SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 12 MAY 2026
Held at Mill Lane Pavilion, Mill Lane - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley	Ian Reeves
Kieran Cooper	Colin Groves
Kevin Deeming	Paul Allen
David Bard	Brian Milnes
Deborah Alderwick (7.40pm)	

+ 3 members of public

1 TO ELECT CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was ***proposed*** by Councillor Brian Milnes and ***seconded*** by Councillor Paul Allen to nominate Councillor Kevin Cuffley as Chair of the Parish Council for the ensuing year.

VOTE: 8 FOR : UNANIMOUS

Councillor Kevin Cuffley signed his Declaration of Acceptance of Office.

2 TO ELECT VICE CHAIR OF THE PARISH COUNCIL FOR THE ENSUING YEAR. DECLARATION OF ACCEPTANCE OF OFFICE

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor David Bard to nominate Councillor Kieran Cooper as Vice Chair of the Parish Council for the ensuing year.

VOTE: 8 FOR : UNANIMOUS

Councillor Kieran Cooper singed his Declaration of Acceptance of Office

3 APOLOGIES FOR ABSENCE

Councillor Kevin Deeming (Personal)
Councillor Samual Bretz (Personal)
Councillor Paul Smith (Work Commitments)

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Paul Allen to Accept the above apologies.

VOTE: 8 FOR : UNANIMOUS

Councillor Kevin Cuffley wanted to thank Neil Reid for his long service to the Parish Council. It was confirmed he has now stepped down.

4 TO DISCUSS CO-OPTION

The member of public wanting to be Co-Opted onto the Parish Council was not present but the vote was still taken.

VOTE: 3 YES 5 : NO

The member of public was not Co-Opted onto the Parish Council.

5 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *
None

6 DECLARATIONS OF INTEREST FOR THIS MEETING
Councillor Colin Groves – Plan 26/01478/PRIOR Non-pecuniary as he does their PAT testing.

7 TO APPOINT MEMBERS OF THE FOLLOWING COMMITTEES FOR THE ENSUING YEAR

7.1 FINANCE & GENERAL PURPOSES COMMITTEE
The Clerk confirmed the Parish Council has 10 seats for the F&GP Committee (Chair and Vice Chair of Parish Council automatically members)
Councillor Kevin Cuffley
Councillor Kieran Cooper
Councillor Paul Allen
Councillor David Bard
Councillor Colin Groves
Councillor Ian Reeves
Councillor Brian Milnes
Councillor Kevin Deeming
Councillor Samuel Betz

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to accept these members for this committee.
VOTE: 8 FOR UNANIMOUS

7.2 STAFF MANAGEMENT COMMITTEE
The Chair and Vice Chair are automatically members of the Staff Management Committee and our terms of reference require two more members.

Councillor Ian Reeves and Councillor David Bard put themselves forward for this committee.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Brian Milnes to accept these members for the committee.
VOTE: 8 FOR UNANIMOUS

8 TO APPOINT 5 MEMBERS FOR A PLANNING COMMITTEE AND AGREE TERMS OF REFERENCE
The Clerk explained that the internal auditor had suggested that the Parish Council establish a Planning Committee consisting of five members (to include the Chair and Vice Chair of the Parish Council), enabling a Planning Meeting to be held in August to consider any planning applications received.

Councillor Kevin Cuffley
Councillor Kieran Cooper
Councillor David Bard
Councillor Patrick Thouroude
Councillor Deborah Alderwick

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to accept these members for the Planning Committee.
VOTE: 8 FOR UNANIMOUS

9 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 28 APRIL 2026

The minutes of the Full Parish Council meeting held on 28th April 2026 were read, confirmed, and signed.

It was ***proposed*** by Councillor Colin Groves and ***seconded*** by Councillor David Bard to accept the minutes.

VOTE: 8 FOR : 0 UNANIMOUS

10 TO REPORT ON THE TASK & FINISH MEETING HELD ON 29 APRIL 2026

The notes form this meeting were noted.

11 MATTERS ARISING – NEW INFORMATION ONLY

None

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.

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kevin Cuffley to ***object*** to this application. There are concerns of total lack of parking, 7 spaces 2 for staff on occasions 40 people will be attending. Where will people park?
The Parish Council also noticed they have still not submitted a response regarding contaminated land.

Vote : 7 For 1 Abs

26/01478/PRIOR - Conversion of existing first floor space into two separate dwellings at 37 - 39 High Street.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Colin Groves to ***object*** to this application as there are still concerns no toilet amenities on ground floor, require clarity on this.

