



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 NOVEMBER 2023
Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler & Clare Speed

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Colin Groves

Patrick Thouroude

Jayne Merrick

Anand Pillai

Deborah Alderwick

Paul Smith

+ 4 members of public

197 APOLOGIES FOR ABSENCE

Kieran Cooper

Brian Milnes

198 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Richard Steel asked if it was possible for the Parish Council a regular parish council report. Councillor Kevin Cuffley explained that all information for the Parish Council is either in the minutes or on the website. The Clerk offered to post him future minutes so he could be kept up to date but he was happy to look online.

He then explained that the four trees he was given permission to plant on Mill Lane behind the ground store are doing very well. He does have a lot of oak saplings which he is happy to donate if we have an idea of where to plant them. He did suggest in between the current trees on Spicers sports ground. The Clerk offered to speak to the Sports Grounds Keeper about this and would let him know. Councillor Jayne Merrick also agreed to investigate other areas we could possibly plant them. Councillor Kevin Cuffley thanked him for his kind offer.

199 DECLARATIONS OF INTEREST FOR THIS MEETING

None

200 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 24 OCTOBER 2023

The minutes of the Full Parish Council meeting held on 24 October 2023 were read, confirmed, and signed.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor David Bard to accept the minutes.

VOTE 9 FOR : 0 AGAINST UNANIMOUS

201 MATTERS ARISING – NEW INFORMATION ONLY

None

202 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Decisions 23/00390/FUL Two storey rear extension (Re-submission of 22/04348/FUL) at 16 & 16A High Street – Refused Permission - Noted

203 ACCOUNTS FOR THE MONTH OF OCTOBER 2023

The accounts for the month of October 2023 were presented.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Ian Reeves to accept the accounts for October 2023.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Councillor Kevin Cuffley asked to bring forward item 212 – Cemetery Memorial Testing as the Assistant Clerk was at the meeting regarding this item.

212 TO DISCUSS MEMORIAL TESTING AT THE CEMETERY

The Assistant Clerk explained that she recently organised the memorial testing at the cemetery on Cambridge Road and has realised there are around 300 more memorials to test particularly in the new part of the cemetery (Huckeridge View). The cost for this will be £1,185.00 + vat.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to go ahead and get the memorials tested.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Then she explained that there around 30 memorials that are unstable and need attention. She will write to the owners of the headstones and explain what repairs are required but asked what should she do for those who do not have the exclusive rights or that we have no contact for as they are the family's responsibility to maintain them. This was discussed. It was agreed to write to the owners and give them three months to make the necessary repairs, if we do not hear we give them another three months and if we do not hear anything after six months the ground staff are to remove the headstones and store safely.

Proposed by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

204 TO DISCUSS PROJECTS FOR NATURE IN SAWSTON

Councillor Kevin Cuffley welcomed Jo Sinclair to the meeting and asked her to inform the council of her proposed projects. She explained that she is applying for funding from the Cambridge and Peterborough combined authority and has plans to make Sawston more sustainable.

There is no funding for staff costs so she cannot do a project management projection so will be relying on volunteers. She is going to produce a map of the areas of Sawston where she will have permission to plant/install bat/bird boxes etc and will bring this back to the parish council as an update.

She has offered to contact the local groups for volunteers.

Councillor Kevin Cuffley thanked her for attending and looking into this.

205 TO DISCUSS THE LEASE ON MILL LANE RECREATION GROUND

The Clerk has been trying to register the land at Mill Lane recreation ground for some months but is now struggling with gathering the information required even with the help of other councillors. This was discussed and suggested that we contact a solicitor to help.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to contact a solicitor and get an idea of the cost to complete this work.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

206 TO DISCUSS PEST CONTROL QUOTES

The Clerk obtained three quotes for pest control at the Spicers pavilion and ground store.

- £1040.00 + VAT per year (no initial fee) Current company
- £1080.00 + VAT per year (one-off £695.00 fee to set up)
- £1662.00 + VAT per year (no initial fee)

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to accept the quote for £1040.00 + vat.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

207 TO DISCUSS DONATION REQUEST FROM SAWSTON FUN RUN

Sawston Fun Run has requested a donation of £500.00 which will be used towards the cost of putting on the event in particular the cost of the traffic management. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to budget £500 for the Sawston Fun Run into next year's budget.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

208 TO DISCUSS ROUNDABOUT AT ORCHARD PARK

The Clerk explained that the parish council has had problems with the roundabout at Orchard Park for some time. The bearings have gone on it a couple of times and we have had problems getting it repaired. This has now been out of action for many months. The roundabout rocks quite badly. The company that installed it originally came out to investigate the problem and have said that either the spindle has worn or bearing housing has worn due to the rocking motion over a period of time. We have had three sets of bearings since the roundabout was originally installed in 2014 and they have suggested replacing both the spindle and the roundabout so everything would be brand new. The outer ring of the roundabout and handles can be reused to save some money.

