



SAWSTON PARISH COUNCIL

MINUTES of a FULL PARISH COUNCIL MEETING HELD ON 12 July 2016
At Link Road Parish Council Offices - Meeting commenced at 7.15pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

David Bard (Chair)

Raymond Matthews

Kieran Cooper

Janet Martin

Kevin Cuffley (Vice Chair)

Brian Milnes

Tony Fell

Tony Orgee

Robert Grayston

Neil Reid

Colin Groves

Roger Richmond

Beck Laxton

Alison Setchell

Mike Mallows

+ 4 members of the public

The Chairman made the following statement at the beginning of the meeting:

'I would like to express on behalf of the Council grave concern at the recent reported national increase in hate crime and condemns racism, xenophobia and hate crimes unequivocally. We reassure all people of whatever nationality or ethnicity living in Sawston that they are valued members of our community.'

Members have a legal obligation to refrain from making or repeating any statements either verbally or on social media which could be interpreted as being of a racist, xenophobic or extremist nature when acting as a councillor or at any other time.'

48 APOLOGIES FOR ABSENCE

None

49 PUBLIC PARTICIPATION TIME (15 minutes)

None

50 DECLARATION OF INTERESTS FOR THIS MEETING

None

51 MINUTES OF THE MEETING

The Minutes of the meeting held on 14 June 2016 had amendments to items 12 and 13 agreed at the previous meeting. The Clerk confirmed the amendments had been made by hand on the signed copy however the amended version was not circulated with this Agenda.

Following these amendments, the minutes of the Full Parish Council Meeting held on 14 June 2016 were read, confirmed and signed.

It was **proposed** by Councillor Cooper and **seconded** by Councillor Reid to **accept** the minutes.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

52 MATTERS ARISING – New information only
None

53 REPORT OF RECREATION & OPEN SPACES COMMITTEE MEETING

The minutes of the meeting held on 21 June 2016 were presented

Item 8 – Additional Defibrillators

It was **agreed** to install two new defibrillators; one at Lynton Way Pavilion and the other at Mill Lane Pavilion

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

The Clerk informed the meeting that there is a cost to get the two external cases fitted. Two estimates received are: £566.04 + VAT & £823.70 + VAT.

It was **proposed** by Councillor Fell and **seconded** by Councillor Matthews to **spend up to £850.00** on the installation

Item 9 – Sawston United Football Club Sign Request

It was **agreed** to allow Sawston United Football Club to have a sign the same size as the Cricket Club sign attached over the top of the Cricket Club sign during the football season.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

Item 10 – Recycling Bin at Spicers

It was **agreed** that a plastic and glass recycling bin can be placed at Spicers Sports Ground to be collected monthly during the football season and fortnightly during the cricket season at a total cost of £225.00 per year.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

Item 11 – Painting at Spicers Pavilion

It was **agreed** to accept the quotation of £2,815 for painting the pavilion.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

Item 13 – Review Sports Agreements

It was **agreed** to keep the invoicing process as it is.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

It was **agreed** to charge 11-a-side teams for friendlies with immediate effect and leave other fees unchanged.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

It was **resolved** to **accept** these minutes.

Proposed by Councillor Richmond and **seconded** by Councillor Setchell.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

54 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING

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

Item 7 – Allotment Review

It was agreed that there would be no increase in charges for allotments for 2016/17.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

It was **resolved** to **accept** these minutes.

Proposed by Councillor Fell and **seconded** by Councillor Grayston.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

55 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING

The minutes of the meeting held on 05 July 2016 were presented.

Item 1 – To elect a Chairman of the Finance & General Purposes Committee for the ensuing year

Councillor Laxton asked for it to be minuted that some Councillors raised concerns that the Chairman had the casting vote to elect himself as Chairman of the Committee. In addition, Councillor Laxton suggested that nominees for Chair and Vice-Chair should provide information on the length of time they have been Councillors as well as what qualifications they have. It was agreed to make this an agenda item for September's meeting.

Item 8 – Office Photocopier

It was **agreed** to purchase the photocopier together with the quarterly service charges.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

Item 9 – Format of Minutes & Agenda

It was **agreed** to amend the presentation of Agendas and Minutes as detailed.

VOTE: 13 FOR : 0 AGAINST 1 ABSTENTION

Item 12 – Parish Council Website/Internet Sub-Committee

It was **agreed** to set up a Website/Internet Working Party. The following Councillors volunteered to be members of the group:

Councillors Bard, Cooper, Cuffley, Grayston, Groves, Martin, Milnes

Councillor Bard thanked them for volunteering and asked them to arrange a meeting.

ACTION: All above members to arrange a meeting.

It was **resolved** to **accept** these minutes.

