

SAWSTON PARISH COUNCIL

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

10 May 2016

PRESENT: Chairman Dr D R Bard

Clerk: Mrs J F Keeler

Councillors:

K J L Cooper

K Cuffley

R J Grayston

C Groves

Ms B Laxton

M J R Mallows

Mrs J M Martin

R M Matthews

B Milnes

A G Orgee

W N Reid

R M Richmond

Ms A Setchell

+ 4 members of the public:
Mr R Cullum : Mr & Mrs Gruby : M Kerr

1 TO ELECT A CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR

Councillor Dr D R Bard was **NOMINATED** by Councillor K Cuffley and **SECONDED** by Councillor R M Richmond for the position of Chairman.

As no other candidates were nominated a vote took place and Councillor Dr D R Bard was duly elected Chairman by a **Unanimous vote (14 For)**.

Councillor Dr D R Bard then signed his Declaration of Acceptance of Office papers.

2 TO ELECT A VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR

Councillor K Cuffley was **NOMINATED** by Councillor R M Richmond and **SECONDED** by Councillor R M Matthews for the position of Vice Chairman.

Councillor Ms B Laxton was **NOMINATED** by Councillor R J Grayston and **SECONDED** by Councillor Mrs J M Martin

As there were two nominations the Council was asked to write down their preference and a confidential vote was taken.

Result of the confidential vote:

Councillor Ms B Laxton	:	5 votes
Councillor K Cuffley	:	9 votes

Councillor K Cuffley was duly elected as Vice-Chairman and then signed his Declaration of Acceptance of Office papers

At this point Councillor Dr D R Bard wanted to show appreciation and thanks to Eugene Murray and Samantha Clarke for the huge amount of time they both gave to the Parish Council and for all the projects they completed.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Cllr W A Fell : Holiday

4 PUBLIC PARTICIPATION TIME (15 minutes)

It was PROPOSED by Councillor W N Reid and Seconded by Councillor Ms A Setchell to SUSPEND Standing Orders to allow for Public Participation Time to take place

VOTE: 14 FOR : (UNANIMOUS)

Mr Kerr asked if the minutes on the website could be in 'WORD' and not 'pdf'. Councillor Dr D R Bard explained that the website will be discussed at the next Finance & General Purposes Committee Meeting.

It was PROPOSED by Councillor W N Reid and SECONDED by Councillor R M Richmond to reinstate Standing Orders to allow the meeting to be continued

VOTE: 14 FOR : (UNANIMOUS)

5 DECLARATION OF INTERESTS FOR THIS MEETING

Cllr K Cuffley : Item 13 (Director of Penniez)
Cllr A G Orgee : Item 7 (CCC)
Item 12 S/0131/16/CC Bellbird Primary School (CCC)

6 TO APPOINT MEMBERS TO COMMITTEES FOR THE ENSUING YEAR

6.1 Cemetery Committee (7 members)

This will consist of Councillors Dr D R Bard : K J L Cooper : K Cuffley : W A Fell : M J R Mallows : W N Reid : R M Richmond

6.2 Finance & General Purposes Committee (8 members)

This will consist of Councillors Dr D R Bard : K J L Cooper : K Cuffley : C Groves : Ms B Laxton : Mrs J M Martin : R M Matthews : B Milnes

6.3 Planning & Environment Committee (10 members)

This will consists of Councillors Dr D R Bard : K Cuffley : W A Fell : R J Grayston : Ms B Laxton : Mrs J M Martin : R M Matthews : B Milnes : W N Reid : R M Richmond

6.4 Recreation & Open Spaces Committee (8 members)

This will consist of Councillors Dr D R Bard : K Cuffley : R J Grayston : Ms B Laxton : M J R Mallows : W N Reid : R M Richmond

Councillor Dr D R Bard confirmed that all Councillors were able to serve on their chosen Committees. Clerk to send a copy of Committee members table to all Councillors.

7 MINUTES OF THE MEETING

The minutes of the Full Parish Council Meeting held on 12 April 2016 were read confirmed and signed.

It was **PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor R M Richmond to **ACCEPT** the minutes.

