



SAWSTON PARISH COUNCIL

MINUTES of the EXTRA FULL COUNCIL MEETING HELD ON 12 APRIL 2022
Held at Spicers Pavilion, Cambridge Road - Meeting commenced at 6.30 pm at the
Cemetery first.

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Colin Groves (Arrive 7.15pm)

Sue Whitney (Arrived 7.15pm)

Jayne Merrick

Michael Mallows

Paul Smith

Tony Orgee

+ 1 Member of public

253 TO DISCUSS CEMETERY MEMORIAL TREE – 6.30PM MEET AT THE CEMETERY

The councillors met at the cemetery to discuss the best location for the memorial tree if we went ahead with it. This has been discussed previously at several Cemetery committee meetings.

The cost of the memorial tree including installation is £16,895.00.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to **order** the memorial tree at a cost of £16,895.00.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

The councillors then discussed the location for the memorial tree.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Jayne Merrick to install the memorial tree in the far-left corner if you are standing in the cemetery facing the farm house.

VOTE: 7 FOR : 0 AGAINST UNANIMOUS

The Clerk explained that when the tree is installed, we should look at purchasing a couple of memorial benches for those wishing to sit and reflect by the memorial tree and speak to the grounds keepers about placing a footpath along the hedge to the memorial garden.

The councillors then moved into Spicers pavilion for the remainder of the meeting.

254 APOLOGIES FOR ABSENCE

Anand Pillai (Work Commitments)

Kieran Cooper (Work Commitments)

Brian Milnes (Work Commitments)

255 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

None

256 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kevin Cuffley – Item 272 as member of the Queens Platinum Jubilee committee
 Councillor Jayne Merrick – Item 272 as member of the Queens Platinum Jubilee committee
 Councillor David Bard – Item 272 as member of the Queens Platinum Jubilee committee
 Councillor Ian Reeves – Item 272 as member of the Queens Platinum Jubilee committee
 Councillor Paul Smith – Item 272 as member of the Queens Platinum Jubilee committee
 Councillor Colin Groves – Item 272 as member of the Queens Platinum Jubilee committee
 Councillor David Bard – Item 267 as a member of the PCC

257 CONFIRM THE MINUTES OF THE EXTRA FULL PARISH MEETING HELD ON 22 MARCH 2022

Councillor Sue Whitney did give her apologies for this meeting.

The minutes of the Extra Full Parish meeting held on 22 March 2022 were read confirmed and signed with the above amend.

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

258 MATTERS ARISING

None

259 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

<p>22/00989/HFUL</p>	<p>Two storey side and single storey rear extension at 7 Tower Road</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Colin Groves to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 8 For 1 abs</p>
<p>22/01051/S73S73</p>	<p>S73 variation of conditions 2 (approved plans) and 3 (materials) of planning permission 20/04038/S73 (Variation of condition 2 (approved plans) and 3 (materials) of planning permission S/3123/19/FL to specify the newly submitted design of the elevations and footprint) Changes to roof height, external materials and openings to the elevations at 68 High Street.</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Tony Orgee to support to this application.</p>	<p>Support/No Objection</p> <p>Vote: 8 For 1 abs</p>

22/01070/FUL	Construction of new modular CT scanner, associated support accommodation and external works – retrospective at Sawston Medical Centre London Road. Proposed by Councillor David Bard and Seconded by Councillor Kevin Cuffley to support to this application.	Support/No Objection Vote: 9 For Unanimous
22/01089/FUL	Erection of a wooden insulated gym shed in back garden at 26 Woodland Road. A poor application with hand drawn plans. Insufficient information to make a decision.	
22/01215/HFUL	Single storey front infill extension, relocation of front door, new driveway and dropped kerb at 2 Saffron Road. Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support to this application.	Support/No Objection Vote: 8 For 1 abs

Appeals – Noted
Info Only – Noted
Planning Decisions - Noted

260 ACCOUNTS FOR THE MONTH OF MARCH 2022

The accounts for the month of March 2022 were presented. The Clerk explained that the invoice for Adcock will be removed as the work has not been completed.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor David Bard to **accept** the accounts for March 2022.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

