

SAWSTON PARISH COUNCIL

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

8 March 2016

PRESENT: Chairman Dr D R Bard

Clerk: Mrs J F Keeler

Councillors:

K Cuffley
W A Fell
Ms B Laxton
M J R Mallows
R M Matthews
A F Orgee
W N Reid
R M Richmond

- + Mr E Laughlin and
Mr P Taylor : Cambridgeshire County Council
- + 9 members of the public

As there was no Chairman or Vice-Chairman present one of the remaining Councillors had to be nominated to Chair the Meeting.

It was **PROPOSED** by Councillor W A Fell and **SECONDED** by Councillor W N Reid to nominate Councillor Ms B Laxton

It was then **PROPOSED** by Councillor R M Matthews and **SECONDED** by Councillor R M Richmond to nominate Councillor K Cuffley

A vote was taken:

Councillor Ms B Laxton	:	3 votes
Councillor K Cuffley	:	4 votes
	:	1 no vote (MJRM)

Councillor K Cuffley was elected to act as Chair for the election of a Vice Chairman only

207 TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL FOR THE REMAINDER OF THE YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was **PROPOSED** by Councillor W A Fell and **SECONDED** by Councillor W N Reid to nominate Councillor Ms B Laxton

It was then **PROPOSED** by Councillor R M Richmond and **SECONDED** by Councillor R M Matthews to nominate Councillor Dr D R Bard

A vote was taken:

Councillor Ms B Laxton : 3 votes
Councillor Dr D R Bard : 5 votes
: 1 no vote (MJRM)

As Councillor Dr D R Bard was elected as Vice Chairman he signed his Declaration of Acceptance of Office and took over the chairing of this meeting.

208 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Councillor I G Read : Holiday
Councillor K J L Cooper : Work commitments

209 PUBLIC PARTICIPATION TIME (15 minutes)

It was PROPOSED by Councillor W R Reid and SECONDED by Councillor R M Matthews to SUSPEND Standing Orders to allow for Public Participation Time to take place

VOTE: 9 FOR : (UNANIMOUS)

Parking in Milner Close

A resident presented some photographs and expressed concerns with parking in Milner Close. The way people are parking is getting dangerous to pull out because of the parked cars.

Councillor Dr D R Bard explained that it is a Police matter if they are parked illegally or causing obstruction. The Parish Council **AGREED** to write a letter to the Police expressing concern.

38 Woodland Road

Ms M Bonner from KWA Architects spoke about a Planning Application on the Agenda for 38 Woodland Road explaining why the applicant has put in the application for the annexe and asked the Parish Council to take this into consideration.

Community Hub

Mr M Kerr asked about the Community Hub and Councillor A G Orgee confirmed that funding for the Sawston Hub project was maintained in the budget agreed by the County Council in February, where again the project was described as ‘ongoing’.

It was PROPOSED by Councillor A G Orgee and SECONDED by Councillor R M Richmond to REINSTATE Standing Orders to allow the meeting to be continued

VOTE: 9 FOR : (UNANIMOUS)

At this point Councillor Dr D R Bard read out the resignation of Councillor Eugene Murray, who has been Chairman to the Parish Council since May 2007, due to changes in his circumstances. In his resignation letter he personally thanked Councillors Mike Mallows, Samantha Clarke and David Bard for all their help and time they have given up during his Chairmanship.

Councillor Dr D R Bard explained that both Eugene and Samantha had given up so much time over the years to the Parish Council and have made a considerable difference to the village. Councillor Ms B Laxton also wanted to express her thanks to Samantha as this was not done properly at the previous meeting.

It was **PROPOSED** by Councillor W R Reid and **SECONDED** by Councillor K Cuffley to organise a token gift of £50 each for both Samantha and Eugene.

VOTE: 8 FOR : 1 AGAINST

210 DECLARATION OF INTERESTS FOR THIS MEETING

Councillor A G Orgee : Item 222 - Community Hub Construction Licence

211 MR E LAUGHLIN AND MR P TAYLOR CCC

Mr E Laughlin and Mr P Taylor from CCC introduced themselves and asked for any questions the Parish Council has regarding general highway issues.

