



SAWSTON PARISH COUNCIL

MINUTES of a FULL PARISH COUNCIL MEETING HELD ON 12 SEPTEMBER 2017
At Link Road Parish Council Offices - Meeting commenced at 7.15 pm

PRESENT:

Parish Clerk Joanne Keeler

Councillors

David Bard (Chairman)

Mike Mallows

Kevin Cuffley (Vice-Chairman)

Brian Milnes

Tony Fell

Rajni Padia

Ray Matthews

Neil Reid

Beck Laxton

Roger Richmond

Janet Martin

Tony Orgee

Kieran Cooper

Members of the Public

Mr M Kerr

Mr D Williams

+ 8 other members of public

71 APOLOGIES FOR ABSENCE

Councillor Colin Groves – Holiday

Councillor Rob Grayston – Work commitments

72 PUBLIC PARTICIPATION TIME (15 minutes)

73 DECLARATION OF INTERESTS FOR THIS MEETING

Councillors David Bard & Kevin Cuffley - Item 79 – S/811/1/7/FL as they have been in communication with the residents as District Councillors

Councillor Brian Milnes – Item 79 – S/2829/17/FL & S/2938/17/TC as he lives nearby

74 MINUTES OF THE MEETING

Item 53 – Councillor Beck Laxton thanked Councillor Brian Milnes for writing a piece about the Kings Head Public House for the Sawston Scene.

Item 57 – Councillor Kevin Cuffley and the Clerk have gathered some more information regarding the costs etc for a zebra crossing and it will be an agenda item for the next Planning meeting on 3rd October.

The minutes of the Staff Management Meeting held on 4 September 2017 were presented.

It was **proposed** by Councillor Tony Orgee and **seconded** by Councillor Neil Reid to **accept** the minutes.

VOTE: 13 FOR : UNANIMOUS

75 MATTERS ARISING

None

76 REPORT OF THE PLANNING & ENVIRONMENT COMMITTEE MEETING – 25 JULY 2017

The minutes of the Planning & Environment Committee held on 25 July 2017 were presented.

Item 9 – Councillor Janet Martin explained the next meeting to discuss the Neighbourhood Plan will be on Thursday 19 October 2017, 10:00am at the Parish Council Office.

The Clerk will advertise this on the public noticeboards and the Parish Council website. It will also be on the Sawston Scene Friday Diary.

Item 5 – S/2428/17/TP Tree application. Councillor Tony Fell asked the Clerk to request a replacement for this tree.

ACTION: The Clerk

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Ray Matthews to **accept** the minutes.

VOTE: 13 FOR : UNANIMOUS

77 REPORT OF THE RECREATION & OPEN SPACES COMMITTEE – 18 JULY 2017

The minutes of the Recreation & Open Spaces Committee held on 18 July 2017 were presented.

19 - Request for more metal benches at Spicers Sports Ground.

The Clerk had a cost of £1,028.00 for two metal benches.

It was **proposed** by Beck Laxton and **seconded** by Councillor Neil Reid we defer back to the Recreation & Open Spaces committee to discuss the cost.

VOTE: 13 FOR : UNANIMOUS

8 – Consideration to purchase a new tractor at a cost of £29,000.00 (trading in the Kubota tractor for £2,000.00)

VOTE: 13 FOR : UNANIMOUS

9 – No dog signs at Spicers

VOTE: 13 FOR : UNANIMOUS

10 – No dog sign at Lynton Way

VOTE: 13 FOR : UNANIMOUS

12 – Fertiliser for grounds

VOTE: 13 FOR : UNANIMOUS

13 – Soil for grounds

VOTE: 13 FOR : UNANIMOUS

14 – Air Compressor

The Clerk explained that the compressor that was kindly donated to the Parish Council from Councillor Kevin Cuffley was suitable and therefore we didn't need to purchase one. The Clerk thanked Councillor Kevin Cuffley for his generous gift.

15 – Spraying all recreation grounds and cemetery

VOTE: 13 FOR : UNANIMOUS

17 – Allotment Skips – agree the cost of £190 + vat

VOTE: 13 FOR : UNANIMOUS

18 – Change to Allotment agreement process

VOTE: 13 FOR : UNANIMOUS

It was **proposed** by Councillor Roger Richmond and **seconded** by Councillor Neil Reid to **accept** the minutes with the amendment mentioned above.