Proposed by Councillor Cooper and **seconded** by Councillor Groves.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

56 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S1542/16/FL	Two storey side extension at 6 Hawthorn Avenue Proposed by Councillor Milnes and Seconded by Councillor Grayston to support	Councillor Martin raised concerns about the size of the extension and feels it could be overbearing for the neighbours. The Parish Council are not aware of any objections from neighbours. Support Vote 7 For 4 Against 2 Abstentions 1 no vote
S/1548/16/FL	Change of use from annexe to holiday let at 16 Princess Drive Proposed by Councillor Cooper and Seconded by Councillor Martin Not to Support	Inadequate parking and at initial construction there was a condition that it must be occupied as part of the dwelling Not Support Vote 11 For 1 Abstention 2 no vote
S/1619/16/FL	Orangery at 13 Queensway Proposed by Councillor Setchell and Seconded by Councillor Richmond to Support	Support Vote 7 For 1 Against 4 Abstention 2 no votes

57 ACCOUNTS FOR THE MONTH OF JUNE 2016

The accounts for the month of June 2016 amounting to £18,020.31 expenditure and £5,139.87 income were presented.

It was **proposed** by Councillor Reid and **seconded** by Councillor Cooper to **accept** the accounts.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

58 S106 DEVELOPMENT AT 94 HIGH STREET S/1330/14/FL

It was **proposed** by Councillor Cooper and **seconded** by Councillor Reid to accept the S106 Agreement in the sum of £2,615.90 for 94 High Street

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

59 CHRISTMAS LIGHTS IN THE HIGH STREET

The current three-year contract has expired and the Clerk has obtained two quotations as follows:

£3,500 + VAT

£6,946.12 + VAT

It was **proposed** by Councillor Cooper and **seconded** by Councillor Setchell to accept the quotation for £3,500 + VAT per year for three years

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

The Clerk told the meeting that this same company can supply and maintain lights on a Christmas tree for £400 + VAT per year if the Council agree to go ahead with sourcing a Christmas tree.

It was **proposed** by Councillor Cooper and **seconded** by Councillor Martin to accept the quotation for £400 + VAT per year for the supply and maintenance of Christmas tree lights if we get a Christmas tree.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

It was agreed that the Clerk should write to Scotsdale Garden Centre to find out if they would donate a 20 foot Christmas tree to the village. The landowner of Church Court has given permission for the tree to be erected there and Cambridgeshire County Council has confirmed that lights can be attached to the nearby lamp post.

ACTION: Clerk to contact Scotsdale Garden Centre regarding donation of a 20 foot Christmas tree.

60 CRICKET SQUARE SOIL

The Clerk explained that the cricket square soil needs to be ordered now so the Ground Staff have it in time for application in September. There is only one local supplier with prices as follows:
5 tonnes (4 cubic metres) £591.20 + VAT

It was **proposed** by Councillor Fell and **seconded** by Councillor Richmond to order the soil for the amount specified.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

61 CAMBRIDGESHIRE FIRE & RESCUE SERVICE RECRUITMENT BANNERS

Cambridgeshire Fire & Rescue have asked if they can put up a banner in the village during their recruitment drive.

Their request was discussed and it was **proposed** by Councillor Setchell and **seconded** by Councillor Richmond to allow a banner to be placed on New Road corner by the traffic lights.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

62 DONATION REQUEST FROM RELATECAMBRIDGE

A request for a £1,500 donation has been received. RelateCambridge's service covers all relationships. There is a direct benefit to Sawston residents as they have an outreach session at Tannery Road in Sawston for 3 hours per week. Their schedule is always full and there is a waiting list. The donation will allow them to continue to offer this support to Sawston Residents.

It was **proposed** by Councillor Martin and **seconded** by Councillor Cooper to donate £1,500 to RelateCambridge.

VOTE: 13 FOR : 0 AGAINST 1 ABSTENTION

63 DONATION REQUEST FROM CAMBRIDGE LOWLAND SEARCH & RESCUE (CAMSAR)

Camsar has requested a donation of £300. The organisation responds to around 50 calls per year for assistance in finding vulnerable missing persons. The donation would contribute to the cost of upgrading their communications systems to a digital network.

It was **proposed** by Councillor Martin and **seconded** by Councillor Cooper to donate £300 to Camsar.

VOTE: 7 FOR : 5 AGAINST 2 ABSTENTIONS

64 SPORTS AGREEMENTS – INCLUSION OF ‘FRIENDLIES’

This has already been agreed through the Recreation Minutes.

65 OHP FOR MEETING ROOM

Councillor Milnes suggested that instead of having an Overhead Projector in the Meeting Room the Council should consider having a screen. Councillor Milnes has obtained two quotations for a 55” reconditioned screen with a 12 month warranty as follows:

£419 + VAT

£499 + VAT

The fitting service cost is £165.00 + VAT

It was **proposed** by Councillor Cooper and **seconded** by Councillor Richmond that up to £500 should be spent on the screen plus £165 for fitting.

