



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 14 APRIL 2026**  
**Held at Spicers Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Assistant Clerk: Clare Speed

**Councillors**

Kevin Cuffley

Ian Reeves

Kieran Cooper

Paul Smith

Kevin Deeming

Paul Allen

Neil Reid

Colin Groves

Brian Milnes

David Bard

+ 2 members of public

County Councillor Laurence Damary-Homan

**383 APOLOGIES FOR ABSENCE**

Councillor Anand Pillai (Work Commitments)

Councillor Patrick Thouroude (Personal)

Councillor Katie O'Bryan (Personal)

Councillor Simon Ward (Personal)

Councillor Deborah Alderwick (Personal)

**384 PUBLIC PARTICIPATION TIME (15 Minutes allowed) \***

None

**385 DECLARATIONS OF INTEREST FOR THIS MEETING**

Brian Milnes – S26/0324 (Neighbour)

**386 UPDATE FROM COUNTY COUNCILLORS**

The County Council report can be found on the Parish Council website and the Parish Council office.

As an additional update, Councillor Laurence Damary-Homan asked if everyone can report pot holes to him as he has created a database to get the works done.

**387 UPDATE FROM DISTRICT COUNCILLORS**

The District Council report can be found on the Parish Council website and the Parish Council office.

Councillor Kevin Cuffley noted from the report that Councillor Libby Earle is stepping down as District Councillor, he wanted to thank her for her time as District Councillor and wished her all the best for the future.

Councillor Laurence Damary-Homan and one member of public left the meeting 7.30pm

**388 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 24 MARCH 2026**

Councillor Brian Milnes noted that Ian Medicott and Theresa Roberts are cited as from the Greater Cambridge Partnership, whereas they work for the Greater Cambridge Shared Planning Service.

The minutes of the Full Parish Council meeting held on 24<sup>th</sup> March 2026 were read, confirmed, and signed with the above amend.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Kevin Deeming to accept the minutes.

**VOTE: 10 FOR : 0 UNANIMOUS**

**389 TO REPORT ON THE TASK & FINISH MEETING HELD ON 08 APRIL 2026**

The notes from this meeting were noted.

**390 MATTERS ARISING – NEW INFORMATION ONLY**

None

**391 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<a href="#">26/00978/HFUL</a>	<p>Proposed greenhouse at 71 Evans Way Sawston Cambridgeshire</p> <p>It was <b>proposed</b> by Councillor David Bard and <b>seconded</b> by Councillor Kevin Cuffley to support.</p> <p><b>Vote 10: FOR UNANIMOUS</b></p>	<p><b>Support/No objection</b></p>
<a href="#">26/01031/HFUL</a>	<p>Two storey side extension and single storey rear extension at 114 Woodland Road Sawston</p> <p>It was <b>proposed</b> by Councillor David Bard and <b>seconded</b> by Councillor Kevin Deeming</p> <p><b>Vote 10: FOR UNANIMOUS</b></p>	<p><b>Support/No objection</b></p>
<a href="#">26/00916/HFUL</a>	<p>Single storey extension to rear at 12 The Baulks Sawston</p> <p>It was <b>proposed</b> by Councillor David Bard and <b>seconded</b> by Councillor Paul Allen</p> <p><b>Vote 10: FOR UNANIMOUS</b></p>	<p><b>Support/No objection</b></p>
<a href="#">26/0324/TTCA</a>	<p>Request to remove a Magnolia tree at 5 Mill Lane Sawston</p> <p>It was <b>proposed</b> by Councillor David Bard and <b>seconded</b> by Councillor Paul Allen</p> <p><b>Vote 9 FOR 1 NO VOTE</b></p>	<p><b>Object/Do not support</b></p>
<a href="#">26/0332/TTPO</a>	<p>Urgent 5-day notice to fell Lime on Mill Lane Recreation Ground Sawston due to extensive decay at base of trunk by Fungus Kretzschmaria deusta which is</p>	<p><b>Noted</b></p>

	extremely dangerous in Lime and causes sudden catastrophic failure	
<a href="#">26/00895/CL2PD</a>	Only New externally mounted AC unit at 41 Stanley Webb Close	<b>For information only - noted</b>

**392 TO DISCUSS ACCOUNTS FOR MARCH 2026**

The accounts for March 2026 were presented.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor Kieran Cooper to accept the accounts for March 2026.

