SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 08 SEPTEMBER 2026
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley	Paul Allen
Kieran Cooper	Katie O'Bryan
David Bard	Deborah Alderwick
Kevin Deeming	Patrick Thouroude
Colin Groves	Simon Ward

Will Cook – Head Grounds Keeper
Councillor Peter Fane
Councillor Laurence Damary-Homan
Councillor Ed Sanders
+ 1 member of public

116 APOLOGIES FOR ABSENCE

Councillor Brian Milnes (Personal)
Councillor Samuel Betz (Work Commitments)
Councillor Paul Smith (Work commitments)

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

VOTE: 10 FOR : UNANIMOUS

117 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

118 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Colin Groves – Item 131 as member of the RBL

Councillor Kevin Cuffley asked the Parish Council to bring forward item 127 as the Head Grounds Keeper was present.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to bring item 127 forward.

VOTE: 10 FOR : UNANIMOUS

127 TO DISCUSS THE CURRENT CONDITION OF THE PARISH COUNCIL'S RECREATION AND SPORTS GROUNDS

The Head Grounds Keeper provided an update on the condition of the grounds following the exceptionally hot summer.

He reported that it has been a challenging year to keep all playing surfaces in a suitable condition. Despite the difficult weather conditions, the grounds team has successfully ensured that fixtures have been able to proceed. However, the prolonged dry period has left the playing surfaces particularly hard, and additional

work is now required on all football pitches to restore and maintain safe playing conditions.
To support this work, the Grounds Keeper advised that additional grass seed will need to be purchased. He also highlighted the need for a decompaction machine, which is designed to revitalise sports and recreation fields by relieving soil compaction, improving aeration, and enhancing drainage, while causing minimal surface disruption. This allows play to resume quickly and safely following treatment.
He informed Members that, in previous years, the Parish Council had hired this type of machinery for approximately one week at a cost of around £1,500 per hire period. Given the recurring requirement, he asked the Council to consider purchasing a machine so that maintenance work could be carried out as and when required. A new machine is estimated to cost approximately £12,000, although suitable second-hand equipment may also be available at a lower cost.
This was discussed and he was asked to look into the costs of a second-hand machine and this will be an agenda item for 22nd September.

Councillor Kevin Cuffley thanked him for attending and for all their hard work.

119 UPDATE FROM COUNTY COUNCILLORS
The County Council report can be found on the Parish Council website.

120 UPDATE FROM DISTRICT COUNCILLORS
The District Council report can be found on the Parish Council website.

Councillor Kevin Cuffley thanked both the District and County Councillors for attending. They left the meeting at 8.10pm

121 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 28 JULY 2026
The minutes of the Full Parish Council meeting held on 28th July 2026 were read, confirmed, and signed.

It was ***proposed*** by Councillor Colin Groves and ***seconded*** by Councillor Kieran Cooper to accept the minutes.

VOTE: 10 FOR : UNANIMOUS

122 TO REPORT ON THE TASK & FINISH MEETING HELD ON 03 SEPTEMBER 2026
This will be deferred until the report has been received.

123 MATTERS ARISING – NEW INFORMATION ONLY
None

124 PLANNING APPLICATIONS AND ASSOCIATED MATTERS
26/02899/HFUL Two storey rear extension, front porch extension and new side window at 13 Brookfield Road. https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/02899/HFUL

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kieran Cooper to ***support*** this application.

VOTE: 10 FOR UNANIMOUS

26/03079/S73 S73 to vary condition 2 (approved drawings) of planning permission 25/04955/HFUL (Single storey rear extension and removal of wall between 2no. existing attached garages. Alterations including replacement of roof tiles, all existing windows and

fascias, soffits and barge boards) for installation of air conditioning unit, pv solar panels, air source heat pump, 1.8m fence to front, rooflight in summer room, render to front, cement board cladding and reduce size of garage door and add a new window in garage opening at 33 Springfield Road https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03079/S73

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kieran Cooper to ***support*** this application.

VOTE: 10 FOR UNANIMOUS

26/03048/HFUL Single storey rear extension at 11 Camping Close
https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03048/HFUL

It was ***proposed*** by Councillor Deborah Alderwick and ***seconded*** by Councillor David Bard to ***support*** this application.

