SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 13 OCTOBER 2026
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley
Kieran Cooper
David Bard
Kevin Deeming
Samuel Betz (Arrived 7.19pm)
Paul Smith (Arrived 7.53pm)
Elizabeth Dean (Co Opted on)
Paul Allen
Deborah Alderwick
Colin Groves
Brian Milnes
Patrick Thouroude

County Councillor Laurence Damary-Homan
County Councillor Peter Fane
District Councillor Ed Sanders
+ 4 members of public

156 APOLOGIES FOR ABSENCE

Councillor Paul Smith (will be late)
Councillor Katie O'Brian
Councillor Simon Ward

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

VOTE: 8 FOR : UNANIMOUS

Councillor Samuel Betz arrived 7.19pm

157 CO OPTION

A resident, Elizabeth Dean, expressed an interest in becoming a Parish Councillor and requested to be considered for co-option to the Parish Council. Elizabeth Dean provided a brief introduction and outlined her reasons for wishing to serve as a Parish Councillor. The vote was taken by secret ballot.

VOTE: 10 YES 0 : NO

The member of public was Co-Opted onto the Parish Council and signed her declaration of acceptance of office.
Councillor Kevin Cuffley welcomed her to the Parish Council.

158 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Keena McKillen, Editor of the Sawston Scene, thanked the Parish Council for contributing information to the magazine. She asked whether the Parish Council could provide advance notice of significant developments and major projects within the village so that these could be included in future editions. She explained that providing information on larger proposals and developments

that may affect the community would help improve public engagement and keep residents informed of matters of local importance.

The Clerk agreed to add her to the mailing list when the agendas are sent out moving forward.

Councillor Brian Milnes explained that SCDC has weekly notifications that he will forward to the Sawston Scene.

Reg Cullum asked whether the Parish Council was aware that another fireworks event was due to take place on the same evening as the Parish Council's community fireworks event. Councillor Kevin Cuffley expressed his disappointment that a second event was being held in the village on the same night, as this could divert residents away from the Parish Council's community event. He also highlighted that 100% of the funds raised from the Parish Council event are reinvested into the local community and support community groups.

159 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor David Bard – item 176 as Vice Chair of the Village History Society and item 170 as member of the PCC (Non Pecuniary)
Councillor Kieran Cooper – item 170 as member of the PCC (Non Pecuniary)

160 UPDATE FROM COUNTY COUNCILLORS

Update on Parish Council website or available from the Parish Council office.

161 UPDATE FROM DISTRICT COUNCILLORS

Update on Parish Council website or available from the Parish Council office.

Councillor Paul Smith arrived 7.53pm

Councillor Brian Milnes, County Councillor Peter Fane, County Councillor Laurance Damary-Homan and District Councillor Ed Sanders left the meeting 8.10pm

162 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 22 SEPTEMBER 2026

The minutes of the Full Parish Council meeting held on 22nd September 2026 were read, confirmed, and signed.

Item 152 – Councillor Patrick Thouroude was not at the meeting, the Clerk will check this with the Assistant Clerk and amend.
Amend spelling of name for Councillor Samuel Betz.

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

VOTE: 10 FOR : ABS: 1

163 TO REPORT ON THE MASTERPLAN MEETING HELD ON 15 SEPTEMBER 2026

The notes from the meeting were noted

164 TO REPORT ON THE TASK & FINISH MEETING HELD ON 24 SEPTEMBER 2026

The notes from the meeting were noted

165 MATTERS ARISING – NEW INFORMATION ONLY

None

166 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

26/03520/PRIOR Change of Use from Commercial, Business and Service (Use Class E) to 2No. Residential Units (Use Class C3) at Building 3 163 High Street.

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

VOTE: 8 FOR 1 AGAINST 2 ABS

26/03522/PRIOR Change of Use from Commercial, Business and Service (Use Class E) to 9 No. Residential Units (Use Class C3) at Building 4 63 High Street.

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

VOTE: 8 FOR 1 AGAINST 2 ABS

26/03523/PRIOR Change of Use from Commercial, Business and Service (Use Class E) to 7 No. Residential Units (Use Class C3) at Building 10 163 High Street.

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

VOTE: 8 FOR 1 AGAINST 2 ABS

26/03524/PRIOR Change of Use from Commercial, Business and Service (Use Class E) to 8 No. Residential Units (Use Class C3) at Building 11 163 High Street.

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

VOTE: 8 FOR 1 AGAINST 2 ABS

26/03525/PRIOR Change of Use from Commercial, Business and Service (Use Class E) to 7 No. Residential Units (Use Class C3) at Building 12 163 High Street.

