SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 22 SEPTEMBER 2026
Held at Spicers Pavilion - Meeting commenced at 7.15 pm

PRESENT:

Assistant Clerk: Clare Speed

Councillors

Kevin Cuffley
Kieran Cooper
David Bard
Kevin Deeming
Paul Allen
Samuel Betz
Colin Groves

+ 1 member of public
Michael Buttress - Camprop
Kash Lais - Camprop
Simon Gusterson - Camprop
Peter Mckeown – Camprop
David Jones – SSYI
John Greaves - SSYI

137 APOLOGIES FOR ABSENCE

Councillor Deborah Alderwick (Personal)
Councillor Paul Smith (Work Commitments)
Councillor Brian Milnes (Work commitments)

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

VOTE: 7 FOR : UNANIMOUS

138 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

Councillor Kevin Cuffley introduced Mark Chenell from the Royal British Legion, Mark updated the Parish Council on the Remembrance Day Event and Parade.
Mark thanked the Parish Council for their work and particularly the road closure.
Councillor Kevin Cuffley thanked Mark for attending and giving the update.

139 DECLARATIONS OF INTEREST FOR THIS MEETING

None

140 UPDATE ON DEVELOPMENT PLANS FOR THE TANNERY SITE ON HIGH STREET

Councillor Kevin Cuffley welcomed Michael Buttress, Kash Lais, Simon Gusterson and Peter Mckeown from Camprop to give an updated on the development plans at 163 High Street (the Tannery Site). The site is starting with 35 residential flats and would like ideas of what they could use the other buildings for and would welcome any suggestions. They explained that they have put in planning applications for change of use to residential. These plans are on the next agenda.

Councillor Kevin Cuffley thanked them for coming and Michael Buttress, Kash Lais, Simon Gusterson, Peter Mckeown left the meeting at 7.50pm.

Councillor Kevin Cuffley asked the Parish Council to bring forward item 145 as the SSYI representatives were present.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kieran Cooper to bring item 145 forward.

VOTE: 7 FOR : UNANIMOUS

145 TO DISCUSS SSYI FUNDING

Councillor Kevin Cuffley introduced David Jones and John Greaves from SSYI, who gave a presentation requesting an increase in funding. The Parish Council currently makes an annual donation of £3,000 to SSYI and they would like £12,000. It was explained that additional funding was being sought as a significant proportion of SSYI's members are Sawston residents. The request will be considered as part of the budget-setting process in November.

Councillor Kevin Cuffley thanked them for coming and David Jones and John Greaves left the meeting at 8.15pm.

141 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 08 SEPTEMBER 2026

The minutes of the Full Parish Council meeting held on 8th September 2026 were read, confirmed, and signed.

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

VOTE: 7 FOR : UNANIMOUS

142 TO REPORT ON THE TASK & FINISH MEETING HELD ON 03 SEPTEMBER 2026

The notes from the meeting were noted

143 MATTERS ARISING – NEW INFORMATION ONLY

Councillor Kieran Cooper explained that the village sign has now been ordered with both Sawston and Selsingen crest on as County Council managed to create the Selsingen crest.

144 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

26/03424/HFUL Retrospective planning application for erection of an outbuilding in rear garden at Field View Babraham Road.

Comment: No objection if it is not used as a separate dwelling.

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

VOTE: 7 FOR UNANIMOUS

26/03391/HFUL Erection of bin and electrical plant store in front driveway area, including raising section of front boundary wall. New porch canopy to front entrance and alterations to fenestration at 50 The Green Road.

Comment: No Objection

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Paul Allen to ***support*** this application.

VOTE: 7 FOR UNANIMOUS

Information only plan note

146 TO DISCUSS EXTERNAL AUDIT REPORT

Councillor Kieran Cooper explained that the Clerk had followed up on the outstanding audit report. The auditors subsequently raised a number of queries, which have now been answered, and the Council is awaiting the final report. This item was deferred to the next meeting, when the report will be available for consideration and a vote can take place.