Vote : 7 For 1 No Vote

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 at 56 Mill Lane.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to ***support*** to this application.

Vote : 8 For Unanimous

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 at Stapleford Grange.
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 at Stapleford Grange.

Both plans were discussed at once.

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kevin Cuffley to ***support*** to this application.

Vote : 7 For 1 Abs

Councillor Deborah Alderwick arrived (7.40pm)

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

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor David Bard to ***support*** to this application.
Vote : 9 For UNANIMOUS

13 TO DISCUSS ACCOUNTS FOR APRIL 2026
The accounts for April 2026 were presented.

It was ***proposed*** by Councillor Ian Reeves and ***seconded*** by Councillor Paul Allen to accept the accounts for April 2026.

VOTE: 9 FOR UNANIMOUS

14 TO CONFIRM ELIGIBILITY OF THE GENERAL POWER OF COMPETENCE
The parish council are to confirm they have the General Power of Competence.

It was ***proposed*** by Councillor Brian Milnes and ***seconded*** by Councillor Kevin Cuffley to confirm the Parish Council's eligibility.

VOTE: 9 FOR UNANIMOUS

15 TO REVIEW STANDING ORDERS
The parish council reviewed the Standing Orders.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to adopt the reviewed Standing Orders.

VOTE: 9 FOR : UNANIMOUS

16 TO REVIEW FINANCIAL REGULATIONS
The parish council reviewed the Financial Regulations.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevn Cuffley to adopt the reviewed Financial Regulations.

VOTE: 9 FOR : 0 UNANIMOUS

17 TO REVIEW TERMS OF REFERENCE FOR COMMITTEES (STAFF MANANGEMENT & FINANCE & GENERAL PURPOSES)
The parish council reviewed the Terms of Reference for the Finance & General Purposes Committee and the Staff Management Committee.

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

VOTE: 9 FOR : 0 UNANIMOUS

18 TO APPROVE SECTION 1 OF THE AGAR YE 2026
The Parish Council went through each question on section 1 of the AGAR for YE 2026.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor David Bard to tick yes to all the questions.

VOTE: 9 FOR : 0 UNANIMOUS

19 TO APPROVE SECTION 2 OF THE AGAR YE2026

The Parish Council went through section 2 (Accounting Statement) of the Agar for YE2026.

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

VOTE: 9 FOR : 0 UNANIMOUS

20 TO NOTE DATE OF THE PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN YE2026

The Clerk presented the dates for the publication notice. The unaudited accounts can be viewed between Wednesday 17th June 2026 – Tuesday 28th July 2026.

It was ***proposed*** by Councillor Brian Milnes and ***seconded*** by Councillor Paul Allen to accept the notice.

VOTE: 9 FOR : 0 UNANIMOUS

21 TO REVIEW ASSET REGISTER

The Parish Council reviewed the updated asset register. This can be found on the Parish Council website.

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

VOTE: 9 FOR : 0 UNANIMOUS

22 TO AGREE TREE WORK AT ST MARYS CLOSED CHURCHYARD

The Clerk explained that after a very large branch fell in the closed churchyard the Parish Council, on advice from an arboriculturist, had an ariel inspection of two trees. The work recommended from the inspection is to remove limb with loose dead bark on upper side that is in the northwest side of the tree at 6 metres above ground level and remove limb that has previous torn out that faces southwest then veers south at 6 metres above ground level.

The Clerk obtained a quote from the company that carried out the arial inspection of £1,000.00 + VAT.

The arboriculturist recommended the Parish Council accept this company to carry out the work as they have done the inspection. The Clerk also confirmed that the planning application has been supported and the Parish Council has permission to carry out the work from the Ely Diocese.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Deborah Alderwick to proceed with the work using Shire Tree Surgery once permission has been granted by SCDC planning.

VOTE: 8 FOR : 1 ABS

23 TO AGREE WORDING FOR ACCESSIBILITY STATEMENT WITH REGARDS TO PARISH COUNCIL WEBSITE

The Clerk explained that the Parish Council must have an Accessibility Statement with regards to the Parish Council website.

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

VOTE: 9 FOR : 0 UNANIMOUS

24 CORRESPONDENCE

None

25 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

The wooden slates on the bench on Babraham Road need to be replace, the Clerk agreed to speak to the ground keepers about this.

Councillor Deborah Alderwick said how well the fun run went at the weekend and how well it was organised.

