



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 08 FEBRUARY 2022
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Tony Orgee

Neil Reid

Sue Whitney

Jayne Merrick

Brian Milnes

Paul Smith

Colin Groves

Kieran Cooper

Anand Pillai

+ Will Cook – Sports Grounds Keeper
Aaron Church – Grounds Keeper
3 Members of public

177 APOLOGIES FOR ABSENCE

Tony Orgee (Personal)
Tony Fell (Personal)
Beck Laxton (Personal)

178 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

Stephen Partridge-Hicks introduced himself as a resident of Sawston and explained he has been asked by several other parish councils to lead the campaign to reject the CSET proposal.

Stephen Partridge- Hicks, asked the council as to why they did not support the proposals for a different route of Autonomous busway. It was discussed and explained as to where the council stand on the route. A request was asked if this be brought to Full council in March. The Clerk and Chair explained that under the six-month rule it would need to be called in by 6 councillors to be able to be discussed again.

179 DECLARATIONS OF INTEREST FOR THIS MEETING

Ian Reeves – planning application 22/00260/HFUL as neighbour
Neil Reid – Item 197 as Scouts leader

180 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 11 JANUARY 2022

Councillor Kieran Cooper explained he declared an interest and didn't vote on item 171.

The minutes of the Full Parish meeting held on 11th January 2022 were read confirmed and signed with the above amend.

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

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

181 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE HELD ON 18 JANUARY 2022

Item 6 – To purchase new smaller tractor trading in the Ford tractor.
Kubota LX351 HST Compact Tractor

- £18,000.00 + vat
- £20,000.00 + vat
- £20,000.00 + vat
- £19,925.00 + vat

These costs include trading in the Ford Tractor.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Jayne Merrick to **accept** the quote for £18,000.00 + vat from Thurlow Nunn and trade on the Ford tractor.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

To purchase a new walk along sprayer

- £660.00 + vat
- £680.00 + vat
- £708.90 + vat

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to **accept** the quote for £660.00 + vat

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 8 – Fun Fair to visit Lynton way recreation ground 9-16th May 2022

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 9 – To allow Sawston Rovers to install a dartboard at Mill Lane pavilion but no permission to install a TV in the changing room.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 11 – To ask Sawston Rovers to make a donation of £600.00 towards getting the floodlight bulbs replaced at Mill Lane which is the additional cost to the parish council. The parish council will then take over ownership of the lights.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 13 – To replace all the lights/fittings at Spicers pavilion with LED lights at a cost of £3,289.60 + vat

VOTE: 11 FOR : 0 AGAINST 1: ABS

The minutes of the Recreation & Open Spaces committee meeting held on 18 January 2022 were read confirmed and signed with the above amend.

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

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

182 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE HELD ON 25 JANUARY 2022

Councillor Kieran Cooper explained that although he appreciated the parish council nominating him for the SCDC Exceptional Community Volunteer award for his efforts during the pandemic, he didn't feel he did that much compared to others and therefore declined to be nominated.

The minutes of the Planning & Environment committee meeting held on 25 January 2022 were read confirmed and signed.

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

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

183 REPORT OF THE MASTERPLAN MEETING HELD ON 01 FEBRUARY 2022

The minutes of the Masterplan meeting held on 01 February 2022 were read and noted.

184 MATTERS ARISING

None

185 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

22/0006/HFUL	<p>Demolition of existing conservatory to be replaced with extension at 23 Lynton Way.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 10 For 1 Abs</p> <p>Councillor Ian Reeves left the room.</p>
22/00035/OUT	<p>Outline application for the installation of external new window module on south end elevation of unit 9, installation of extraction units and flue to the rear west elevation of Units 10 and 11 and a new window module plus a external fire staircase and Fire exit doors at 1st and Ground level of Unit 10, Landscaping modifications to add pathway for escape route to the rear of the units and Installation of Mezzanine floors in Units 10 and 11 with some matters reserved except for appearance and landscaping at Unit 9 Cambridge South 9 West Way.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 11 For 1 Abs</p>

