



# SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 24 FEBRUARY 2026**  
**Held at Spicers Pavilion - Meeting commenced at 7.15 pm**

**PRESENT:**

Clerk: Jo Keeler

**Councillors**

Kevin Cuffley

Colin Groves

Kevin Deeming

Deborah Alderwick

Neil Reid

Patrick Thouroude

Katie O'Bryan (Co-Opted)

Kieran Cooper

Paul Smith (7.22pm)

Ian Reeves

Paul Allen

David Bard

Anand Pillai (7.25pm)

Simon Ward (Co-Opted)

+ 3 members of public

Will Cook – Head Grounds Keeper

**320 APOLOGIES FOR ABSENCE**

Councillor Brian Milnes (Work Commitments)

**321 TO DISCUSS CO-OPTION APPLICANTS**

Councillor Kevin Cuffley welcomed and introduced Katie O'Bryan and Simon Ward who have both shown an interest in becoming a Parish Councillor.

Katie O'Bryan has lived in Sawston for the past 6 months. Prior to this, she lived in County Durham where she was a town councillor from 2020 to 2024 and Mayor of Bishop Auckland from 2020 until 2021.

She also has eight years' experience in working for Durham Constabulary as a Call Handler and Dispatcher as well as experience in the charity industry both in sales and events.

She would like to become a Parish Councillor as she enjoyed her time as a town councillor and believes her strengths include an ability to think outside the box, that she is patient and happy to listen with a genuine love of Sawston and its community.

Simon Ward has lived in Sawston for the past 8 years. He works in warehousing but has also worked in IT Training and as a programmer for a large company.

He has become an active volunteer in the Arthur Rank Retail Outlet in Pampisford.

He also sits on the steering committee for the Tuberous Sclerosis Association Outlook group which organise events for individuals with this rare genetic disorder.

He would like to become a Parish Councillor as he feels one of his true strengths is being a people person. He gains immense satisfaction from helping others, acquiring new skills and genuinely appreciating the local community and its surroundings.

Councillor Paul Smith arrived.

Councillor Kevin Cuffley thanked them both and the councillors voted by secret ballot as per the Parish Council's Co-Option policy.

The Clerk and Councillor Deborah Alderwick left the room to count the votes.

The Clerk confirmed that both applicants received 10 votes for and 1 no vote each.

Councillor Kevin Cuffley confirmed they have successfully been Co-Opted onto the Parish Council and they joined the meeting.

Councillor Kevin Cuffley then asked all councillors and the Clerk/Head Grounds Keeper to introduce themselves.

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

None

**323 DECLARATIONS OF INTEREST FOR THIS MEETING**

None

Councillor Anand Pillai arrived.

**324 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 10 FEBRUARY 2026**

Councillor Patrick Thouroude asked for the below to be included in the minutes which he did bring up at the previous meeting with regards to the 20MPH scheme.

*Councillor Patrick Thouroude explained that the increase in HGV pollution could be offset by the reduction in smaller vehicle pollution at 20 mph, and depending on total numbers per year, the overall net effect could be lower pollution than at 30 mph. This requires vehicle data which we don't have, so Mr Kerrin Compton's claim that pollution would increase should not be recorded as such.*

The minutes of the Full Parish Council meeting held on 10th February 2026 were read, confirmed, and signed with the above amend.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor David Bard to accept the minutes with the above amend.

**VOTE: 12 FOR : 2 ABS**

**325 TO REPORT ON THE MASTERPLAN MEETING HELD ON 17 FEBRUARY 2026**

The notes from this meeting were noted.

