



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 26 SEPTEMBER 2023**  
**Held at Mill Lane Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley

David Bard

Neil Reid

Colin Groves

Deborah Alderwick

Anand Pillai

Kieran Cooper

Patrick Thouroude

Paul Smith

Police Inspector Simon Birch  
Chief Inspector Paul Rogerson  
Beth Watson - SCDC  
+ 1 member of public

**135 TO DISCUSS CRIME IN SAWSTON**

Councillor Kevin Cuffley welcomed the police to the meeting and asked them for an update. They explained that they organise crime groups in the area, they are not actually charged with response policing. They are charged with engagement in the communities and problem solving. They work with local councils, fire service, education etc to look at what is happening in areas and trying to prevent crime. Their main ethos is to make a difference in the communities. The parish council feel there is an increase in vandalism/graffiti within the village and asked the best way to flag this with the police. They suggested all vandalism/crime is reported on 101, this way they can see how much crime is committed in areas and can then direct their patrols to those areas. If people do not report it then they are not aware and the statistics decrease even though it is felt crime is increasing in the village.

Councillor Kevin Cuffley said people are not happy with the lack of response to crimes and that people want to see police back in the village.

He asked if they could come to our meeting every 6 months for an update and they explained that the regular liaison meetings are exactly for this reason and that we should attend. They do not want to commit to our meetings as they will at some point let us down because of the amount of work they do.

They do door to door work in hotspots to collect information etc and regular 'Coffee with a Cop' in villages that anyone can attend.

Crimes reported in Sawston:

January – March 98

April – June 76

July – now 68

Responses in Sawston:

July 85

August 78

September (to date) 47

This information shows to the police that crimes are reducing in Sawston but this may be because they are not being reported. It is important that all crimes are reported on 101.

**136 APOLOGIES FOR ABSENCE**

Ian Reeves  
Michael Mallows  
Jayne Merrick  
Brian Milnes

**137 PUBLIC PARTICIPATION TIME (15 Minutes allowed) \***

None

**138 DECLARATIONS OF INTEREST FOR THIS MEETING**

Colin Groves – Item 147 as member of RBL

**139 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 12 SEPTEMBER 2023**

The minutes of the Full Parish Council meeting held on 12 September 2023 were read, confirmed, and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Patrick Thouroude to accept the minutes.

**VOTE 9 FOR : 0 AGAINST UNANIMOUS**

**140 MATTERS ARISING – NEW INFORMATION ONLY**

None

**141 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">23/03213/HFUL</a>	<p>Relocation and erection of fence to include existing driveway into rear garden and to be used as a rear garden space, and associated landscaping at 24A Springfield Road.</p> <p><b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor David Bard to <b>objection</b> to this application.</p>	<p><b>Objection/Do Not Support</b></p> <p><b>Vote: 9 For Unanimous</b></p> <p><b>Comment:</b> Object on the basis of the comments from Highways and we ask they come out to look as it seems the work has already been completed.</p>
<a href="#">23/03271/HFUL</a>	<p>Two storey side and rear extension at 11 The Limes.</p> <p><b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Kieran Cooper to <b>objection</b> to this application.</p>	<p><b>Objection/Do Not Support</b></p> <p><b>Vote: 9 For Unanimous</b></p> <p><b>Comment:</b> Objects to this application on the following grounds: The dimensions of the first floor bedroom created by the proposed side extension are given on the plans as 1.55m x 4.7m giving a total floor area of 7.285m<sup>2</sup>. These dimensions fall below both the minimum floor area (7.5m<sup>2</sup>) and width (2.15m<sup>2</sup>) which are cited as</p>

		minimums for a single bedroom in Policy H12 of the adopted local plan.
<a href="#">23/03452/HFUL</a>	Demolition of an existing conservatory, the construction of a single storey rear extension, raising of existing first-floor ridge height, a loft conversion with rear dormer window and outrigger extension, and the replacement of windows at 3 Brookfield Road.  <b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor Patrick Thouroude to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 9 For Unanimous</b>

**142 TO DISCUSS STONES ON GRAVE WHICH NEED REMOVING**

The Clerk explained that a resident has decorative stones on a family members grave which are not permitted. They have signed the form which they agreed to adhere to the rules of our cemetery. They have been sent letters asking them to remove the stones and have not and said that there are other graves with items on that are not prohibited. The Clerk invited them to this meeting but they did not attend. This was discussed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to continue to send the enforcement letters and remove items after a month of the final letter if the residents have not done so.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**143 TO DISCUSS SPORTS CLUB MATTERS**

No sports clubs attended.

