



SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 11 NOVEMBER 2025
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

Kieran Cooper

Kevin Deeming

Deborah Alderwick

Neil Reid

Anand Pillai

Ian Reeves

David Bard

Paul Smith

Colin Groves

Paul Allen

Patrick Thoroude

Brian Milnes

County Councillor Peter Fane

County Councillor Laurence Damary-Homan

+ 14 members of public

191 APOLOGIES FOR ABSENCE

None

192 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Councillor Kevin Cuffley ask the Parish Council to bring forward items 197/198 and 199 as members of the public had attended to discuss this.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to bring forward these items for discussion.

VOTE: 11 FOR : UNANIMOUS

193 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Kevin Cuffley – Planning application 25/03765/HFUL as they are a customer of his business.

194 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 21 OCTOBER 2025

The minutes of the Full Parish Council meeting held on 21 October 2025 were read, confirmed, and signed.

It was **proposed** by Councillor Deborah Alderwick and **seconded** by Councillor Neil Reid to accept the minutes.

VOTE: 11 FOR : UNANIMOUS

Councillor Brian Milnes arrives 7.18pm

198 TO DISCUSS TTRO CHURCH LANE

Many residents attended to discuss the recent TTRO on Church Lane with concerns regarding the road being closed. This is the only entrance to that whole estate and many residents were upset they have not been consulted properly about this and the fact that the road will be closed with no other route.

Councillor Kevin Cuffley explained that the residents will be able to have their say and the County Councillors will be able to then respond. Councillor Kevin Cuffley wanted to ask the member of public who put in an email that she could not rely on the Parish Council due to their previous response on this application what did she mean by this. The resident went on to explain that looking back at the application the Parish Council only showed concern regarding the road being closed on Remembrance weekend or term time which he explained was not the case. He asked the resident to in future speak to the parish council beforehand but the resident was only going by the information online. Councillor Kieran Cooper then stepped in to explain that there was an email from County which confirmed the Parish Council did express concerns about access and a full road closure.

Councillor Brian Milnes explained that the utilities companies (Cadent and UKPN) clearly have not done their work properly, knowing this estate is a dead end.

Councillor Anand Pillai arrived 7.27pm

Councillor Kevin Cuffley introduced the County Councillors who listened to all the resident's concerns.

The main concerns are regarding the work to be done, the possibility of the road being fully closed, how they will get in and out of the estate and emergency vehicle access. Also, if the gas is turned off, they will not have heating etc in their homes. Vicar Kathryn Waite also had concerns regarding access to the church, she explained she would want reassurance that they will have continuous access to the church and church hall. The residents would want a consultation before any work is done.

Councillor Laurence Damary-Homan thanked everyone for their comments and went on to explain that the utilities companies had been ineffective in their communications and management of the situation and that the County Council and Parish Council have communicated together to try and get this ongoing issue sorted. Councillor Laurence Damary-Homan did not appreciate a resident saying they should be ashamed of themselves as County Councillors for what has happened when they have been working hard to rectify this issue. He also confirmed that the works are not currently going ahead so felt that was progress.

The letters that were sent by the utilities have been unfortunate and inconsistent. The County Council cannot dictate how private companies (Cadent/UKPN) communicate with residents. Councillor Laurence Damary-Homan now hopes the County Council can work with them to ensure that this does not happen again.

He is hoping to arrange a site meeting with the Parish Council and the utilities to discuss and potentially follow it up with a meeting with the residents but he cannot promise this.

Councillor Laurence Damary-Homan advised that some works with small sections of road closure were to be expected due to the layout of the road and utilities. These closures would be managed to ensure minimal disruption to residents, likely with limited working hours and metal plates used to reopen the road outside of said hours. Access would be possible inside the limited working hours, but significant delays should be expected, and arrangements would be made to ensure emergency services could gain access promptly.

To confirm there will be no works this year and there will be future advance notification with minimal impact.

The residents asked for a consultation in the future and if the work could be done during summer months so when they do not have gas for a time they will not be relying on their heating. Councillor Laurence Damary-Homan will take all their comments into consideration.

