



SAWSTON PARISH COUNCIL

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

PRESENT:

Clerk: Jo Keeler
Assistant Clerk: Clare Speed

Councillors

Kevin Cuffley

David Bard

Neil Reid

Colin Groves

Deborah Alderwick

Anand Pillai

Kieran Cooper

Patrick Thouroude

Paul Smith

Brian Milnes

+ 1 member of public

111 APOLOGIES FOR ABSENCE

Ian Reeves
Micheal Mallows
Jayne Merrick

112 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

113 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Ian Reeves – Item 128 as Chair of Sawston & Babraham Cricket Club
Councillor David Bard – Item 124 as member of PCC
Councillor Patrick Thouroude – Item 124

114 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 25 JULY 2023

The minutes of the Full Parish Council meeting held on 25 July 2023 were read, confirmed, and signed.

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

VOTE 9 FOR : 0 AGAINST UNANIMOUS

115 MATTERS ARISING – NEW INFORMATION ONLY

None

116 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

23/03186/FUL	Erection of a single dwelling house and garage with studio/annex in the grounds	Objection/Do Not Support Vote: 8 For
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	<p>of the existing house with independent vehicle access at Guildens Catleys Walk.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Deborah Alderwick to objection to this application.</p>	<p>1 Abs</p> <p>Comment: Supports the comments of the Conservation Officer that the development would fail to preserve or enhance the character and appearance of Sawston conservation area. The massing of the proposed buildings would be detrimental to the rural character of Catleys Walk. More specifically, The position of the outbuilding would be less than 2m from the correct boundary and since its ridge height considerably exceeds 2.5m it would have an overbearing and intrusive effect on the street scene, compromising the rural nature of Catleys Walk.</p>
23/03009/HFUL	<p>Two storey extension to side at 53 Edinburgh Avenue</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to objection to this application.</p>	<p>Objection/Do Not Support</p> <p>Vote: 9 For Unanimous</p> <p>Comment: This very large extension would occupy most of the on-site parking of 53 Edinburgh Avenue adding to the existing on - street and grass verge parking in this section of Edinburgh Avenue. The mass of the proposed extension would have an overbearing effect on the rear garden of 15, Deal Grove.</p>
23/03161/HFUL	<p>Erection of a freestanding carport at 1A Hayfield Avenue.</p> <p>Proposed by Councillor Kevin Cuffley and Seconded by Councillor Kieran Cooper to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 7 For 2 Against</p>
23/03338/FUL	<p>Change of use of existing Residential Garden room to self-contained accommodation for temporary letting at 52 Cambridge Road.</p>	<p>Support/No Objection</p> <p>Vote: 8 For 1 Against</p>

	Proposed by Councillor Jayne Merrick and Seconded by Councillor Kieran Cooper to support to this application.	
	To install a disabled persons parking bay for a resident in Uffen Way. Proposed by Councillor Deborah Alderwick and Seconded by Councillor David Bard to support to this application.	Support/No Objection Vote: 9 For Unanimous
	Street Trading Consented Premises – The White Lion, 96 High Street. Proposed by Councillor Patrick Thouroude and Seconded by Councillor David Bard to support to this application.	Support/No Objection Vote: 9 For Unanimous

Information Only Plans and Planning Decisions noted

117 ACCOUNTS FOR THE MONTH OF JULY & AUGUST 2023

The accounts for the month of July and August 2023 were confirmed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the accounts for both months.

VOTE 9 FOR : 0 AGAINST UNANIMOUS

118 PLANNING DECISIONS MADE FOR AUGUST 2023

The planning applications decisions for August were noted.

119 TO DISCUSS QUOTES FOR CEMETERY MAPPING

The Assistant Clerk explained that she contacted several companies to get quotes for the mapping of our cemetery and obtained two. The system/mapping is widely used in the public sector and is used for the digitalization of the cemetery map and the administration for the burial records and has been advised by our auditor that we should have this in place.

- £3,215.00 + Vat
- £2,195.00 + vat plus £150.00 per year

One of the companies has offered to come to a meeting to explain what is involved and how we would benefit from using this system and asked if we wanted to invite them to a meeting.

It was agreed to invite them to a future meeting to discuss.

120 TO DISCUSS QUOTE FOR MEMORIAL STABILITY TESTING AT CEMETERY

The Assistant Clerk explained that we are due another inspection of the headstones at the cemetery. Three quotes were obtained.