VOTE: 10 FOR UNANIMOUS

125 ACCOUNTS FOR JULY & AUGUST 2026

The accounts for July & August 2026 were presented.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Deborah Alderwick to accept the accounts for July & August 2026.

VOTE: 10 FOR UNANIMOUS

126 TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES FOR THE ENSUING YEAR DUE TO COUNCILLOR RESIGNATION

Councillor Kevin Cuffley reported that Councillor Ian Reeves had resigned from the Parish Council for personal reasons. As a result, there was a vacancy on both the Finance & General Purposes Committee and the Staff Committee. Councillors who were not already members of either committee were invited to express their interest in joining.

126.1 Finance & General Purposes – No additional Councillors accepted
126.2 Staff Committee – Councillor Katie O'Bryan agreed to join

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

VOTE: 10 FOR UNANIMOUS

128 TO DISCUSS REPLACEMENT VILLAGE SIGN

The village sign at the entrance to Sawston from the bypass had been damaged. The Assistant Clerk contacted Cambridgeshire County Council to arrange a replacement. During the process, it was discovered that the "Twinned with Selsingen" badge could not be located by the Parish Council, County Council or the Sawston History Society so has been asked if the Parish Council want to replace the logo on the sign or not have a logo? This was discussed.

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kevin Cuffley to go ahead with just the Sawston Crest, Sawston, and the Twinned with Selsingen.

VOTE: 10 FOR : UNANIMOUS

129 TO DISCUSS REPLACING DAMAGED FLOOR AT SPICERS PAVILION

The Clerk reported that the flooring at the entrance to the changing rooms at Spicers Pavilion had been damaged, possibly as a result of individuals entering the building wearing cricket spikes. The Clerk had obtained a quotation to replace the damaged section of flooring and install Hippo matting at a cost of £1,243.14 plus VAT.

The Clerk advised that only one quotation had been obtained, as the work was considered urgent and it had not been possible to arrange for alternative contractors to attend and provide quotations before the meeting.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Colin Groves to go ahead with this quote.

VOTE: 10 FOR : UNANIMOUS

130 TO DISCUSS TREE QUOTES

The Clerk explained that a considerable amount of tree work had been identified as a result of the tree survey. Once this work has been completed, all recommendations arising from the survey will have been addressed. The Assistant Clerk obtained three quotations for the required works.

- £7,680.00
- £7,715.00
- £9,670.00

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kevin Deeming to go ahead with the quote for £7,680.00

VOTE: 9 FOR : 1: AGAINST

131 TO DISCUSS INSTALLING POPPIES ON THE VILLAGE LAMP POSTS FOR REMEMBRANCE DAY

The Parish Council has been asked by Red Graphic if they would like to sponsor a poppy this year for Remembrance Day. The cost will be £30.00.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kevin Deeming to go ahead and purchase a poppy with separate invoices as last year £25.00 to RBL and £5 to Red Graphic.

VOTE: 10 FOR : UNANIMOUS

132 TO DISCUSS THE NEW FOOTPATH ON LYNTON WAY BY SKATE PARK

The Clerk reported that she had received an email from a resident who had recently used the new footpath between the school and the skate park. The resident advised that a skateboarder had been travelling at speed along the path and had narrowly avoided colliding with her children. The resident asked whether the Parish Council could take any action to help slow down skateboarders using the footpath.

Members discussed the matter and noted the concerns raised by the resident and agreed to monitor.

133 TO DISCUSS THE PROPOSED SUBMISSION GREATER CAMBRIDGE LOCAL PLAN

The Parish Council has been asked to make comment on the proposed submission of the Greater Cambridge Local Plan. Councillor David Bard has kindly put together a draft response which was sent to all Councillors.

This was discussed.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Patrick Thouroude to send in the draft response from the Parish Council.

VOTE: 10 FOR : UNANIMOUS

135 CORRESPONDENCE

None

136 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

The Clerk was asked to add to the agenda at the end of October – The feasibility and costings for installing solar lights on part of footpath 9, Whittlesford River to Sawston High Street.

Councillor Patrick Thouroude asked the Clerk to note that, at the previous meeting, he had requested a copy of the Structural Engineer's report and drawing relating to the replacement wall at the Cemetery.

Member of public left 8.50pm.

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 Kevin Cuffley to go into camera.