Councillor Brian Milnes offered to arrange a meeting at St Mary's church hall with the utilities companies, Parish Council and County Council.

Councillor Kevin Cuffley thanked everyone for attending.

The members of public left the meeting.

197 UPDATE FROM COUNTY COUNCILLORS

Councillor Laurence Damary-Homan explained the County Council are currently working on budgets and unfortunately there will be cuts. They will keep the Parish Council updated.

199 UPDATE FROM DISTRICT COUNCILLORS

Councillor Brian Milnes explained the LGR (Local Government review) bids need to be in by the end of November. The government will then take 4-5 months to inspect. South Cambs District Council agreed Option A would meet the governments criteria for LGR through the creation of two new unitary councils which would be more equal, effective and sustainable.

Councillor Brian Milnes, Councillor Peter Fane and Councillor Laurence Damary-Loman left the meeting.

195 MATTERS ARISING – NEW INFORMATION ONLY

None

196 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

25/03765/HFUL	Removal of existing 1.5 M fence running adjacent to the pavement on Church Lane and construction of a replacement 1.5m close board fence and widening of existing driveway at The Old Vicarage Church Lane. Proposed by Councillor David Bard and Seconded by Councillor Anand Pillai to support to this application.	Support/No Objection Vote: 10 For 1 Abs 1 No Vote
25/03740/S73	S73 to vary condition 2 (approved drawings) of ref 23/00595/FUL (New roof and canopy over outside seating areas) to show the following: changes to roof material, windows to replace shutters, new doors and removal of bin store at The Brick House Link Road. Proposed by Councillor Kieran Cooper and Seconded by Councillor Kevin Cuffley to request information to this application.	To request more information Vote: 12 For Unanimous Comment: Please can you confirm where will the bin store be moved too? Why is this an S73 and not a new application?
25/02522/CONDA	Submission of details required by condition 5 (reptile survey) of planning permission 25/02522/S73 at Land South Of South Cambridge Business Park Babraham Road. Proposed by Councillor Kieran Cooper and Seconded by Councillor Kevin Cuffley to note this application.	Noted no comment. Vote: 12 For Unanimous

25/04203/LBC	Repair and redecoration of the existing timber windows and doors to the Grade II listed Compass House only at Sawston Village College New Road. Proposed by Councillor Kieran Cooper and Seconded by Councillor Deborah Alderwick to support to this application.	Support/No Objection Vote: 12 For Unanimous
25/04164/HFUL	Single storey rear extension and front car port at 15 Park Road. Proposed by Councillor David Bard and Seconded by Councillor Paul Allen to support to this application.	Support/No Objection Vote: 12 For Unanimous Comment: Endorse highways comment regarding construction phase.

200 ACCOUNTS FOR OCTOBER 2025

The accounts for October 2025 were presented.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor David Bard to accept the accounts for October 2025.

VOTE: 12 FOR : 0 UNANIMOUS

201 TO DISCUSS PROPOSED AMENDMENTS TO STREET TRADING POLICY FROM SCDC

South Cambs District Council has asked for the Parish Councils comments on their proposed amendments to Street Trading Policy Autumn 2025. This was discussed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley to support the amended policy.

VOTE: 12 FOR : 0 UNANIMOUS

202 TO DISCUSS SPEED CAMERAS ON BABRAHAM ROAD

Councillor Kieran Cooper explained that we have gone back and forward with Hill's regarding the speed cameras on Babraham Road and he feels that Hill's are not going to do anything with them so the Parish Council should assume they are not and should take them on so they can get them working properly and possible install software to be able to extract data from them. Councillor Colin Groves explained they do not work properly at present and it would cost around £800 to install the software to be able to extract data.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Kevin Cuffley for Councillor Colin Groves and Councillor Paul Allen to check the solar panels etc on the current two speed cameras and once working properly it can be an agenda item to discuss the cost of upgrading.