21/05180/FUL	Change of use from land to residential curtilage at Land At The Back Of 41-49 Brookfield Road. Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support to this application.	Support/No Objection Vote: 10 For 2 Abs
21/05352/HFUL	Part demolition of existing single storey front/side extension and conservatory. First floor front extension. Single storey rear extension. Roof over existing single storey side extension. 'Resubmission of 21/02854/HFUL' at 1 Broadmeadow. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application.	Support/No Objection Vote: 11 For 1 Abs
22/00294/HFUL	Single-storey Rear Garden Room Extension at 4 Challis Close. Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support to this application.	Support/No Objection Vote: 11 For 1 Abs
22/00260/HFUL	Demolition of conservatory, single storey rear extension, two storey side & rear extension at 23 The Limes Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application.	Support/No Objection Vote: 10 For 2 Abs

For information applications and planning decisions - noted

186 ACCOUNTS FOR JANUARY 2022

The accounts for the month of January 2022 were presented. The Clerk explained the agenda read accounts for January 2021 but confirms they are for January 2022. As there are still some outstanding issues with Mill Lane pavilion it was agreed to hold back payment for the A Lamb Associates invoice until resolved.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to **accept** the accounts for January 2022 with the above exception.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

187 TO DISCUSS PURCHASING WHEEL CLAMPS FOR TRAILER AND WATER BOWSER AT GROUND STORE

Councillor Kevin Cuffley explained the ground keepers asked if they could keep the trailer and water bowser outside of the groundstore but within the security gates. This will free up more space within the groundstore for machinery. The Clerk obtained three quotes for wheel clamps which would be used. She also confirmed she has spoken to our insurance company but no recommendation was made

- £25.82 + vat

- £49.99 + vat
- £59.99 + vat

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Ian Reeves to spend up to £60 + vat on two-wheel clamps.

188 VOTE: 12 FOR : 0 AGAINST UNANIMOUS TO DISCUSS QUOTES TO REPLACE GUTTERING AT SPICERS PAVILLION

The Clerk explained they had contacted three companies to get quotes and only obtained two. She received quotes to replace the guttering with heavy duty-plastic and metal. One company recommended we replace with the heavy-duty plastic as the metal would get damaged more easily as it is not as bendy and the plastic can pop back out and you can't replace a section like you can with plastic.

Plastic Guttering

- **£2374.00 + vat**
- **£3195.00 + vat**

Metal Guttering

- **£7098.00 + vat**
- **£9881.00 + vat**

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to accept with the quote for plastic at £2,374.00 + vat.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

189 TO AGREE TO PURCHASING WILD FLOWER SEEDS FOR THE WHOLE VILLAGE

The Clerk explained that at the last recreation meeting the committee discussed planting wild flower seeds within the village. The grounds keeper asked for up to £500 to purchase the seeds which will be used on recreation grounds and possibly verges to make the village look prettier.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Colin Groves to purchase up to £500 of wildflower seeds.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

190 UPDATE REGARDING CAMBRIDGE CITY WOODLAND AREA, GROVE ROAD PATH DEVELOPMENT AND THE GIFTED LAND

Councillor Kevin Cuffley explained that he had a meeting with Cambridge City and has asked for a definitive map showing the area of land they wish to gift to the parish council so we understand what they are offering. This was received earlier that evening so will be an agenda item for the next planning meeting to discuss.

191 TO AGREE FIRE RISK ASSESSMENT FOR MILL LANE PAVILION

The Clerk has previously sent round the assessment for all councillors to read before the meeting.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to accept the risk assessment for Mill Lane pavilion.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

192 TO DISCUSS CIRCUS AT LYNTON WAY

Councillor Kevin Cuffley explained that Circus Tyanna has requested to visit Lynton Way recreation ground on 29th May – 5th June 2022. We have already agreed to the fun fair attending 9th – 16th May and there was concern regarding the grounds after both events. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to decline their visit for this year due to wear and tear on the grounds and with no other ground being available.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

193 TO DISCUSS THE GENERAL POWER OF COMPETENCE (GPC)

Councillor Kevin Cuffley explained that we can now use the General Power of Competence as the Clerk is now qualified after passing her Cilca course.