VOTE: 12 FOR : 0 AGAINST 2 ABSTENTIONS

66 REQUEST FROM SAWSTON ROVERS FOOTBALL CLUB

Sawston Rovers have requested a refund for the following:

- Games not played
- Half the cost of the season’s training as they moved to Sawston Village College
- A reduction in the cost of games played at Lynton Way as there were no showers available.

This was discussed and it was agreed the Club are owed £346.50 for the games they did not play.

It **proposed** by Councillor Setchell and **seconded** by Councillor Cuffley to pay them back £346.50 for games not played.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

With regard to training; training sessions transferred to Sawston Village Collect as the floodlights do not work at Mill Lane. The Clerk informed the meeting that the Parish Council was not told of the change and in addition the floodlights are the property of Sawston Rovers; not the Parish Council.

This was discussed and it was **proposed** by Councillor Reid and **seconded** by Councillor Richmond that the training costs should not be refunded as the Council were not informed of the change.

VOTE: 14 FOR : 0 AGAINST (UNANIMOUS)

Reduced rate for games played at Lynton Way without showers – the Clerk explained that they had to move to Lynton Way due to flood repairs being carried out at Mill Lane. The Head Groundsman spent a lot of time at Lynton Way making temporary repairs in order that Sawston Rovers could play there although the showers were unavailable. The Head Groundsman checked with the local FA who confirmed that under the circumstances the team could use the changing rooms without the showers.

This was discussed and for the reasons above Councillor Grayston ***proposed*** and Councillor Richmond ***seconded*** that we do not refund any money for reduced fees.

VOTE: 13 FOR : 0 AGAINST 1 ABSTENTION

67 CORRESPONDENCE

Councillor Bard said he had received information regarding the Devolution Deal and the Parish Council should take its opportunity to discuss the options and make representation accordingly. Councillor Bard said the next meeting on 26 July will be an Extra Full Parish meeting so the matter can be discussed as there are no meetings in August.

68 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes

69 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Issue

Councillor Reid asked the Clerk to contact the County Council about the overgrown footpath in Mill Lane where the trees have been felled. The footpath needs cutting back.

ACTION: Clerk to contact Cambridgeshire County Council

Issue

Councillor Laxton publicly thanked Reg Cullum for writing the Parish Council reports for the Sawston Scene. Councillor Bard thanked him on behalf of the Parish Council. Councillor Laxton would like someone else to write the report and suggested that perhaps a member of the Parish Council could do it.

Issue

Councillor Milnes said the grass verges at the end of Mill Lane (towards the bypass) need cutting back.

ACTION: Clerk to contact Cambridgeshire County Council.

Issue

Councillor Fell expressed concern that the white line road markings still have not been done despite requesting this some time ago. The crossing outside the health centre and the 20 mph signs in the High Street are particularly bad.

ACTION: Clerk to contact Cambridgeshire County Council.

Meeting closed 9.15 pm

Sawston Parish Council
Accounts June 2016

<u>Supplier Name</u>	<u>Description</u>	<u>Net</u>
Cambridge Water	Office Water	£ 101.86
Onecom	Office phones and Broadband	£ 104.08
Advance Security Systems	Call out and repair to door at office	£ 108.00
E-On	Mill Lane Electricity	£ 110.58
Honest Employment Law	HR for month	£ 114.00
SCDC	Cemetery Rates	£ 121.00
Steve Dunkley	Replacement lights at Groundstore (Agreed FP June 2016)	£ 129.12
ASL	Photocopier Quarterly service charge	£ 137.03
SSE	Office Gas	£ 157.53
Cambridge Water	Spicers Pavilion Water	£ 160.87
BT	Office internet	£ 167.32
ADT	Groundstore Alarm	£ 198.08
SSE	Spicers Electricity	£ 222.87
E-On	Office Electricity	£ 226.03
ESPO	White lining for pitches	£ 255.29
The Play Inspection Company	Play Equipment Inspection all sites (agreed FP June 2016)	£ 300.00
British Gas	Lynton Way Gas	£ 327.25
ESPO	Office supplies	£ 379.51
SCDC	Spicers Rates	£ 387.00
LGS Services	Internal Audit Fees 2016	£ 420.00
SCDC	Mill Lane Rates	£ 496.00
LGS Services	Internal Audit Fees 2015	£ 504.00
CGM	Grass cutting for June	£ 509.52
SCDC	Office Rates	£ 596.00
E-On	Spicers Gas	£ 608.28
Lanham and Company	Monthly Book Keeping	£ 682.80
S & P Services	Cleaning for month	£ 700.00