



SAWSTON PARISH COUNCIL

MINUTES of a FULL PARISH COUNCIL MEETING HELD ON 13 September 2016
At Link Road Parish Council Offices - Meeting commenced at 7.15pm

PRESENT:

Parish Clerk Jo Keeler

Councillors

David Bard (Chair)

Janet Martin

Kevin Cuffley (Deputy Chair)

Brian Milnes

Robert Grayston

Tony Orgee

Colin Groves

Neil Reid

Mike Mallows

Roger Richmond

Raymond Matthews

Alison Setchell

+ 3 members of the public

83 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Councillor Laxton	-	Holiday
Councillor Cooper	-	Holiday
Councillor Fell	-	Holiday

Councillor Milnes left the meeting to collect his laptop to enable the plans to be shown on the screen as his original laptop would not allow access.

84 PUBLIC PARTICIPATION TIME (15 minutes)

No members of the public wanted to speak.

85 DECLARATION OF INTERESTS FOR THIS MEETING

Councillor Cuffley – Item 95 – Family work at the Spar shop

Councillor Grayston – Item 89 S/22286/16/OL – his mother lives in Common Lane

86 MINUTES OF THE MEETING

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

It was ***proposed*** by Councillor Setchell and ***seconded*** by Councillor Richmond to ***accept*** the minutes.

VOTE: 11 FOR : 0 AGAINST 1 No vote

The minutes of the Full Parish Council Meeting held on 26 July 2016 were read, confirmed and signed.

It was **proposed** by Councillor Grayston and **seconded** by Councillor Richmond to **accept** the minutes.

VOTE: 11 FOR : 0 AGAINST 1 No vote

87 MATTERS ARISING – New information only

None

88 REPORT OF PLANNING & ENVIRONMENT COMMITTEE MEETING

The minutes of the meeting held on 23 August 2016 were presented.

It was **proposed** by Councillor Richmond and **seconded** by Councillor Reid to **accept** these minutes.

VOTE: 11 FOR : 0 AGAINST 1 no vote

Councillor Milnes returned to the meeting.

89 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/2072/16/PA	Enlargement of existing windows on southern elevation, installation of fire door on southern elevation, replacement of existing metal loading shutter doors on western for Colin Miles. Proposed by Councillor Martin and Seconded by Councillor Milnes to Support	No objection/Support Councillor Martin considered the proposal will improve the site. Vote 8 For 2 Abstentions 2 No votes
S/2133/16/FL	Erection of close boarded timber fence to front garden with lockable gate at 24 Stanley Webb Close, Sawston for Mr Jordan Proposed by Councillor Reid and Seconded by Councillor Setchell to Not Support	Do not Support Councillors expressed concerns that the fence is high for a front garden and will have an impact on the neighbours and the street scene Vote 8 For 2 Against 2 no votes
S/2209/16/FL	Change of roof design to the original approved application S/1619/16/FL at 13 Queensway for S Morgan Proposed by Councillor Reid and Seconded by Councillor Setchell to Support	No objection/Support Vote 8 For 2 Against 2 no votes

S/2132/16/FL	<p>Construction of front porch to a terraced property and single storey rear extension with pitched roof at 49 Edinburgh Avenue for Mr Rudrayya Mathapati</p> <p>Proposed by Councillor Reid and Seconded by Councillor Richmond to Not Support</p>	<p>Do not Support</p> <p>This is a large porch and will have an impact on the street scene and overshadow the neighbours</p> <p>Vote 6 For 1 Against 3 Abstentions 2 no votes</p>
S/2242/16/FL	<p>Two storey side extension, front dormer and front porch at 3 Babraham Road for Mr & Mrs Shiels</p> <p>Proposed by Councillor Reid and Seconded by Councillor Grayston to Support</p>	<p>No objection/Support</p> <p>Vote 8 For 2 Against 2 no votes</p>
S/2286/16/OL	<p>Outline planning permission with all matters reserved except for access for the erection of up to 12 dwellings (Use Class 3) and associated works including access, car parking and landscaping. Land between 66-68 Common Lane for Carlton Homes (Sawston) Ltd</p> <p>Proposed by Councillor Martin and Seconded by Councillor Milnes that we do not Support this application for the reasons discussed including highways, flooding sewerage surface water flooding and the safety of the junction with the High Street</p>	<p>Do not Support</p> <p>This was discussed at length and some Councillors expressed concerns about the flood risk in this area. Some councillors have great knowledge of this village and still believe this is a problem area. There are also concerns about the extra traffic along Common Lane, specifically parking along with the issue of the junction onto High Street which is already a problem. The Council would need reassurances regarding the flooding and would also like to see a higher density of smaller dwellings as there is a significant need for starter homes in the village.</p> <p>Janet proposed we do not support this application for the above reasons including, Highways, flooding, sewerage, surface water flooding and the safety of</p>