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

VOTE: 8 FOR 1 AGAINST 2 ABS

26/03521/PRIOR Change of Use from Commercial, Business and Service (Use Class E) to 2 No. Residential Units (Use Class C3) at Building 13 163 High Street.

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

VOTE: 8 FOR 1 AGAINST 2 ABS

26/02432/OUT Outline planning application for the phased construction of flexible employment units Eg (ii), Eg (iii), B2, B8 with ancillary office, together with associated service areas, new access points, multi-storey car park, multi-storey cycle park and wellness centre, landscaping and associated works and infrastructure with some matters reserved apart from access at Dales Manor Business Park Grove Road.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Patrick Thouroude to ***object*** this application.

Comment: Not enough detail on public transport.

VOTE: 10 FOR 1 ABS

167 ACCOUNTS FOR SEPTEMBER 2026

The Clerk asked for 2 additional payments to be made:
The Cambridge Sign Company (Allotment Signs) £545.20 + vat
Lewis tree Surgery (Emergency tree work at Millennium Copse) £1,100.00 + vat

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

VOTE: 11 FOR UNANIMOUS

168 TO DISCUSS LAND VALUATION QUOTES FOR THE CEMETERY EXTENSION

The Assistant Clerk contacted several companies to obtain quotations for valuing the parcel of land that the Parish Council is seeking to purchase from the County Council for the proposed extension of the cemetery/burial ground on Cambridge Road.

- £1,500.00
- £1,750.00
- £750-£1,000.00 plus expenses

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor David Bard to go ahead with the quote of £1,500.00 from Robinson Layer to value the land.

VOTE: 11 FOR UNANIMOUS

169 TO DISCUSS RENAMING OF SPICERS PAVILION

The Parish Council considered a request from Sawston & Babraham Cricket Club to rename Spicers Pavilion in honour of David Ellis, in recognition of his contribution towards securing funding for the pavilion and several other projects.

Councillors discussed the proposal at length and agreed that it would be premature to rename the pavilion at this stage. It was felt that the association between the Cricket Club and Spicers Pavilion is an important part of the facility's identity, but removing the Spicers name should not be considered.

Whilst recognising and appreciating the significant contribution made by David Ellis, the Parish Council agreed that alternative ways of acknowledging his service could be explored in the future. It was agreed to keep the matter under review, with the possibility of naming a room within the pavilion after him being considered later.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to politely decline and would keep under review.

VOTE: 10 FOR : 1: ABS

170 TO DISCUSS QUOTES TO REPAIR ST MARY'S CHURCH WALL

The Clerk advised that further deterioration has been identified in the wall at the front of St Mary's Church, with several large cracks having appeared. The Assistant Clerk met with a structural engineer on site to assess the condition of the wall and discuss the works required to make it safe and prolong its lifespan. Efforts were made to obtain three quotations for the necessary works; however, only one quote was received.

- £1,551.60 + vat

The Clerk clarified that the Parish Council does need to decide how to fix the wall in the long term but for now this will make it safe.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kevin Deeming to go ahead and get the wall repaired at a cost of £1,551.60 + vat by Stoneheart Build Ltd.

VOTE: 11 FOR : UNANIMOUS

171 TO DISCUSS QUOTES TO REPAIR AND MAKE SAFE A COLLAPSED TOMB IN ST MARYS CLOSED CHURCHYARD

The Clerk reported that a tomb in the closed churchyard at St Mary's Church had collapsed and was considered unsafe. The Head Grounds Keeper promptly erected large plastic barriers around the tomb and placed warning notices at the site to alert members of the public to the hazard.

The Assistant Clerk contacted the Ely Diocese for advice and was informed that the Parish Council should undertake works to make the tomb safe while minimising any disturbance to the structure. The Assistant Clerk sought three quotations for the necessary repairs; however, only two quotations were received.

- £1,500.00 + vat
- £5,017.20 + vat

The Clerk confirmed that any work would need to be agreed by the Ely Diocese before the work is carried out.

It was ***proposed*** by Councillor Deborah Alderwick and ***seconded*** by Councillor Samuel Betz to go ahead with the total quote of £1,500.00 + vat from Spectrum.

VOTE: 11 FOR : UNANIMOUS

172 TO DISCUSS PAYING VILLAGE CHRISTMAS LIGHTS INVOICE EARLY TO RECEIVE DISCOUNT

The Clerk explained if the Parish Council pays the Christmas lighting invoice now, they will receive £500 discount as they have in previous years.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor David Bard to make the payment now to receive the discount.