261 TO DISCUSS DONATION REQUEST FROM CAMBRIDGE SEARCH AND RESCUE

Cambridge Search and rescue has requested a donation of £250.00 to help towards purchasing a search pole and associated equipment, including a camera.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to go ahead and donate £250.00 from our donation budget.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

262 TO DISCUSS LETTER FROM CAMBRIDGE SEARCH AND RESCUE REGARDING RECYCLING BINS IN THE VILLAGE

We received a letter from Cambridge Search and Rescue to ascertain our opinion and possible support of a project they have been considering to install recycling bins within the village for clothes that will be sent to the Ukraine. These bins will be under a management company who have already established recycling bins in areas of the UK. The bins would need to be placed for a minimum of 2 years if agreed. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard that although we do support the organisation and are fully supportive of Ukraine, there is already a clothing bank within the village and our MP has explained they are wanting medicines and money now rather than clothing so on this occasion we will decline the offer. We are looking into other ways the parish council can help.

VOTE: 8 FOR : 1 AGAINST

263 TO DISCUSS INSURANCE QUOTES

The parish council insurance is due May 2022. The Clerk thrived to get three quotes but only managed to get one quote from Hiscox Insurance Company through Came & Co. This was the only company they are using currently. The cost is £9,819.30 and the Clerk asked if we could agree to use them on a three-year contract.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to go ahead with the insurance from Hiscox for the next three years and made it very clear that the clerk had attempted to get three quotes.

VOTE: 9 FOR : AGAINST UNANIMOUS

264 TO DISCUSS CCTV AT PARISH COUNCIL PROPERTIES

The Clerk explained that we need to replace the CCTV at Mill Lane pavilion and add a camera at Spicers pavilion. She obtained a quote for a newer system which would be remote viewing on a mobile phone, it would send alerts and only record when there is motion/activity. The cost for the two new systems at Mill Lane and Spicers pavilion is £3,762.70 + vat. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to go ahead and get the replacement/new system installed at Spicers and Mill Lane pavilions.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

265 TO DISCUSS QUOTE TO CHANGE LIGHTS TO LED AT OFFICE

The Clerk was asked to obtain a quote to replace the lights at the office with LED. She received a quote from the electrician that had recently done Spicers pavilion. The cost to replace the lights is £1,600.00 + vat including labour and also includes investigating external light fittings at the office. Councillor Ian reeves said how much better the lights were at Spicers pavilion since they have been changed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to go ahead and replace the lights at the office to LED.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

266 TO DISCUSS DONATION REQUEST FROM SUPPORT FOR ACTIVE WITH PARKINSONS CAMBS

We have received a donation request from Active with Parkinson's Cambs for a donation of £200.00 which will help cover room hire and instructor. This was discussed and felt it was a very worthy cause.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Kevin Cuffley to go ahead and donate £200.00 from our donation budget.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

267 TO DISCUSS QUOTE FOR ST MARYS CLOSED CHURCHYARD MEMORIAL TESTING
The Assistant Clerk contacted two companies to get quotes for memorial testing at St Marys. She could not find a third company that did this work. There are around 120 headstones/memorials. These memorials should be tested regularly for safety reasons.

- Cemetery Development Services – no longer offer this service
- Memsafe Ltd - £3.95 per memorial (Approx. £474.00)

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to spend up to £500 on the testing and made it clear the Assistant Clerk did try to obtain three quotes.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

268 TO DISCUSS TAX INVESTIGATION SERVICE
The clerk explained that we have been offered a Tax Investigation Service through our accountant which will help protect us against the professional costs involved in a possible tax investigation or enquiry. The cost of this service is £312.00 (inclusive of VAT) per annum.

Although Councillor Kieran Cooper was not present at the meeting the Clerk asked his opinion as Finance & General Purposes Chair and he has looked into it and felt we didn't need to take out the additional insurance as there was no indemnity (i.e., where the policy pays out if we get a fine) and our accounts are fairly simple. Councillor Kevin Cuffley also felt it was not a service we needed to take advantage of.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Tony Orgee not to pay for this service.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

269 TO DISCUSS WETPOUR QUOTES FOR RECREATION GROUNDS
The Clerk explained that most of the wetpour under the play equipment at all sites is either damaged through wear and tear and lifted at the edges making it a trip hazard. This came up as an action on the yearly external play inspection report. The Assistant Clerk has spent weeks trying to obtain three quotes for this work to replace the wetpour and did contact four companies.

