



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 12 DECEMBER 2023
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Assistant Clerk: Clare Speed

Councillors

Kevin Cuffley

David Bard

Neil Reid

Colin Groves

Ian Reeves

Paul Smith

Patrick Thouroude

+ 4 member of public

239 APOLOGIES FOR ABSENCE

Kieran Cooper (Work Commitments)
Anand Pillai (Work Commitments)
Brian Milnes (Personal)
Jayne Merrick (Personal)

240 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Councillor Kevin Cuffley invited the public to speak. Mr Steven Buckley attended the meeting to discuss the grave at the cemetery which was discussed on the last agenda. He apologised for doing the work without permission but stated that other graves have borders and stones on their graves. Councillor Kevin Cuffley explained that he had visited the cemetery and that other graves do have borders, no gap between the graves and stones. After a discussion the parish council agreed they can keep the grave as it is, but any further work always needs to be agreed by the Clerk.

241 DECLARATIONS OF INTEREST FOR THIS MEETING

None

242 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 28 NOVEMBER 2023

The minutes of the Full Parish Council meeting held on 28 November 2023 were read, confirmed, and signed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Colin Groves to accept the minutes.

VOTE 7 FOR : 0 AGAINST UNANIMOUS

243 MATTERS ARISING – NEW INFORMATION ONLY

None

244 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

23/03654/FUL	Erection of 3 employment/research and development units with flexible Eg(ii), Eg(iii) and B8 uses with ancillary offices	Support/No Objection Vote: 7 For Unanimous
------------------------------	--	---

	<p>for total of 8,018sqm (86,306sqft GIA) together with service areas, car parking and landscaping at Cambridge South West Way.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Paul Smith to support to this application.</p>	<p>Comment: Support subject to the following conditions: 1-Attention is drawn to the comments of the Local Highways Authority (27/10/23) in relation to the reliance of this application on a safe pedestrian and cycling access being provided under approved application 22/03363/FUL. We support the Highways Officer's request that such a route should be conditioned to be in place (either provided under 22/03363/FUL or by the present applicants) before any occupation of the proposed units. 2-The Travel Plan (Para. 5.8) states that 80 covered long stay cycle racks will be provided. It is not clear from the submitted site plan (PL003REXH) where these will be located. Although two cycle parking locations are shown on this plan, they appear too small to accommodate 80 spaces. This issue needs to be clarified and secured by condition.</p>
<p>23/04472/HFUL</p>	<p>First floor side extension and associated works at 17 Plantation Road.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Patrick Thouroude to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 7 For Unanimous</p>
<p>23/03186/FUL</p>	<p>Erection of a single dwelling house and garage with studio/annex in the grounds of the existing house with independent vehicle access at Guildens Catleys Walk.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to objection to this application.</p>	<p>Objection/Do Not Support</p> <p>Vote: 6 For 1 Abs</p> <p>Comment: OBJECTION The Southern boundary of the site as shown on the application plans 2021_07.2-P-016-D-GA and associated documents is incorrectly shown and incorporates a significant section of the highway verge on the North side of Catleys Walk. This</p>

		<p>interpretation is supported by the comments of the County Council Definitive Map Officer (Highways Maintenance), the online published map https://maps.cambridgeshire.gov.uk/?tab=2 and the Land Registry Title Plan for Guildens, CB154505 (attached). This area was the subject of a protracted dispute between the owner of Guildens, Sawston Parish Council and Cambridgeshire County Council, which was resolved by a Definitive Map Modification Order that was confirmed on 13 May 2011 (The Cambridgeshire County Council (Public Footpath No. 10 Sawston) Definitive Map Modification Order 2007).</p> <p>Whilst the Parish Council is aware that land ownership issues are not, of themselves, valid grounds for objection, the correct boundary runs very close to the garage/studio/outhouse, making the artist's impression of the site massing (2021_07.2-P-017-C-GA) highly misleading. Both the outhouse and the main dwelling would be significantly more prominent from Catley's walk than this image implies and would create an overbearing, suburban, effect in what is currently a pleasant rural lane. It would thus be highly detrimental to this part of the Sawston Conservation Area. This view is supported by the comments of the SCDC Conservation Officer (12/09/2023).</p>
	<p>Proposed Disabled Persons Parking Bay at Chapelfield Way.</p> <p>Proposed by Councillor Kevin Cuffley and Seconded by Councillor Ian Reeves to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 7 For Unanimous</p>

	TTRO - 24-139 Proposed Road closure, Mill Lane.	Noted
--	---	--------------

245 ACCOUNTS FOR THE MONTH OF NOVEMBER 2023

The accounts for the month of November 2023 were presented.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Patrick Thouroude to accept the accounts for November 2023.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