**144 TO DISCUSS MONITORING SECURITY ALARM SYSTEM AT SPICERS PAVILION**

The Clerk contacted companies to get quotes for an intruder alarm system at Spicers pavilion and obtained 2 quotes. Both companies came out to the pavilion and both have quoted for us to have a monitored system so we get a call if the alarm is activated.

- £4,541.00 + vat – Advised no need to have sensors in changing rooms as if anyone enters the pavilion through the changing room the alarm will be triggered.
- £4,521.00 + vat – Another company with no sensors in changing rooms.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to accept the quote for £4,521.00 + vat and get the alarm installed as soon as possible.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**145 TO DISCUSS SKATE PARK IN VILLAGE**

Councillor Kevin Cuffley asked for this to be put on the Masterplan meeting and for the Clerk to investigate costs etc.

**146 POLICE LIAISON MEETING UPDATE BY COUNCILLOR DEBORAH ALDERWICK**

Councillor Deborah Alderwick attended the recent police liaison meeting and gave an update. The update can be found on our website.

Councillor Kevin Cuffley thanked her for attending and updating the parish council.

**147 TO DISCUSS DONATION REQUEST FOR POPPIES ON THE VILLAGE LAMPPOSTS**

The RBL are selling large poppies that will be installed onto lampposts within the High Street and asked if the parish council would like to purchase two at a cost of £25.00 each.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to accept go ahead and purchase two poppies at £25.00 each.

**VOTE: 7 FOR : 1 ABS 1: NO VOTE**

**148 TO DISCUSS OUTSTANDING RISK ASSESSMENT ITEMS**

The Clerk explained there are still some outstanding works to be completed following on from our fire risk assessment.

At Spicers pavilion they have recommended a survey is carried out to check the kitchen door is fire resistant to the correct regulations, this will cost £25 but might be more if they have to come out just for that.

To put a closing bar on the doors to main room is £175. Which is a recommendation.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to get both the above actioned asap.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**149 TO DISCUSS VINDIS CAR PARK**

Councillor Kieran Cooper explained the parish council had met with Vindis to discuss the site in the High Street. The masterplan group has discussed potentially taking back the car park that Vindis rent from the parish council and making it into a public car park but this is still a very early discussion and the parish council has told Vindis they would keep them informed of their discussions.

Vindis has expressed they want to keep renting the car park and would be interested in purchasing the land should the parish council decide to sell it.

Councillor Brian Milnes is looking into the costs to possibly turn this area into a public car park with electric charging points etc. This will be an agenda item for the masterplan meeting to discuss.

**150 TO DISCUSS LHI 24/25 EXPRESSION OF INTEREST SURVEY**

Cambridge County Council is asking for parish councils to express an interest in the next round of LHI so they can gauge the number of applicants around the country.

This was discussed and they wanted to pursue the speed restrictions in Church Lane. Councillor David Bard offered to complete the survey.

**151 CORRESPONDENCE**

None

**152 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING**

Councillor Patrick Thouroude had previously sent out a list of improvements for the High Street that are to be discussed at the masterplan meeting. He asked if anyone had any comments on this list. The Clerk asked him to re send the email asking for feedback before the meeting.

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 David Bard to go into camera.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**153 TO DISCUSS ASSISTANT CLERKS WORKING HOURS**

It was discussed at the previous meeting to consider increasing the Assistant Clerks hours by 5 hours per week due to her increased workload, this would mean her working 5 days a week instead of 4. This was discussed.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor David Bard to agree this increase so she will be working 25 hours a week/5 days a week.

**VOTE: 9 FOR : 0 AGAINST UNANIMOUS**

**Meeting Closed at 8.51pm**