- RTC Safety – to repair all damaged wetpour at all sites £27,098.00 – There will be no guarantee with this.
- Image Playgrounds – Do not service our area
- Soft Surfaces – Didn't hear from them after chasing several times
- SCM Surfaces – Arranged to come and quote and didn't turn up

The Clerk confirmed that the current wetpour is out of warranty. We do have some money for Recreation & Open Spaces in reserves and unspent money from 2021/2022 along with this year's budget totally £13,500.00.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Smith to go ahead and get the surfaces repaired as this is a health and safety issue. The remainder of the money will come from reserves.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

270 TO DISCUSS NO MOW MAY CAMPAIGN FROM COUNTY COUNCIL

Cambridge County Council currently cuts along some of the verges within the village and has contacted the parish council to inform us they are supporting the Plantlife No Mow May campaign and will not be cutting any highway verges during the month of May. This was discussed and the parish council supports this campaign and discussed the areas that our ground staff cut.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Sue Whitney to support the campaign and for the month of May we ask our grounds keepers to only cut the sports field and recreation grounds with play areas on them.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

271 TO DISCUSS PROPOSED REMOVAL OF A DISABLED PERSONS PARKING BAY AT 64 NEW ROAD

Cambridge County Council has been advised that the disabled persons parking bay outside 64 New Road is no longer required and intend to remove it and the highway returned to general use. They asked the parish council for comments and this was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Sue Whitney to support the removal of the parking bay as it is no longer needed and that it was a simple process for disabled badge holders who meet the approved criteria to request one.

VOTE: 8 FOR : 1 ABS

272 TO DISCUSS DOGS ON SPICERS SPORTS GROUND FOR QUEENS PLATINUM JUBILEE PICNIC

As a majority of the council are on the Jubilee committee it was agreed to defer the item to May's full parish meeting and in the mean time those councillors request dispensation from SCDC.

273 TO DISCUSS UKRAINE CRISIS

The Clerk contacted the MP – Anthony Browne, to ask what we as a parish council can do to help. He suggested the most effective way for Sawston to show its support for the humanitarian efforts would be through a donation to the Disasters Emergency Committee Ukraine Appeal. This was discussed and Councillor Sue Whitney explained there is a Community Sponsorship where we can sponsor a family which would cost around £9k. As a community we could sponsor a family which would involve meeting them at the airport, support access to medical supplies, food, jobs, housing etc.

After a lengthy discussion Councillor Kevin Cuffley asked the council if they were willing to defer to Mays full agenda and he and Councillor Sue Whitney will investigate this further. This was agreed.

274 TO DISCUSS SAWSTON CONSULTATION

Councillor Sue Whitney explained that we need to move forward with our public consultation and she has contacted some companies that can quote for this but we need to decide what we want to consult on. This was discussed and agreed that we need to include:

- Leisure activities
- Provisions for the elderly
- Provisions for other classes, ie: karate/singing groups etc
- Green spaces
- What do residents want to see in the High Street
- Transport

Councillor Sue Whitney offered to contact these companies with this information and get quotes for the consultation and the Clerk will arrange a Masterplan meeting to discuss further.

275 UPDATE FROM COUNTY COUNCILLORS

No update

276 UPDATE FROM DISTRICT COUNCILLORS

No update

277 CORRESPONDANCE

Thank you letter from the Scouts for their donation- noted

278 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kevin Cuffley thanked the Clerk for all the time she has spent on getting the pavilion at Mill Lane ready for hire. There are still some issues which need to be addressed and she will work with the Chair and Vice with the project manager.

Councillor Kevin Cuffley also noted that we only had 12 people stand in the election for parish councillor which was disappointing.

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

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

The members of public left the meeting.

279 TO DISCUSS NALC SALARY INCREASE

The NALC salary increase for staff was discussed.