The cost to replace the roundabout is £3,073.30 + vat to supply and installation. This was discussed. The Clerk explained we do have £2,300.00 from this year play equipment maintenance budget which we could use towards it.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Deborah Alderwick to go ahead and get the roundabout repaired.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

209 TO DISCUSS EASTER EGG HUNT REQUEST AT ORCHARD PARK – SATURDAY 30TH MARCH 2024

The Parish Council has been asked by Christ Church South Cambs if they can use Orchard Park again next year for their Easter Egg hunt. This will be on Saturday 30th March 2024 from 2-4.30pm. This was discussed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Colin Groves to allow them to use Orchard Park for their event.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

210 TO AGREE BONFIRE NIGHT DATE FOR 2024

The two possible dates for the event next year are Saturday 2nd or Saturday 9th November.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Kevin Cuffley to agree Saturday 2nd November 2024.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

211 TO DISCUSS H1/C STREET NAME

Councillor Kevin Cuffley explained that one of the new street names on the estate at Babraham Road was proposed Kirkham, by Redrow. It transpires that this person is still alive and therefore cannot have a street named after them. This was discussed and if it can be changed two names were suggested, Day and Dockerill. This was voted on and Day received the majority of the votes.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves that we contact SCDC and ask for the name to be changed to Day.

VOTE: 8 FOR : 1 ABS

213 CORRESPONDENCE

Thank you letter from Active with Parkinsons - noted

214 UPDATE FROM COUNTY COUNCILLORS

Update is on the Parish Council website – www.sawston.org.uk

215 UPDATE FROM DISTRICT COUNCILLORS

216 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Kevin Cuffley thanked the Clerk for organising the bonfire night this year, it was another great success as well as the Remembrance Day service.

Councillor Kevin Cuffley thanked the members of public for attending and he 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 Deborah Alderwick and **seconded** by Councillor Anand Pillai to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

217 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 13 NOVEMBER 2023

4 – To agree the NALC/LGA salary award for 2023/2024 to be backdated to April 2023.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

6 – To advertise for a grounds keeper at pay scale 13-17 depending on experience.

VOTE: 9 FOR : 0 AGAINST

7 – Staff Management Committee budget for 2024/2025. - £210,140.00.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Meeting Closed at 20.12

**Sawston Parish Council
Oct-23**

Supplier Name	Description	Gross
Honest Employment Law	Staff - Compliance Advice	£114.00
David Richardson	Cemetery - emergency repairs to the War Memorial	£120.00
Amazon	Planning - torches/extra bins/batteries etc for bonfire night	£128.43
Grace Solutions	F&GP - Adhoc assistance	£134.46
SCDC	Cemetery Rates	£135.00
Travis Perkins	Rec - Building sand (to put around bonfire)	£149.40
DALROD	F&GP - Inspect underground drain at office due to flooding	£150.00
GMA	F&GP - subscription to the Grounds Management Association	£157.50
AFS Drains	Rec - Unblock toilet at Spicers and check all of the toilets	£216.00
Cromwell Fire	Rec - supply and install overhead door closers (from fire risk assessment)	£234.00
ADT	F&GP - Office Alarm	£244.76
Sawston Youth Group	F&GP - Donation agreed at Full Parish 10th Oct	£250.00
Grace Solutions	F&GP - Monthly fees anti-virus/spam filtering etc	£309.20
Fleet	Rec - Line marker paint (10 ltr)	£312.24
ADT	Rec - Groundstore Alarm	£313.79
MED PTS	Planning - Amulance for bonfire night	£389.00
SCDC	Rec - Spicers Rates	£399.00
Currys	Replacement TV for Spicers Pavilion (Insurance)	£438.99
Currys	Rec - Replacement TV for Spicers pavilion (from break-in/insurance)	£438.99
Mick George Skips	Rec - 2 skips for allotments	£440.00
Opus Energy	Planning - Street Lights for September 2023	£444.47
SCDC	Rec - Mill Lane Rates	£445.00
Lanham & Co Ltd	F&GP - Licences and payroll	£498.00
Active with Parkinsons	F&GP - Donation agreed at Full Parish 24 October	£500.00
Electrical Technik Limited	Rec - Install additional spur for intruder alarm at Spicers and transformer for fire alarm gas shut off	£513.58
Thermal Technik Ltd	Rec - Install new gas safety solenoid for link with fore alarm interface at Spicers	£639.00
Play & Leisure	Rec - Play equipment repairs - see saw/cradel swing at Orchard Park	£654.00
SCDC	F&GP - Office rates	£773.00
CGM	Planning - Grass verge cutting 13/10	£777.07
Electrical Technik Limited	Rec - Install cctv camera on ground store/install spur for roller shutter at Spicers/install emergency light (from fire risk assessment)	£1,097.87
Avocet Cleaning Service	F&GP - Cleaning Contract for month	£1,348.20
East Anglia Leisure	Planning - Sound and lighting for bonfire night	£1,530.00
Arrow Security Shutters	Installation of fire roller shutter at Spicers (Kitchen) Final invoice	£1,651.80
Emerald Carpentry & Building	Rec - 2nd payment for new gate at Huckeridge Hill	£3,133.73
Essex Roofing	Rec - Repairs to Spicers roof agreed FP 12 Sept O/N 73	£3,408.00
Emerald Carpentry & Building	Rec - Final payment for the installation of gate at Huckeridge Hill	£3,493.73
Essex Pyrotechnics	Planning - Fireworks	£5,436.00
Fire & Security Technik Limited	Rec - Installation of new fire alarm system at Spicers Pavilion Agreed FP Sept 12 2023 O/N 68	£9,374.12