

# SAWSTON PARISH COUNCIL

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

*9 February 2016*

PRESENT: Chairman K Cuffley

Clerk: Mrs J F Keeler

Councillors:

K J L Cooper : (arrived 7.32pm)

W A Fell

Ms B Laxton

M J R Mallows

R M Matthews

W N Reid : (arrived 7.30pm)

+ Councillor Dr G Kenney : Cambridgeshire County Council  
(arrived 7.20pm)

+ 9 members of the public:  
Mr R Cullum : Mr & Mrs Gruby : Mr C Groves : Mr P Garrett : Mr M Kerr and 3  
others

The Clerk explained that the Chairman has given his apologies for work commitments and the Vice Chairman has resigned from the Parish Council leaving no one to Chair the meeting. Due to these circumstances the Council had to vote for another member to Chair this meeting.

Councillor R M Matthews Nominated Councillor K Cuffley and Councillor W A Fell nominated Councillor Ms B Laxton.

A vote was taken:

Councillor K Cuffley : 2 For

Councillor Ms B Laxton : 2 For

Councillor M J R Mallows abstained from voting and a coin was tossed resulting in Councillor K Cuffley nominated to Chair the meeting.

His first duty was to read out the resignation letter from Councillor Miss Samantha Clarke who has resigned due to her moving to the north of England.

## 185 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Councillor E C Murray : Work commitments

Councillor I G Read : Holiday

Councillor Dr D R Bard : Holiday

Councillor R M Richmond : Holiday

Councillor A G Orgee : School Governors Meeting

Councillor K J L Cooper : Will be late due to train schedule

**186 PUBLIC PARTICIPATION TIME (15 minutes)**

**It was PROPOSED by Councillor W A Fell and SECONDED by Councillor Ms B Laxton to SUSPEND Standing Orders to allow for Public Participation Time to take place**

**VOTE: 5 FOR : (UNANIMOUS)**

**Mr M Kerr**

Mr M Kerr asked the Council why a ballot vote was conducted when a member of the public applied to be co-opted.

Councillor K Cuffley explained to Mr M Kerr that although it is not stated in Standing Orders it is at the Chairman's discretion to vote this way as it is felt to be a fair and just way to conduct a vote for a sensitive matter to be resolved by causing no embarrassment to either party should the votes cast not be as expected.

Councillor Dr G Kenney arrived at 7.20pm

**It was PROPOSED by Councillor W A Fell and SECONDED by Councillor Ms B Laxton to REINSTATE Standing Orders to allow the meeting to be continued**

**VOTE: 5 FOR : (UNANIMOUS)**

**187 DECLARATION OF INTERESTS FOR THIS MEETING**

Councillor W N Reid : Item 191 - S/0219/16/PA 36 Hillside  
(Neighbour)

Councillor W A Fell : Item 191- S/3185/15/FL 69 Woodland Road  
(Neighbour)

Councillor W N Reid arrived at 7.30pm

Councillor K J L Cooper arrived at 7.32pm

**188 MINUTES OF THE MEETING**

The minutes of the Full Parish Council Meeting held on 12 January 2016 were read, confirmed and signed with the following amendment:

**Item 182 – Correspondence**

Rev Bruce Waldron had been in touch regarding sowing wild flowers on behalf of Greener Sawston

It was **PROPOSED** by Councillor W A Fell and **SECONDED** by Councillor Ms B Laxton to **ACCEPT** the minutes.

**VOTE: 7 FOR : (UNANIMOUS)**

**189 MATTERS ARISING – New information only**

Councillor Ms B Laxton asked if it could be made an Agenda item to discuss having an internet Sub-Committee for 'Internet' so they could discuss the website of the Parish Council. This will be made an Agenda item for the next Full Parish Meeting.

## 190 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING

The minutes of the meeting held on 26 January 2016 were presented

### Item 9 – Zebra Crossing, Babraham Road

The Clerk confirmed there was extra money in reserves left over from the previous crossing.

**VOTE: 7 FOR : (UNANIMOUS)**

It was **RESOLVED** to **ACCEPT** these minutes.

**PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor Ms B Laxton

**VOTE: 7 FOR : (UNANIMOUS)**

## 191 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

S/0019/16PA	Construction of new single storey extension and new first floor window to rear elevation at 1 Mount Pleasant for Mr A Lallement (for information only)	<b>SPC Comment: For information only</b>
S/3185/15/FL	Ground Floor Extension and rear extension at 69 Woodland Road for Helen Hawkins  <b>Proposed</b> by W N Reid and <b>Seconded</b> by Cllr K J L Cooper to Support	<b>SPC Comment: Support</b>  Vote 5 For 1 Abstention 1 declared interest (WAF)
S/0100/16/FL	Proposed conversion to create 4 no. 1 bed flats and 2 storey side extension to create 2 No. studio flats at 101 Mill Lane for Mr Patel  <b>Proposed</b> by Cllr K J L Cooper and <b>Seconded</b> by Cllr Ms B Laxton to Support	<b>SPC Comment: Support</b>  Vote 5 For 1 Against 1 Abstention
S/0009/16/FL	Single storey extension to front and first floor extension to side/front of house at 7 Paddock Way for Daniel and Sophie Everson  <b>Proposed</b> by Cllr Ms B Laxton and <b>Seconded</b> by Cllr W N Reid to Support	<b>SPC Comment: Support</b>  Vote 6 For 1 Abstention

