

# SAWSTON PARISH COUNCIL

MINUTES    **FULL PARISH COUNCIL MEETING HELD ON**  
**Meeting commenced at 7.15pm**

*12 January 2016*

PRESENT:    Chairman        E C Murray

Clerk:        Mrs J F Keeler

Councillors:

Dr D R Bard

Miss S E Clarke

K J L Cooper

K Cuffley

M J R Mallows

A G Orgee

W N Reid                                :        (arrived 7.33pm)

R M Richmond

+        6 members of the public:  
Mr R Cullum : Mr & Mrs Gruby and 3 others

## 166    **APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Councillor W A Fell	:	Holiday
Councillor I G Read	:	Holiday
Councillor Ms B Laxton	:	Work Commitments
Councillor R M Matthews	:	Illness
Councillor Dr G Kenney	:	No reason given

## 167    **PUBLIC PARTICIPATION TIME (15 minutes)**

**It was PROPOSED by Councillor R M Richmond and SECONDED by Councillor Dr D R Bard to SUSPEND Standing Orders to allow for Public Participation Time to take place**

**VOTE:        8 FOR                                :        (UNANIMOUS)**

### **Website**

A member of the public commented on the Parish Council website stating that it is out of date and that he could not find information easily. He also suggested the Parish Council should have a Facebook account /representation and should engage better digitally.

Councillor E C Murray thanked him for his comments.

**It was PROPOSED by Councillor K J L Cooper and SECONDED by Councillor K Cuffley to REINSTATE Standing Orders to allow the meeting to be continued**

**VOTE:        8 FOR                                :        (UNANIMOUS)**

## 168 DECLARATION OF INTERESTS FOR THIS MEETING

Councillor K Cuffley	:	Item 171 S/3002/15/FL – 8 Dale Way (Neighbour)
Councillor A G Orgee	:	Item 180 Pampisford Parish Council (County Councillor)
Councillor W N Reid	:	Item 171 S2976/15/FL – 18 Hillside (Neighbour)
Councillor W N Reid	:	Item 172 Accounts (Donation to Scouts)

## 169 MINUTES OF THE MEETING

The minutes of the Full Parish Council Meeting held on 8 December 2015 were read, confirmed and signed.

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor Dr D R Bard to **ACCEPT** the minutes.

**VOTE: 8 FOR : (UNANIMOUS)**

## 170 MATTERS ARISING – New information only

None

## 171 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

S/3011/15/LD	The existing and proposed land use will not change from Dwellinghouse (C3). The proposal only seeks to enlarge the ground floor footprint of the property at 1 Mount Pleasant for Mr A Lallement (For information only)	<b>SPC Comment: Noted</b>
S/2914/15/FL	Single Storey Rear Extension at 6 Wynemares for Mr & Mrs Brown  <b>Proposed</b> by Cllr Dr D R Bard and <b>Seconded</b> by Cllr K Cuffley to Support	<b>SPC Comment: Support</b>  Vote: 7 For 1 Abstention
S/3002/15/FL	Single storey rear extension and external alterations at 8 Dale Way for Mr A Choudhury  <b>Councillor K Cuffley left the room</b>  <b>Proposed</b> by Cllr Dr D R Bard and <b>Seconded</b> by Cllr R M Richmond to Support but there has been problems with the unsociable working hours which the Parish Council would like to be looked at. A comment was also made that the PC is surprised to see the toilet opens into the kitchen	<b>SPC Comment: Support</b>  Vote: 6 For 2 Abstentions

S/2976/15/FL	<p>Councillor W N Reid arrived 7.33pm</p> <p>Single storey extension to side and rear at 18 Hillside for Mr P Jeffery</p> <p><b>Proposed</b> by Cllr K Cuffley and <b>Seconded</b> by Cllr Miss S E Clarke to Support</p>	<p><b>SPC Comment: Support</b></p> <p>Vote: 7 For 1 Abstention 1 declared interest (WNR)</p>
S/2856/15/AD	<p>Advertisement at 76 High Street for DPSK Ltd</p> <p><b>Proposed</b> by Cllr K J L Cooper and <b>Seconded</b> by Cllr R M Richmond that the Parish Council does not wish to make a comment on this application as the previous change of use application has not been approved yet and the PC did not support it. If this was to be approved though the PC would want it made a condition that the illuminated sign is switched off at 11pm every night</p>	<p><b>SPC Comment: No Comment</b></p> <p>Vote: 7 For 2 Abstentions</p>
S/2803/15/FL	<p>Erection of new two storey dwelling following demolition of existing single storey side extension at land adjacent to No. 13 Huntingdon Road for Mr M Mills, Joma Construction Ltd</p> <p><b>Proposed</b> by Cllr Dr D R Bard and <b>Seconded</b> by Cllr K Cuffley to Support</p>	<p><b>SPC Comment: Support</b></p> <p>Vote: 8 For 1 Abstention</p>
C/11/17/081/02 – TPO 8/67	<p>Tree work at Electricity Sub Station at 54 Cambridge Road for Mrs Robinson</p> <p><b>Proposed</b> by Cllr Miss S E Clarke and <b>Seconded</b> by Cllr K J L Cooper to Support</p>	<p><b>SPC Comment: Support</b></p>

## 172 ACCOUNTS FOR THE MONTH OF DECEMBER 2015

The accounts for the month of November amounting to £36,811.53 expenditure and £2,275.85 income were approved.