		<p>the junction with the High Street.</p> <p>Vote 6 For 4 Against 2 no votes</p>
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ASSOCIATED MATTERS

5 Day Notice of Intent to remove a tree for safety reasons - Tudor House London Road Sawston – noted.

[S/1174/16/FL](#) Non-material amendment for this planning consent at 19 Rowan Avenue. Accepted by SCD C – noted.

90 ACCOUNTS FOR THE MONTHS OF JULY & AUGUST 2016

The accounts for the months of July & August amounting to £5,442.80 expenditure and £45,419.26 income were presented.

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

91 DONATION REQUEST FROM A M CHALLIS LTD

A M Challis Ltd has requested a donation of £250 towards the sanitary ware for the house in the village which is being refurbished.

It was **proposed** by Councillor Setchell and **seconded** by Councillor Richmond to offer £250 as requested.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

92 DONATION REQUEST FOR ICKNIELD PRIMARY SCHOOL

Icknield Primary School has requested a donation for the provision of more bike stands at the school as there has been an increase in the number of children, parents and teachers biking to and from school and there are not enough bike stands to accommodate them. The Parish Council donations policy states that requests will not be considered for projects that replace funding by public sector bodies, in this instance Cambridgeshire County Council so therefore the grant cannot be allowed.

It was **proposed** by Councillor Milnes and **seconded** by Councillor Reid that we do not make the donation in line with the Parish Council's policy however the policy will be reviewed for future requests.

VOTE: 11 FOR : 1 AGAINST

93 GOAL ENCLOSURES AT SPICERS

The Clerk provided two quotations for goal enclosures at Spicers as agreed at July's Full Parish meeting. Three quotations were requested but only two organisations responded.

£8,015.00 excluding VAT

£10,378.00 excluding VAT

It was **proposed** by Councillor Reid and **seconded** by Councillor Richmond to accept the quotation for £8,015 excluding VAT.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

94 OFFICE AIR CONDITIONING SERVICE

Four companies were contacted for quotations to service the air conditioning units in the office however only two responded.

£156.00 excluding VAT

£165.00 excluding VAT

It was **proposed** by Councillor Reid and **seconded** by Councillor Richmond to accept the quotation for £156.00 excluding VAT.

95 REQUEST FOR BIN OUTSIDE SPAR SHOP, HIGH STREET

The Spar shop, High Street, Sawston has asked if the Parish Council will install a bin outside the shop. They have offered a donation of £150 towards the cost.

The meeting discussed the ownership of this piece of land as it is currently in dispute and also who would have responsibility for emptying the bin.

It was **proposed** by Councillor Reid and **seconded** by Councillor Setchell to defer this decision to another meeting once the dispute has been resolved and ownership is clarified.

VOTE: 11 FOR : 1 AGAINST

96 REMOVAL OF BT PHONE BOXES IN THE VILLAGE

BT propose to remove two public phone boxes, one in Churchfield Avenue, the other in Evans Way, due to low usage. In the last twelve months Churchfield Avenue has been used 9 times and Evans Way has been used once.

