



SAWSTON PARISH COUNCIL

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

PRESENT:

Clerk: Jo Keeler

Councillors

Kevin Cuffley

Kieran Cooper

David Bard

Kevin Deeming

Simon Ward (Arrived 7.19pm)

Katie O'Bryan (Arrived 7.19pm)

Brian Milnes

Samuel Betz

Deborah Alderwick

Colin Groves

Ian Reeves

+ 1 member of public

County Councillor Peter Fane

District Councillor Ed Sanders

80 APOLOGIES FOR ABSENCE

Councillor Patrick Thouroude (Personal)

Councillor Paul Allen (Personal)

Councillor Paul Smith (Work Commitments)

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

VOTE: 9 FOR : UNANIMOUS

81 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

82 DECLARATIONS OF INTEREST FOR THIS MEETING

None

Councillor Katie O'Bryan and Councillor Simon Ward arrived 7.19pm

83 UPDATE FROM COUNTY COUNCILLORS

Report is on the Parish Council website and available from the Parish Council office.

84 UPDATE FROM DISTRICT COUNCILLORS

Report is on the Parish Council website and available from the Parish Council office.

Councillor Brian Milnes and District Councillor Ed Sanders left the meeting 7.38pm

85 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 23 JUNE 2026

The minutes of the Full Parish Council meeting held on 23rd June 2026 were read, confirmed, and signed.

It was **proposed** by Councillor Kieran Cooper and **seconded** by Councillor Deborah Alderwick to accept the minutes.

VOTE: 10 FOR : UNANIMOUS

86 TO REPORT ON THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 23 JUNE 2026

The minutes of the Finance & General Purposes Committee meeting held on 23rd June 2026 were noted.

87 TO REPORT ON THE TASK & FINISH MEETING HELD ON 01 JULY 2026

The notes from the meeting were noted.

88 MATTERS ARISING – NEW INFORMATION ONLY

None

89 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

[26/02282/HFUL](#) Single storey rear extension following demolition of existing single storey element at 46 Hillside Sawston.

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

VOTE: 10 FOR UNANIMOUS

[26/02305/HFUL](#) Two storey side and rear extensions at 46 Mill Lane.

Comment: No objection but would like them to demonstrate onsite parking for 2 cars as losing space and do not want to increase on street parking.

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

VOTE: 10 FOR UNANIMOUS

[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.

Comment: Objection, not supplied sufficient transport system not a lot of detail to promote a bus stop nearby or to avoid pressure of traffic on Babraham Road.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kevin Deeming to **object** this application with the above comment.

VOTE: 10 FOR UNANIMOUS

90 ACCOUNTS FOR JUNE 2026

The accounts for June 2026 were presented.

It was **proposed** by Councillor Ian Reeves and **seconded** by Councillor David Bard to accept the accounts for June 2026.

VOTE: 10 FOR UNANIMOUS

91 TO DISCUSS SKATE PARK

The Clerk explained a resident has emailed concern from a few residents regarding children and young adults hanging around the skate park sometimes after 9pm with increased noise and litter. She also reported that footballs are being retrieved from resident's gardens without their permission. The Clerk explained she had spoken to the police who will do some extra

patrols when possible but residents need to report issues on 101. To date there has only been one report back in June regarding someone trying to set fire to a litter bin.

The outcome is that all incidents must be reported to the police, by 101 or 999 if anyone is in immediate danger. It is important for these incidents to be reported. Reporting helps build a comprehensive picture of the situation, which can lead to increased police attention and resources for areas experiencing issues. When more people report incidents, it demonstrates to the authorities that there is a persistent problem that needs addressing, potentially resulting in more regular patrols and proactive measures to improve safety and community well-being.

92 TO DISCUSS CONTRACT FOR NEW PAVILION AT LYNTON WAY

The Task & Finish Group reviewed the final draft contract for the Lynton Way pavilion project which has now been sent to all Parish Councillors.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to sign the final draft contract.

