



SAWSTON PARISH COUNCIL

**MINUTES of a FULL PARISH COUNCIL MEETING HELD ON 11 October 2016
At Link Road Parish Council Offices - Meeting commenced at 7.15 pm**

PRESENT:

Parish Clerk Jo Keeler

Councillors

David Bard (Chair)

Beck Laxton

Kevin Cuffley (Vice Chair)

Raymond Matthews

Kieran Cooper

Brian Milnes

Tony Fell

Neil Reid

Robert Grayston

Roger Richmond

Colin Groves

Alison Setchell

Mrs I Gruby

Mr M Kerr

Ms Y Emerson (left the meeting
at 7.33pm)

+ 3 members of the public

Mr P Aldis – SCDC

Mr O Leonard – Romsey Mill

103 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Councillor Mallows

-

Work commitments

Councillor Martin

-

Holiday

Councillor Orgee

-

Family commitment

104 PUBLIC PARTICIPATION TIME (15 minutes)

It was **proposed** by Councillor Richmond and **seconded** by Councillor Laxton to Suspend Standing Orders to allow for Public Participation Time

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Mr Kerr asked that as the parish council has taken on the extra grass verge cutting from the County Council will they be doing the weeds along kerbs. The Clerk reported this to the County Council and they have since been out and sprayed them.

Mr Kerr also asked about parking, specifically by the post office. He asked if the parish council would consider paying for a PCSO to monitor this which was a scheme offered last year. Councillor Bard explained that this scheme has now closed but advised Mr Kerr to attend the police panel meeting to report this.

Ms Emerson asked about the delay on the community hub project and expressed concern about dates when the Parish Council received paperwork and when paperwork was sent to the solicitors etc. The Clerk agreed she would compile a list of the relevant dates and email to Ms Emerson.

It was **proposed** by Councillor Richmond and **seconded** by Councillor Reid to reinstate Standing Orders to allow the meeting to be continued.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

105 DECLARATION OF INTERESTS FOR THIS MEETING

Councillor Cuffley – Item 119 – Family work at the Spar shop

Councillor Laxton – Item 123 – Editor of Sawston Scene magazine

Councillor Bard told the meeting that the Parish Council has received a complaint from Great Shelford Parish Council Chairman and Clerk. The complaint related to the behaviour of a member of Sawston Parish Council at a meeting in Great Shelford on Wednesday 05 October. This was a private briefing for Great Shelford Parish Councillors unconnected to the public meeting held on the same evening in Great Shelford Memorial Hall.

In the letter of complaint, the Great Shelford Chairman said that the member was very insistent he wanted to attend the meeting and was informed that he could not because it was not a public meeting. The member interrupted the meeting twice and started filming it on his phone. At no point did the member identify himself as a member of Sawston Parish Council.

Councillor Milnes informed the meeting that he was the Councillor involved. He had wanted to hire the pavilion before the public meeting and was told it was booked which is how he found out about this particular meeting. Councillor Milnes said he did go into the meeting and record it on his phone and he also apologised to some Great Shelford Councillors afterwards for interrupting their meeting.

Councillor Laxton was concerned about Great Shelford Parish Councillors holding a meeting which was not advertised to the public.

106 MINUTES OF THE MEETING

The minutes of the Full Parish Council Meeting held on 13 September 2016 were read, confirmed and signed.

Item 96 – Removal of BT Phone boxes. Councillor Cuffley explained that feedback from a member of the public had expressed concern that this could be the last point of call for individuals suffering domestic abuse. Councillor Bard will raise this with South Cambridgeshire District Council.

ACTION: Councillor Bard

Item 98 – Replacement Seats and Bins. It was **proposed** by Councillor Laxton and **seconded** by Councillor Cuffley to ask for input from residents on social media as to where seats and bins are needed.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

ACTION: Councillor Laxton

Item 102, Issue 5 – The Project Manager who has organised the Winter Fair for the last two years can no longer do this. Councillor Grayston agreed to take this on.

ACTION: Councillor Grayston

Item 102, Issue 6 – The banner on the fence of the former Barclays site has now been removed.

