



SAWSTON PARISH COUNCIL

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

PRESENT:

Parish Clerk Jo Keeler

Councillors

David Bard (Chair)

Mike Mallows

Kevin Cuffley (Vice Chair)

Brian Milnes

Kieran Cooper

Neil Reid

Robert Grayston

Roger Richmond

Colin Groves

Tony Orgee

Beck Laxton

Alison Setchell

Janet Martin

Mr M Kerr
Mr D Williams
Mr J Grimes
Mr E Frances

Mrs I Gruby
Mr D Butlin
Mr D Thompson
Mr R Hickford – Cambs. County Council

146 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Councillor Fell	-	Holiday
Councillor Matthews	-	Illness

147 PUBLIC PARTICIPATION TIME (15 minutes)

County Councillor Roger Hickford thanked the Parish Clerk and District Councillors for bringing to his attention their concerns regarding the lack of gritting in Sawston. The County Council had revised the gritting routes with the intention of reducing the number of routes. The County Council is facing financial challenges and the winter service was identified as one area where savings could be made. An amendment was discussed at a County Council meeting and it was unanimously agreed to reinstate last year's gritting routes which will be actioned as soon as possible. The original motion was to reinstate as many routes as possible however the amendment was agreed to reinstate all routes and this is a great outcome.

Councillor David Bard thanked County Councillor Roger Hickford for attending the meeting.

148 DECLARATION OF INTERESTS FOR THIS MEETING

Councillor Janet Martin – Item 155 – She knows the resident at 14 The Baulks.

149 TRAFFIC CALMING/SPEEDWATCH – HIGH STREET

A group of residents from the Black Bull Public House came to the meeting to discuss traffic; specifically along the stretch of road by the Black Bull/Common Lane. They commented that there is an led sign for 20mph at the bottom of Church Lane however the sign outside the Black Bull is 30mph. They have monitored the traffic and a majority of cars are doing in excess of 30mph. They would be interested in creating a speedwatch group to help improve road safety.

This was discussed and the group were informed that there is a police civilian coordinator for Speedwatch who will organise and carry out training as well as support teams when they get up and running. They can also give advice regarding equipment.

The Parish Council are in full support of this activity and it was agreed the Clerk will send them a S137 funding request form to help with the costs. Once they are up and running and have gathered information the Parish Council can use this as evidence for the County Council to review the speed limit and can approach Highways regarding road signage. David thanked the group for coming to the meeting.

150 MINUTES OF THE MEETING

The minutes of the Full Parish Council Meeting held on 08 November 2016 were read, confirmed and signed.

Item 128 – The Clerk thanked Councillors Neil Reid, David Bard, Kevin Cuffley and Janet Martin for their help on Bonfire Night.

It was **proposed** by Councillor Setchell and **seconded** by Councillor Cooper to **accept** the minutes with the above amendment.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

151 MATTERS ARISING – New information only

None

152 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING – 22 NOVEMBER 2016

The minutes of the Planning & Environment Committee meeting held on 25 October were read, confirmed and signed.

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

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

153 REPORT OF FINANCE & GENERAL PURPOSES COMMITTEE – 15 NOVEMBER 2016

The minutes of the Finance & General Purposes Committee meeting held on 15 November were read, confirmed and signed.

Item 5 – Councillor David Bard explained that we now have the tax base rate and the figures for 2017-18 are as follows:

Recreation and Open Spaces	£ 75,542
Planning & Environment	£ 35,508
Cemetery	£ 81,500
Finance & General Purposes	£ 71,376
Staff Management & H & S	£119,740
TOTAL	£310,666

Using the Tax Base for Sawston of 2476.20 Band D Tax Payers will pay £125.46 as the Sawston Parish rate. This equates to a 3.21% increase on the previous year.

It was proposed by Councillor Tony Orgee and seconded by Councillor Alison Setchell to accept these figures.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

Item 6 – It was agreed to remove Mr E C Murray and Ms S Hatton from the Co-op bank accounts.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee to **accept** the minutes

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

154 ACCOUNTS FOR THE MONTH OF NOVEMBER 2016

The Clerk explained there was an amendment on the cheque list for Merlin Mica – the amount should be £27.80 not £37.68.