VOTE: 13 FOR : UNANIMOUS

78 ACCOUNTS FOR THE MONTH OF JULY & AUGUST 2017

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

VOTE: 13 FOR : UNANIMOUS

79 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

Planning Application Ref	Location	SPC Comment:
S/2623/17/VC	Variation of condition 2 (approved plans) of planning permission S/0665/17/LB at Sawston Hall, Church Lane Proposed by Councillor Kieran Cooper and Seconded by Councillor Neil Reid to Support	No objection/Support Vote 12 For 1 abstention
S/0240/17/CC	Provision of car park to serve approved Sawston Community Hub Development at Sawston Village College, New Road Proposed by Councillor Janet Martin and Seconded by Councillor Kieran Cooper to Support	No objection/Support Vote 11 For 2 No votes
S/0241/17/CC	Section 73 Planning application for the retention of the Marven Centre at land including the Marven Centre, New Road Proposed by Councillor Janet Martin and Seconded by Councillor Kieran Cooper to Support	No objection/Support Vote 11 For 2 No votes
S/2703/17/LD	Lawful Development Certificate for a proposed side extension at 17 Westmoor Avenue Proposed by Councillor Kieran Cooper and Seconded by Councillor Tony Fell to Support	No objection/Support but want to highlight the neighbours concern with the boundary line and want to make sure they do not build/encroach on the neighbours property Vote 9 For 2 No votes 1 abstention

S/2702/17/FL	Demolition of existing front porch, conservatory and garage. 2 storey front extension, single storey rear extension and detached garage at 102 Woodland Road Proposed by Councillor Brian Milnes and Seconded by Councillor Kieran Cooper to Support	No objection/Support Vote 9 For 2 No votes 2 abstention
S/2829/17/FL	Proposed summer house within rear garden at 11 Mill Lane, Sawston Proposed by Councillor Brian Milnes and Seconded by Councillor Kieran Cooper to Support	No objection/Support Vote 9 For 3 No votes 1 abstention
S/2811/17/FL	Change of use for an annexe to use as holiday let at 1 St Marys Road, Sawston Proposed by Councillor Neil Reid and Seconded by Councillor Rajni Padia to Support	Support on a holiday let basis only Vote 6 For 1 Against 2 No votes 4 abstention
S/2938/17/TC	Privet and Cypress hedges at front of property – reduce height down to 5 ft, re trim both sides at 54 High Street, Sawston	No objection/Support Vote 13 For Unanimous

For information:

[S/2444/17/NM](#) Non-material amendment to S/0538/16/FL to alter interior layout at 16 Queensway

[S/0125/17/VC](#) Variation of Condition 2 of planning consent S/0441/00/F at 1 St Marys Road – application withdrawn

[S/2627/17/DC](#) Discharge of Conditions (see plans) at Former Marley Building Materials Ltd, West Way, Dales Manor Business Park

[S/2579/17/DC](#) Discharge of Condition 5 (Roof materials), 6a (Brickwork), 6b (re-pointing of Coach House façade) & 7 (Solar Panels of Planning Permission S/0665/17/LB at Sawston Hall

[S/2091/17/LB](#) Proposed Summer house within rear garden at The Orchards, 11 Mill Lane – application withdrawn

[S/2258/17/DC](#) Discharge of Conditions 1 (Time Limit) 2 (Approved Plans) 6 (Landscape Implementation), 10 (Driveway Construction) 13 (Parking Provision), 14 (Noise during construction) and 15 (Permitted Development) of Planning Permission reference S/9118/14/FL for new four bedroom house on land adjacent to 24 Churchfield Avenue

Appeal Ref: APP/W0530/W/17/3172972 Land adjacent to Spring House, Church Lane – Appeal dismissed.

All the above were noted

80 AGREEMENT TO DATE OF FAMILY FUN DAY – 18 JULY 2018

The Parish Council has had a request from a resident to hold their yearly Family Fun Day at Mill Lane recreation ground on 18 July 2018.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid that we allow this date.

VOTE: 13 FOR : UNANIMOUS

81 CONSIDERATION OF A REDUCTION IN CHARGING MOTIVACTION RELATING TO CHANGE OF VENUE FROM SPICERS SPORTS GROUND

Councillor David Bard explained that he and the Vice Chairman, the Vice Chairman of the Recreation Committee, the Head Groundsman and the clerk met with Motivation to discuss their use of Spicers Sports Ground. An agreement had been made for them to use Spicers hard standing areas between 1st October and 31st March and for them to use Lynton Way recreation ground between 1st April and 30th September.

Motivaction were happy with this agreement but asked if they could have some reduction on the fee for using Lynton Way recreation ground. This was discussed.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Tony Fell that we leave the fee as it is with no reduction as we need to treat all commercial users the same.

