



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 from this meeting were noted.

390 MATTERS ARISING – NEW INFORMATION ONLY

None

391 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

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

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