- £1,380.00 + vat (plus extra £4 for labels and ties per failed memorial)
- £1,690.60 + vat (this company record each memorial and take photos)
- £1,750.00 + vat (they do not make memorials safe by laying them down or cordoning them off and they record only unsafe memorials)

This was discussed and the Assistant Clerk recommended we use the middle quote as they take more detail and we have used them previously. The Assistant Clerk also confirmed that the testing for St Mary's closed churchyard has already been completed and not due for a couple of years.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to accept the quote from Memsafe of £1,690.60 + vat

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

121 TO DISCUSS QUOTES FOR AN AUTOMATIC FIRE ALARM SYSTEM AT SPICERS PAVILION

The Assistant Clerk explained that after our recent fire risk assessment, it has been advised we change the fire alarm system at Spicers pavilion as the current one is not suitable for a public building.

Three quotes were obtained with each company visiting the site before quoting.

- £5,480.00 + vat (this uses a zone system where the pavilion is sectioned into zones)
- £7,063.00 + vat (this uses a zone system where the pavilion is sectioned into zones)
- £7,811.77 + vat (this uses a room system so if there is a fire you know exactly which room the fire is in)

This was discussed and the Clerk explained that we should not go for the cheapest quote but the one that we feel is more suitable for the Parish Council and that will be more beneficial. There was a discussion regarding the different systems and it was agreed that we should consider the quote for the fire system that will allocate the exact room where the fire is and not the zone system.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the proposal from Fire & Security Technik Limited at £7,811.77 + vat and get the work completed asap.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

122 TO DISCUSS QUOTES FOR ROLLER SHUTTER AT SPICERS PAVILION

The Assistant Clerk explained that after the recent fire risk assessment we have been advised the roller shutter in the kitchen at the pavilion is not suitable and needs to be replaced by an automatic shutter to meet fire regulations. After contacting several companies, the Assistant Clerk obtained two quotes.

- £3,103.00 + vat
- £3,819.17 + vat.

This quote is to replace the shutter and connect to the fire system.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the quote from Arrow at £3,103.00 + vat and get it connected to the new alarm system previously agreed.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

123 TO DISCUSS QUOTES FOR ADDITIONAL GATE AT HUCKERIDGE HILL

The Clerk explained that we have been advised by SCDC Environmental Health Practitioner to install an additional exit at Huckeridge Hill for our bonfire night due to the amount of people that attend and for safety so there are more exits. The Assistant Clerk contacted five companies and obtained one quote.

- £6,528.60 + vat

This is to dig out the base/concrete pad and remove some of the existing hedgerow to make room for another gate to match the current gate so it will become a double gate which is on the advice from our grounds keepers as it will make it easier for them to access with the larger tractor and trailer, the concrete base will also be extended.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Paul Smith to accept the quote for £6,528.60 + vat and get the gate installed before bonfire night on 4th November.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

124 TO DISCUSS ENGINEER QUOTES FOR ST MARYS CHURCH WALL

At a previous meeting the Clerk was asked to obtain quotes for an engineer to inspect the wall at St Mary's churchyard and advise them on the condition of it. The Clerk managed to obtain two quotes for this work which includes a trial hole and inspection and report.

- Trial Hole £250.00 + vat Inspection and report £475.00 + vat
- Trial Hole £150.00-£300.00 + vat Inspection and report £750.00 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the quote for £250.00 + vat + report £450.00 + vat from Structural Engineers Cambridge Ltd.

VOTE: 7 FOR : 0 AGAINST 2: NO VOTE

125 TO DISCUSS CHRISTMAS LIGHTS QUOTE

The Clerk explained that there is only one company that will install Christmas lights, maintain and dismantle, other companies want the parish council to store the lights and install ourselves which they do not have the means to do. The parish council are on a three-year contract with them and they have asked if they could make the payment now for the lights which is a discounted rate of £4,000.00 saving £1,000.00.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to make the payment for the Christmas lights.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

126 TO DISCUSS QUOTE TO FIX GUTTERING AT THE PARISH COUNCIL OFFICE

The Clerk explained that all the guttering at the office leaks severely and it seems all the metal drain pipes are blocked which is why the water when raining pours from the roof. After contacting three companies, two gave a quote for repairs.

- £880.00 + vat – to remove all debris from guttering and supply and fit hedgehog gutter guard system to prevent future debris build up.
- £1,551.75 + vat – Thoroughly clean gutters removing all debris and standing water, patch up holes/gaps in the current galvanized guttering and apply Triflex Profibre system to coat all gutter joints, unblock the metal downpipes and thoroughly clean out removing any obstruction/debris and conduct a final inspection of the gutter system to ensure all repairs have been successfully executed.