Councillor Patrick Thouroude asked if the Clerk had received the report for the ground works for the EV charging at Mill Lane, she confirmed not as yet but will chase this.

Councillor Brian Milnes confirmed the bins on the two new estates on Babraham Road are the responsibility of the management company and not the council.

He also asked for an agenda item for the next meeting – To consider hedge laying the boundary of Butlers Green.

Councillor David Bard suggested the Clerk arranges planning training as we have new councillors.

Councillor Kieran Cooper wanted the Parish Council to thank Boswells for the recent work they have done to replace the paving at Church Court; it looks a lot better.

Councillor Kevin Cuffley is concerned with the state of the buildings especially the house and conservatory on the Hutching & Hardys site in the High Street.

Meeting Closed 8.15pm

Sawston Parish Council		
Apr-26		
	Description	**TO PAY**
CoOp	F&GP - Office Supplies	**£1.80**
Mica Hardware	Rec - Cable ties for Skate park fencing	**£3.49**
CoOp	F&GP - Office Supplies	**£4.85**
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 - Subscription	**£8.99**
Amazon	F&GP - Plastic glasses for APM	**£14.24**
Unity Bank	F&GP - Bank Charges for April	**£18.40**
GOV.UK	F&GP - Title plans (for Springfield Road)	**£21.00**
Talk Talk	Rec - Mill Lane internet	**£31.14**
Mrs J Keeler	F&GP - Transfer for purchase of plants for office from Scotsdales	**£31.93**
YPG	Cemetery Electricity for month	**£33.57**
ASL	F&GP - Photocopier service	**£64.76**
ADT	Rec - Spicers alarm monitoring	**£74.17**
Amazon	F&GP - Plastic wine glasses, plates, napkins for APM	**£76.68**
XLN	Rec - Spicers Internet	**£82.33**
YPG	F&GP - Office Electricity for month	**£102.94**
YPG	F&GP - Office gas for month	**£104.65**
Grace Solutions	F&GP - Ad hoc labour and charges	**£107.80**
ICCM	Cemetery - Annual membership to Institute of Cemetery & Cremetorium Management	**£110.00**
Honest Employment Law	Staff - HR Compliance for month	**£114.00**
Engie	Rec - Lynton Way electricityfor March	**£121.14**
Lee's Garden Services	Rec - Service Hover Mower	**£122.00**
EMG Stapleford	Rec- Fuel for month	**£122.37**
ADT	Rec - Groundstore alarm monitoring 23/4/26 - 22/5/26	**£127.50**
YPG	Rec - Mill Lane Electricity for month	**£139.23**
Sweet Tea	F&GP - Sandwich platters for Annual Parish Meeting	**£140.40**
Lee's Garden Services	Rec - Service Hayterette mower	**£151.50**
NB Plumbing	Rec - Supply and replace toilet fill valve and flush valve at Spicers pavilion	**£164.40**
YPG	Rec - Mill Lane gas for month	**£167.79**
Pestagon	Rec - Pest control Cemetery and Spicers	**£235.20**
YPG	Rec - Spicers Electricity for month	**£260.53**
YPG	Rec - Spicers Gas for month	**£294.28**
Grace Solutions	F&GP - Monthly fees	**£325.14**
Lanham & Co	F&GP - Accounts for month	**£349.20**
SCDC	Rec - Spicers Pavilion rates	**£420.60**
SCDC	Rec - Mill Lane rates	**£465.00**
Sawston Fun Run	Donation towards Sawston Fun Run & Walk - Agreed at Full Parish and in budget 26/27	**£620.00**
SCDC	F&GP - Office rates	**£743.50**
Argenta Tree Surveys	Tree survey on zone 1 (as per original survey) O/N 11	**£950.00**
Age UK	Donation towards Community Warden - Agreed at Full Parish and in budget for 26/27	**£1,000.00**
Avocet	F&GP - Cleaning contract for the month	**£1,156.40**
Relate	Donations towards services for Sawston residents - Agreed at Full Parish and in budget 26/27	**£1,500.00**
Hardy Landscapes	Planning - Grass verge cutting (new contractor) (O/N 100) 13/14th April 2026	**£1,680.00**
SSYI	Youth provisions - Agreed at Full Parish and in budget for 26/27	**£3,000.00**
Betongpark	Remaining money owed on previous invoice (5% retention to be paid after 6 months)	**£23,289.60**
Staff Costs	Staff Costs for month	**£15,187.18**