Councillor Brian Milnes congratulated the Clerk.

The GPC allows the parish council the power to do anything that individuals generally may do without breaking the law (LGA2011 s1(1)). The GPC can be used anywhere and not just within the parish and for anyone including individuals. There is also no need to prove a benefit to the council or community.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kevin Cuffley to confirm eligibility.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

194 TO AGREE TO USE A CHURCH ARCHITECT FOR THE WORK ON ST MARYS WALL

Councillor Kevin Cuffley explained that there is quite a bit of work to be done to repair the flint wall at St Mary's. A few councillors have met on site with an architect specialising in this work who explained what needed to be done and who can project manage the work and get quotes etc. For this they will take a percentage of the cost of the repairs. This was discussed and Councillor Kieran Cooper asked why we are getting an architect to project manage this and not just getting three quotes for the repairs by a specialist contractor.

Councillor David Bard questioned if we needed to get a faculty, permission from the church to do the work. Do we need to get an architect to overlook the work because of its close proximity to the listed building/church?

Councillor Kieran Cooper suggested we try and get three quotes for the work to be done and go back to the architect to ask why we need to have an architect rather than going direct to specialist contractors. This will be an agenda item for March full parish.

195 TO AGREE CHANGE OF DATE FOR THE ANNUAL COUNCIL MEETING

Councillor Kevin Cuffley explained that the clerks have asked if we can move the Annual Council Meeting from 10th May to 17th May 2022. The Clerk confirmed that in an election year the Annual Council meeting must take place with 14 days of an election so we are still within the timeframe.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to change the date of the Annual Council meeting to 17th May 2022.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

196 TO DISCUSS CHAIR REPORT 2021/2022

The assistant clerk received two quotes for printing the Chair report. Unfortunately, no third quote was received although a third company was contacted.

- £359.00 + vat

- £246.00 + vat

The printing cost are:

- £130.00 + vat
- £199.00 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to accept the quote for printing £266.00 + vat and delivery £199.00 + vat.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

The Chair is currently putting the report together and it will be sent to all councillors before going to print.

197 TO DISCUSS DONATION REQUEST FROM SCOUTS

We have received a donation request from the Scouts for £1,250.00 to cover the membership fees charged to Sawston Scout Group by the Scout Association which covers insurance, training, volunteer BS checks etc. These are normally funded by membership fees but they have been unable to collect fees due to Covid and although they continued online, they did not charge fees for virtual meetings as this did not provide the full scouting experience. Councillor Jayne Merrick would like to see the accounts and evidence of what regular groups who request money have spent it on.

After a long discussion, although we do support them, we would like clarification of what they spent the previous donation on and to see a copy of their accounts.

We will make Donation Requests an agenda item for March full parish.

198 TO DISCUSS CLEANING CONTRACT QUOTES

The Clerk explained our current cleaning contract will expire the end of March. The Assistant Clerk has contact 10 cleaning companies, a couple never responded and some declined to quote. The Clerk confirmed we have budget £12k for 2022/2023 as she was aware the cost would go up.

- £13,482.00 per annum + vat - £1,123.50 + vat per month
- £25,452.00 per annum + vat - £2,121.00 + vat per month

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to accept this quote and the contract to start 1st April 2022.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

The Clerk then explained that the office and Spicers pavilion could really do with a deep clean which the same company has quoted for.

- Office £180.00 + vat
- Spicers Pavilion £395.00 + vat

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to accept both quotes and get them deep cleaned.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

199 TO DISCUSS VILLAGE EASTER EGG HUNT

Christchurch Sawston has asked if they can use Orchard Park again this year for their Easter Egg Hunt. It will be on Saturday 16th April 2-4.30pm.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Jayne Merrick to allow them to use Orchard Park for their event.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

200 TO DISCUSS HOUSE WITH MULTIPLE OCCUPANTS

There is a house in Hall Crescent that is being advertised for rent for multiple occupants but Councillor Jayne Merrick and Councillor David Bard confirmed the owner has not applied for HMO (House of Multiple Occupants). Councillor Brian Mines agreed to investigate this.