VOTE: 10 FOR UNANIMOUS

93 TO DISCUSS LEASE OF LAND AT LYNTON WAY RECREATION GROUND

The Clerk explained that the Parish Council is required to enter into a Licence for Alterations with SCDC in respect of the skate park works. This is a separate requirement from the planning approval already obtained and relates to the Council's capacity as Landlord under the terms of the lease.

SCDC legal fees, which are £550 (no VAT) and the Parish Council needs to confirm who will be acting on behalf of the Parish Council in this matter and provide their contact details.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Kieran Cooper to pay the fee of £550.00 to SCDC and use Adam's Harrison solicitors in the village spending up to a maximum of £1,500.

VOTE: 10 FOR : UNANIMOUS

94 TO DISCUSS UPDATE ON MILL LANE PAVILION

After a meeting with the structural engineer and lawyer, it was proposed by DWF Lawyers to have a substantial full survey completed on Mill Lane pavilion so the Parish Council can obtain a report on the extent of the damage to report back.

The Clerk obtained a quote from a local structural engineer who has already done work monitoring the pavilions movement of £950.00 + vat to carry out the survey. This was discussed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Colin Groves to accept the quote from SE Engineering and get the survey done asap.

VOTE: 10 FOR : UNANIMOUS

95 TO REVIEW OUTCOME OF COMMITTEE SHEETS FOR 2025/2026

The Full Council looked at the committee budget sheets for YE2026.

This was noted.

96 TO DISCUSS TREE QUOTES FOLLOWING TREE SURVEY

The Clerk explained that after a recent meeting with SCDC and the Tree Officer at County Council, all the trees that are on verges are the responsibility of the County Council, the Parish Council just maintains the grass on their behalf. The Assistant Clerk will amend the

tree report so it only shows the trees that are the Parish Council's responsibility and this will be an agenda item again for 28th July.

97 TO DISCUSS ZERO CARBON COMMUNITIES GRANT SCHEME

Councillor Kevin Deeming explained that he will be submitting the proposal for this scheme by the 24th July deadline although the Parish Council still has not received the definition of ground works necessary for this.

Based on the information he already has, it will cost around £5k for the groundworks, £2k for the new gate and then there is the cost for the actual EV charger. He estimates around £12k in total and said the Parish Council should consider asking for 50% funding. The Parish Council already has £4k in the budget for this project so if we take the other £2k from reserves and ask for 50% funding the chances of being successful could be higher. This was discussed at length.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor David Bard to spend up to £6k for this project and for Councillor Kevin Deeming to go ahead with the application.

VOTE: 10 FOR : UNANIMOUS

98 TO DISCUSS SPEED CAMERAS ON BABRAHAM ROAD

This item will be deferred to the next meeting.

99 TO DISCUSS JOINT LHI WITH STAPLEFORD PARISH COUNCIL

Councillor Kevin Cuffley explained he had met with the County Councillors and Stapleford Parish Council regarding reducing the speed limit on the A1301 from Sawston to Stapleford. The discussion is to have white fencing each side of the road as you enter Sawston from Stapleford, maybe 30m from the turning for Dernford Farm (set back to avoid problems with visibility), arrange for all the overgrown hedges/trees to be cut back, speed limit reduced to 30mph as you approach the bridge and rumble strips before the bridge being replaced/reinstated.

The Chair of Stapleford Parish Council will put the application in but has asked for Sawston Parish Council's support.

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

VOTE: 10 FOR : UNANIMOUS

100 CORRESPONDENCE

None

101 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

It was reported that there is confusion with the signage on the slip road at the north end of the bypass, it looks like it is one way on both sides of the road. Councillor Peter Fane will investigate this.

It was reported that people are parking next to the war memorial which is causing a problem for the buses and blocks vision when leaving Church Lane. Could the Parish Council put some signs there? This was discussed and Councillor Peter Fane offered to check if there is any legal reason why we cannot put signs there and will let the Clerk know.

Member of public left.

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

102 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE MEETING HELD ON 13 JULY 2026

The minutes of the Staff Management Committee meeting held on 13 July 2026 were read, confirmed, and signed.