The Clerk advised the metal downpipes have never been cleaned out before so do need doing properly and felt the second quote was more thorough.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the quote from Cambridge Roofers for £1,551.75 + vat.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

127 TO DISCUSS QUOTES TO REPAIR ROOF AND DAMP IN KITCHEN AT SPICERS PAVILION

The Assistant Clerk explained there are gaps in the underside roof by the entrance to Spicers pavilion which need repairing as they are causing damp in the kitchen, the boards are rotten. The Facilities Coordinator contacted 8 companies to visit the pavilion and quote. All the companies contacted came out to inspect the roof/damage before quoting.

- **£200.00 + vat** – carry out repair to roof between junction of flat roof and slated area on veranda.
- **£520.00 + vat** – To strip off the verge and up stand to the flat roof and re fix verge bedding in cement and mortar.
- **£3,408.00 inc vat** – Full strip and removal of damaged boards and replace with new, lay rubber roof system and new flashing as required. 15-year guarantee on works and certification provided on completion.
- **£6,500.00** – Remove current flat roof system and rotten boards and replace with new. Remove verge either side of flat roof and reinstate with new uniline dry verge system. Remove and replace approx. 20 broken tiles over all the roof, 2 of which need ridged removed to access the repairs.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to accept the proposal from Essex Roofing for £3,408.00 + vat and get the work done asap.

VOTE: 8 FOR : 0 AGAINST 1: NO VOTE

128 TO AGREE INSURANCE SETTLEMENT FIGURE FOR SPICERS PAVILION REPAIRS

The Clerk confirmed she has now received the settlement figure from the insurance company for the break-in at Spicers pavilion in July.

The amount being offered is £6,920.44 net of Vat and £250 excess.

The Clerk then explained that the pavilion has been broken into twice more since this incident and explained that she is getting quotes for a monitoring alarm system at the pavilion so they are called should the alarm be activated. She questioned whether the parish council should wait to have the repairs done until an alarm system is in place. This was discussed at length.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to accept the insurance offer.

VOTE: 8 FOR : 0 AGAINST 1: NO VOTE

Then the parish council discussed the two quotes for the repairs. The insurance company requested two quotes which were obtained and they both have quoted for the same work.

- £5,380.00 + vat
- £6,325.00 + vat

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the quote from Jaggard Projects Ltd for £5,380.00 + vat but not to get the work done until an alarm system has been installed.

VOTE: 8 FOR : 0 AGAINST 1: NO VOTE

129 UPDATE FROM COUNTY COUNCILLORS

On parish council website – www.sawston.org.uk

130 UPDATE FROM DISTRICT COUNCILLORS

On parish council website – www.sawston.org.uk

131 CORRESPONDENCE

Thank you letter from Sawston Fun Run - Noted

132 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kieran Cooper explained that JHC are having some work done to solve the flooding issue at the entrance to St Johns Acre.

Councillor Kevin Cuffley thanked the member 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 Kieran Cooper and *seconded* by Councillor Ian Reeves to go into camera.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

133 TO DISCUSS GRAVES WITHOUT CONTACT DETAILS

The Assistant Clerk explained that if residents are not adhering to the rules at the cemetery, she writes letters to ask them to remove the items not allowed on the plots. A few residents have not responded to letters sent and she is not sure if they have moved from the address she currently has for them. She has also received some of the letters back saying the resident is no longer at the address. The Assistant Clerk asked the parish council would like her to do with these few.

Councillor Jayne Merrick suggested removing the items after all the letters have been sent and they do all sign a form to agree to the rules.

134 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 4TH SEPTEMBER 2023

Item 5 – deferred to next meeting as more information required.

It was *proposed* by Councillor Kieran Cooper and *seconded* by Councillor Jayne Merrick to accept the minutes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Meeting Closed at 8.30pm

