc on their allotments so not really a need for the skips. The Clerk asked if the parish council wishes to continue supplying skips. The Clerk also explained that the grounds keepers have cleared a huge area on the allotments and is going to lay bark so this area can be used for parking. If the parish council are happy for this to be parking the Clerk will obtain a price for a sign to make it clear that the area is for parking.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to stop supplying annual skips for the allotments and get a sign for the new car park area.

VOTE: 8 FOR : 0 UNANIMOUS

73 TO DISCUSS PRICE FOR MEMORIAL LEAVES

The Clerk explained the cost of the memorial leaves has increased and did the parish council want to pass on the increase. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to pass on the cost.

VOTE: 8 FOR : 0 UNANIMOUS

74 TO AGREE CIRCUS DATES FOR 2026

The Circus wishes to visit Sawston (Lynton Way) 3rd – 7th June 2026.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to allow then to visit these dates.

VOTE: 8 FOR : 0 UNANIMOUS

75 TO DISCUSS BOILER AT LYNTON WAY

The Facilities Administrator obtained a quote to make repairs to the boiler at Lynton Way Pavilion. There is a blockage and the hot water is not getting through.

The plumber that came to look said he was not sure how long it would take to find the blockage but would not envisage it taking longer than 4 hours and would charge £85 per hour. Councillor Brian Milnes gave the Clerk two numbers of plumbers to try but was unsuccessful. She did however, obtain two more quotes.

- £85 per hour (up to 4 hours)
- £95 per hour
- £95 per hour

Parts and materials if needed will be extra cost.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the quote for £85 per hour from NB Plumbing and get the repairs done.

VOTE: 8 FOR : 0 UNANIMOUS

76 TO DISCUSS TREE AT ORCHARD PARK

The parish council has received an email from a resident on Orchard Park who has a problem with their TV signal during summer months which they state is caused when the trees that run behind their property are in full leaf. They are asking for alternate trees to be removed to create a gap to allow terrestrial signals through or thinning the branches allowing for the signal to pass through although believes when windy the problem will continue. This was discussed at length and the Parish Council agreed to ask the resident to get an expert report/assessment for this and bring back to the council.

77 TO AGREE FOR GROUNDS KEEPERS NOT TO CUT HEDGES UNTILL 1 SEPTEMBER DUE TO BIRDS NESTING

The parish council previously agreed for the grounds keepers not to cut hedging until after 1st July but the advice has changed to 1st September.

This was discussed. The Clerk confirmed that the hedging around Spicers Sports Ground can be cut as it is a sports ground although the grounds keepers will check for nesting birds first.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen to agree for hedges not to be cut until after 1st September.

VOTE: 8 FOR : 0 UNANIMOUS

78 TO REVIEW PUBLICATION SCHEME POLICY

The parish council had the Publication Scheme Policy which the Clerk updated on advice from the internal auditor.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Kevin Deeming to adopt this updated policy.

VOTE: 8 FOR : 0 UNANIMOUS

79 UPDATE ON ST MARYS CHURCH WALL

Councillor Kieran Cooper explained that he recently met on site with the Clerks, structural engineer, and architect regarding the state of the church wall. The Vicar had contacted the parish council with concerns the wall has more damage.

The parish council are obtaining reports which will be discussed at another meeting.

80 JHC UPDATE

Councillor Kieran Cooper gave an update. The report is at the end of these minutes.

81 CORRESPONDENCE

None

82 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Kieran Cooper spoke about a recent email the parish council received from Redrow (developers of new estate on Babraham Road) explaining they are going to be cutting back the hedge along Babraham Road as this is causing an obstruction for drivers exiting the estate. This hedge belongs to the County Council but they are not taking the responsibility of cutting it because of the nesting season but permission has been given for Redrow to undertake trimming works to the hedge that falls within the visibility splays. The works will be undertaken on Thursday 3rd July on the provision that the ecologist does not find any nesting birds in the hedge upon their inspection. If nesting birds are found then these

works will not take place. County Council have said that currently the hedge does not meet intervention levels that require it to be trimmed in the nesting season but Redrow have made the decision to intervene on this occasion for the health and safety of the public.

The Clerk was asked to forward the email to the two new County Councillors so they are aware of the situation.

Meeting Closed 8.20 PM

JHC Support Service information for Parish Council meeting- January to March 2025

* First quarter of the year we have seen 140 clients. Numbers are pretty similar to last year, but issues are getting more complex and taking much longer to sort, therefore multiple appointments are often needed.

* 223 food bags have been given out; however, we have noticed a drop off in donations.

* Enquiry type – our top enquiry continues to be Grants. Benefits are second highest enquiry, followed by Housing & then Debt, so all consistent with the last few years.

*Individual grants given to clients total almost £32,000. Almost one third of this is for utility bills.

*Grants given to other organisations, include Icknield Primary school – school trips , SVC – after school club for yr10's, SSYI – residential trip & SUFC – travel costs for trip, totalling £8179.

Other JHC info

JHC housing - Phase 2 is expected to be ready in the second half of 2026, this will be five one-bedroom houses. We will advertise them in the usual way.

We have had 2 voids this year plus the fire damaged property in Joyce's Close, all properties have been allocated, and new residents will be moving in over the next 4-8 weeks.

Personnel changes, Debra Darlow started with us in March, she joins the support worker team and was previously a housing manger with HHS so has a wealth of housing experience as well as benefits knowledge. We are currently looking to recruit an administrator, possibly an apprentice.

We continue to pay for a Citizens advice debt specialist to advise clients in this area, Relate have counselling sessions every Monday at JHC offices and SVC continue to use rooms when necessary for individual tutoring. SCDC also run tenancy sustainment workshops.

We are also working extremely closely with the Well Being Team at Sawston Medical Practice and Age UK, this joint working is proving invaluable, especially with our elderly and more vulnerable clients.