VOTE: 12 FOR : 0 UNANIMOUS

203 TO DISCUSS DONATION REQUEST FROM AGE UK

Age Uk has requested a donation request of £6000.00 from the Parish Council to help towards the operating costs of the Community Warden Service in South Cambs. This donation for 2026/2027 would support 12 funded places in Sawston. This would not mean that Sawston would be limited to 12 spaces. This was discussed. It was felt that this would mean at present we would be funding £500 per person for 12 people which is not feasible

with the number of residents in the village. The Clerk confirmed that back in February the Parish Council agreed to donate £1000 and take from reserves and in future budget £1000 per year.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Kevin Cuffley to budget £1000 per year for AGE UK.

VOTE: 12 FOR : 0 UNANIMOUS

204 TO DISCUSS PLAY EQUIPMENT QUOTE FOLLOWING PLAY INSPECTIONS

The Parish Council recently had a play equipment inspection by Sovereign Play Equipment and there are a couple of repairs that need to be done asap.

Replace swing component on next swing £669.57 + vat

Re-tension space net at Deal Grove £414.47 + vat

It was agreed to use this company for 5 years including annual inspections and 2-annual visit/inspections.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kevin Deeming to go ahead and get the repairs completed.

VOTE: 12 FOR : 0 UNANIMOUS

205 TO DISCUSS DISABLED ACCESS AT MILL LANE RECREATION GROUND

The Clerk explained that a councillor had asked if the parish council could improve the disabled access onto Mill Lane recreation ground. Having met with some Parish Councillors and the Head Grounds Keeper on site it was agreed to get quotes for the current parking area to be extended by 12 meters to enable extra parking, have high kerb installed around the new park area, use existing gate on other car park and use as emergency access onto the ground. The whole area to be tarmacked with parking lines painted.

The Facilities Administrator will get quotes for this and once received will be taken to full parish meeting for discussion.

206 TO DISCUSS NEW CYCLEWAY ON BABRAHAM ROAD

Councillor Kieran Cooper explained he and Councillor Kevin Deeming attended a recent SCDC Liaison meeting. When Redrow got permission for building the estate there was a requirement for a cycleway from the end of Grove Road towards the crossroads by the traffic lights. Redrow came up with a scheme which will be on the North side of Babraham Road. Some resident's driveways have been illegally extended onto the pathway which will have to be taken back to make way for this new dual cycle path. Redrow do not have a duty to consult residents on this so felt the Parish Council should do something to consult with the effected residents. There is no concrete proposal yet but when there is the Parish Council should advertise it and engage with SCDC, County and the residents affected.

207 TO AGREE NEXT YEARS BONFIRE NIGHT DATE – SATURDAY 7TH NOVEMBER 2026

The Clerk proposed Saturday 7th November 2026 for next year's bonfire night as the Saturday before is 31st October (Halloween).

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kevin Deeming to accept Saturday 7th November 2026.

VOTE: 12 FOR : 0 UNANIMOUS

208 TO DISCUSS TREES AT CEMETERY CAUSING DAMAGE TO THE WALL

The Clerk explained that part of the metal railings on the wall at the Cemetery – Cambridge Road have fallen and parts of the wall are cracked. The Clerk arranged for a structural engineer to inspect the wall to establish its condition. He recommended the parish council

ask a tree surgeon to take a look first to see if the tree roots are causing the damage to the wall.

The report found:

Pine 334 is not causing a problem and likely never will (no action).

Red Horse Chestnut is not yet causing significant damage, but it is now very diseased. The photo showed black slime oozing from the base of the trunk (fell)

Red Horse Chestnut is not causing a problem. The gate pier is very substantial and not easily displaced.

Common Horse Chestnut is destroying the wall. The tree is too close to the wall to have the roots cut off to repair the wall (the tree would fall over). This tree would need to be felled to affect a wall repair.

The Assistant Clerk obtained quotes for the tree work which were discussed along with the report.

£1950.00 + vat

£1500.00 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen to go ahead with the quote for £1500.00 + vat and get the work done asap.

VOTE: 13 FOR : 0 UNANIMOUS

209 TO DISCUSS OPENING PAYPAL ACCOUNT

The Clerk wanted to find an option for people to donate money via card. This was discussed. Councillor Colin Groves explained we could order more Sum-up machines which would allow people to make donations (particularly on bonfire night). Councillor Paul Smith also had an option via mobile phones. Councillor Kieran Cooper asked for them both to send him the information so he can investigate. This will be put on the next F&GP meeting to discuss.