Councillor K Cuffley started off by asking about the state of the road in Princess Drive and Woodland Road. Princess Drive has had a lot of patch work and not all of Woodland Road was resurfaced. What is happening with these roads?

Mr E Laughlin has a list of the roads due to be resurfaced in the next Financial Year and will email this to the Clerk. He explained that any pot holes that are a depth of 50mm or above will be patched and they are not sealed around the surface as this is not safe for cyclist as it is not anti-skid.

Councillor Ms B Laxton asked about footpaths and in particular Footpath 8 which is in very bad condition. The Parish Council had been told in the past that it was being resurfaced but it has not and it has got progressively worse. Mr P Taylor explained that he had been along this footpath this week and it will be patched soon for now and hopefully if budget allows it will be resurfaced.

Mr P Taylor confirmed the best action for reporting is to call the action centre at Highways or use the online reporting, the links are on the Parish Council website.

Mr P Taylor gave an update on the flooding at Huckeridge Hill and explained that CCC will do a survey regarding how much water the ditch can take to see if this is an option to prevent the road and footpath flooding. They are aware this is ongoing and they are looking into it and Mr P Taylor believes he knows what action needs taking to stop this and has agreed to meet with Councillor M J R Mallows on site to discuss.

Councillor Dr D R Bard thanked them both for coming and they left the meeting.

212 MINUTES OF THE MEETING

The minutes of the Full Parish Council Meeting held on 9 February 2016 were read, confirmed and signed.

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

VOTE: 9 FOR : (UNANIMOUS)

213 MATTERS ARISING – New information only

None

214 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING

The minutes of the meeting held on 23 February 2016 were presented

7 – Land at Broadmeadow

It was *AGREED* to start the process of selling this piece of land.

VOTE: 8 FOR : 1 AGAINST

It was *RESOLVED* to *ACCEPT* these minutes with the following amendment:
Councillor W A Fell was in attendance.

PROPOSED by Councillor W N Reid and *SECONDED* by Councillor R M Matthews

VOTE: 9 FOR : (UNANIMOUS)

215 REPORT OF THE CEMETERY COMMITTEE MEETING

The minutes of the meeting held on 1 March 2016 were presented

5 – Astro Turf

It was *PROPOSED* by Councillor R M Richmond and *SECONDED* by Councillor K Cuffley to go ahead with putting Astro turf in between the cremation plots as they are too narrow to mow and strimming could cause damage to headstones at a cost of £46.15 + VAT with an additional cost of up to £100 for sand/cement etc.

VOTE: 9 FOR : (UNANIMOUS)

7 - Chapel Doors

It was *AGREED* to *ACCEPT* quote for £600.00 to paint the Chapel Doors

VOTE: 9 FOR : (UNANIMOUS)

8 – Hedge

It was *PROPOSED* by Councillor M J R Mallows and *SECONDED* by Councillor K Cuffley to *ACCEPT* the quote for £182.50 + VAT to replace the Golden Leylandii hedge at the Cemetery as the current one is dying.

VOTE: 9 FOR : (UNANIMOUS)

9 – Price Review

It was *AGREED* to the increase of £10.00 per burial/cremation plot which will go towards the cost of the Parish Council turfing the plots instead of seeding them.

VOTE: 9 FOR : (UNANIMOUS)

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

PROPOSED by Councillor R M Matthews and *SECONDED* by Councillor R M Richmond

VOTE: 9 FOR : (UNANIMOUS)