Councillor Janet Martin wanted to highlight the cost to the parish council for the clear up after the travellers had left Huckeridge Hill. Costs include the clear up of human waste, a new lock for the gate and also for the bailiffs amounting to £572.35 ex vat.

The accounts for the month of November amounting to £44,136.00 expenditure and £12,747.88 income were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to **accept** the accounts with the above amendment.

VOTE: 13 FOR : 0 AGAINST 1 ABSTENTION

155 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/3173/16/FL	Two storey side extension and loft conversion at 38 Cambridge Road for Mr Tony Morris Proposed by Councillor Robert Grayston and Seconded by Councillor Tony Orgee to Support	No objection/Support Vote 9 For 2 Abstentions 2 No votes
S/0201/16/CM	Section 73 application for development (Extraction & Processing of sand & gravel with construction of an agricultural reservoir) without compliance with condition 3 of planning permission S/00468/13/CM to extend the time for completion of the reservoir to 31 December 2017 at Land at Dernford Farm, Cambridge Road Proposed by Councillor Kieran Cooper and Seconded by Councillor Neil Reid to Support	No objection/Support Vote 7 For 1 Against 3 Abstentions 2 no votes
S/3308/16/LB	Relocation of gas central heating boiler flue (retrospective) at 119 High Street for Dr Frowe Proposed by Councillor Janet Martin and Seconded by Councillor Robert Grayston to not support	Do not support The needs of the house should take priority over the needs of the owner being a heritage building. We have concerns that this is not the first time this house has put in a retrospective application and this should be taken into consideration as it is a listed building. Vote 10 For 1 Abstention 2 No votes

S/3044/16/FL	<p>Change of use of annexe to holiday let (retrospective) at 16 Princess Drive for Hanna</p> <p>Proposed by Councillor Janet Martin and Seconded by Councillor Kieran Cooper to not support</p>	<p>Do not support For the same reasons as before and they have deemed to not satisfy all our reasons for refusal. Also in principle, we object when annexes are turned into holiday lets. We request they remain part of the main dwelling</p> <p>Vote 10 For 1 Abstention 2 No votes</p>
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Tree works

Tree Application Ref	Location	SPC Comment:
S/3131/16/TP	<p>14 The Baulks G1 Group of Ailanthus trees: re-pollard lower than previous due to decay at old pollard points. T2 Sycamore: re-pollard to previous points. T3 Sycamore crown reduced by 20%. T4 Ailanthus crown reduce by 20%. T5 Horse chestnut crown reduce by 20%. T6 Sycamore crown reduce by 20% for Mr B Page</p> <p>Proposed by Councillor Neil Reid and Seconded by Councillor Roger Richmond to Support</p>	<p>No objection/Support</p> <p>Vote 12 For 1 Abstention*</p> <p>* Councillor Janet Martin declared an interest</p>
S/3283/16/TP	<p>138 High Street. Pollard T1 Ash on brook side, T2-T6 Yew lift crowns on brook side to 15ft, T7 Horse Chestnut reduce low limb over neighbouring shed to first fork, T8 Sycamore Remove four branches over neighbouring garage for Mrs Devereux</p> <p>Proposed by Councillor Janet Martin and Seconded by Councillor Neil Reid to Support</p>	<p>No objection/Support</p> <p>Vote 13 For UNANIMOUS</p>
S/3282/16/TP	<p>138 High Street. T1 Ash reduce crown by 30%</p> <p>Proposed by Councillor Kieran Cooper and Seconded by Councillor Neil Reid to Support</p>	<p>No objection/Support</p> <p>Vote 13 For UNANIMOUS</p>

156 RANSOMES MOWER SERVICE – AGREEMENT TO COST

The Ransome mower needs a service and the Clerk has managed to obtain two quotes:

- £779.79 + vat
- £2,000 + vat

These prices are for a basic service. Additional costs may be identified while the machine is being serviced

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Alison Setchell to go with the company quoting the lower price and spend up to £1,500 + VAT

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

157 SECTION 137 APPLICATION FOR DONATION – SUFFOLK MIND

Suffolk Mind has requested a donation of £2,000 to install an external defibrillator at the community room at their premises in the Green Road. They provide a home for 14 tenants with enduring mental health issues that need a high level of support and they do not have a budget for this. The defibrillator would be located externally so it would be accessible to all members of the public within a 1 mile radius.