201 TO DISCUSS ROAD CLOSURE FOR JUBILEE

At a previous meeting it was agreed to have fireworks and a bonfire for the jubilee event. The Clerk explained that if we have a bonfire at Huckeridge Hill we should consider a road closure for pedestrians to attend. The cost for a road closure is around £1,000.00 plus there will be additional costs for first aid etc.

This was discussed at length.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Colin Groves to purchase a beacon at £490.00 + vat for Huckeridge Hill and close the road at a cost of £1,000.00. The Clerk to organise food trucks for the event which will be at Huckeridge Hill. There will not be a bonfire but there will still be fireworks.

VOTE: 11 FOR : 1 ABS

202 UPDATE ON CSET (CAMBRIDGE SOUTH EAST TRANSPORT SCHEME)

This is on the next Planning & Environment Committee agenda

203 JHC UPDATE

Councillor Kieran Cooper gave an update. This is attached to these minutes and can be found on our website.

204 UPDATE FROM COUNTY COUNCILLORS

Full report on Parish Council website – www.sawston.org.uk

205 UPDATE FROM DISTRICT COUNCILLORS

Full report on Parish Council website – www.sawston.org.uk

It was **proposed** by Councillor Brian Mines and **seconded** by Councillor David Bard to ask for an extension of time for an extra 15 minutes.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

206 CORRESPONDANCE

None

207 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Brian Milnes asked if the Annual Parish Meeting in May can be less formal and we could invite groups who have received funding from us to explain how it has helped etc.

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 Brian Mines to go into camera.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

208 REPORT OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 03 FEBRUARY 2022

Item 4 -to purchase up to £500.00 of fertiliser for all areas within the village.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 5 – To re advertise the Booking Clerks role keeping all details the same but change the title to Facilities Administrator at a cost of £1,150.00 to advertise.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 6 – To increase Clerks salary and back date to 8th December when she passed her Cilca course.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

The minutes of the Staff Management meeting held on 03 February 2022 were read confirmed and signed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to **accept** the minutes.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Meeting closed 9.45pm