VOTE: 10 FOR : UNANIMOUS

137 TO DISCUSS NALC NATIONAL SALARY AWARD 2026-2027

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-2027 to be implemented from 1st April 2026. Employers are encouraged to implement this pay award as swiftly as possible. This was discussed.
The additional cost to the Parish Council for the backdated salaries to April 2026 is £2,859.86.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to accept the salary award and pay immediately.

VOTE: 10 FOR : UNANIMOUS

Meeting Closed 9.05pm

Sawston Parish Council		
Jul-26		
	Description	**TO PAY**
CoOp	F&GP - Office supplies	**£5.50**
Talk Mobile	F&GP - Mobile phone contract -staff	**£5.95**
Talk Mobile	F&GP - Mobile phone contract -staff	**£5.95**
Unity Trust Bank	Bank charges for month	**£18.85**
CoOp	F&GP - Office supplies	**£19.05**
Grace Solutions	F&GP - Adhoc charges for month	**£22.67**
Wave	F&GP - Sewerage Charges (16 Jan 2026 - 15 July 2026)	**£31.00**
Talk Talk	Rec - Mill Lane internet	**£31.14**
Red Graphic	F&GP - Artwork and print for certificate	**£36.00**
YPG	Cemetery Electricity for month	**£36.22**
YPG	F&GP - Office gas for month	**£44.57**
ICO	F&GP - ICO renewal	**£52.00**
YPG	Rec - Mill Lane gas for month	**£68.09**
ADT	Rec - Spicers alarm monitoring	**£74.17**
Evolution	Rec - Dog bags	**£76.44**
Argos	F&GP - EE PAYG 4G mobile Wi-Fi for Spicers Pavilion	**£77.99**
XLN	Rec - Spicers Internet	**£82.33**
Source for Water	Rec - Water at Mill Lane pavilion(10 Dec 2025 - 5 June 2026)	**£85.77**
YPG	F&GP - Office Electricity for month	**£93.07**
Engie	Rec - Lynton Way electricity for month	**£93.08**
Tomlinson Steel	Rec - Deal Grove park - attend site and repair metal plates for cone climber	**£112.98**
Honest Employment Law	Staff - HR Compliance for month	**£114.00**
Source for Water	Rec - Water at Office (10 Dec 2025 - 5 June 2026)	**£123.07**
ADT	Rec - Groundstore alarm monitoring	**£127.50**
EMG	Rec - Fuel for month	**£131.28**
YPG	Rec - Mill Lane Electricity for month	**£132.33**
SCDC	Cemetery - Rates	**£137.00**
Source for Water	Rec - Water at allotments (1 Jan - 30 June 2026)	**£168.95**
YPG	Rec - Spicers Gas for month	**£202.55**
Grace Solutions	Rec - Replace internet at Mill Lane pavilion	**£207.02**
Thera Trust	Pavilion Hire Deposit returned	**£250.00**
Pestagon	Rec - Quarterly invoice for pest control at Cemetery and Spicers pavilion	**£259.20**
NB Plumbing	Rec - Repair urinal fill up valve (supply and replace) at Lynton Way pavilion	**£294.00**
Lanham & Co (HSA & CO)	F&GP - Monthly accounts	**£349.20**
Source for Water	Rec - Water at Lynton Way pavilion (10 Dec 2025 - 5 June 2026)	**£368.71**
Grace Solutions	F&GP - Monthly charges	**£408.19**
SCDC	Rec - Spicers Pavilion rates	**£419.00**
Hardy Landscapes	Planning - One-off grass verge cutting - areas missed O/N 55	**£432.00**
SCDC	Rec - Mill Lane rates	**£464.00**
Structural Engineers Cambridge Ltd	F&GP - Consultancy services for proposed parking/EV charging bays at Mill Lane	**£630.00**
SCDC	F&GP - Office rates	**£740.00**
Sovereign Play	Rec - 30% deposit for custom replacement ropes at Mill Lane O/N 56	**£784.82**
Sovereign Play	Re - 40% interim balance for replacement ropes at Mill Lane O/N 56	**£1,046.42**
Source for Water	Rec - Water at Spicers pavilion(10 Dec 2025 - 5 June 2026)	**£1,101.79**
Avocet	F&GP - Cleaning contract for month	**£1,320.26**
Hardy Landscapes	Planning - Grass verge cutting 6th & 7th July 2026	**£1,680.00**
Sovereign Play	Rec - Interim balance - Wetpour repairs at Lynton Way recreation ground	**£3,106.16**
Cromwell Fire Ltd	Rec - Recommended works to fire alarm system/emergency lights	**£3,393.60**
Wilby & Burnett	RIBA Stage 1 for Lynton Way Pavilion project (Architect/Project Management/PD)	**£3,600.00**
Staff	Staff costs for July 2026	**£16,923.58**
Stoneheart Build Ltd	Reserves - (First insallment) Cemetery wall - labour/digger/fencing/concrete/bricks (O/N 57) Agreed July	**£17,846.07**