After discussion when Councillors expressed concern about not having phone boxes in the village it was **proposed** by Councillor Milnes and **seconded** by Councillor Grayston not to object to the removal of the telephone boxes

VOTE: 10 FOR : 2 AGAINST

97 NOMINATIONS FOR COMMITTEES

Councillor Laxton asked for this item to be put on the agenda at the last Full Parish meeting. Nominees for Chair or Vice-Chair positions should give a short presentation about themselves providing information about their qualifications and the length of time on the Parish Council.

Councillors discussed this however as Councillor Laxton was not present it was **proposed** by Councillor Reid and **seconded** by Councillor Orgee to defer this item to October's Full Parish meeting.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

98 REPLACEMENT SEATS AND BINS

The Clerk and Head Groundsman have identified bins and seats around the village that need replacing. The current open top bins will be replaced with ranger style bins that are currently at the Recreations Grounds and in the High Street. The numbers are as follows:

14 x ranger style bins to replace open bins

1 x picnic style bench for Deal Grove

4 x dog bins

The Clerk confirmed the cost would be £7,356.00 for the items above with an additional £100.00 for slabs to fix them. The Parish Council budgeted for these items in 2016/17 and the cost is well within the £10,000 budgeted for this item.

It was **proposed** by Councillor Setchell and **seconded** by Councillor Richmond to proceed with the replacements at the costs detailed above.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

99 FLOOD AWARENESS SCOPING

Cambridgeshire County Council have requested information about the Parish Council's awareness of flood risk in the area and any incidents of flooding in the past 20 years. Responses to the questionnaire are as follows:

Flood risk area – Huckeridge Hill, Westmoor Avenue, Mill Lane, Common Lane, Holme Way & Dale Way.

Incidents of flooding in the last 20 years – Holme Way, Mill Lane, Selsingen Way, Huckeridge Hill & Sunderlands Avenue

Would any members be interested in setting up a community flood action group – Councillors Martin, Grayston, Bard and Cuffley

Would any members be interested in organising a meeting to discuss the potential community flood action group - Councillors Martin, Grayston, Bard and Cuffley

100 CORRESPONDENCE

Thank you card from Mrs G Pack – noted

101 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes.

District Councillor Orgee informed the meeting that the presentation for the summer reading challenge will be held at the library on Saturday 17 September at 10.00 am.

102 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Issue 1

Councillor Orgee and the Clerk will obtain an update on the crossing at Babraham Road.

ACTION: Councillor Orgee and the Clerk

Issue 2

Councillor Cuffley told the meeting that the newly painted lines on Babraham Road are appalling. Councillor Orgee agreed to set up a meeting on site.

ACTION: Councillor Orgee

Issue 3

Councillor Mallows **expressed** his concern about the comments made on YouTube about the Parish Council meetings and the recording of meetings. Councillor Bard explained that the recording is a legal requirement so cannot be stopped however it was agreed that the meetings should not be commented on in this way.

Issue 4

Councillor Reid reported that the street light in Church Lane is flickering. Councillor Bard will report this on line.

ACTION: Councillor Bard

Issue 5

Councillor Cuffley was asked if there was to be a Christmas Fayre. Councillor Cuffley will investigate.

ACTION: Councillor Cuffley

Issue 6

Councillor Milnes said the commercial sign is still up on the fence at the former Barclays Site. Councillor Cuffley explained that it has been reported to SCDC enforcement officers and they will be dealing with it.

Issue 7

Councillor Milnes asked for an agenda item to discuss taking on full control of the grass cutting within the village.

ACTION: The Clerk

Issue 8

The Clerk confirmed she has had the external audit back and signed off and in their opinion the information in the annual return is in accordance with proper practices and no matters have come their attention giving them cause for concern.

Issue 9

The Clerk asked Councillor Orgee if he could investigate what is happening with regard to the spraying of the kerbs as they are looking very untidy.