Then it was **proposed** by Councillor Rajni Padia and **seconded** by Councillor Brian Milnes that we offer a token reduction and charge £18 per hour. This vote was taken.

VOTE: 3 FOR: : 9 AGAINST :1 ABSTENTION

The original vote was taken (no reduction)

VOTE: 11 FOR: : 0 AGAINST :2 ABSTENTION

82 CONSIDERATION OF QUOTATIONS FOR REPAIR OF OUTSIDE CEILING AT MILL LANE PAVILLION

The Clerk explained there has been some exterior damage to the ceiling at Mill Lane Pavilion. This has been reported to the police but unfortunately the CCTV didn't catch the culprit. The clerk had contacted 3 companies to get a quote but only one responded.

- £213.00 ex vat

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Tony Orgee that the work is completed for the above cost.

VOTE: 13 FOR : UNANIMOUS

83 CONSIDERATION OF QUOTATIONS FOR SERVICING OF THE FOLLOWING MACHINES:

The Clerk had only received 2 quotes for servicing all machines although 3 were requested.

a. Ransome Grass mower

£700.00 + vat

£848.87 + vat

b. John Deere ride-on mower

£1,420.00 + vat

£1,431.92 + vat

c. Allott Cricket mower

£350.00 + vat

£230.37 + vat

The Clerk explained that both companies had the same specification and that the costs given are for a 'standard' service, there could be more cost when they service the machines.

This was discussed and it was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Neil Reid to go with the lower cost on each machine.

VOTE: 13 FOR : UNANIMOUS

84 CONSIDERATION OF QUOTATIONS FOR VARIOUS TREE WORK IDENTIFIED AFTER INSPECTION BY SCDC TREE OFFICER

The clerk explained that after an inspection with the tree officer from SCDC she had a list of tree work that has been recommended.

Some of the work can be done by our grounds men and some needed to be carried out by a tree surgeon. The Clerk had three quotes for the tree work to be carried out by tree surgeons:

- £3,340.00 + vat
- £4,360.00 + vat
- £4,700.00 + vat

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Neil Reid that we accept the quote for £3,340.00 + VAT

VOTE: 13 FOR : UNANIMOUS

85 CONSIDERATION OF REPLACEMENT TREES FOLLOWING COMPLETION OF WORK AGREED

The Clerk explained that the tree officer has recommended where trees can be replaced and with what species.

There were a couple of residents that attended the meeting with concerns about the trees to be replaced outside their houses in Edinburgh Avenue. The recommendation is for two trees, a Silver Birch and a Golden Birch. The concern is that in time these trees will grow extremely large and could cause problems in the future. They understand the trees need to be replaced but do not want them replaced with large trees.

Councillor Tony Orgee felt these trees would be too large and disproportionate to the area. Two smaller trees in height would be more practical.

After a lengthy discussion it was agreed the Clerk will go back to the tree officer and ask for another recommendation and take to the next Planning Meeting.

ACTION: The Clerk

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kieran Cooper that we replace all the other trees recommended but not the two trees as discussed.

VOTE: 13 FOR : UNANIMOUS

A resident then explained that the parking in this area is often very congested and could this area be turned into parking. Councillor Kevin Cuffley agreed to speak to the County Council about this consideration.

ACTION: Councillor Kevin Cuffley

The residents left the meeting and were thanked for coming.

Councillor Brian Milnes left the meeting briefly to speak to the residents but was asked to return to the meeting.

86 AGREEMENT TO HIRE A SHREDDER FOR GROUNDMAN

The groundsman has requested to hire a shredder for 2 weeks during the winter months so he can do the tree work he is able to complete as recommended by the tree officer.

The Clerk was only able to get one quote for hiring a shredder at a cost of £842.00 + vat for 2 weeks.

It was **proposed** by Councillor Beck Laxton and **seconded** by Councillor Kieran Cooper that we accept this quote.

VOTE: 13 FOR : UNANIMOUS

87 AMENDMENT TO ANNUAL AUDIT RETURN

Kieran explained there was a couple of discrepancies with the figures put on the annual return mainly to do with fixed assets which have now been rectified.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Tony Orgee that we accept the amended figures.

VOTE: 13 FOR : UNANIMOUS

88 SECTION 137 REQUEST FROM SAWSTON NURSERY

Sawston Nursery has made a request for a donation of £319.85 so they can create a Nursery Allotment and grow their own fruit and vegetables and encourage the children they care for to gain an awareness and understanding of gardening in a natural environment as well as providing and educating healthy eating food in the nursery.