**326 MATTERS ARISING – NEW INFORMATION ONLY**

None

**327 PLANNING APPLICATIONS AND ASSOCIATED MATTERS**

<p><a href="#">26/00452/FUL</a></p>	<p>Retrospective replacement of external materials to include the replacement of the roof canopy with glass, shutters with windows, change timber doors to new security doors and relocate bin store at The Brick House Link Road.</p> <p><b>Proposed</b> by Councillor Kieran Cooper and <b>Seconded</b> by Councillor Anand Pillai to <b>support</b> to this application.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 14 For Unanimous</b></p> <p><b>Comment:</b> Support but want to ensure the listed building issues from last time are resolved.</p>
<p><a href="#">26/00240/HFUL</a></p>	<p>Garage conversion to form habitable space and removal of rear single storey extension. Installation of render and casement windows, and rooflights at 153 High Street.</p>	<p><b>Support/No Objection</b></p> <p><b>Vote: 14 For Unanimous</b></p> <p><b>Comment:</b> Support with the condition that the window</p>

	<b>Proposed</b> by Councillor Kevin Cuffley and <b>Seconded</b> by Councillor Neil Reid to <b>support</b> to this application.	overlooking the neighbour's is opaque.
<u>Tree</u>		
<a href="#">26/0092/TTPO</a>	T66 Common Ash - remove, T73 White Willow - remove, T76 Elder - remove and G29 x3 Common Hawthorne trees to be removed. TPO 0008 (1967) at Land East And West Of Sawston Bypass Springfield Road.  <b>Proposed</b> by Councillor Deborah Alderwick and <b>Seconded</b> by Councillor David Bard to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 14 For Unanimous</b>  <b>Comment:</b> Support but ask that they plant a replacement tree on the surrounding area.
<a href="#">26/0142/TTPO</a>	T1 - ASH TREE - Tree to be Felled Reason - Tree having Ash die back at Land At Deal Grove Woodland Road.  <b>Proposed</b> by Councillor David Bard and <b>Seconded</b> by Councillor Paul Allen to <b>support</b> to this application.	<b>Support/No Objection</b>  <b>Vote: 10 For Unanimous</b>  <b>Comment:</b> Support and ask they replace with a tree of similar proportion.

Information only noted

**328 TO DISCUSS SPORTS CLUB'S MATTERS**

No one present

**329 TO DISCUSS ELECTRIC VAN FOR GROUNDS-KEEPERS**

The Head Groundskeeper explained the current works van has several issues although it passed the recent MOT it may not last much longer. When it had the last MOT there was an issue with the immobiliser and was told that because of the age of the van the garage cannot obtain replacement parts to fix the problem in future. The Head Groundskeeper investigated the possibility of replacing it with an electric van. He investigated what was available with regards to their needs. They only need a small van with a cage to protect the tools etc they would have in the back when working as tools have been stolen before from the current van in the past. He got quotes for a van with a small range of up to 100 miles as they are only using this within the village so didn't feel anything more was needed.

To purchase new electric van:

- Maxus eDeliver 3 (Autotrader) - £17,999.00 + vat (Pre registered)
- Ford eTransit - £49,480.00 + vat
- Maxus eDeliver 3 (Caged tipper) - £33,702.82 + vat
- Maxus eDeliver 7- £46,800.00 + vat

To lease a new electric van:

Maxus eDeliver 3

Deposit £4,599.00 with following finance options:

- 36 x £726.78

- 48 x £567.75
- 60 x £472.79

The Clerk confirmed that the Parish Council has budgeted £15k 2026/27 towards a new vehicle and has money in reserves for this so would be able to purchase a new van rather than lease.

The van for £17,999.00 comes complete with a 5-year warranty and 8-year battery warranty.

Councillor Keivn Cuffley asked if any councillors had questions with regards to this.

Councillor Kieran Cooper asked if the 5-year warranty is from when it was registered and is this a manufacturer or dealer warranty. Also, where is the nearest place to service the van would be. The Head Groundskeeper will check these queries.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to purchase a new electric works van at a cost of £17,999.00 + vat.

**VOTE: 14 FOR : UNANIMOUS**

The Clerk contacted three companies to get quotes for installing an electric charging point at the ground store and obtained one from a company who visited the ground store and confirmed the Parish Council was able to install a charging point:

- £900.00 + vat

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to install an electric charging point at the ground store.