210 CORRESPONDENCE

None

211 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING

Councillor Deborah Alderwick said she has had good feedback regarding bonfire night. She also went on to explain that there is a strain of 'bird flu' and that if anyone sees a dead bird not to touch it and keep pets away. She will email the Clerk a contact if anyone comes across one.

Councillor Kieran Cooper explained the new website is now live. He thanked Councillor Paul Allen for all his hard work with this.

Councillor Kevin Cuffley explained he attended the Remembrance Day services. At one he got to speak to the MP Pippa Hayling and they had a conversation regarding the issues in Sawston.

The main issue was the lack of policing. This will be a future agenda item and he asked that the Parish Council gathers a list of the issues and she will take them to parliament.

Meeting Closed 9.20pm

Sawston Parish Council		
October Payments		
	Description	TO PAY
Honest Employment Law	Staff - HR Compliance for month	£114.00
Lee's Garden Machinery	Rec - Service water bowser	£118.00
ADT	Rec - Groundstore Alarm 23/09 - 22/10	£119.27
David Richardson	Cemetery - Repairs to war memorial	£120.00
YPG	Rec - Mill Lane electricity Electricity	£122.78
SCDC	Cemetery Rates	£135.00
Hotel Chocolat	F&GP - Staff Christmas gifts	£149.71
SafeSeal	Rec - Replace smashed window at Mill Lane pavilion (50% deposit)	£156.00
YPG	Rec - Spicers gas September	£166.06
Engie	Rec - Lynton Way Electricity September 2025	£198.39
Community Heartbeat Trust	F&GP - Replacement pads for Defib	£208.80
Pestagon	Rec - Pest Control Spicers/Cemetery skip area	£235.20
Grace Solutions	F&GP - Keyboard and screen - replace work computers after Windows update (using screen and laptops)	£255.01
Grace Solutions	F&GP Adhoc work	£273.84
Lewis Tree Surgery Ltd	Rec- Remove failed branches (Orchard Park) O/N 70	£300.00
Grace Solutions	F&GP - Monthly contract	£333.23
Pestagon	Rec - Pest Control Spicers/Mill Lane	£336.00
Med-PTS	Planning - Ambulance for bonfire night O/N 91 Agreed FP	£389.00
Altone Ltd	F&GP - Printing 20MPH leaflet	£398.00
SCDC	Rec - Spicers Pavilion Rates	£399.00
Dor-2-dor	F&GP - Delivery of 20mph leaflet	£420.00
SCDC	Rec - Mill Lane Rates	£454.00
Lanham & Co	F&GP - Accounts for month (including Visit to office)/Quickboooks online licence/Dext Licence/Year end	£679.26
Core Amenity	Rec - Sports Line maker paint/ fert/weed killer	£691.44
SE Cambridge Ltd	Rec - site investigation on floor at Mill Lane pavilion - trial holes and laser reporting O/N 73 Agreed FP Oct	£720.00
SCDC	F&GP - Office Rates	£786.00
Avocet Cleaning Services	F&GP - Cleaning Contract for month	£1,030.40
NB Plumbing	Rec - Replace shower heads at Mill Lane Pavilion Agreed FP Oct O/N 71	£1,099.20
Trevor Page Marquee	Planning - Marquee for bonfire night	£1,116.00
Ernest Doe	Rec - Week's hire of decompactor machine for all grounds	£1,500.00
ELA	Planning - PA/Lights/Generator for bonfire night	£1,650.00
Chevron	Planning - Road Closure for bonfire night (O/N88)	£1,761.60
Chevron	Planning - Road Clsoure for Remembrance Day (O/N89)	£2,508.00
Group Technik Limited	Rec - Tree work - pollard trees at Orchard Park agreed FP O/N 63 + emergency work	£5,760.00
Essex Pyrotechnics	Planning - Fireworks	£6,000.00
Staff Costs	Staff Costs	£14,413.51
CCLA	Transfer of funds from Unity Bank to CCLA account	£33,000.00