VOTE: 11 FOR : UNANIMOUS

173 TO DISCUSS EXTERNAL AUDIT REPORT

The external audit report was discussed, this can be found on the Parish Council website.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to receive the report.

VOTE: 11 FOR : UNANIMOUS

174 TO DISCUSS QUOTES FOR TREES AT DEAL GROVE AND HIDE CLOSE

The Clerk reported that, while undertaking works identified in the recent tree survey, the tree surgeon had identified four trees in Deal Grove requiring dead-wooding. It was thought that the increased amount of dead wood may have resulted from the heat and dry conditions experienced this year. The tree surgeon had already provided a quotation for one of the trees and offered to undertake work to all four trees at a cost of £400.00 plus vat.

The Assistant Clerk also asked the tree surgeon to inspect a tree on the footpath behind Hide Close following a complaint from a resident that it was overhanging their property.

The Clerk explained that the Grounds Keepers normally carry out annual pruning of this tree; however, upon further inspection it was found to be growing very close to the property boundary and was causing damage by lifting the garden and fencing. The tree surgeon advised that the tree should be felled and submitted a quotation of £850.00 plus vat for the work.

Councillors were asked to consider whether they wished to approve these additional works whilst the tree surgeon was already on site undertaking the previously agreed works arising from the tree survey.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor David Bard to go ahead and get all the above tree work done.

VOTE: 11 FOR : UNANIMOUS

175 TO DISCUSS PARISH ONLINE INVOICE

The Parish Council subscribe to Parish Online last year on a year's trial and the Clerk asked if the Parish Council wished to re subscribe this year at a cost of £300.00 + vat
This was discussed.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to re subscribe.

VOTE: 11 FOR : UNANIMOUS

176 TO DISCUSS COPYRIGHT REQUEST FROM SAWSTON HISTORY SOCIETY

The Sawston History Society are considering producing a book which reprints several leaflets on the history of Sawston so they are all preserved in one place. A couple of leaflets were published by the Parish Council back in 1990 and they are asking the Parish Council permission to republish these. This was discussed.

It was ***proposed*** by Councillor Deborah Alderwick and ***seconded*** by Councillor Kevin Cuffley to give permission.

VOTE: 11 FOR : UNANIMOUS

177 TO DISCUSS DONATION REQUEST FROM MAGPAS AIR AMBULANCE

Magpas Air Ambulance has requested a donation of £500 which will go towards the cost of providing the valuable service. Their cost continues to grow with inflation, rising fuel costs etc. This was discussed.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to make the £500 donation.

VOTE: 11 FOR : UNANIMOUS

178 CORRESPONDENCE

None

179 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kevin Deeming explained the Parish Council was unsuccessful in obtaining funding for EV charging, although the Parish Council was told it was a good proposal, more information would have helped. Their comments will be taken onboard for the next application.

The Clerk explained that, despite several attempts, she has been unable to contact the company that usually provides the annual fireworks display and is concerned they may not be carrying out this year's event, which is now only three weeks away.

As a contingency, she contacted alternative fireworks providers and received a quotation from a company able to deliver a display on 7th November at a cost of £5,000.00 which is the same cost as the previous year.

The Clerk requested authority to appoint the alternative contractor to ensure the event can proceed as planned.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to proceed with the alternative company.

VOTE: 11 FOR : UNANIMOUS

Councillor David Bard thanked those Councillors who helped submit the 20mph funding scheme.

The Clerk was asked to invite Pigeon and Lands Improvement Holdings regarding the emerging proposals for Cambridge South to a Parish Council meeting.