They have asked for the Parish Council to fund an allotment and the money would go towards the essential tools etc to get them started.

It was **proposed** by Councillor Janet Martin and **seconded** by Councillor Tony Orgee that we support the application for £319.85 and donate them an allotment on London Road.

VOTE: 13 FOR : UNANIMOUS

89 CORRESPONDENCE

Thank you from Cambridgeshire Lowland Search & Rescue

Thank you from Sawston Community First Responders

Thank you from Romsey Mill

Letter from Vindis

All the above were noted

90 UPDATE BY COUNTY COUNCILLORS

Nothing to report at present

91 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Mike Mallows wanted to know why the cherry trees have been felled on the left hand side of Cambridge Road as you come into Sawston. The Clerk will investigate.

Councillor Beck Laxton said there seems to be more alarms going off through the night in the High Street. Councillor David Bard asked Councillor Beck Laxton to put a piece in the Sawston Scene encouraging residents to log dates and times of these alarms so they can be reported. Clerk to make this an agenda item to be discussed.

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 Tony Fell and **seconded** by Councillor Roger Richmond to go into camera.

VOTE: 13 FOR : UNANIMOUS

Members of public left the meeting.

92 REPORT OF STAFF MANAGEMENT MEETING 04 SEPTEMBER 2017

Item 4 – Replacement of Assistant Clerk

The Clerk left the meeting so that this could be discussed but as the meeting was in extended time and involved additional expenditure no motion could be passed so it was agreed to arrange an Extra Full Parish meeting for 19th September.

Meeting closed 9.45 pm

Sawston Parish Council
Jul-17

Supplier Name	Description	TO PAY
Honest Employment Law Practice Ltd	Staff Management - Compliance Advice	£ 114.00
John Huntingdons Charity	Rec - Quarterly Rent for Orchard Park/Allotment	£ 137.50
SCDC	Cemetery - Rates for Cemetery	£ 147.60
Adcock Refrigeration & Air Conditioning L	F&G - Routine Maintenance of Air Con	£ 174.00
Murketts	Rec - fuel for July	£ 179.54
ASL	F&G - Quarterly Service Charge	£ 188.28
ADT	Rec - Groundstore Alarm	£ 206.24
Park Vehicle Services	Call out to works van as wouldn't start - supply & fit new battery + supply new jump leads	£ 350.10
Thurlow Nunn Standen	Rec - Repairs to cricket mower including labour	£ 392.20
SCDC	Recreation - Rates for Pavillion	£ 447.60
SCDC	Recreation - Rates for Mill Lane	£ 486.00
Shelford Energy	Rec - Uls Gas Oil	£ 647.95
Lanham and Company	F&G - Book-Keeping for month	£ 682.80
S&P Services	F&G - Cleaning office & Pavillions for July	£ 700.00
SCDC	F&G - Rates for Office	£ 730.80
CGM Group	Planning - Grass Cutting 12th/26th June 2017	£ 1,372.06
CGM Group	Planning - Grass Cutting 12th/27th July 2017	£ 1,372.06

Aug-17

Supplier Name	Description	TO PAY
Honest Employment Law Practice Ltd	Staff Management - Compliance Advice	£ 114.00
SCDC	Cemetery - Rates for Cemetery	£ 123.00
Murketts of Cambridge	Rec- Fuel for August	£ 139.90
ADT	Rec - Groundstore Alarm	£ 170.56
Anglian Water	F&G - Office Water	£ 175.27
ASL	F&G - Photocopier	£ 188.28
Travis Perkins	Posts & concrete for bollards at Deal Grove recreation ground	£ 316.12
Thurlow Nunn Ltd	Rec - Replace O ring on valve transmission on Ransome tractor	£ 363.00
SCDC	Recreation - Rates for Pavillion	£ 373.00
SCDC	Recreation - Rates for Mill Lane	£ 405.00
Alan T R Briggs - Computer Services	F&G - Work on office computers and laptop	£ 420.00
SCDC	F&G - Rates for Office	£ 609.00
Lanham and Company	F&G - Book-Keeping for month	£ 682.80
S&P Services	F&G - Cleaning office & Pavillions for August	£ 700.00
Quick Response Electrician	To provide and install security cameras at Mill Lane Pavilion	£ 1,424.84
Play & Leisure Ltd	New play equipment and MUGA (Lynton Way and Deal Grove)	£ 154,532.40
	£57,205 from S106 & £97,327.40 from Reserve Account	