



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 27FEBRUARY 2024
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Colin Groves

Kieran Cooper

Jayne Merrick

Patrick Thouroude

Deborah Alderwick

Paul Smith

Neil Reid

+ 16 members of public

295 APOLOGIES FOR ABSENCE

Anand Pillai

Brian Milnes

296 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Neil Kent requested to speak about his application 24/00456/FUL

Jeanette Vivier requested to speak about application 24/00456/FUL

As there were residents attending for the application above Councillor Kevin Cuffley asked the council to bring forward the planning applications.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to bring the planning applications forward after item 299.

VOTE 10 FOR : 0 AGAINST UNANIMOUS

297 DECLARATIONS OF INTEREST FOR THIS MEETING

Deborah Alderwick – item 306 as member of SHOUT – Non pecuniary

David Bard & Patrick Thouroude – item 312 – Non pecuniary

Ian Reeves – item 304 – Non pecuniary

298 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 13 FEBRUARY 2024

The minutes of the Full Parish Council meeting held on 13 February 2024 were read, confirmed, and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Kieran Cooper to accept the minutes.

VOTE 10 FOR : 0 AGAINST UNANIMOUS

299 MATTERS ARISING – NEW INFORMATION ONLY

None

302 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

24/00456/FUL	<p>Erection of a single self-build dwelling and associated infrastructure and works at Land Adjacent To Spring House Church Lane.</p> <p>Proposed by Councillor Kieran Cooper and Seconded by Councillor Jayne Merrick to not comment to this application.</p>	<p>No Comment</p> <p>Vote: 10 For Unanimous</p>
24/00434/FUL	<p>Addition of use class E(b) to the western portion of ground floor office space (formally use class B1 now E(g) to facilitate a cafe to support the existing offices with minor facade and soft and hard landscaping amendments to facilitate independent access and outdoor amenity space at Ashwell Point, Janus Technology Babraham Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 10 For Unanimous</p>

TTRO was noted

300 TO DISCUSS SCDC FOUR-DAY WEEK TRIAL – COUNCILLOR BRIDGET SMITH ATTENDING

Councillor Kevin Cuffley welcomed Councillor Bridget Smith to the meeting and proceeded to ask her questions that had been put forward regarding the SCDC 4-day week trial.

How does this work with holidays/income etc? – The trial completes in March 2024 and the staff will be working 100%, 80% of the time on 100% salary. Part time workers will be calculated pro-rata and Councillor Bridget Smith said she will double check the holiday entitlement and get back to the Clerk. The staff contracts will continue to be 5-day a week and if they see the performance fall, they could move back to a 5-day week and staff will work a 5-day week.

The current hours are based on 30 hours a week but the office staff will go up to 32 hours a week as full time. The waste management team – waste are on a trial on 32 hours a week.

Private companies trying a 4-day week – have they compared notes? – SCDC has been involved with the 4-day week campaign and taken lots of advice. There was no obvious way of doing this trial and they did spend 3 months preparing for the trial designed with the staff.

Councillor Bridget Smith went on to say the trial so far has been successful as the staff are now more motivated, happy and the health and wellbeing has improved. They had previously spent £2m on agency staff who do not have the knowledge and commitment but now have employed staff and are getting more people to apply for roles as they are more attractive jobs.

They have saved so far, half a million on agency staff.

The benefits of a successful trial is to address the recruitment issues, no long-standing vacancies, saving money and motivated/happy staff. Staff sickness is down and South Cambs should see an improvement in services.

Are there any plans to let/rent office space at Cambourne to save money? – The council are now all on one floor, the first floor is being rented out and generates income and the other floor is used for hot desking for small business/start-ups, which will start in April.

Councillor Bridget Smith confirmed that the council has just agreed a council tax increase of 5%.

All the reports/data is on the South Cambridgeshire District Council website.

Councillor Kevin Cuffley thanked her for attending.

Councillor Bridget Smith left 8.05pm

301 UPDATE FROM DALE MANOR BUSINESS PARK

Councillor Kevin Cuffley welcomed Emma Woods – Director of Sphere25 and representatives who gave an update on the current work on the South Cambridge Science Centre on Dale Manor Business estate. Information on website.

303 TO DISCUSS SPORTS CLUB MATTERS

David Ellis asked if the Parish Council were considering solar panels on Spicers pavilion as the Cricket Club are to apply for a grant for this. The Clerk has investigated solar panels for all pavilions so we can maybe budget for the future as the quote was around £37k. She will contact David Ellis if the parish council agrees to go ahead.