It was **PROPOSED** by Councillor K Cuffley and **SECONDED** by Councillor K J L Cooper to **ACCEPT** the accounts

**VOTE: 8 FOR : 1 declared interest (WNR)**

### 173 CHRISTMAS LIGHTS IN THE HIGH STREET

Councillor A G Orgee explained that there were quite a few problems before Christmas to get the Christmas lights working in the High Street due to issues with Balfour Beatty who installed the new columns. The Clerk spent a lot of time to sort the issues out and finally managed to get this done before the Christmas Fair in the High Street.

Clerk to write to Balfour Beatty copying in CCC to express the Parish Council's disappointment with how this was dealt with and for the time spent chasing and ensuring the Christmas lights were working in time.

Clerk to write another letter to the County Council regarding the issues that have been experienced in general with the street lights which are still not complete, and to ask for compensation.

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor W N Reid to write both these letters.

**VOTE: 9 FOR : (UNANIMOUS)**

### 174 WATER PUMP IN THE HIGH STREET

Councillor E C Murray explained the water pump by Hammonds Road had been knocked and the whole area needed some attention. It was **AGREED** this should go to a Committee Meeting to discuss in detail what could be done with this area.

### 175 RISK ASSESSMENTS

The Councillors had all received copies of the up to date Risk Assessments for Sawston Parish Council.

It was **PROPOSED** by Councillor Miss S E Clarke and **SECONDED** by Councillor K Cuffley to **ACCEPT** the Risk Assessments

**VOTE: 9 FOR : (UNANIMOUS)**

### 176 MOBILE PHONE CONTRACTS

The mobile phone contract for the Groundsmen and Clerk was up for renewal and the Clerk has received some quotes for 3 handsets:

- £32.79
- £36.75
- £37.50
- £38.61
- £39.00

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor Dr D R Bard to go with the 3 handsets at £36.75 per month because of the network coverage within the village.

**VOTE: 9 FOR : (UNANIMOUS)**

**177 PRECEPT**

The precept is agreed by the Finance & General Purposes Committee and then is a recommendation to Full Parish as per the Parish Council's Financial Regulations. Some members wanted the agreed Precept to be made an Agenda item for more clarity.

This was discussed and **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor A G Orgee that the Parish Council makes the recommendation for the Precept a separate Agenda item in the future. The clerk will amend the Financial Regulations document accordingly.

**VOTE: 9 FOR : (UNANIMOUS)**

**178 STREET LIGHTING – MILL LANE**

The Parish Council was informed by County Council that they will soon be starting work on the lights in Mill Lane and asked if the Parish Council had any comments.

This was discussed and it was **PROPOSED** by Councillor Miss S E Clarke and **SECONDED** by Councillor K Cuffley that the lamp the Parish Council has concerns with is the removal of the lamp by the Pavilion. The Parish Council does not want this one removal and feel it is very important to keep this one as there are ongoing problems in this area. The Clerk confirmed the Parish Council has the support of the local PCSO's regarding this too.

**VOTE: 9 FOR : (UNANIMOUS)**

**179 CLERK TRAINING DAY**

The Clerk has asked to attend a Clerk Training Day at Sawtry Parish Council on 12 February which will cover Year End Audits, the new Audit regime, VAT and Year End procedures.

It was **PROPOSED** and **AGREED** by Councillor W N Reid and **SECONDED** by Councillor Dr D R Bard for the clerk to attend this Training Day

**VOTE: 9 FOR : (UNANIMOUS)**

**180 REQUEST FROM PAMPISFORD PARISH COUNCIL REGARDING SCDC HIGHWAYS IMPROVEMENT SCHEME**

The Parish Council has been asked by Pampisford Parish Council to support their bid to SCDC Highway's Improvement Scheme for a safety crossing at the end of Brewery Road in Pampisford. All the Councillors had a map/images of the proposed crossing and this was discussed. The Parish Council agreed with all the points that Pampisford has made regarding the safety of this road.

It was **PROPOSED** by Councillor K Cuffley and **SECONDED** by Councillor R M Richmond that the Clerk writes to SCDC in support of this bid.

**VOTE: 9 FOR : (UNANIMOUS)**

## 181 CO-OPTION – MR C GROVES

The Parish Council has received a Co-Option application from a Sawston resident who wishes to become a Parish Councillor. The Parish Council conducted a vote.