VOTE: 14 FOR : (UNANIMOUS)

8 MATTERS ARISING – New information only

None

9 REPORT OF THE PLANNING & ENVIRONMENTAL COMMITTEE

The minutes of the meeting held on 26 April 2016 were presented.

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

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

VOTE: 14 FOR : (UNANIMOUS)

10 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE

The minutes of the meeting held on 26 April 2016 were presented.

Item 7 – Staff Pay Increase

This was **AGREED** and voted on

VOTE: 14 FOR : (UNANIMOUS)

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

PROPOSED by Councillor K J L Cooper and **SECONDED** by Councillor R M Richmond

VOTE: 14 FOR : (UNANIMOUS)

11 REPORT OF THE STAFF MANAGEMENT AND H & S COMMITTEE

The minutes of the meeting held on 28 April 2016 were presented.

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

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

VOTE: 14 FOR : (UNANIMOUS)

12 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

S/0858/16/FL	Change of use from B8 (Warehouse) to D2 (Gym) at Unit M2, Dales Manor, Babraham Road for Mr J Rivers Proposed by Cllr K Cuffley and Seconded by Cllr W N Reid to Support with conditions on times 6am – 11pm 7 days a week	SPC Comment: Support Vote: 12 For 2 Abstentions
S/0131/16/CC	The erection of 7-bay (21m x 8.7 approx) mobile classroom building and access paving on existing Bellbird Primary School site for a temporary period until the 31 st August 2020 and the installation of two additional cycle shelters at The Bellbird Primary School, Link Road for CCC Proposed by Cllr KJ L Cooper and Seconded by Cllr Ms B Laxton to Support but ask that the cycle shelter be placed so it can be permanent	SPC Comment: Support Vote: 12 For 1 Abstention 1 declared Interest (AGO)
S/0956/16/FL	Addition of porch at 74 New Road for Mr F Moseley Proposed by Cllr K Cuffley and Seconded by Cllr W N Reid to Support	SPC Comment: Support Vote: 13 For 1 Abstention

13 ACCOUNTS FOR THE MONTH OF APRIL 2016

The accounts for the month of April 2016 amounting to £22,626.09 expenditure and £4,460.00 income were approved.

It was **PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor R M Richmond to **ACCEPT** the accounts

VOTE: 14 FOR : (UNANIMOUS)

14 SIGNING OFF – ANNUAL GOVERNANCE STATEMENT 2015/2016

All the Councillors had a copy of the Annual Governance Statement and the Full Council went through each question and answered ‘YES’ to all.

It was **PROPOSED** by Councillor W N Reid and **SECONDED** by Councillor K J L Cooper to **ACCEPT** the Annual Governance Statement 2015/2016.

VOTE: 14 FOR : (UNANIMOUS)

15 SIGNING OFF – ACCOUNTING STATEMENT FOR 2015/2016

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor W N Reid to **ACCEPT** and sign off the Accounting Statement for 2015/2016

VOTE: 14 FOR : (UNANIMOUS)

16 LOCAL COMMUNITY DIABETES SUPPORT GROUP – HIRE OF SPICERS PAVILION

The local Diabetes Support Group has asked if they can hire Mill Lane Pavilion free of charge for a diabetic support group they run in Sawston. They have used the Pavilion in the past and paid, but now do not have the funding.

This was discussed and the Parish Council has a policy of no charitable discounts for hiring the Pavilions, this will however be looked at when the Parish Council discusses reviewing the hiring of all Parish Council Pavilions.

It was suggested the Clerk replies to the Group to say they can book the Pavilion at the standard rate which will be deferred until after the Council has discussed the Pavilion hire policy. Councillor Ms B Laxton also suggested they contact St Mary's Church in the village who might be prepared to allow them to use the Church.

17 RELATE CAMBRIDGE DONATION (S137) REQUEST

Relate has made a S137 request to the Parish Council for a donation of £1,500. Funding will enable them to continue to provide services to everyone, regardless of their ability to pay.