S/0219/16/PA	Proposed single storey side/rear extension at 36 Hillside for Mr T O'Neill  <i>Proposed</i> by Cllr W A Fell and <i>Seconded</i> by Cllr K J L Cooper to Support	<b>SPC Comment: Support</b>  Vote 5 For 1 Abstention 1 declared interest (WNR)
S/0042/16/FL	Single storey rear extension at 100 Mill Lane for Buchanan  <i>Proposed</i> by Cllr W A Fell and <i>Seconded</i> by Cllr W N Reid to Support	<b>SPC Comment: Support</b>  Vote 5 For 2 Abstentions

## ASSOCIATED MATTERS

C/11/40/081	Tree work at 138 High Street for Mrs Devereux  <i>Proposed</i> by Cllr K J L Cooper and <i>Seconded</i> by Cllr W A Fell to Support	<b>SPC Comment: Support</b>  Vote 7 For (Unanimous)
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### 192 ACCOUNTS FOR THE MONTH OF JANUARY 2016

The accounts for the month of January amounting to £7,136.77 (including additional payment of £330.00) expenditure and £4,600.42 income were approved.

It was **PROPOSED** by Councillor W A Fell and **SECONDED** by Councillor W N Reid to **ACCEPT** the accounts

**VOTE: 7 FOR : (UNANIMOUS)**

### 193 SCDC CHANGES TO PROPOSED SCHEME OF DELEGATION

Councillor K Cuffley explained that SCDC had sent a letter regarding the changes to the Proposed Scheme of Delegation when it comes to planning applications.

This was discussed and it was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor Ms B Laxton to respond to the letter with our original comments that the Parish Council objects to the changes to the planning procedures as the Council was more than happy with the process in place now.'

**VOTE: 7 FOR : (UNANIMOUS)**

### 194 DONATION REQUEST – SAWSRON FUN RUN

It was **PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor K J L Cooper to **AGREE** to donate £400.00. Clerk to advise the Organisers of the Fun Run.

**VOTE: 7 FOR : (UNANIMOUS)**

### 195 CHRIST CHURCH SOUTH CAMBS EASTER EGG HUNT REQUEST

Christ Church South Cambs has asked if they can use Orchard Park to run another Easter Egg Hunt this year as they have previously done. It will be on Sunday 26 March at 2pm. They also requested if they could be granted permission to do this annually.

This was discussed and it was **PROPOSED** by Councillor Ms B Laxton and **SECONDED** by Councillor K J L Cooper to **AGREE** that they can use Orchard Park again this year and the Parish Council is happy for it to be a regular request but would ask they make the request yearly as circumstances and timings could change.

**VOTE: 7 FOR : (UNANIMOUS)**

#### **196 LETTER REGARDING ANIMALS IN TRAVELLING CIRCUSES**

The Parish Council has received a letter asking for the Council to ban animal circuses from Sawston.

**It was PROPOSED by Councillor W N Reid and Seconded by Councillor K J L Cooper to SUSPEND Standing Orders to allow the public to speak about this matter**

**VOTE: 7 FOR : (UNANIMOUS)**

A spokeswoman addressed the meeting about the petition the Parish Council has received regarding banning the animal circus and explained about the cruelty to wild animals like elephants, lions etc and asked if the Parish Council would make a policy to ban wild animals.

The Parish Council also received letters asking that the circus is not banned from the village.

A statement was read out from the Proprietor of the circus who explained he does not have wild animals; they have a small family of animals including Llamas, goats, ponies, ducks and dogs. These animals are well looked after and are on show to the public 24 hours a day and they are open for inspection.

Councillor K Cuffley thanked them for coming.

**It was PROPOSED by Councillor K J L Cooper and SECONDED by Councillor Ms B Laxton to reinstate Standing Orders to allow the meeting to be continued**

**VOTE: 7 FOR : (UNANIMOUS)**

This was discussed and a couple of Councillors said there has been a lot of support for the circus within the village and on the local Facebook page, therefore it was **PROPOSED** by Councillor Ms B Laxton and **SECONDED** by Councillor W N Reid that the circus still visits Sawston but is assessed each time they request to visit Sawston.

**VOTE: 6 FOR : 1 ABSTENSION**

#### **197 TOW BAR FOR WORKS VAN**

The Clerk explained that Head Groundsman Mr A R Poole has requested a tow bar to be fitted to the works van. The Clerk had not received all the quotes in time.