5 – Assistant Clerk to increase hours by 5 hours a week and review after 6 months.

VOTE: 10 FOR : UNANIMOUS

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kevin Deeming to accept the minutes.

VOTE: 10 FOR : UNANIMOUS

Meeting Closed 8.40pm

Sawston Parish Council		
Jun-26		
<u>Supplier Name</u>	<u>Description</u>	<u>Gross</u>
Post Office	F&GP - Office supplies	£3.99
CoOp	F&GP - Office supplies	£4.95
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
CoOp	F&GP - Office supplies	£7.05
ESPO	F&GP - Office supplies	£12.56
Post Office	F&GP - Stamps	£14.40
Unity Trust Bank	Bank charges for month	£15.25
Mrs J Keeler	Travel Expenses (Cottenham and Northstowe)	£25.30
Talk Talk	Rec - Mill Lane internet	£31.14
YPG	Cemetery Electricity for month	£36.36
YPG	Rec - Mill Lane gas for month	£41.75
ESPO	F&GP - Office supplies	£50.52
YPG	F&GP - Office gas for month	£55.20
ADT	Rec - Spicers alarm monitoring	£74.17
XLN	Rec - Spicers Internet	£82.33
YPG	F&GP - Office Electricity for month	£82.51
Cambridgeshire ACRE	F&GP - 12 months membership (agreed FP)	£89.40
Cromwell Fire Ltd	F&GP - Service and replacement extinguishers/parts at Office	£98.48
NB	Rec - Repair leak at Spicers pavilion	£102.00
T White	Rec - Replace damaged switch fuse connection in ground store	£103.20
Engie	Rec - Lynton Way electricity for month	£105.46
Honest Employment Law	Staff - HR Compliance for month	£114.00
EMG	Rec - Fuel for month	£126.88
ADT	Rec - Groundstore alarm monitoring	£127.50
Sutcliffe Play	Rec - Wrapping rope reair kit for next swing at Lynton Way	£132.00
Cromwell Fire Ltd	F&GP - Service and replacement extinguishers/parts at Mill Lane Pavilion	£134.04
YPG	Rec - Mill Lane Electricity for month	£135.67
Cromwell Fire Ltd	F&GP - Service and replacement extinguishers/parts at Lynton Way Pavilion	£135.92
City Workwear	F&GP - New work T-shirts for all grounds keepers (O/N48)	£139.00
The Sign Company	Rec - Anti graffitti sign for skate park (O/N 43)	£166.28
JRC Entertainment	Circus visit - Payment taken from deposit so money owed back to them	£200.00
Adcock Air Conditioning	F&GP - Air con servicing O/N 33 Agreed FP 28 April	£200.40
Cromwell Fire Ltd	F&GP - Service and replacement extinguishers/parts at Spicers Pavilion (Agreed FP 9 June) O/N 45	£223.76
YPG	Rec - Spicers Gas for month	£229.29
Grace Solutions	F&GP - Adhoc charges for month	£247.34
Grace Solutions	F&GP - Monthly charges	£331.69
Lanham & Co	F&GP - monthly accounts	£349.20
Ivett & Reed	Cemetery - 10 x base stones for cemetery (O/N 42)	£362.40
Pestagon	Rec - Pest Control Spicers and Mill Lane May, June & July	£369.60
SCDC	Rec - Spicers Pavilion rates	£419.00
SCDC	Rec - Mill Lane rates	£464.00
AM Challis Trust	Commemorative plaques - Agreed at Full Parish	£500.00
SCDC	F&GP - Office rates	£740.00
Thalia Waste Management	Cemetery - Skips	£798.04
Avocet	F&GP - Cleaning contract for month	£1,030.40
Hardy Landscapes	Planning - Grass verge cutting 8-9 June 2026	£2,280.00
Sovereign Design Play	Rec - Repair wetpour at Lynton Way as per ROSPA inspection - Agreed FP June (30% deposit)	£2,329.62
Staff Costs	Staff costs for month	£17,111.86