There is a direct benefit to the residents of Sawston because they are able to offer counselling on their doorstep. They have an outpost at Tannery Road in Sawston where they offer 3 hours of counselling per week. This is always full and they have a waiting list.

Offering emotional support by way of counselling to the residents of Sawston not only helps the individual, their family and children but has a knock on effect in the wider society. A recent Government report evidenced that for every £1 spent on a Relate service there was an £11.40 saving to the community.

Poor relationship quality is associated with a wide range of negative outcomes – for adults and children and this grant would allow accessible expert counselling for local residents.

This was discussed and as they are now receiving funding from JHC it should be deferred until the Full Parish Meeting in June. In the meantime, Clerk to ask them when they need this funding as the Parish Council may be able to fund them from the Precept in 2017/18.

18 SAWSTON UNITED YOUTH F.C. REQUEST FOR GROUNDSMAN TO MARK PITCH

Sawston United Youth has a tournament in June and they normally use Lynton Way Recreation Ground, but because of the recent fire the Pavilion is not available for use at this present time. Sawston United Youth has moved their tournament to Sawston Village College and has asked if the Parish Council Groundsmen could mark the 6 mini pitches for them at the College so they did not have to use their funds.

This was discussed and the Parish Council was sympathetic they were unable to use the Pavilion/grounds but it was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor R J Grayston that as they are unable to use the Pavilion/Grounds to offer up to £100 for them to get the pitches marked out but not by Parish Council Groundsman.

VOTE: 11 FOR : 2 AGAINST : 1 ABSTENTION

19 LETTER FROM RESIDENT REGARDING RECENT TREE WORK AT ORCHARD PARK

The Parish Council has received a letter from a resident in Park Road regarding the recent tree work done in Orchard Park advising they were not informed of this work, there is a pile of bark left and the extent of this work. Councillor Dr D R Bard explained that the work was done with the recommendation from the Trees Officer at SCDC who visited the site with the Head Groundsman and the Clerk. This area was planted with too many trees and bushes and has never been maintained. With the advice from the Trees Officer the Parish Council now has a maintenance programme for this area.

With regards to the lack of communication the Parish Council will be discussing this at the next Full Parish Council Meeting.

It was agreed that Councillor Dr D R Bard write a response.

20 SAWSTON CRICKET CLUB REQUEST TO HIRE SPICERS SPORTS GROUND FOR SCHOOL HOLIDAY CRICKET COMPETITION

Sawston/Babraham Cricket Club has asked if they can use Spicers Grounds and Pavilion for a half term and summer cricket camp.

This was discussed and as the Head Groundsman did not have any issues with them using it, it was **PROPOSED** by Councillor K Cuffley and **SECONDED** by Councillor R J Grayston they can use the Grounds and Pavilion at a cost of £10 per hour.

VOTE: 14 FOR : (UNANIMOUS)

21 CAPALC MEMBERSHIP FEE FOR 2016/2017

It was **PROPOSED** by Councillor K Cuffley and **SECONDED** by Councillor R J Grayston to **ACCEPT** the renewal membership fee of £758.43.

VOTE: 14 FOR : (UNANIMOUS)

22 REQUEST TO USE MILL LANE RECREATION GROUND AND PAVILION FOR CHARITY FOOTBALL MATCH

The Parish Council has been asked if a charity football match could be held at Mill Lane Recreation Ground on Saturday 6 August 2016 to raise money for The Sick Children's Trust/EACH. The Head Groundsman had no issues with this request and it was **PROPOSED** by Councillor Ms A Setchell and **SECONDED** by Councillor K J L Cooper that permission was granted for this to take place.

VOTE: 14 FOR : (UNANIMOUS)

23 CCC GRASS CUTTING CONTRIBUTION

It was **PROPOSED** by Councillor K J L Cooper and **SECONDED** by Councillor W N Reid to **ACCEPT** the CCC contribution towards grass cutting in the village of £1,892.37.