This was discussed and the observation made that there are 4 defibrillators within a 1 mile radius of the Green Road, the nearest being on Lynton Way pavilion or at the Parish Council office. Councillor Janet Martin said she would look more favourably on an application that addressed mental health issues.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid not to support this application as it is not clear that it would be available to the whole community and in addition they are asking for the whole amount where we would like to see some match funding from them. Also, there are 4 defibrillators within a 1 mile radius of the Green Road scheme already.

VOTE: 12 FOR : 1 AGAINST

158 S137 APPLICATION FOR DONATION – SAWSTON NURSERY

Sawston Nursey are teaching young children about their natural environment. They have regular visits to the nearby Millennium Copse woodland area as part of their 'forest School' raising awareness about caring for the environment and surroundings. They would like to purchase some litter pickers, garden rake, clip boards and weather vane. The children will litter pick the woodland area as they have learnt the impact litter has on wildlife and animals. Sawston Nursery have requested a donation of £108.16 to purchase these items.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Roger Richmond that we offer the full amount.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

159 S137 APPLICATION FOR DONATION - RELATE

Relate Cambridge has requested a donation of £1,500 which will help fund the counselling sessions to help residents of Sawston. They are lucky enough to have the use of a counselling room in the John Huntingdon's Charity where they offer 3 hours of counselling per week. They also see Sawston residents at other venues. They offer emotional support by way of counselling to Sawston residents which not only helps the individual but also their families.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Beck Laxton to offer the full amount of £1,500.

VOTE: 11 FOR : 0 AGAINST 2 ABSTENTIONS

160 REQUEST FOR TREE AT THE CEMETERY

A resident has applied in writing to the Council requesting to plant a tree in the cemetery in memory of family members buried there. This was discussed and agreed to defer to the Cemetery meeting in March as the clerk is meeting with the tree officer and will get advice

as to where a tree would be best planted if agreed and which type of tree as the committee will have to take into account the roots and graves.

It was **proposed** by Councillor Mike Mallows and **seconded** by Councillor Roger Richmond to defer the request to the next Cemetery meeting.

VOTE: 12 FOR : 1 AGAINST

161 REQUEST FROM CHRIST CHURCH, CAMBRIDGE FOR EASTER EGG HUNT 2017

Christ Church Cambridge would like to run another Easter Egg Hunt next year on Easter Sunday at Orchard Park which includes an Easter Egg hunt, a treasure hunt and refreshments.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Robert Grayston to support this event.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

162 SIGNS FOR ORCHARD PARK

It was agreed at the Recreation meeting to investigate signage for Orchard Park. Two signs to keep dogs on a lead (one at each entrance to park), one for no fly tipping and one for users to park at their own risk. The Clerk obtained costs for the signs and took advice from the sign company on the wording. Each sign will cost £120 + VAT and will be our standard green metal signs with white writing.

It was **proposed** by Councillor Alison Setchell and **seconded** by Councillor Roger Richmond to go ahead and order the four signs.

VOTE: 12 FOR : 1 AGAINST

163 COUNTY COUNCIL GRITTING

Already discussed under public participation.

164 SECTION 106 S/2286/16/FL 66-68 COMMON LANE – JUSTIFICATION FOR £67,500 REQUESTED

The Parish Council has recently requested a section 106 donation of £67,500.00 for the proposed development at Common Lane but have been asked to justify the amount requested.

