



SAWSTON PARISH COUNCIL

MINUTES of the ANNUAL PARISH COUNCIL MEETING HELD ON 09
MAY 2023 – HELD AT MILL LANE PAVILION 7.15pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Neil Reid

Deborah Alderwick

Jayne Merrick

Kieran Cooper

Anand Pillai

Brian Milnes

Colin Groves

+ 1 members of public

**1 TO ELECT A CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR.
DECLARATION OF ACCEPTANCE OF OFFICE**

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to nominate Councillor Kevin Cuffley as Chair of the Parish Council for the ensuing year.

VOTE: 8 FOR : 0 AGAINST UNANIMOUS

Councillor Kevin Cuffley is now Chairman for the Parish Council for the ensuing year and signed his Declaration of Acceptance of Office and took the Chair.

Councillor Kieran Cooper arrived

**2 TO ELECT A VICE CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR.
DECLARATION OF ACCEPTANCE OF OFFICE**

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Neil Reid to nominate Councillor Jayne Merrick as Vice Chair of the Parish Council for the ensuing year.

VOTE: 9 FOR : 0 AGAINST UNANIMOUS

Councillor Brian Milnes thanked Councillor Kevin Cuffley and Councillor Jayne Merrick for all their hard work in the past year as Chair and Vice Chair.

3 APOLOGIES FOR ABSENCE

Councillor Patrick Thouroude (Personal)

Councillor Paul Smith (Work Commitments)

4 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

None

5 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kevin Cuffley & Councillor Colin Groves – item 14 as members of RBL.

Councillor David Bard – Item 15 as member of PCC.

Councillor Anand Pillai arrived 7.20pm

6 TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES FOR THE ENSUING YEAR:

6.1 FINANCE & GENERAL PURPOSES COMMITTEE

The Clerk confirmed that we have 10 seats for the F&GP Committee and 9 councillors have requested to be on this committee.

6.2 STAFF MANAGEMENT COMMITTEE

The Chair and Vice Chair are automatically members of the Staff Management Committee and our terms of reference require two more members.

It was **proposed** by Councillor Jayne Merrick and **seconded** by Councillor Colin Groves to nominate Councillor Kieran Cooper.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Brian Milnes to nominate Councillor David Bard.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

7 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH MEETING HELD ON 25 APRIL 2023

The minutes of the Full Parish meeting held on 25th April 2023 were read confirmed and signed.

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

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

8 TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 2 MAY 2023

The minutes of the Extra Full Parish meeting held on 2nd May 2023 were read confirmed and signed.

Amend - Councillor David Bard had given his apologies for this meeting.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Kieran Cooper to **accept** the minutes with the above amend.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

9 MATTERS ARISING

None

10 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

23/00729/HFUL	Single Storey front extension and replacement of flat roof with new pitched roof at 49 Woodland Road Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to support to this application.	Support Vote: 10 For Unanimous Comment: Support providing the neighbours concerns are met. (Concern regarding light)
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TRRO proposed road closure, various road, South Cambs (Footway repairs) – Noted

Information Only plans - Noted

11 ACCOUNTS FOR THE MONTH OF APRIL 2023

The accounts for the month of April 2023 were presented.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Neil Reid to accept the accounts for April 2023.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

12 TO CONFIRM ELEGIBILITY OF THE GENERAL POWER OF COMPETENCE

The parish council are to confirm they have the General Power of Competence.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Brian Milnes to confirm our eligibility.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

13 TO DISCUSS HEDGE IN MEMORIAL GARDEN AT CEMETERY

The Clerk explained that most of the hedges in the memorial garden at the cemetery have died and need removing. The grounds keeper suggested removing the hedges and replacing with rose bushes that he can maintain and grown up the fence. The estimated cost would be no more than £300 for the roses.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to go ahead and spend up to £300 to replace the bushes with roses.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

14 TO DISCUSS REMEMBRANCE DAY

Councillor Kevin Cuffley explained that he has a meeting with the RBL next week so asked for this item to be deferred until 23rd May.

15 TO DISCUSS ST MARYS CHURCH WALL

Councillor Brian Milnes, Councillor Jayne Merrick and Councillor Patrick Thouroude are meeting next week with an architect and a member of SCDC to discuss the responsibility and repairs to the church wall and have asked for this item to be deferred until 23rd May.

16 TO DISCUSS FIRE RISK ASSESSMENTS

The Clerk confirmed she is still investigating and will make an agenda item when she has more information.