It was **PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor R M Richmond that a tow bar is purchased and fitted under Chairman's Actions provided the cost is no more than £500 to eliminate waiting another month until the next Full Parish Meeting.

**VOTE: 7 FOR : (UNANIMOUS)**

## 198 SHREDDER FOR TREE WORK

The Clerk explained that the SCDC Trees Officer had visited Sawston and had advised some tree work to be done. Mr A R Poole Head Groundsman is able to do the majority of the work but would need to hire a shredder; he would then be able to use the bark around the village.

- £160 per day + £60 to deliver
- £150 per day + £42 to deliver
- £220 per day + £60 to deliver
- £310 for 5 days + £42 to deliver

Mr A R Poole's preference would be to hire the shredder for the 5 days as there are more areas he will be able to tidy up around the village within this time.

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor W A Fell to **ACCEPT** the quotation £310.00 + £42.00 delivery for 5 days.

**VOTE: 7 FOR : (UNANIMOUS)**

## 199 USE OF MOBILE PHONES DURING MEETINGS

Councillors K Cuffley and Ms B Laxton both explained that it would be polite for mobile phones to be turned off or at least turned to silent during meetings as it can be a distraction.

It was **PROPOSED** by Councillor Ms B Laxton and **SECONDED** by Councillor W A Fell that all phones be put on silent during meetings.

**VOTE: 7 FOR : (UNANIMOUS)**

## 200 NOMINATIONS FOR BUCKINGHAM PALACE GARDEN PARTY

The Parish Council has been asked to nominate a Parish Councillor/Chairman to attend the Buckingham Palace House Garden Party on 19 May 2016.

It was **PROPOSED** by Councillor Ms B Laxton and **SECONDED** by Councillor W N Reid to nominate Councillor Miss Samantha Clarke to thank her for all her hard work she has done for the Parish Council in her time here.

**VOTE: 7 FOR : (UNANIMOUS)**

## 201 CAMBRIDGESHIRE LIBRARY – PROPOSED OPENING HOURS CONSULTATION

The Parish Council had been sent information of the new proposed opening times for the Cambridgeshire archives which has no effect on the opening hours for the Library in Sawston.

**It was PROPOSED by Councillor W N Reid and Seconded by Councillor K J L Cooper to SUSPEND Standing Orders to allow County Councillor Dr G Kenney to speak**

**VOTE: 4 FOR : 2 AGAINST : 1 ABSTENTION**

Councillor Dr G Kenney explained that Sawston library is not changing its times and there are no proposals for changing the times that the Committee is aware of.

The archives in Cambridge are all mouldy, wet and unhygienic so something needed to be done to protect them which is why they need to be moved to a ventilated space and will be moved to Ely.

**It was PROPOSED by Councillor Ms B Laxton and SECONDED by Councillor K J L Cooper to reinstate Standing Orders to allow the meeting to be continued**

**VOTE: 7 FOR : (UNANIMOUS)**

This has been noted

**202 S106 – HENRY MORRIS ROAD**

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor Ms B Laxton to **ACCEPT** the S106 Agreement FOR £1,027.90.

**VOTE: 7 FOR : (UNANIMOUS)**

**203 CORRESPONDENCE**

Thank you letter from 1<sup>st</sup> Sawston Scout Group : Noted

**204 UPDATE BY COUNCILLOR K J L COOPER – TRUSTEE JOHN HUNTINGDON'S CHARITY**

See attached to these minutes

**205 UPDATE BY COUNTY COUNCILLORS**

See attached to these minutes

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

**Community Hub**

Councillor M J R Mallows asked Councillor Dr G Kenney what is happening with the Community Hub as it was supposed to have been started and seems to keep being put on hold. Councillor Dr G Kenney said it was the Parish Council and Sawston Bowls Club holding up the work as they would not allow the County Council the land to build on, which was incorrect. The Parish Council has let them have the land to build and even agreed to allow them to build from the Sports Field site. It is the County Council that are holding the project up.

**High Street**

Councillor W N Reid reported that the High Street needs to be litter picked as the strong winds recently have blown a lot of rubbish about. The Clerk will arrange for this to be done.

**Meeting closed 9.00pm**

<b>Sawston Parish Council</b>		
<b>Jan-16</b>		
<b>Supplier Name</b>	<b>Description</b>	<b>Net</b>
Petty cash	Milk, stamps etc	112.50
ADT	Office Alarm	130.89
Amazon	Microsoft Office for new computer	137.00
Amey Cespa	Cemetery skips	163.65
Chris Watson Plumbing	Investigate and repair boiler at Spicers	168.50
Local World Jobs	Advert for litter picker vacancy	261.24
CGM Group	Bank ground maintenance January 2016	424.60
Initial	Washroom supplies (office and pavilion)	441.64
Lanham and Company	Book keeping for month	558.25
S&P Services	Cleaning contract for month	700.00