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

107 MATTERS ARISING – New information only

None

As both people from Romsey Mill/SCDC were present Councillor Bard asked if we should bring forward their presentation.

It was **proposed** by Councillor Cooper and **seconded** by Councillor Laxton to do this.
VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

See 114 below.

108 REPORT OF THE FINANCE COMMITTEE MEETING

These minutes were ratified at the last Full Parish meeting.

109 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE MEETING

The minutes of the Recreation & Open Spaces Committee meeting held on 20 September were read, confirmed and signed.

Item 5 – Dogs on Orchard Park. The Clerk has not received the wording for the signs so no prices have been sought. It was agreed the Clerk would bring the costs to another meeting.

ACTION: The Clerk

Item 6 – Allotment Skips.
Provision of skips authorised.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

Item 11 – Groundsman's Issues. Councillor Laxton agreed to provide the wording for the necessary signs so the Clerk can obtain costings.

ACTION: Councillor Laxton & the Clerk

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

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

110 REPORT OF PLANNING & ENVIRONMENT COMMITTEE MEETING

The minutes of the meeting held on 27 September 2016 were presented.

Item 5 – Neighbourhood Planning. An amendment to this minute was discussed. 'It was proposed in principle to look at the feasibility of producing a neighbourhood plan at this time and informally contacting the neighbouring parish councils and to set up a group of councillors to start discussing.' Councillor Bard agreed to contact surrounding Parish Councils to get their views.

ACTION: Councillor Bard

The following Councillors agreed to formulate a document to encourage volunteers from the village to help:

Councillors Bard, Cuffley, Martin, Milnes and Grayston

It was **proposed** by Councillor Grayston and **seconded** by Councillor Laxton to set up this group.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

It was **proposed** by Councillor Grayston and **seconded** by Councillor Groves to **accept** these minutes.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

111 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/1387/16/LB	Replace pitched tile roof and timber sash windows to school's library, to include all decorative timbers, fascias and flat roof areas, insulate the roof void and repair roof timbers, battens replaced and a breathable membrane added at Sawston Village College Proposed by Councillor Cooper and Seconded by Councillor Reid to Support	No objection/Support Vote 9 For 1 Abstention 2 No votes
S/2398/16/FL	Single storey extension and conversion of garage to form a playroom/guest room at 5 Tower Road for Mr John Clare Proposed by Councillor Milnes and Seconded by Councillor Fell to Support	No objection/Support Comment: the premises not to be sold as a separate dwelling Vote 10 For 0 Against 2 no votes
S/2554/16/FL	Single storey side and rear extension at 4 Granta Road for Mr & Mrs John Burton Proposed by Councillor Fell and Seconded by Councillor Grayston to Support	No objection/Support Vote 9 For 1 Abstention 2 No votes

ASSOCIATED MATTERS

Tree work TPO 8/67 Ref TP561 – Car Park, South Terrace

It was **proposed** by Councillor Laxton and **seconded** by Councillor Setchell to support this application.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

112 ACCOUNTS FOR THE MONTHS OF SEPTEMBER 2016

The accounts for the months of September amounting to £29,969.31 expenditure and £1,826.52 income were presented.

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

VOTE: 11 FOR : 0 AGAINST 1 ABSTENTION

113 AMENDMENT TO STANDING ORDERS REGARDING PUBLIC PARTICIPATION TIME

Councillor Bard explained that Standing Orders can be amended to state that 15 minutes is allocated at the beginning of the full parish meetings designated for public participation. This would mean we do not have to suspend standing orders each time. This was discussed and agreed the parish council should adopt this.

It was **proposed** by Councillor Cooper and **seconded** by Councillor Laxton to amend Standing Orders to this effect.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

114 JOINT PRESENTATION BY ROMSEY MILL & SCDC

Dealt with earlier in the meeting – see 107 above

Councillor Bard welcomed Mr Phil Aldis from SCDC and Mr Ollie Leonard from Romsey Mill.

Mr Aldis started by giving an update on the problems we have had at Mill Lane recreation ground with groups of youths and ASB (Anti-social behaviour)

Along with Romsey Mill and the Parish Council they have looked at solutions for this and looked at new powers for ABS. Romsey Mill has done some outreach work with these youths which is being paid for by SCDC and Mr Leonard makes regular visits to Mill Lane to build up relationships and offer support.

