SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 14 APRIL 2026
Held at Mill Lane Pavilion, Mill Lane - Meeting commenced at 7.15 pm

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley
Kieran Cooper
Kevin Deeming
Neil Reid
Brian Milnes
Ian Reeves
Paul Smith
Paul Allen
Colin Groves
David Bard

+ 2 members of public
County Councillor Laurence Damary-Homan

402 APOLOGIES FOR ABSENCE

Councillor Kieran Cooper (Work Commitments)
Councillor Ian Reeves (Personal)
Councillor Colin Groves (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 Medlicott 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 24th 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 form this meeting were noted.

390 MATTERS ARISING – NEW INFORMATION ONLY
None

391 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

26/00978/HFUL	Proposed greenhouse at 71 Evans Way Sawston Cambridgeshire It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kevin Cuffley to support. **Vote 10: FOR UNANIMOUS**	**Support/No objection**
26/01031/HFUL	Two storey side extension and single storey rear extension at 114 Woodland Road Sawston It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kevin Deeming **Vote 10: FOR UNANIMOUS**	**Support/No objection**
26/00916/HFUL	Single storey extension to rear at 12 The Baulks Sawston It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Paul Allen **Vote 10: FOR UNANIMOUS**	**Support/No objection**
26/0324/TTCA	Request to remove a Magnolia tree at 5 Mill Lane Sawston It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Paul Allen **Vote 9 FOR 1 NO VOTE**	**Object/Do not support**
26/0332/TTPO	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 extremely dangerous in Lime and causes sudden catastrophic failure	**Noted**

26/00895/CL2PD	Only New externally mounted AC unit at 41 Stanley Webb Close	**For information only - noted**

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 24th 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

Sawston Parish Council		
Mar-26		
	Description	**TO PAY**
CoOp	F&GP - Office supplies	**£2.00**
CoOp	F&GP - Office supplies	**£3.50**
Post Office	Postage fee for letter sent recorded	**£3.50**
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**
Mrs J Keeler	F&GP - Travel expenses to SCDC Conference	**£17.10**
Unity Bank	F&GP - Bank Charges for March	**£17.20**
Talk Talk	Rec - Mill Lane internet	**£19.74**
YPG	Cemetery Electricity February	**£30.32**
Amazon	F&GP - Disposable latex free gloves for litter picker (5pks 100)	**£42.88**
Mr W Cook	F&GP - Travel expenses to visit garage for new electric work van	**£46.80**
Scotsdales	Cemetery - Turf for graves	**£49.90**
Travis Perkins	Rec - Work boots grounds keeper	**£52.25**
ESPO	F&GP - Office supplies (O/N 23)	**£62.70**
Morrisons	F&GP - Supplies for meeting with architects/councillors re Lynton Way Pavilion	**£70.46**
XLN	Rec - Spicers Internet	**£82.33**
YPG	F&GP - Office Electricity February	**£85.68**
NB Plumbing	Rec - Repair damaged water pipe on allotments including materials	**£108.00**
YPG	F&GP - Office gas February/March	**£108.63**
Honest Employment Law	Staff - HR Compliance for month	**£114.00**
ADT	Rec - Groundstore alarm monitoring 23/3/26 - 22/04/26	**£127.50**
Sutcliffe Play	Rec - Wrapping rope repair kit for nest swing at Lynton Way O/N 14	**£132.00**
YPG	Rec - Mill Lane Electricity February	**£153.37**
YPG	Rec - Mill Lane gas February	**£164.64**
Pear Technology	Cemetery - Map maintenance	**£168.00**
Lanham & Co	F&GP - Tax investigation service 1/4/26-31/3/27 Agreed FP O/N 26	**£180.00**
Gallagher Insurance	F&GP - Additional van insurance for new electric van O/N 26	**£182.01**
The Cambridge Sign Company	Cemetery - Plaque for memorial bench at cemetery O/N 16	**£206.34**
Mrs E Rodgman	Pavilion hire deposit returned	**£250.00**
Cammack & Wilcox Limited	Rec - Empty septic tank at Spicers pavilion	**£262.82**
NB Plumbing	Rec - Service boiler at Mill Lane pavuilion and repair 2 toilets at Spicers pavilion	**£264.00**
NB Plumbing	cadent re gas leak/excess pressure from gas meter	**£270.00**
YPG	Rec - Spicers Electricity February	**£304.53**
Grace Solutions	F&GP - Monthly fees	**£322.32**
Lanham & Co	F&GP - Accounts for month	**£334.50**
Pestagon	Rec - Pest control Mill Lane and Spicers	**£336.00**
NB Plumbing	F&GP/Rec - Boiler servicing - supply and replace faulty part on boiler at Spicers pavilion	**£390.00**
Gallagher Insurance	F&GP - Cyber Insurance Agreed at FP 24 Feb O/N 13	**£394.96**
Dor-2-Dor	F&GP - Delivery of Annual Chair Report O/N 5 Agreed FP Jan 2026	**£420.00**
Grace Solutions	F&GP - Ad hoc labour and charges	**£451.10**
YPG	Rec - Spicers Gas February/March	**£471.89**
Ernest Doe	Rec - Hire disc seeder for all areas	**£480.00**
Pear Technology	Cemetery - Amendments to cemetery mapping	**£600.00**
Progreen Lawncare	Rec - 2 x 600kg bulk bag fertiliser (O/N 25)	**£729.59**
Earth Anchors	Ranger bench (O/N 19) to go at Orchard Park - Purchased by resident who has been invoiced	**£768.00**
Avocet	F&GP - Cleaning contract for the month	**£1,030.40**
Shire Trees Limited	Cemetery - To do arial inspection of two trees in St Mary's closed	**£1,140.00**
Watson Fuel	Rec - Fuel /gas oil (O/N 18)	**£1,192.03**
Hardy Landscapes	Planning - Grass verge cutting (new contractor) (O/N 100)	**£2,280.00**
Shire Trees Limited	Rec - Fell Lime tree on Mill Lane - Emergency (5-day notice to fell)	**£4,440.00**
Staff Costs	Staff costs for month	**£17,958.31**
Betongpark	First interim valuation payment for Skatepark as per JTC Contract	**£41,006.00**
Betongpark	Final contracted payment as per JCT contract - Final valuation (2.5% retention to be paid after 6 months)	**£41,006.00**