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# SAWSTON PARISH COUNCIL

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Dear All

## ANNUAL PARISH COUNCIL MEETING

You are summoned to the meeting of the Annual Parish Council to be held **at Mill Lane Pavilion, Mill Lane on Tuesday 12 May 2026 at 7.15pm** for the transaction of the undermentioned business.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Joanne Keeler'.

Joanne Keeler (Mrs)

Parish Clerk

07 May 2026

## A G E N D A

- 1 To elect a Chairman of the Parish Council for the ensuing year. Declaration of Acceptance of Office
- 2 To elect a Vice-Chairman of the Parish Council for the ensuing year. Declaration of Acceptance of Office
- 3 Apologies for absence
- 4 To discuss Co-Option
- 5 Public Participation Time (15 Minutes allowed) \*
- 6 Declarations of Interests for this meeting
- 7 To appoint members to the following Committees for the ensuing year:
  - 7.1 Finance and General Purposes
  - 7.2 Staff Committee (2 members)
- 8 To appoint 5 members for a Planning Committee and agree Terms of Reference
- 9 To confirm and sign the minutes of the Full Parish Council meeting held on 28 April 2026
- 10 To report the notes from the Lynton Way Task & Finish meeting held on 29 April 2026
- 11 Matters arising – new information only

12 Planning Applications and associated matters

**26/01252/FUL** - Change of Use from Class B8 (Warehousing) to Class E (indoor sport and recreational use) at Dales Manor Business Park, Unit P2 Grove Road, Sawston  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01252/FUL>

**26/01478/PRIOR** - Conversion of existing first floor space into two separate dwellings.  
Site address: 37 - 39 High Street Sawston Cambridgeshire  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01478/PRIOR>

**26/01529/HFUL** - Single storey side and front extension including conversion of garage to habitable space. Roof extension with rear dormer and 4no. rooflights to existing roof.  
Replacement of rear window with door.  
Site address: 56 Mill Lane Sawston Cambridgeshire  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01529/HFUL>

**26/01581/FUL** - Part single storey and part two storey rear extension, single storey side extension to replace conservatory. First floor side extensions with roof extensions  
Site address: Stapleford Grange Sawston Bypass Sawston  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01581/HFUL>

**25/04642/HFUL** - Part single storey and part two storey rear extension, single storey side extension to replace conservatory. First floor side extensions with roof extensions  
Site address: Stapleford Grange Sawston Bypass Sawston (Amendment)  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/04642/HFUL>

**Street Trading Consent** - Ice Cream Trader licence for various streets in Sawston – Monday-Friday 12:00 until 19:00 (Verrecchia's)

- 13 Accounts for the month of April 2026
- 14 To confirm eligibility of the General Power of Competence
- 15 To review Standing Orders
- 16 To review Financial Regulations
- 17 To review Terms of Reference for committees (Staff Management and Finance & General Purposes)
- 18 To approve section 1 of the AGAR YE 2026
- 19 To approve section 2 of the AGAR YE 2026
- 20 To note dates of the public rights and publication of unaudited Annual Governance & Accountability return YE 2026
- 21 To review Asset Register
- 22 To agree tree work at St Marys closed churchyard
- 23 To agree wording for Accessibility Statement with regards to Parish Council website
- 24 Correspondence:
- 25 Councillors issues and Agenda items for next meeting

\* Members of the public and media are welcome to attend. Members of the public are able to speak for 3 minutes during the allocated 15 mins Public Participation session with preference given where it relates to any item of business on the agenda. Those wishing to speak are strongly advised to contact the Clerk ahead of time in order to secure a place on the first come, first served basis. \*