Meeting Closed 9.15pm

Sawston Parish Council		
Sep-26		
	Description	**TO PAY**
Co-Op	F&FP - Office Supplies	**£1.90**
Co-Op	F&GP - Office supplies	**£2.00**
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	**£6.68**
Co-Op	F&FP - Office Supplies	**£8.30**
Amazon	F&GP - Amazon prime membership	**£8.99**
Co-Op	F&GP - Office supplies	**£11.20**
ASL	F&GP - Toner for office photocopier	**£12.00**
Unity Trust Bank	Bank charges for month	**£15.40**
Co-Op	F&FP - Office Supplies	**£17.10**
Lee's Garden Services	Rec - Trimmer spool and replacement spring	**£20.30**
Talk Talk	Rec - Mill Lane internet	**£31.14**
YPG	Cemetery Electricity for month	**£36.29**
YPG	F&GP - Office gas for month	**£42.23**
Scotsdales	Cemetery - Turf for graves	**£49.90**
Sawston Dry Cleaners	Cemetery - Dry clean bier cover in chapel	**£50.00**
EMG	Rec - Fuel for month	**£50.20**
Post Office	F&GP - Office supplies - Stamps etc	**£57.76**
YPG	Rec - Mill Lane gas for month	**£58.28**
EE	F&GP - Additional WIFI for Spicers pavilion (waiting for BT to install Fibre)	**£60.00**
ADT	Rec - Spicers alarm monitoring	**£74.17**
YPG	F&GP - Office Electricity for month	**£78.97**
Lee's Garden Services	Rec - Replace switch on Toro and adjust cutter, fitted drive belt on lawn mower	**£83.00**
Honest Employment Law	Staff - HR Compliance for month	**£114.00**
David Richardson	Cemetery - Repairs to war memorial	**£125.00**
ADT	Rec - Maintenance and monitoring Groundstore alarm	**£127.50**
YPG	Rec - Spicers Gas for month	**£127.60**
Engie	Rec - Lynton Way electricity September 2026	**£127.84**
SCDC	Cemetery - Rates	**£137.00**
Thermal Tecknik Limited	Rec - Attend site and assist fire alarm company with interlock gas supply at Spicers pavilion	**£150.00**
Grace Solutions	F&GP - Adhoc work - Sorting out email addresses etc for Sum up	**£158.25**
Mr Aviva	Deposit returned for hiring Mill Lane pavilion	**£169.00**
NB Plumbing	Rec - To supply and fit new basin at pavilion	**£192.00**
YPG	Rec - Mill Lane Electricity for month	**£192.44**
Santana	Return of security deposit for hire of Mill Lane pavilion	**£250.00**
NB Plumbing	Rec - Repairs to boiler at pavilion (missing flue terminal) and repair stopcock to basin	**£252.00**
ESPO	F&GP - Office supplies - supplies for pavilions (O/N 64)	**£275.10**
ADT	F&GP - Maintenance and monitoring office alarm (Aug - Nov 2026)	**£295.37**
Grace Solutions	F&GP - Adhoc charges - Migrate office phone system (O/N 63)	**£298.92**
Parish Online	F&GP - Parish Online subscription (If agreed at FP 13 October)	**£324.00**
Cromwell Fire Ltd	Rec - To install cable from fire panel to gas solenoid	**£330.00**
EDGE	F&GP - Annual subscription - Epitaph (Digital mapping)	**£339.60**
Lanham & Co (HSA & CO)	F&GP - Monthly accounts	**£349.20**
NB Plumbing	Rec - To supply and replace 2 x push mixer taps at Spicers	**£360.00**
Pestagon	Rec - Pest control contract	**£369.60**
Grace Solutions	F&GP - Monthly contract	**£373.79**
Safe Seal Frames	Rec - 25% deposit to replace 4 windows at front on Mill Lane pavilion (Agreed FP)O/N 69	**£375.07**
SCDC	Rec - Spicers Pavilion rates	**£419.00**
SCDC	Rec - Mill Lane rates	**£464.00**
SCDC	F&GP - Office rates	**£740.00**
Safe Seal Frames	Rec - 50% interim payment for replacement windows at Mill Lane	**£750.14**
Core Amenity	Rec - Sports line marker paint for pitches	**£923.89**
Core Amenity	Rec - Greenmaster seed/fert etc for all grounds	**£1,024.78**
Shire Trees Ltd	Rec - Emergency felling of tree on Mill Lane (not on tree report) O/N 49	**£1,194.00**
Sawston Flooring & Carpet	Rec - Remove and replace vinyl flooring at Spicer pavilion due to damage	**£1,491.77**
PKF Littlejohn	F&GP - External audit fees YE2026	**£1,638.00**
Avocet	F&GP - Cleaning contract for month	**£1,751.20**
Lewis Tree Surgery Ltd	Rec - Tree work agreed at FP (work to 2x urgent trees on Mill Lane recreation ground)	**£1,800.00**
Soverign Play	Rec - Balance of the supply and installation of wetpour surfacing	**£2,329.63**
Hardy Landscapes	Planning - Grass verge cutting 14th/15th September 2026	**£2,424.00**
Core Amenity	Rec - Seed for all grounds (bulk purchase) Agreed at FP 22 Sept	**£3,580.00**
Christmas Illuminated Lighting	Planning - Hire, maintain and dismantle Christmas street lights	**£4,000.00**
Stoneheart Build Ltd	Cemetery/Reserves - Work on wall at cemetery	**£17,481.98**
Staff Salaries	Staff salaries/NI/Pension	**£18,726.34**