**VOTE: 14 FOR : UNANIMOUS**

### 330 TO DISCUSS CEMETERY EXTENSION

As Councillor Brian Milnes was not present it was suggested the Parish Council ask him to update Councillor Peter Fane and Councillor Laurence Damary-Homan and ask them to follow this up.

### 331 TO DISCUSS ISSUE WITH PARKING ON COMMON LANE

The Parish Council received four complaints regarding ongoing parking issues on Common Lane. It was reported that numerous vehicles associated with SAWMOCO garage—either awaiting repair or left by owners for servicing—are being parked along the lane.

Concerns were raised that vehicles are at times parked on the footpath, obstructing pedestrian access especially for wheelchair users/prams, and in some cases positioned in a way that restricts access along the road itself. This has reportedly caused difficulties for the local farmer at the end of Common Lane, and it was noted that such blockages could also impede emergency vehicle access.

Further concern was expressed about vehicles left on the public highway without valid tax or MOT, some of which have reportedly remained in situ for extended periods.

This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen for the Clerk to contact South Cambs District Council to report and to report to the police. As there are issues still with parking outside the post office too Councillor Kevin Cuffley offered to contact the police with regards to these issues which the council agreed to.

**VOTE: 14 FOR : UNANIMOUS**

### 332 TO DISCUSS HANGING BASKET QUOTES

The Clerk obtained a quote for the planting of 20 hanging baskets for the lampposts in the High Street from a company that have the G39 accreditation to be able to install them. 4

companies were contacted but only 1 quote was received from a company who has the accreditation. The Clerk also reported that some of the lamppost brackets need to be replaced and suggested purchasing another 6 half baskets to enable the Parish Council to have hanging baskets all through the High Street.

A quote for the planting and installing is £2,166.00 + vat but she had not obtained a quote yet for the replacement brackets and additional 6 half baskets in time for this meeting.

The Clerk confirmed that the Parish Council didn't go ahead with the hanging baskets last year as they were unable to find a company with the accreditation to install them, which is a requirement from County Council, so there is earmarked money to use from 2025/26 as well as 2026/2027. The Clerk asked if the Parish Council would agree to spend up to £3,000.00 for this year and then next year the only cost will be for the planting and installing.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to accept the quote and go ahead with 20 lamp post hanging baskets spending up to £3,000.00 with Plantscape.

**VOTE: 14 FOR : 0 UNANIMOUS**

**333 TO DISCUSS CYBER RISK INSURANCE RENEWAL**

The Parish Council's Cyber Risk Insurance is due for renewal which was discussed. The renewal annual cost is £394.96.

Councillor Kieran Cooper explained this is an addition to our insurance policy which we have done for the past couple of years and gives us back up should we have a problem.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Deborah Alderwick to accept the renewal quote.

**VOTE: 14 FOR : 0 UNANIMOUS**

**334 TO REVIEW HEALTH & SAFETY POLICY**

The Parish Council reviewed the Health & Safety policy.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to adopt the current policy and review in a year.

**VOTE: 12 FOR : 2 ABS**

Councillor Paul Smith left the meeting 8.13pm

**335 TO DISCUSS STRUCTURAL ENGINEER SURVEY FOR EV CHARGING AT MILL LANE PAVILION**

The Clerk contacted a local structural engineer to obtain a quote for completing a survey on the land at Mill Lane recreation ground where the proposed EV charging parking will be, to ensure the Parish Council has something installed that is suitable and will last for at least 10-years with no maintenance. The Clerk tried to obtain three quotes.

The Cost for the survey is £525.00 + vat

This was discussed at the Masterplan meeting and agreed at that committee to go ahead with a survey but due to timing the Clerk only obtained one quote.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Paul Allen to go ahead and get the survey completed.