Sawston Parish Council
Jan-22

	Description	Date	Net	Vat	%	TO PAY	S137
SSE	Rec - Spicers Electricity	17/01/2022	95.60	4.78		100.38	
Amazon	Rec- Line marking reel and hand fork for grounds keepers	25/01/2022	90.83	14.50	20.00	105.33	
Honest Employment Practice Ltd	Staff Management - Compliance Advice	07/01/2022	95.00	19.00		114.00	
Timebanking UK	F&GP - Annual Bronze Membership	10/01/2022	120.00			120.00	
SCDC	Cemetery - Rates	04/01/2022	132.00			132.00	
SSE	Rec - Lynton way Electricity	17/01/2022	136.70	6.83		143.53	
Amazon	Rec - Steel lawn edger, border fork, brrom, power cut loppers - hand tools for grounds keepers	19/01/2022	122.67	24.53	0.20	147.20	
Adcock	F&GP - Investigate and reset air conditioning unit at office (O/N 96)	29/01/2022	123.00	24.60	20.00	147.60	
Huntingdon Charity	Orchard Park Rent (Quarterly)	04/01/2022	150.00			150.00	
T V Licensing	F&GP - TV License for Mill Lane pavilion (O/n 86)	24/01/2022	159.00			159.00	
Opus Energy	Planning - Street light energy Novembr and December (includes outstanding invoices)	01/02/2022	136.72	27.34	20.00	164.06	
Amazon	F&GP - Laptop bags for Clerks, planner, drywipe markers office supplies	10/01/2022				167.60	
Field Compost	Rec - Bark for pathways (1500L) O/N 94	24/01/2022	147.50	29.50	0.20	177.00	
Travis Perkins	Rec - Bulk bag sand for use on pitches and goals mouths	14/01/2022	151.02	30.20	20.00	181.22	
Amazon	Rec - Toilet/hand tissues/soap for mill lane pavilion (bulk) bins, large storage petrol can/funnel for grounds keepers	13/01/2022				208.79	
Travis Perkins	Rec - Paint for markers at Spicers, linemaker string, small tools for grounds keepers	11/01/2022	184.71	36.94	20.00	221.65	
Grace Solutions	F&GP - Anti virus on all computers/email spam filtering monthly MS 365 package exchange online	31/02/2022	188.30	37.66	20.00	225.96	
ADT	Rec - Grounds Store alarm	24/01/2022	228.38	45.68	0.20	274.06	
Agrovista	Rec - Earthway fertiliser spreader (urgent order agreed by Chair and Vice)	31/01/2022	229.90	45.98	20.00	275.88	
Screwfix	Re - Workbench, grinder, spanner set, rake etc for ground keepers	26/01/2022	284.47			284.47	
Eastern Tree Surgery	Rec - Remove horse chestnut at Orchard Park	25/01/2021	248.00	49.60	20.00	297.60	
Grace Solutions	F&GP - Upgrading Assistant Clerks PC, installing cabinets/cabling etc at office (Agreed at FP)	31/02/2022	287.57	57.51	20.00	345.08	
Agrovista	Rec - Seaweed, sprayer, fert etc for grounds (O/n 88)	27/01/2022	317.99	63.60	20.00	381.59	
St Johns Ambulance	Staff - 3-day First Aid Course for Grounds Keeper (O/N 92)	18/01/2022	325.00	65.00	0.20	390.00	
St Johns Ambulance	Staff - 3-day First Aid Course for Sports Grounds Keeper (O/N 89)	26/01/2022	325.00	65.00	1.20	390.00	
SCDC	Rec - Spicers Rates	04/01/2022	399.00			399.00	
Tomlinson Steel	Rec - Repair double gates at ground store at Mill Lane (O/N 78)	05/02/2021	352.00	70.40	20.00	422.40	
SCDC	Rec - Mill Lane Rates	04/01/2022	424.00			424.00	
Thurlow Nunn	Rec - Engine oil for tractor, battery charger, wheelbarrows etc for grounds keepers	31/01/2022	357.41	71.48	20.00	428.89	
Mick George Skips	Rec - 2 skips for Ground Store (rubbish cleared from groundstore/Huckeridge Hill/Allotment and Spicers) O/N 79/83	21/01/2022	390.00	78.00	0.20	468.00	
AO.Com	Reserves - Tv and wall mounting brackets for Mill Lane pavilion - Agreed Oct 2021 (O/N 81)	17/01/2022				534.00	
Alan Lamb Associates	Spicers - Fees for building reg drawings	31/01/2022	458.00	91.60	20.00	549.60	
Lanham & Co	F&GP - Accounts for month	31/01/2022	580.00	116.00	20.00	696.00	
PW & HA Warren	F&GP - Cleaning contract for month	30/01/2022	700.00			700.00	
QRS Electricians	Rec - Replace light and fitting in disabled toilet Spicers and investigate and replace all 4 lights in groundstore (water in lights)	17/01/2022	587.71	117.54		705.25	
Alan Lamb Associates	Mill Lane pavilion stage 6 invoice - Handover	31/01/2022	600.00	120.00	20.00	720.00	
SCDC	F&GP - Office Rates	04/01/2022	736.00			736.00	
Thurlow Nunn Services	Rec - Kubota service (part of O/n 77) Agreed FP Dec 2021	14/01/2022	961.58	192.31	20.00	1,153.89	
CGM	Rec - Additional work as per contract - Line marking, hedge cutting etc	01/02/2022	1,260.84	252.17	20.00	1,513.01	