**VOTE: 3 FOR : 6 AGAINST**

On this occasion Mr C Groves was not co-opted but the Parish Council is pleased he is interested and as there is an Election in May this year for all Councillors the Parish Council would be more than happy for him to put his name forward then. All Parish Council meetings are open to the public and he is more than welcome to attend.

## 182 CORRESPONDENCE

Thank you letter from East Anglian Air Ambulance : Noted

### **Letters from residents regarding land north of Sawston adjacent to the bypass**

The Parish Council has received two letters regarding the state of the recently ploughed land by the County Council at the land north of Sawston adjacent to the bypass.

Councillor K J L Cooper explained that it was not the Parish Council that did this action it was the County Council that suggested it at their cost. It is also County Council land not the Parish Council's.

The Parish Council was consulted and did not object. Regarding the costs etc the residents would need to contact the County Council who did the ploughing and SCDC regarding the clean up.

Councillor K J L Cooper agreed to draft responses on behalf of the Parish Council.

Councillor E C Murray then explained that Rev Bruce Waldron had been in touch with the Parish Clerk asking if there were any areas they could sow wild flowers and bulbs that have been donated to them.

It was **PROPOSED** by Councillor E C Murray and **SECONDED** by Councillor W N Reid that it would be nice to see wildflowers in this area.

Hutchings & Harding Drying Shed : Noted

## 183 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes

## 184 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

### **Flooding at Huckeridge Hill**

Councillor M J R Mallows is still frustrated that nothing has happened about the flooding in Huckeridge Hill. Clerk to write to Mr B Hefferman at County Council asking for a response.

**Flooding at the Baulkes**

Councillor A G Orgee will report this.

**Issues within the Village**

Councillor A G Orgee suggested the Parish Council invites Mr E Lochlan to attend one of Parish Council meetings so issues within the village can be discussed. Clerk to arrange.

**Copies of minutes made available to public**

Councillor K J L Cooper said it would be helpful for members of the public to have copies of papers before a meeting if they attend. The Clerk does have copies at the meetings but does not always know who will be attending as public beforehand. Clerk will put a note on the website stating that copies are available if they request them.

**Former E G Moules site**

It was asked what is happening with the former EG Moules site and also Barclays. These are to be made an Agenda item to discuss.

**Meeting closed 8.50pm**

**Sawston Parish Council**  
**Dec-15**

<b>Supplier Name</b>	<b>Description</b>	<b>TO PAY</b>
Honest Employment	Compliance advice	£ 114.00
Cambridge Water	Office Water	£ 114.64
SCDC	Cemetery Rates	£ 120.00
Murketts	November Fuel	£ 120.87
Merlin Mica Hardware	Replacement brooms, varnish for cemetery bench, clips for play equipment	£ 137.42
Simpers	Safety boots, safety hat, T-shirts for ground staff	£ 147.80
SSE	Office gas	£ 159.11
British Gas	Lynton Way gas	£ 179.18
ADT	Alarm groundstore	£ 190.27
SCDC	Planning Application fee for MUGA at Lynton Way	£ 192.50
ASL	Photocopier service & annual support	£ 270.88
SSE	Spicers electricity	£ 272.66
Cambridge Water	Spicers Water	£ 279.59
Adams Harrison	F&G Legal fees - purchase of land at Kings Head (agreed FP May 2014)	£ 289.64
Steven Dunkley	Replace faulty heat and smoke alarm at Spicers and replace batteries	£ 296.40
Eon	Spicers gas	£ 345.94
SCDC	Spicers Rates	£ 384.00
SCDC	Groundstore Rates	£ 492.00
CGM Landscapes	Grass Cutting Contract	£ 509.52
A James Jewellers Ltd	Various visits to meet to discuss access ladder for church clock/investigate	
	chimes out of sync and two visits to adjust to BST/GMT	£ 540.00
SCDC	Office Rates	£ 564.00
Thurlow Nunn Standen	Hedge Trimmer (agreed FP Nov 2015)	£ 612.00
Duxford Hire and Supply	Repair and service Dennis machine (agreed FP Dec 2015)	£ 655.44
Lanham and Company	Monthly book keeping	£ 669.90
Amazon	2 x Screens for Computers and new laserjet printer (agreed FP Dec 2015)	£ 697.03
S&P Services	Cleaning contract	£ 700.00
P C World	2 x HP desk tops computers for Office (agreed FP Dec 2015)	£ 809.97
Romsey Mill	Youth provisions - Sept-Dec 2015	£ 833.33
Bremner Partnership	F&G Legal fees and costs for Office Extension (agreed FP Nov 2015)	£ 900.00
Purcell Ltd	Fee for feasibility study for Office Extension (agreed FP Nov 2015)	£ 1,003.12
Chris Lilley	Replace fence footpath 5 (agreed FP Oct 2015)	£ 1,440.00
Festive Lighting	Last stage payment to install and maintain Christmas Lights in High Street	£ 1,800.00
PWLB	Office/Spicers Loans	£ 11,934.10