The best approach for SCDC is to work with individuals with a police community protection order which is mainly police lead and to continue with the detached work which is SCDC funded. Mr Leonard will still visit Mill Lane weekly to build better relationships with these individuals and hopefully this will improve matters.

Mr Aldis is very happy with the work that Romsey Mill have done so far and would like to secure more funding so the detached work can continue.

Mr Leonard gave an update on the youth club and also explained the detached work has been fantastic in the village and although he has only been doing it for a few months he is building trust with these youths and has had a great response from them. He feels he is definitely making progress.

Councillor Bard thanked them for coming.

115 ROMSEY MILL FUNDING REQUEST (\$137)

Romsey Mill has put in a S137 request for £3k to fund the Youth Work/Youth Centre in Sawston.

Romsey Mill has a youth development worker dedicated to supporting young people in Sawston and Shelford and includes the Thursday night Youth Club which continues to grow in popularity attracting 30-40 young people (between 11-14) each week. As a result, it remains the cornerstone of their youth work provision in Sawston enabling them to engage and build relationships with the most vulnerable young people in the area.

Agree to offer £3k for 2017-18.

This was discussed and it was **proposed** by Councillor Reid and **seconded** by Councillor Laxton that we offer £3K for 2017/18

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

116 MUGA – LYNTON WAY

Councillor Bard explained that SCDC has said we can build the MUGA on Lynton Way with no archaeological survey providing we do not disturb the surface. This was discussed and agreed that the clerk will contact the play company to find out exactly how deep they need to dig to install the MUGA. This will be an agenda item on the November Full Parish meeting.

117 GREENHOUSE ON ALLOTMENT

It was **proposed** by Councillor Cooper and **seconded** by Councillor Laxton to agree to an allotment holders request for an 8 x 6 greenhouse on their allotment

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

118 RECYCLING BIN AT SPICERS PAVILION

The Clerk explained that at the last Full Parish meeting it was agreed to have a 1100 litre recycling bin at Spicers which SCDC will empty. SCDC gave the Clerk the incorrect price/information. The recycling bin would have to be emptied every fortnight at a cost to the parish council of £325 per annum not £225.00.

It was **proposed** by Councillor Laxton and **seconded** by Councillor Cooper that we still go ahead with the recycling bin at a cost of £325 per annum.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

119 REQUEST FOR BIN OUTSIDE THE SPAR SHOP, HIGH STREET

Last month the Parish Council received a request from the owner of the Spar shop asking for a bin outside. The owner offered to pay up to £150 for this. There was a discussion about who owns this piece of land as it was unclear. The owner agreed to attend the meeting to discuss however he didn't come. The Clerk was asked to go onto the land registry to find out who owns the land before we agree to put a bin there.

It was **proposed** by Councillor Milnes and **seconded** by Councillor Laxton that the Clerk establishes ownership of the land before a decision is made.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

ACTION: The Clerk

120 STAPLEFORD & GREAT SHELFORD NEIGHBOURHOOD AREA

South Cambridgeshire District Council has received a joint application from Stapleford and Great Shelford Parish Councils to have their two parishes designated as a neighbourhood area with a view to developing a neighbourhood plan. Sawston Parish Council has been asked their views on this designated area.

This was discussed and it was **proposed** by Councillor Cooper and **seconded** by Councillor Grayston to support their Neighbourhood Plan area.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

121 NOMINATIONS FOR COMMITTEES

Councillor Laxton proposed that when we are nominating people for Chair and Vice for committees and the Parish Council, the candidates are offered the opportunity to inform the council of the experience and knowledge they have to fulfil the position. Individuals would be allowed 3 minutes each.

It was **proposed** by Councillor Laxton and **seconded** by Councillor Cooper to accept this suggestion.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

122 SECTION 106 RELATING TO 25 SUNDERLANDS AVENUE

It was **proposed** by Councillor Cooper and **seconded** by Councillor Milnes to accept £3,617.42 S106 relating to 25 Sunderlands Avenue.