216 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

S/3008/15/FL	Erection of a two-storey rear extension at 11 London Road for Ed Bean <i>Proposed</i> by K Cuffley and <i>Seconded</i> by Cllr Ms B Laxton to Support although the Parish Council has concerns it is a large extension and loss of light for neighbour. The Parish Council would like to ask for a winter light assessment	SPC Comment: For Vote: 7 For 1 Abstention 1 no vote (MJRM)
S/0104/16/DC	Discharge of Condition for conditions 1-14 of application S/2060/14/FL at 8 Dale Wale for Mr Amir Shahkamrani	SPC Comment Info only
S/0347/16/LB	Alterations to four second floor spaces including drylining, replacement floor boards and new ensuite at Sawston Hall, Church Lane for Mr Crompton <i>Proposed</i> by Cllr A G Orgee and <i>Seconded</i> by Cllr Ms B Laxton – NO Comment but would want to be reassured that this has been looked at by someone with experience in the Conservation Department who has recommended this as this is one of the most historic buildings in Sawston.	SPC Comment: NO Comment Vote 8 For 1 no vote (MJRM)
S/0418/16/FL	Erection of Annexe at 38 Woodland Road for Mrs Meng-Chee Leong <i>Proposed</i> by Cllr A G Orgee and <i>Seconded</i> by Cllr K Cuffley to Support with condition it cannot be used separate to existing dwelling	SPC Comment: Support Vote 6 For 2 Abstentions 1 no vote (MJRM)
S/0423/16/FL	Proposed side and rear extension at 25 New Road for Dan Bratton <i>Proposed</i> by Cllr W A Fell and <i>Seconded</i> by Cllr K Cuffley to Support	SPC Comment: Support Vote 7 For 1 Abstention 1 no vote (MJRM)

217 ACCOUNTS FOR THE MONTH OF MARCH 2016

The accounts for the month of March amounting to £16,375.22 expenditure and £1,143.50 income were approved.

It was **PROPOSED** by Councillor W A Fell and **SECONDED** by Councillor A G Orgee to **ACCEPT** the accounts

VOTE: 9 FOR : (UNANIMOUS)

218 AMENDMENT TO STANDING ORDERS

The Parish Council has made an amendment to the Standing Orders to cover the Government Legislation to allow the recording of meetings. All Councillors had a copy of the amendment before the meeting and Councillor Dr D R Bard read it out.

PROPOSED by Councillor Ms B Laxton and **SECONDED** by Councillor W N Reid to **ACCEPT** this amendment.

VOTE: 9 FOR : (UNANIMOUS)

219 CEMETERY HEDGES/ASTRO TURF

This was **AGREED** under item 215

220 RECYCLING BANKS – BUDGENS CAR PARK

South Cambridgeshire District Council provides a network of textile and book recycling banks across the District. The contractor delivering this service notified the Council will begin removing all banks during weeks commencing 15 February and 22 February 2016. This extreme lack of notice has not allowed an alternative arrangement to be put in place and regrettably there will be a period where recycling facilities will not be available.

The textile and book bank at Gravelles/Budgens Car Park, Sawston is one of the sites affected. Whilst they develop a longer term solution they will ensure that notifications are put up at the site to explain that banks have been/will be removed, signpost residents to alternative banks and monitor the site to ensure they remain clear.

This was discussed and there are alternatives within the village. Councillor Ms B Laxton **AGREED** to contact SCDC to discuss.

221 FORMATION OF AN INTERNET SUB-COMMITTEE

Councillor Ms B Laxton feels the website needs updating and it was recommended that a working party is set up to discuss what should be on the website etc. This was discussed and agreed to leave until after May when there will be new people on the Parish Council. Councillor Ms B Laxton will gather information and Clerk will make it agenda item for June Full Parish.

222 COMMUNITY HUB CONSTRUCTION LICENCE

All Councillors received a copy of the Construction Licence that has been drawn up for the development of the Community Hub. The only change needed to be made was that it refers to 'working days' and 'business days'. This needs to be consistent.

It was **PROPOSED** by Councillor Ms B Laxton and **SECONDED** by Councillor W N Reid to **ACCEPT** this Licence with the above amendment.

VOTE: 8 FOR : 1 declared interest (AGO)

223 RESPONSE FROM CCC RE STREET LIGHTING

Councillor Dr D R Bard explained a response had been received from Cambridgeshire County Council regarding the street lights after the Parish Council had asked for compensation for the disruption caused by the delay in completion of the street lighting replacement works. Balfour Beatty receives payment from the central Cambridgeshire County Council fund every month for their work. Following incidences of non-completion with the contract they adjust the monthly payment so they do not actually recover any money already paid to Balfour Beatty. Therefore, they have no access to these monies and cannot release a portion to Sawston Parish Council.