ACTION: Councillor Orgee

Issue 10

The Clerk informed the meeting that she has recently had to get an electrician out to Spicers Pavilion for a number of things and the most recent one was for a socket in the bar area that had burnt out and melted slightly. The electrician also reported that a sensor wasn't working and there were problems with some wiring. It was suggested that an electrical survey is carried out at Spicers and it is recommended this is carried out every five years. In the light of these issues the Clerk was authorised to get the survey done immediately at Spicers and to get quotes for Mill Lane, Lynton Way and the office.

ACTION: The Clerk

Meeting closed 9.27 pm

**Sawston Parish
Council
Accounts July 2016**

<u>Supplier Name</u>	<u>Description</u>	<u>Amount</u>
ASL	Quartlery Service Charge for new machine (from 25th July)	£ 102.00
Honest Law	Monthly HR services	£ 114.00
Murketts	July Fuel	£ 115.04
Chris Watson Plumbing	Fit new syphon for WC at Mill Lane Pavilion	£ 118.56
Eastern Polythene	Refuse sacks and dog bags	£ 130.32
John Huntingdon's Charity	Rent due for Orchard Park/Allotment lease	£ 137.50
ESPO	New Litter pickers. Cups and photo frames for office	£ 139.96
ADT	Office Alarm	£ 163.67
Murketts	June Fuel	£ 173.83
CB Mower Services	Fit new roller to Ransomes	£ 252.96
ADT	Carry our on site repairs to office alarm (faulty equipment)	£ 259.20
Oxford Archaeology East	Archaeological services for Lynton Way (MUGA) plant hire (Agreed FP June)	£ 300.00
Cranbrook Plants	Hanging Baskets for village	£ 364.32
Brian Milnes (from Argos)	TV/Monitor for office meeting roon agreed FP July 16	£ 369.99
Amey	Skip hire at cemetery	£ 465.22
CGM Group	Grass Cutting for July (Banks ground maintenance)	£ 509.52
Shelford	Rec - Fuel/Gas	£ 634.67
Foxcotte Fencing	Featheredge fencing, posts, concrete etc for emergency fencing in M.Copse	£ 651.95
Lanham & Co	Bookeeping for month	£ 682.80
Steven Dunkley	Emergency Call out to Spicers to investigate faults with lights and circuit	£ 685.68
S&P Services	Cleaning office and pavilions July	£ 700.00
CB Mower Services	Service Kubota Tractor (fir new battery, fan belt, etc)	£ 742.75
Romsey Mill	Thursday Night Open Access Youth Club April - July	£ 833.34
Mark Harrod	Set wheels and back bars to fix goals at Mill Lane Agreed FP July	£1,038.00
ASL	Purchase of office photocopier (Agreed FP July 2016) Money from Reserve account	£2,640.00
Community Heartbeat	2x Defibs & cases (Agreed FP July 16)	£4,848.00

August		
<u>Supplier Name</u>	<u>Description</u>	Amount
Honest Employment Law Practice Ltd	Compliance and advice	£114.00
Murketts	August Fuel	£130.44
Murketts	April Fuel (Not been paid)	£141.99
Steven Dunkley	Emergency Call out to alarm at Mill Lane Pavillion	£ 150.00
E-On	Mill Lane Electricity	£ 162.79
Steven Dunkley	Investigate and repair lights at Spicers	£198.50
E-On	Office Electricity	£224.14
ADT	Alarm for Office	£259.20
The Play Inspection Company	Annual Play Equip Inspection - completed 31st August (Agreed FP June 2016)	£300.00
SSE	Cemetery Chapel Electric	£321.29
Screwfix	Drill, drill set and swingback ladder for ground staff	£569.96
CGM	Grass cutting and additional verges August	£629.52
Britannic Garden Furniture Ltd	Bench for Cemetery (Resident Paying)	£657.60
Lanham and Company Ltd	Book-Keeping for month	£ 682.80
S&P Services	Cleaning Contracts - Cleaing of the pavillions and parish council office	£700.00
GB & AL Fordham	Fertiliser for grounds	£1,968.00