VOTE: 12 FOR : 0 AGAINST (UNANIMOUS)

123 REPORT OF PARISH COUNCIL MEETINGS IN SAWSTON SCENE

Councillor Laxton informed the meeting that Reg Cullum no longer writes the Parish Council report for the Sawston Scene and in a survey of readers of the magazine a large number valued the parish council report. Councillor Laxton asked if the Chair or Clerk would write the parish council report. This was discussed and the Clerk explained that she would not have the time to write these reports and as the magazine was bi-monthly some of the ratified minutes would be on the website for people to read before the magazine went out.

Councillor Milnes then suggested that the internet working group could look into this and have links on the website to let people know what is happening.

It was **proposed** by Councillor Richmond and **seconded** by Councillor Laxton to extend the meeting time by 15 minutes.

VOTE: 9 FOR : 3 AGAINST

It was **proposed** by Councillor Laxton and **seconded** by Councillor Cooper that the Parish Council writes the report for the Sawston Scene.

VOTE: 2 FOR : 8 AGAINST 2 ABSTENTIONS

124 CORRESPONDENCE

Thank you letter received from CamSAR for donation – noted

125 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes.

126 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Issue 1

Councillor Milnes asked for the piece of land at the Baulks to be an agenda item for the next Planning meeting and also about taking over the grass/verge cutting in the village.

ACTION: The Clerk

Issue 2

Councillor Richmond asked if we could look into the recording of Parish Council meetings. This will be made an agenda item.

ACTION: The Clerk

Issue 3

Planning Agenda item – ACV on the Jade building in the High Street.

ACTION: The Clerk

Issue 4

Councillor Cooper informed the meeting that the old John Huntingdon Charity building will be made into two dwellings. In addition, Sandra Davidson, former Sergeant at Sawston Police Station, has joined JHC as a trustee.

RESERVED MATTERS

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters

It was ***proposed*** by Councillor Reid and ***seconded*** by Councillor Richmond to go into camera.

VOTE: 11 FOR : 3 AGAINST

Code of Conduct

Councillor Fell had raised this item in relation to July's Full Parish meeting. Councillor Bard began by sending our condolences to the parishioner's family who sadly suddenly passed away.

The July meeting was being filmed and Councillor Fell felt it was inappropriate that a Councillor mentioned the cause of the sudden death in the public meeting which could be viewed by the family

Councillor Milnes, the Councillor in question, accepted the criticism and apologised however he explained that it had been said on the spur of the moment.

Meeting closed 9.58 pm

**Sawston Parish
Council
September**

Supplier Name	Description	TO PAY
Binder Loams Ltd	Cricket SQ Soil	£ 709.44
Honest Employment Law Practice Ltd	Compliance and advice	£ 114.00
Simpers	New work clothing and boots for new litter picker	£ 160.65
Murketts	September fuel	£ 161.35
E-On	Mill Lane Electricity	£ 162.79
E-On	Office Electricity	£ 224.14
ADT	Alarm for Office	£ 259.20
SSE	Cemetery Chapel Electric	£ 321.29
Steven Dunkley	Emergency work at Spicers to inspect & repair burnt out socket	£ 358.20
Steven Dunkley	Electrical Test at Spicers Pavillion	£ 397.10
CGM Group	Grass Cutting for August	£ 509.52
Screwfix	Drill, drill set and swingback ladder for ground staff	£ 569.96
Thompson Electrical (Cambridge) Ltd	Installation of Defibrillators & cabinets at Mill Lane & Lynton Way - Agreed FP July	£ 679.25
Lanham and Company Ltd	Book-Keeping for month	£ 682.80
S&P Services	Cleaning for Month	£ 700.00
PKF Littlejohn LLP	External Audit Fees	£ 960.00
CPALC	Outreach Councillor Training - 14th, 21st & 28th July	£ 1,050.00
Festive Impact Lighting Ltd	Install and maintain Christmas lighting in Sawston 2016 (first payment)	£ 1,800.00
Cullian Ltd	Internal & External Painting at Spicers Pavillion - Agreed FP July	£ 2,915.00
EA Anchors Ltd	Litter Bins/Seats Agreed FP July	£ 9,751.20