**VOTE: 13 FOR : 0 UNANIMOUS**

**336 TO DISCUSS COMMUNITY INFRASTRUCTURE LEVY DRAFT CHARGING SCHEDULE CONSULTATION**

Greater Cambridge on behalf of Cambridge City Council and South Cambridgeshire District Council intends to submit a Community Infrastructure Levy (CIL) Draft Charging schedule for examination under Section 212 of the Planning Act 2008. This was discussed.

Councillor Kevin Cuffley is concerned with the huge shortfall for the infrastructure of Cambridgeshire and Peterborough and it is not clear from the consultation if the figures are based on site area or floor space.

Councillor Kieran Cooper could not see an argument for why they want to make this change.

The Clerk was asked to invite GPC officer along with Councillor Brian Milnes to the full parish meeting on 24<sup>th</sup> March and this will be made an agenda item to discuss.

**337 TO DISCUSS NPPF CONSULTATION**

Topic of this consultation: This consultation seeks views on the proposed approach to revising the National Planning Policy Framework.

Scope of this consultation: The Ministry of Housing, Communities and Local Government is seeking views on how they might revise national planning policy to support our wider objectives.

This was discussed and Councillor Kevin Cuffley has concern with them wanting to increase the housing quantity from 40 to 50/55 dwellings per hectare especially with reports from the Covid Enquiry stating there is a lack of outside space.

Cllr David Bard is concerned about the potential of creating Housing around Railway Stations.

After discussion, Councillor Kevin Cuffley asked if the Parish Council was happy for himself and Councillor David Bard to write a response together and send the completed response to the Parish Councillors before final submission.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kevin Deeming to allow Councillor Kevin Cuffley and Councillor David Bard to write a response from the Parish Council.

**VOTE: 13 FOR : 0 UNANIMOUS**

**338 CORRESPONDENCE**

Thank you letter from resident regarding the removal of the tree at Gosling Way – noted.

Councillor Ian Reeves left the meeting 8.42pm

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

Councillor Deborah Alderwick confirmed the Pink WEE waste electrical bin will be at Mill Lane recreation ground again in July.

She has also brought to the Parish Council's attention the current situation of two applications to launch many satellites into low earth orbit that will affect our dark skies.

One is the Reflective orbital whose goal it is to have mirrors to direct sunlight onto the dark area of the earth, and the other one was Space X to launch 1 million satellites that contain data centres.

This was discussed and Councillor Deborah Alderwick offered to write a letter of complaint on behalf of the Parish Council.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Anand Pillai to allow Councillor Deborah Alderwick to write a complaint on behalf of the Parish Council.

**VOTE: 12 FOR : 0 UNANIMOUS**

Councillor Kieran Cooper wanted the Parish Council to note the Parish Council's thanks to Whittlesford Parish Council for raising the money and replacing the footpath to the Whittlesford Bridge and contact the Clerk at Whittlesford to ask how they raised the funds so that Sawston Parish Council can investigate for the section to Sawston.

Councillor Kevin Cuffley explained the Uttlesford Local Plan is being adopted but is concerned with all the building in Saffron Walden where the children are going to be schooled.

Councillor Kevin Cuffley has concerns with the state the roads/verges are being left in with all the recent works being completed in Sawston and there have been may more TTRO's recently received. This is to be reported to the County Council to ensure they are repaired properly.

**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 48 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 David Bard to go into camera.

**VOTE: 12 FOR : UNANIMOUS**

The member of public left the meeting.

**340 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 20 OCTOBER 2025**

The minutes of the Staff Management Committee meeting held on 20<sup>th</sup> October 2025 were read, confirmed, and signed.

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

**VOTE: 12 FOR : UNANIMOUS**

**341 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE HELD ON 23 FEBRUARY 2026**

The minutes of the Staff Management Committee meeting held on 23<sup>rd</sup> February 2026 were read, confirmed, and signed.

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

**VOTE: 12 FOR : UNANIMOUS**

**Meeting Closed 8.50pm**

DRAFT