304 TO DISCUSS CRICKET FEES 2025/2026

The Facilities Administrator has been looking into the hire charges for Cricket and comparing with other parish councils. Cricket have games which can last all day and they have use of the pavilion and bar and are being charge £60 for the day, the Clerk asked if the council are happy to continue charging this or do they want to start charging an hourly rate. This was discussed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Patrick Thouroude to leave the fees as they are.

VOTE: 7 FOR : 2 ABS 1: NO VOTE

305 TO DISCUSS LYNTON WAY PROJECTS

Councillor Deborah Alderwick and Councillor Jayne Merrick are pulling together previous information collated regarding the project.

The Clerk also explained that she had contacted a consultant recommended through SLCC who provide online consultation platforms and engagement support. This is something the parish council has previously spoken about with regards to the Lynton Way Pavilion and skate park project.

This was discussed and agreed that we need a list of questions regarding the use of the new pavilion and what residents would like.

Councillor Kieran Cooper offered to write a brief for this so the Clerk can get some quotes from consultants to move this project forward.

The Clerk explained she had met with a skate park company who have visited the site and are putting together a plan for a skate park on Lynton Way. She will move forward with the skate park project as we have now received the S106 money, she has contacted several companies to obtain quotes.

306 TO DISCUSS SHOUT USING THE OFFICE

Councillor Deborah Alderwick left the meeting and declared an interest 8.42pm

The Clerk explained that SHOUT group has been using the office for their weekly meetings on a Monday. The office meeting room is being used more by the parish council and the Clerk moves the group to Mill Lane pavilion when the office meeting room is not available. It was agreed last year to review this.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper to allow them to continue using the office and review in 6 months.

Councillor Deborah Alderwick came back into the meeting 8.45pm

307 TO DISCUSS HANGING BASKET QUOTES

The Assistant Clerk contacted several companies to get quotes for hanging baskets and obtained two.

- £1,105.00 for 34 large half baskets.
- £1,032.00 for 34 large half baskets

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to accept the quote for £1,032.00 + vat on a 3-year contract.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

308 TO DISCUSS MICROSOFT BACKUP

Councillor Kieran Cooper explained that our IT company has contacted the parish council to explain that we currently do not have a back-up which wasn't available when the computer system was migrated. They offer a Microsoft back-up service to protect all data. This was discussed at length and it was agreed to invite them to a meeting so we can discuss this and also review our contract as it is due for renewal.

309 TO DISCUSS PERMISSION TO USE HUCKERIDGE HILL TO CELEBRATE HOLI

The Clerk explained she has been contacted by the Chair of the Cambridge Hindu Association seeking permission to use Huckeridge Hill to celebrate Holi on 24th March 2024 between 4-8pm. They request to have a bonfire and parking on the site. They anticipate 100-150 attendees all arriving by car. This was discussed and although we support this celebration there was concerns regarding the safety. There would be a queue of cars waiting to get onto the site which has only one vehicle access and the brow of Huckeridge Hill is blind and there was also concern with regards to the risk assessment with no designated first aider or professional marshalling.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to invite them to another meeting to start the conversation for next year so the concerns we have can be addressed by them.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

310 TO DISCUSS HEALTH & SAFETY POLICY

The Health and Safety policy is due to be reviewed. There has been no amends to this policy.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Colin Groves to adopt this policy.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

311 TO DISCUSS LARGE CROSS WITH FAILED RISK ASSESSMENT AT THE CEMETERY

The Parish Council recently carried out a risk assessment by Memsafe on all the memorials in the cemetery and at St Marys churchyard. There have been many that have failed the test with regards to the base stone coming away from the headstone so most need to be reset. All relatives have been contacted and now many have already been repaired. There is a large cross in the cemetery dating back to 1903 and two in St Marys churchyard which have failed the test and that we do not have contacts for. It is recommended that these crosses are laid flat. This was discussed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Deborah Alderwick to lay these crosses down.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

312 TO DISCUSS ST MARYS WALL STRUCTURAL REPORT

The parish council recently had a structural engineers survey completed on the flint wall at St Marys church which stated the wall is reasonably sound and stable with no significant evidence of structural weakness or instability but there is a section that needs to be repaired. The repairs should be carried out by a skilled bricklayer. The Assistant Clerk contacted 4 bricklayers to quote for the work and only received one.

- **£1,950.00**

The Clerk was asked to contact another bricklayer and defer to the meeting on 12th March.

313 CORRESPONDENCE

None

314 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

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 Kevin Cuffley and **seconded** by Councillor Colin Groves to go into camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

315 TO ADOPT AMENDED STAFF HANDBOOK

The Clerk has amended the Staff Handbook to state that it complies with the ACAS Code of Practice 2015.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kieran Cooper to adopt the amended Staff Handbook.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Meeting Closed at 21.21