224 SAWSTON FREE CHURCH EASTER SUNRISE SERVICE

Reverend B Waldron has asked permission to use Spicers Sports Ground for his Easter Sunrise Service.

It was **PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor A G Orgee to allow this to go ahead.

VOTE: 9 FOR : (UNANIMOUS)

225 STORAGE REQUEST FROM SAWSTON UNITED F.C.

Sawston United Youth has asked if they would be allowed to purchase a large storage box and have it at Spicers Pavilion to store some of their equipment in as there is not much room in the garage. They would purchase it but want permission to install it at Spicers.

The Clerk explained that the garage at Spicers was used by both the cricket and football and after each season they should remove their belongings from the garage so they have asked for additional storage. The Clerk suggested they use the mortuary shed but they would not have a key for this. They would be able to store all their football gear in the shed at the end of the season and then take it out at the beginning of the next season. There would be no access to the shed any other time.

This request from another group was refused a few months ago but that was because they wanted to have access to the shed and this was not possible because of its location.

This was discussed and Councillor M J R Mallows suggested they use the area behind the mortuary shed to install the box. The Clerk will arrange a meeting with Councillor M J R Mallows and a representative from Sawston United Youth to discuss and see if this was feasible.

226 VARIOUS TREE WORKS

The Clerk explained she had three quotes for various tree works within the village which has been recommended by SCDC Tree Officer.

- £4715.00 + vat
- £3985.00 + vat
- £2920.00 + vat

It was **PROPOSED** by Councillor K Cuffley and **SECONDED** by Councillor A G Orgee to **ACCEPT** the quotation for £2920.00 + VAT

VOTE: 9 FOR : (UNANIMOUS)

227 FOOD VAN REQUEST AT SPICERS DURING YOUTH MATCHES

This request was retracted.

228 CORRESPONDENCE

Thank you letter - Sawston Fun Run : Noted

229 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes

230 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

High Street

Councillor K Cuffley reported that the condition of the road in the High Street is getting worse and it would be worth arranging another walkabout with the County Council to highlight areas of the village that need attention.

Projection Screen

Councillor Dr D R Bard suggested the Parish Council has a projection screen to show plans when discussing them at the Planning & Environment Committee Meeting. Councillor Dr D R Bard will bring his own in for the next Planning Meeting and if all goes well the Parish Council could purchase one.

Meeting closed 9.20pm

Mar-16

Supplier Name	Description	TO PAY
ESPO	Dividers, gloves for groundsman and office supplies	£ 105.14
BT	Office phones	£ 105.68
Merlin Mica Hardware	Smoke & Carbon Monoxide Alarms for office & pavilions	£ 106.14
ESPO	Hoover for office	£ 106.80
SSE	Mill Lane Gas (8 Dec - 15 March)	£ 109.14
Petty Cash	Petty Cash for month - stamps, refreshments for defib seminar	£ 113.58
Honest Law	HR for month	£ 114.00
ASL	F&G - Photocopier service and repairs	£ 137.03
Murketts	February Fuel	£ 141.72
ADT	Office Alarm	£ 157.07
Travis Perkins	Sand/wood/cement for cemetery (to install astro turf)	£ 163.44
Eon	Mill Lane Electric	£ 176.09
ADT	Groundstore Alarm	£ 198.08
Chris Watson Plumbing	Lynton Way Pavilion: Fit new thermocouple for boiler	£ 244.30
Altone Limited	Printing of Chairmans Report 2015-2016	£ 249.00
Dor-2-Dor	Delivery of Chairmans Report 2015-2016	£ 258.30
Eon	Office Electric	£ 293.83
SSE	Office Gas (8 Dec-15 March)	£ 300.51
Park Vehicle Services	Fit tow bar to works van - Agreed FP February 2016	£ 332.39
British Gas	Lynton Way Gas	£ 394.01
CGM	Ground maintenance for March 2016	£ 509.52
Lanham & Co	Monthly book keeping	£ 669.90
S & P Services	Cleaning contract for month	£ 700.00
Eon	Spicer Gas	£ 744.71
Romsey Mill	Youth Provisions January - March 2016	£ 833.33