17 TO DISCUSS NO MOW MAY CONTINUING UNTIL JULY

The Clerk explained a resident has asked if we will continue No Mow May until July. The resident has also suggested we do not mow Huckeridge Hill land where the bonfire night is held until Autumn and the green area on Woodland Road/Princess Drive. These were discussed.

Councillor Ian Reeves was not in support of not mowing verges until July and Councillor Kieran Cooper asked if we would consider not mowing the area on Princess Drive/Woodland Road until 1st July.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley that we do not cut the green area on Woodland Road/Princess Drive until after 1st July.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

Councillor Kieran Cooper asked that the Huckeridge Hill field is put on the agenda for 23rd May and the Clerk will speak to the grounds keepers for their comments before the meeting.

18 TO DISCUSS PLAY AREAS ON H1:B SITE

The Clerk explained that at a previous meeting we were asked for solicitor contact for the new play areas on the H1:b site and we had chosen Mills & Reeves in Cambridge. The Clerk contacted them and they cannot represent the parish council as they currently represent Hills. The Clerk asked for other recommendations.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Jayne Merrick to contact Barr Ellison.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

19 TO DISCUSS TELEPHONE BOX ON CHURCH LANE

The Clerk explained that she has recently been contacted regarding the condition of the phone box on Church Lane. She has contacted BT and is investigating getting the phone box repainted etc.

BT has also confirmed that due to recent Ofcom regulations we are unable to adopt the kiosk should we have wished too.

20 TO DISCUSS PARISH COUNCIL INSURANCE

The parish council insurance renewal has been sent to all councillors to read before the meeting.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Ian Reeves to go ahead with the renewal for 2023/2024.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

21 UPDATE FROM COUNTY COUNCILLORS

Waiting for Annual update, this will be on our website once received.

22 UPDATE FROM DISTRICT COUNCILLORS

Waiting for Annual update, this will be on our website once received.

Councillor David Bard questioned Councillor Brian Milnes regarding the 4-day week. Councillor Brian Milnes explained the 4-day week is working quite well and the staff doing the 4-day week are very happy trialling it. Councillor David Bard questioned the research into this as you are required to give informed consent and how was this dealt with. Councillor Brian Milnes said SCDC did miss an opportunity to say that someone has spent 2 1/2 years researching this and the expert in this field was employed by SCDC. He confirmed they did use consultants which would have had a cost associated with it although at the cabinet meeting on 12th September they said there was no cost to SCDC in proceeding with this project. Councillor Brian Milnes agreed to send through the information regarding the cost which will be published on our website.

23 CORRESPONDANCE

Thank you letter from CAMSAR regarding recent donation from the parish council - noted

24 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kieran Cooper asked for a JHC update to be on the agenda for 13th June.

Councillor Deborah Alderwick mentioned the Annual Parish meeting the week before and said it was great having the groups there so you could chat informally and also nice to see where our money is spent.

Councillor Ian Reeves said the Kings Coronation celebrations at the weekend were a great success and was well attended. He thanked the parish council for allowing them to use the pavilion.

Councillor Kevin Cuffley explained the 3-hour parking sign at the Co Op has disappeared. The Clerk offered to contact them to see if the parking restrictions have now been lifted.

Councillor Kevin Cuffley explained the recent planning training held for parish councillors was very useful but there was not enough time to cover everything with regards to planning like Neighbourhood Plans and S106. The Clerk was asked to organise another training session to cover the additional items and ask councillors for questions beforehand so we can ensure we have what we need covered.

Unity Campus in Pampisford is keen to volunteer within in the village and help local groups where they can. If any councillors know of any groups that would like to have some additional help to let the Clerk know.

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 Kieran Cooper and **seconded** by Councillor Brian Milnes to go into camera.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

25 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 24 APRIL 2023

The minutes of the Staff Management Committee meeting held on 24th April 2023 were read confirmed and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Colin Groves to **accept** the minutes.

VOTE: 10 FOR : 0 AGAINST UNANIMOUS

26 TO DISCUSS LYNTON WAY LEASE

The Clerk explained there was some questions previously with regards to who can sign the lease. It was confirmed by CAPALC that the Clerk a proper officer, Chair and Vice Chair can sign the lease as per our standing orders if it is authorised by resolution.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Kieran Cooper for the Clerk/RFO to sign the draft lease as per our standing orders.

VOTE: 9 FOR : 0 AGAINST 1: NO VOTE

Meeting closed 8.10pm