This was discussed at length and agreed the contribution will help towards:

- Improvements to the footpaths/pavements down Common Lane and along the High Street by the junction of Common Lane
- Development of dropped kerbs along the High Street especially for mobility scooters and push chairs
- Improving the safety of coming out of Common Lane onto the High Street
- Traffic enhancements for the additional traffic that will be generated on top of an already problem area at the junction of Common Lane and the High Street.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Janet Martin to put this justification forward.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

165 SLCC MEMBERSHIP RENEWAL

The SLCC (Society of Local Council Clerks) membership is up for renewal at a cost of £200.00. The Clerk confirmed she uses this service and has numerous benefits from being a member including networking with other clerks, training courses and comprehensive advice.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Robert Grayston that we renew the membership.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

166 RECYCLING THE CHRISTMAS TREE FOR CHARITY

In the last edition of the South Cambs magazine there was an article about recycling Christmas trees for charity. Local volunteers and businesses will collect Christmas trees after Christmas for a donation towards the Arthur Rank Hospice Charity. The clerk to find out if they would take the village Christmas tree or if it is just for residents.

ACTION: The Clerk

167 MEETING AGENDAS – REVIEW CREATION AND PRE-INFORMATION

Councillor Brian Milnes has asked if we can discuss the creation of our agendas for example putting more detail on the agenda items so Councillors can research items before the meeting if necessary.

It was **proposed** by Councillor Brian Milnes and **seconded** by Councillor Kieran Cooper to defer this item to the next Finance & General Purposes Committee meeting.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

168 CORRESPONDENCE

Thank you letter from 1st Scouts for £50 for help on Bonfire night – noted.

169 UPDATE BY COUNTY COUNCILLORS

See attached to these minutes.

170 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kevin Cuffley informed the meeting that South Cambridgeshire are looking for nominations for the Community Heroes award if anyone has a nominee.

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 Alison Setchell and ***seconded*** by Councillor Kieran Cooper to go into camera.

VOTE: 13 FOR : 0 AGAINST (UNANIMOUS)

The members of the public and Councillor Brian Milnes left the meeting.

Meeting closed 9.45 pm

Sawston Parish Council		
November		
<u>Supplier Name</u>	<u>Description</u>	<u>Gross</u>
British Gas	Gas - Lynton Way	£ 100.18
Petty Cash	Petty Cash	£ 105.99
ESPO	Office Supplies - Paper, Cupboards Broom	£ 110.00
Honest Employment Law Practice Ltd	Compliance Advice	£ 114.00
Park Vehicle Services	Repairs to parish council van - install new anti-freeze and system sealant	£ 120.00
SCDC	Cemetery Rates - November	£ 121.00
Murketts of Cambridge	November Fuel	£ 122.04
Fenland Fire Appliance LLP	Fire Extinguisher Service - Office & Pavillions	£ 159.90
ADT	Groundstore Alarm - Rec - Groundstore Alarm	£ 163.68
Murketts of Cambridge	October Fuel	£ 190.67
AmeyCespa (East) Limited	Cemetery Skips	£ 208.97
Fordham Nursery	Plants for Cemetery Hedge in Huckeridge View (Agreed FP Nov 2016)	£ 228.00
LC Turf	Turf for Goal Enclosures (Chairmans actions)	£ 230.00
Sawston Scene	Donation agreed FP Nov 2016	£ 300.00
Chris Watson Plumbing	Boiler Service - Office & Pavillions	£ 372.00
SCDC	Spicers Rates - November	£ 387.00
Central Wool Growers	Wire fencing for the cemetery hedge (Agreed FP Nov 2016)	£ 395.38
SCDC	Mill Lane Rates - November	£ 496.00
CGM Group	Grass Cutting for November	£ 509.52
AmeyCespa (East) Limited	2 Skips for Allotments (Agreed FP Oct)	£ 528.00
SCDC	Office Rates - November	£ 569.00
Lanham and Company	Book-Keeping for Month	£ 682.80
S&P Services	Cleaning Contract for November	£ 700.00
Romsey Mill	Thursday Night Youth Club	£ 833.33
GA Landscapes & Groundworks Ltd	To supply and erect 8ft high profile mesh fencing and gates at Spicers Sports Field, Mill Lane & Lynton Way (Agreed FP July 2016)	£ 21,946.20