Sawston Parish Council
Jul-23

	Description	TO PAY	S137
Source for Business	Rec - Allotment water 1 Jan - 30 June 2023	111.90	
Cromwell Fire Ltd	F&GP - Annual check - Fire alarm and emergency lights at Spicers pavilion	113.40	
Cromwell Fire Ltd	F&GP - Annual check - Fire alarm and emergency lights at Mill Lane pavilion	113.40	
Cromwell Fire Ltd	F&GP - Annual check - Fire alarm and emergency lights at Lynton Way pavilion	113.40	
Cromwell Fire Ltd	F&GP - Annual check - Fire alarm and emergency lights at Office	113.40	
Honest Employment Law	Staff - Compliance Advice	114.00	
SSE	Rec - Lynton Way Electricity 22 March - 26 June 2023	132.19	
SCDC	Cemetery Rates	135.00	
EMG Motor Group	Rec - Fuel for June	154.61	
Opus Energy	Planning - Street Lights for June 2023	157.50	
ESPO	F&GP - Paper towels for pavilions and laminating pouches for office	176.64	
Soft Surfaces	Rec - Wet pour repair kit for Deal Grove	207.60	
Soft Surfaces	Rec - 4 tubs of wet pour for repairs O/N 48	207.60	
Pestagon	Rec - quarterly pest control at Spicers	218.40	
Pestagon	Rec - quarterly pest control at Groundstore	218.40	
Opus Energy	Planning - Street Lights for June 2023	230.97	
SSE	Rec - Spicers Gas 1 June - 30 June 2023	241.26	
Grace Solutions	F&GP - Monthly fees anti-virus/spam filtering etc	309.36	
Lanham & Co Ltd	F&GP - Licences and payroll	310.80	
ADT	Rec - Groundstore alarm	313.79	
The Cambridge Sign Company	Cemetery - New memorial tree sign (Agreed FP 27 June) O/N 49	323.52	
Community Heartbeat Trust	F&GP - Replacement battery for defib at office	357.00	
SCDC	Rec - Spicers Rates	399.00	
St Johns Ambulance	Staff - First Aid training for Facilities Administrator (3-day course)	399.60	
SSE	Rec - Spicers Electricity 2 March - 31 March 2023	421.00	
SCDC	Rec - Mill Lane Rates	445.00	
Source for Business	Rec - Spicers water 1 Jan - 30 June 2023	473.18	
SSE	Rec - Spicers Electricity 1 April - 1 May 2023	528.76	
MC Keeler Carpentry	Rec - Emergency call out and repairs at Spicers after break in 14 July (Claim back from insurance)	625.00	
The Cambridge Sign Company	Rec - 2x allotment signs and 1x Lynton Way (Agreed FP 25 July) O/N 53	668.40	
Electrical Technik Limited	Rec - Install 2x emergency lights at office, install motion light at Spicers and re wire/install emergency light fitting (Agreed FP 25 July) O/N 55	737.99	
SCDC	F&GP - Office rates	773.00	
SSE	Rec - Spicers Electricity 2 May - 1 June 2023	860.07	
SSE	F&GP - Office Electricity 2 Feb - 26 June 2023	1,141.40	
Avocet Cleaning Service	F&GP - Cleaning Contract for month	1,348.20	
CGM	Planning - Grass verge cutting 06/07 & 21/07	1,554.14	

Sawston Parish Council

Aug-23

Supplier Name	Description	Gross
Honest Employment Law	Staff - Compliance Advice	£114.00
EMG Motor Group	Rec - Fuel for August	£119.88
SCDC	Cemetery Rates	£135.00
Mybusinessrates.org	F&GP - Initial fee for investigation into increased business rates (Agreed FP)	£200.00
ADT	F&GP - Office Alarm	£244.76
Cromwell Fire	F&GP - Replace emergency light bulkheads at Lynton Way pavilion	£273.60
Cromwell Fire	F&GP - Replace smoke detectors at Office	£288.00
Grace Solutions	F&GP - Monthly fees anti-virus/spam filtering etc	£310.19
MC Keeler Carpentry & Joinery	Rec - Emergency repairs to damage door at Spicers after break in (6/09/2023)	£355.00
Cromwell Fire	F&GP - Replace emergency lights at Spicers	£355.20
SCDC	Rec - Spicers Rates	£399.00
SCDC	Rec - Mill Lane Rates	£445.00
Community Heartbeat trust	F&GP - Replacement battery and pads for defib at Spicers	£457.80
Lanham & Co Ltd	F&GP - Licences and payroll	£464.40
Opus Energy	Planning - Street Lights for June 2023	£481.84
Core Amenity	Rec - Replacment hose for Spicers (one was damaged) & fertiliser/Pro Lite (Cricket Club have paid half)	£675.19
SCDC	F&GP - Office rates	£773.00
St Johns Ambulance	Staff - First aid at Work course for Chair and Vice Chair	£816.00
Watson Fuel	Rec - Gas Oil	£986.47
Adam Harrison	F&GP - Legal fees for transfer of Lynton Way lease (SCDC paying)	£1,304.00
Avocet Cleaning Service	F&GP - Cleaning Contract for month	£1,348.20
Electrical Technik Limited	Rec - Supply and fit CCTV system/cameras at the groundstore	£1,437.12
CGM	Planning - Grass verge cutting 03/08 & 17/08	£1,554.14