Aug-26		
Supplier Name	**Description**	**Gross**
Talk Mobile	F&GP - Mobile phone contract -staff	**£5.95**
Talk Mobile	F&GP - Mobile phone contract -staff	**£5.95**
Talk Mobile	F&GP - Mobile phone contract -staff	**£5.95**
Talk Mobile	F&GP - Mobile phone contract -staff	**£5.95**
Amazon	F&GP - Amazon prime membership	**£8.99**
CoOp	F&GP - Office supplies	**£17.65**
Unity Trust Bank	Bank charges for month	**£18.85**
Anglian Water Business	F&GP - Office water	**£31.00**
Talk Talk	Rec - Mill Lane internet	**£31.14**
YPG	Cemetery Electricity for month	**£36.38**
YPG	F&GP - Office gas for month	**£43.39**
Adams Harrison Solicitors	Additional holding payment for alterations re Lynton Way	**£50.00**
YPG	Rec - Mill Lane gas for month	**£52.87**
Amazon	Rec - Replacement external light for Mill Lane and PPE for ground staff	**£53.72**
Mr P Allen	F&GP - Travel Expenses (Delivering speed cameras)	**£63.72**
ESPO	F&GP - Office supplies (pens/wallets/Post-its etc) O/N 58	**£72.54**
ESPO	F&GP- Office supplies	**£72.54**
ADT	Rec - Spicers alarm monitoring	**£74.17**
XLN	Rec - Spicers Internet	**£82.33**
T White Electrical Services	Rec - Replace damaged external light at Mill Lane pavilion	**£90.00**
YPG	F&GP - Office Electricity for month	**£98.87**
SCDC	Rec - Weekly collection of waste bin at Spicers Pavilion	**£109.01**
Honest Employment Law	Staff - HR Compliance for month	**£114.00**
ADT	Rec - Maintenance and monitoring Groundstore alarm	**£127.50**
Engie	Rec - Lynton Way electricity July 2026	**£129.65**
YPG	Rec - Mill Lane Electricity for month	**£129.99**
SCDC	Cemetery - Rates	**£137.00**
YPG	Rec - Spicers Gas for month	**£153.16**
Grace Solutions	F&GP - Adhoc charges for month	**£183.26**
ADT	F&GP - Maintenance and monitoring office alarm (Aug - Nov 2026)	**£295.37**
Lanham & Co (HSA & CO)	F&GP - Monthly accounts	**£349.20**
ASL	F&GP - Photocopier Contract	**£352.62**
SCDC	Rec - Spicers Pavilion rates	**£419.00**
SCDC	Rec - Mill Lane rates	**£464.00**
Adams Harrison Solicitors	F&GP - Payment for fees towards licence of Lynton Way with SCDC (Skate park)	**£500.00**
Adams Harrison Solicitors (Cheque	Licence for alterations relating to Lynton Way recreation ground (Skate Park)	**£500.00**
Thalia	Cemetery - skips	**£531.32**
Stocksigns	F&GP - 4 x Speed camera batteries and charger (Agreed FP 28 July)	**£548.34**
SCDC	F&GP - Office rates	**£740.00**
Structural Engineers Cambridge	F&GP - Structural inspection report at Mill Lane pavilion Agreed FP 14 July O/N 52	**£1,140.00**
Avocet	F&GP - Cleaning contract for month	**£1,565.20**
Core Amenity	Rec - Ongar Loam for all grounds	**£1,675.20**
Sawston Mica Hardware	Invoices backdated to 2024 - general supplies for ground staff/cemetery etc	**£3,250.71**
Stoneheart Build Ltd	Cemetery/Reserves - 2nd payment for wall at cemetery	**£12,358.66**
Staff Costs	Staff Costs for month	**£17,439.11**