246 TO DISCUSS NEW CEMETERY RULES AND REGULATIONS FOR THE WHOLE CEMETERY

The Assistant Clerk shared the draft copy of regulations for the whole cemetery for the council to read before the meeting. They were discussed and Councillor Colin Groves suggested a sign saying all work needs to be agreed by the Parish Council.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to agree to accept the new cemetery regulations.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

247 TO DISCUSS CEMETERY RULES AND REGULATIONS FOR HUCKERIDGE VIEW

The Assistant Clerk shared the copy of rules for Huckeridge view for the council to read before the meeting with a few amends. They were discussed and it was suggested to add next in line when reserving a grave and to put at the bottom in conjunction with the cemetery regulations.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to agree to accept the amends to the Huckeridge Hill rules with these amends.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

248 TO DISCUSS CEMETERY EXTENSION

Defer to January

249 TO DISCUSS DONATION REQUEST FROM SAWSTON GUIDING

Sawston guiding has requested a donation of £1265.00 which will cover the subscription fees charged by the Guiding Association. This was discussed and the Council asked to defer till January and for the clerk to share previous donation request figures from Sawston Guiding and other charities.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor David Bard to defer this item to January Full Parish.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

250 CORRESPONDENCE

None

251 UPDATE FROM COUNTY COUNCILLORS

No report

252 UPDATE FROM DISTRICT COUNCILLORS

No report

253 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor David Bard explained a resident has asked for bark to be placed on the path from Common Lane to Mill Lane, this path is a resident's responsibility, and we cannot bark this area.

Councillor Patrick Thouroude explained an email had been sent regarding signing a form for Ely Diocese for the trail hole to be dug at St Marys. He said the email states the structural engineer is the church architect in this case. Councillor Patrick Thouroude said the chair should sign the form but Councillor David Bard said it should be the Clerk.

Councillor Paul Smith asked if the clerk had heard anything about a meeting with the Green Road, the Assistant Clerk explained we have heard back but still waiting for a date.

Councillor Neil Reid asked what is happening regarding the street name on the Redrow development which needs changing, Councillor Kevin Cuffley explained he needs to do this.

Councillor Colin Groves said the speed camera on Babraham Road is still not working and he has been trying to get hold of the contacts for Hill Development. He will bring this up at the next liaison meeting.

Councillor Kevin Cuffley thanked everyone for their help this year and wished everyone a merry Christmas.

He thanked the members of public for attending and they left the 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 David Bard and ***seconded*** by Councillor Colin Groves to go into camera.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

254 TO CONFIRM AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 28 NOVEMBER 2023

The minutes of the Full Parish Council meeting held on 28 November 2023 (non-public) were read, confirmed, and signed.

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Paul Smith to accept the minutes.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

Meeting Closed at 20.02

**Sawston Parish Council
Accounts November**

Supplier Name	Description	Gross
Honest Employment Law	Staff - Compliance Advice	£114.00
CAPALC	F&GP - Internal Audit fees	£133.50
SCDC	Cemetery Rates	£135.00
Core Amenity	Rec - Ground Improvers	£140.47
TV Licensing	Rec - TV licence for Mill Lane pavilion	£159.00
EMG	Rec - Fuel for November	£206.87
CBS Automotive	F&GP - CanTrack annual subscription for tractor 2024	£258.00
Scotsdales	Planning - Winter plants for tubs outside post office	£268.52
Scotsdales	Planning - Winter plants for tubs outside post office	£299.31
Grace Solutions	F&GP - Monthly fees anti-virus/spam filtering etc	£309.34
SSE	Rec - Spicers Electricity 02 Sept - 01 Oct	£363.31
SSE	Rec - Spicers Gas 1 - 31 October	£388.12
SCDC	Rec - Spicers Rates	£399.00
SLCC	F&GP - Subscription 2024	£416.00
SCDC	Rec - Mill Lane Rates	£445.00
Opus Energy	Planning - Street Lights for October 2023	£489.24
Think Publishing	F&GP - Advert for Grounds Keeper in the GMA (Grounds Management Association)	£600.00
Lanham & Co Ltd	F&GP - Licences and payroll and assistance with book keeping	£638.40
SCDC	F&GP - Office rates	£773.00
CGM	Planning - Grass verge cutting 01/11	£777.07
Watson Fuel	Rec - Gas oil	£968.08
Avocet Cleaning Service	F&GP - Cleaning Contract for month	£1,348.20
Chevron Traffic Management	Planning - Road Closure for bonfire night O/N 03 Agreed FP Jan 24th	£1,548.00
Chevron Traffic Management	Road Closure for Remembrance Day O/N 02 Agreed FP Jan 24th	£2,334.00
Memsafe	Cemetery - Memorial Testing	£2,343.72
ADT	Rec - Installation of intruder alarm at Spicers pavillion (O/N79) Agree FP 26 Sept	£5,537.40