**VOTE: 10 FOR : UNANIMOUS**

**393 TO DISCUSS INTERNAL AUDIT QUOTES**

The Clerk obtained two quotes although had contacted 4 companies. As it is quite difficult to find internal auditors the Clerk asked if the Parish Council could agree a three year contract from YE2027.

- £150.00 (no vat) plus milage
- £440.00 + VAT
- Third company – not the capacity
- Fourth company – no response

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to accept the quote for £150.00 per year (plus milage) for three years from YE2027 with CAPALC.

**VOTE: 10 FOR : UNANIMOUS**

**394 TO DISCUSS REPORTING IN THE SAWSTON SCENE**

Councillor Paul Allen offered to write regular articles for the Sawston Scene which was discussed. These would be regular updates from the Parish Council.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to nominate Councillor Paul Allen and Councillor Kevin Cuffley to write regular reports.

**VOTE: 10 FOR : UNANIMOUS**

**395 TO REVIEW RECORDS MANAGMENT & DISPOSAL POLICY**

The current policy was reviewed which can be found on the Parish Council website.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen to aopt the current policy with no amends.

**VOTE: 10 FOR : 0 UNANIMOUS**

**396 TO REVIEW EQUAL OPPORTUNITIES & DIGNITY AT WORK POLICY**

The current policy was reviewed which can be found on the Parish Council website.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kevin Deeming to adopt the current policy with no amends.

**VOTE: 10 FOR : 0 UNANIMOUS**

**397 TO DISCUSS NEIGHBOURHOOD PLAN**

Councillor Kevin Cuffley explained that after the discussions regarding CIL/S106 at the previous full parish meeting, the Parish Council would receive more money from CIL if they had a neighbourhood plan. This would not be a significant increase but a 'top up' and he asked if the Parish Council should consider doing a neighbourhood plan again.

This was discussed at length.

Councillor Kieran Cooper explained that we did attempt this a few years ago but the Parish Council did not get any big community help to carry on and the plan should be community lead. He went on to explain the number of development sites in Sawston are limited and does not feel it would be worth investigating again.

Councillor Brian Milnes explained again, the Parish Council did not get enough community help and confirmed there is no financial help towards the cost of creating a Neighbourhood Plan anymore.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen not to proceed with a Neighbourhood Plan at present and revisit in May 2028 once the LGR (Local Government Reorganisation) is in place.

**VOTE: 10 FOR : 0 UNANIMOUS**

**398 CORRESPONDENCE**

None

**399 COUNCILLORS ISSUES AND AGENDA ITEMS FOR THE NEXT MEETING**

Councillor Brian Milnes congratulated all those Councillors who have been re-elected with the exception of Councillor Neil Reid who confirmed he is stepping down. Councillor Kevin Cuffley thanked him for his time on the Parish Council.

Councillor Colin Groves congratulated the Parish Council on the skate park which is already well used.

Councillor Kevin Cuffley thanked the Clerk for her work on getting the skate park completed.

Councillor Kevin Cuffley explained that he and Councillor Paul Allen met with the Chair of Whittlesford Parish Council to discuss the footpath from Sawston to Whittlesford. Whittlesford Parish Council recently had their part of the footpath replaced and Sawston Parish Council wanted to investigate their side. It was estimated that the cost to replace the Sawston side of the footpath would be around £120k. Councillor Paul Allen is looking into possible funding for this and will bring back to a meeting once he has more information.

Councillor Kevin Cuffley congratulated the elected members.

The member of public left the meeting.

**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 Kieran Cooper and **seconded** by Councillor Colin Groves to go into camera.

**VOTE: 10 FOR : UNANIMOUS**

**400 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING (NON PUBLIC) HELD ON 24 MARCH 2026**

The minutes of the Full Parish Council meeting (non-public) held on 24<sup>th</sup> March 2026 were read, confirmed, and signed.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to accept the minutes.

**VOTE: 10 FOR : 0 UNANIMOUS**

**401 TO DISCUSS POTENTIAL COST FOR LYNTON WAY PAVILION PROJECT**

Councillor Kieran Cooper explained the finances for the Lynton Way pavilion project.

**Meeting Closed 8.40pm**

DRAFT