Meeting closed 8.35pm

Sawston Parish Council
Mar-22

Supplier Name	Description	Date	Gross
SSE	Rec - Spicers Gas 30 Nov 2021 - 14 March 2022	30-Mar-22	£104.91
EGM Motor Group (Murketts)	Rec - Fuel for March	31-Mar-22	£108.28
Honest Employment Practice Ltd	Staff Management - Compliance Advice	07-Mar-22	£114.00
Amazon	F&GP - work shorts for grounds keepers	23-Mar-22	£115.28
SSE	Rec - Spicers Gas (1 Feb 2022 - 28 Feb 2022)	18-Mar-22	£126.18
C Watson Heating & Cooling	Rec - Supply and fit new syphon to WC at Spicers pavilion	20-Mar-22	£135.00
C Watson Heating & Cooling	Rec - Maintenance to toilets at Spicers pavilion	20-Mar-22	£138.00
Royal British Legion	Planning - Queens Green Canopy Plaque (Agreed FP March 2022) O/N 18	09-Mar-22	£144.99
Carphone Warehouse	F&GP - New mobile phone for Facilities Administrator (Agreed FP March 2022)	23-Mar-22	£169.99
Amazon	F&GP - phone case, keyboard for Facilities Administrator, ink carts for office	21-Mar-22	£182.58
Thurlow Nunn	Rec - outstanding invoice from Feb - works to Ford tractor	09-Feb-22	£191.46
C B Leaflets	F&GP - Delivery of Chair report	30-Mar-22	£199.00
Amazon	Rec - small tools, new hose etc	23-Mar-22	£202.48
Cammack & Wilcox Limited	Rec - Empty septic tank at Spicers	10-Mar-22	£230.94
Grace Solutions	F&GP - Monthly charge anti virus/spam/microsoft 365	31-Mar-22	£242.04
Sutcliffe Play	Rec - replacement cradle seat for Mill lane (O/n 28)	05-Apr-22	£243.54
Charlies Store	Cemetery - Bench for cemetery - resident invoiced (invoice number 02/22)	17-Feb-22	£249.99
Altone Limited	F&GP - Printing of Chair report	30-Mar-22	£255.00
Adcock	F&GP - Supply/fit.replace reactor on air con unit at office (O/N 19)	14-Mar-22	£311.45
C Watson Heating & Cooling	Rec - Service all boilers (Office and pavilions)	22-Mar-22	£372.00
Core Amenity	Rec - Surftec Turfmark T6 line marking liquid (for pitches) O/N 29	06-Apr-22	£430.20
Amey	Rec - Skips at groundstore x 2	29-Mar-22	£568.94
Lanham & Co	F&GP - Accounts for month	31-Mar-22	£696.00
PW & HA Warren	F&GP - Cleaning contract for month	31-Mar-22	£700.00
Lander & Linsey Roofing Ltd	Rec - check complete roof at Spicers pavilion and replace missing/defected slate tiles	21-Mar-22	£703.20
ESPO	Reserves - Outstanding payment from November - Kitchen ware/cleaning items etc for Mill Lane Pavilion	12-Nov-21	£713.10
CGM	Planning - Grass verge cutting as per contract visit 15/3/2022	31-Mar-22	£722.86
Grace Solutions	F&GP - New laptop including set up for Facilities Administrator (Agreed FP March 2022)	23-Mar-22	£1,072.39
Alan Lamb	Contract Admin (month 2) for Spicers pavilion project	31-Mar-22	£1,200.00
Lander & Linsey Roofing Ltd	Rec - Replace all guttering at Spicers pavilion (Agreed FP Feb 2022) O/N 1	16-Mar-22	£2,848.80
QRS Electrical	Rec - Replace all lights to LED at Spicers pavilion (Agreed FP Feb 2022) O/N 2	15-Mar-22	£3,947.52
Jaggard Projects Ltd	Reserves - Completion of works to Mill Lane pavilion (Valuation 6)	23-Mar-22	£4,435.48
Thurlow Nunn	Rec - Service Ransomes mower (many parts and labour)	07-Apr-22	£5,528.86
DTF Building Services	Reserves - Spicers extension Payment 2 Superstructure complete/brickwork and blockwork complete	25-Mar-22	£13,338.00