VOTE: 14 FOR : (UNANIMOUS)

24 CO-OPTION – MR I G READ

Mr I G Read has asked to be co-opted back onto the Council as he was on holiday when the forms had to be handed into SCDC. It was highlighted to the Parish Council that Mr Read's attendance was very poor and that he only attended 2 Full Parish Council Meetings out of 12 and 2 out of 3 Recreation & Open Spaces Committee Meetings during the year 2015/2016. There was a confidential vote for his co-option:

1 FOR : 13 AGAINST

Therefore, Mr I G Read would not be co-opted back on to the Parish Council

25 CORRESPONDENCE

None

26 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes

27 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Huckeridge Hill

Councillor M J R Mallows explained that the issues at Huckeridge Hill have still not been resolved. The Clerk was asked to invite Mr Peter Taylor from CCC Highways to the next Full Parish Meeting in June to give an update.

JHC

Councillor K J L Cooper explained he is a Trustee of JHC and gives a quarterly update at the Full Parish Meeting, the next one will be in June 2016.

Council Minutes

Councillor B Milnes asked if the Parish Council could look at the style of the minutes and the use of Councillors names. He suggested the Parish Council drops the suffices and pre fixes and should adopt a different style. This will be made an Agenda item for the next Finance & General Purposes Committee Meeting in July 2016.

Neighbourhood Plan

Councillor B Milnes also asked if the Neighbourhood Plan can be an Agenda item to discuss at the next Planning Environment Committee Meeting.

Grass Verges in Common Lane

Councillor R M Richmond said the grass verges had not been cut in Common lane. The Clerk said she was already looking into this.

Low Hanging Tree outside 33 St Mary's Road

Councillor K Cuffley reported a low hanging tree outside 33 St Marys Road. Clerk to find out who this belongs to.

Meeting closed 9.17pm

Sawston Parish Council

April

Supplier Name	Description	TO PAY
Toolstation	Rake, shovels & spades for groundstaff	£ 101.48
Murketts	Outstanding invoices from January 2016	£ 101.94
A James Ltd	Attend site to carry out BST hour change	£ 102.00
Honest Employment Law	HR for month	£ 114.00
SCDC	Cemetery Rates	£ 121.00
ASL	Photocopier Service Charge (29 March - 38 June 2016)	£ 137.03
John Huntingdon's Charity	Allotment/Orchard Park rent	£ 137.50
Travis Perkins	Sheets plywood etc for Lynton Way	£ 142.56
ESPO	Office Supplies, paper, files etc	£ 144.58
CCC	Donation to summer reading challenge agreed Full Parish April 2016	£ 150.00
ADT	Alarm for office	£ 157.07
Fordham Nursery	190 plants for new privet hedge at cemetery agreed Full Parish	£ 171.00
Sheriff Amenity	Weed Killer and fertiliser for all grounds agreed Full Parish April 2016	£ 200.67
SSE	Spicers Pavilion Electric (8 Dec - 17 March)	£ 222.87
Plantscape	New lamp brackets and fixings for hanging baskets	£ 248.64
Park Vehicle Services	Full service and inspection of works van and MOT (No vat on MOT)	£ 277.26
EACH	Donation to EACH charity agreed at Full Parish April 2016	£ 300.00
Steven Dunkley Electrician	Call out to check Lynton Way pavilion electrics after fire and	£ 377.40
	test electrics (claimed back through insurance)	
SCDC	Spicers Rates	£ 389.00
Local World Limited	Advert in CEN and online for Assistant Clerk	£ 420.00
British Sugar	Soil for cemetery and pitches agreed at Full Parish April 2016	£ 492.00
SCDC	Mill Lane Rates	£ 497.00
CGM	Grass cutting for April	£ 509.52
SCDC	Office Rates	£ 566.00
Shelford Energy	Gas Oil	£ 612.12
Lanham & Co	Monthly book keeping	£ 682.80
Sheriff Amenity	Seed for pitches and cemetery agreed at Full Parish April 2016	£ 694.00
S & P Services	Cleaning contract for month	£ 700.00
Steven Dunkley Electrician	Works to Lynton Way Pavilion (done as emergency on advice from Fire Officer)	£ 1,672.80
Herts & Cambs Ground Maintenance	Various tree work agreed at Full Parish March 2016	£ 3,396.00