147 TO DISCUSS ALLOTMENTS ON LONDON ROAD QUOTES FOR GATES AND SIGNS

The Assistant Clerk explained that the allotment holders came to a previous minute and asked for the Assistant Clerk to meet with them at the allotments to go through items which concerns them. The main concern is the theft of produce this year; the Assistant Clerk has obtained a quote to install gates at both ends £1,181.36 + vat for each gate. This was discussed and the Parish Council suggested installing the gate at Tannery Road first and see how we get on as the gate from London Road will need a fence to block off a footpath and gaps in the hedgerow. A quote for two signs, one to go each entrance for £545.20 + vat. The Assistant Clerk has spoken to the Head Groundskeeper about ongoing work like hedges, paths and help to clear any areas for the allotment holders to have as a communal area, this is all on the Groundskeepers list for autumn.
The allotment holders have asked for an additional water trough near the Orchard Park end and have received a quote for £600.00. The Parish Council asked the Assistant Clerk to obtain an official quote and bring back to another meeting.

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kieran Cooper to go ahead with the quote of £1,181.36 to install a gate at Tannery Site for now.

VOTE: 7 FOR UNANIMOUS

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Kieran Cooper to go ahead with the quote of £545.20 to install two signs at both entrancing of the allotments.

VOTE: 7 FOR UNANIMOUS

148 TO DISCUSS QUOTES FOR REPLACEMENT WINDOWS AT MILL LANE PAVILION

The Assistant Clerk received a report from Rovers FC that the three windows at the back of the pavilion in the home changing room are all broken and cannot be opened or shut and the handles are broken and sharp. The Parish Council obtained quotes to replace two windows for the front which are also the old windows from the previous pavilion and will need replacing at some point.
The assistant clerk obtained three quotes:

Home changing room (3 Windows)

- £1,500.28
- £3051.09
- £1746.00

Away changing room (2 windows)

- £957.44
- £2066.22
- £888.00

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Colin Groves to go ahead the quote from Safe seal with £1,500.28 to replace the home changing room only at this time.

VOTE: 7 FOR : UNANIMOUS

149 TO DISCUSS PURCHASING A DECOMPACTION MACHINE FOR GROUNDSKEEPERS

The Head Groundskeeper attended the last parish meeting and discussed the amount of work the grounds need this year due to weather conditions, he asked if the Parish Council can purchase a decompaction machine to save hiring and that the cost for a second hand one is roughly £8,995.00 + vat. The Parish Councillors agreed for the Groundskeeper to continue looking and if he can find a second hand one around £4,000 to £6,000 to bring back to council. When doing the budget for next years the council will discuss adding this to the budget.

150 TO DISCUSS QUOTE FOR SEED AND FERTILISER FOR OVERSEEDING DUE TO WEATHER CONDITIONS

The Head Groundskeeper explained at a previous meeting that he will need more seed and fertiliser this year due to the weather conditions we had this summer. The quote for 40 bags of seed is £3,580.00, fertiliser is £710.00 and the seeded machine is £250 a day and they will need the machine for two days.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Kevin Deeming to go ahead with the total quote of £4,790.00

VOTE: 7 FOR : UNANIMOUS

151 TO DISCUSS THE BRIEF FOR LYNTON WAY PAVILION PROJECT FROM THE ARCHITECTS

Councillor Kieran Cooper explained the brief for the Lynton Way project was circulated to the Parish Council ahead of the meeting and was discussed at the last Task & Finish meeting. Councillor Kieran Cooper asked if any of the council had any questions and would they be happy to sign off this brief so the Task & Finish can move on to the next stage.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Cuffley to agree the design brief on the Lynton Way Project.

VOTE: 7 FOR : UNANIMOUS

152 TO DISCUSS CCTV SERVICE QUOTES FOR ALL THREE SITES

The Assistant Clerk explained that the three security systems at Spicers Pavilion, Mill Lane Pavilion and the Ground Store need servicing and obtained three quotes:

One company only do a contract and the annual figures are:
£540.00 + vat for Spicers Pavilion
£418.00 + vat for Mill Lane Pavilion
£244.00 + vat for the Ground Store

The second company quoted for a one-off service which is £125.00 + vat per site total £375.00 + vat.
Or a maintenance contract which would be an annual fee £125.00 + vat and then a one off call out charge for £75.00 + vat per site total £600 + vat.

The third company quoted a one-off service which is £620.00 + vat for all sites.
Or maintenance contract which is on top of the £620.00 as this is also a take on fee, an annual fee of £240.00 + vat from Mill Lane Pavilion and ground store. Spicers is £160.00 + vat.

It was ***proposed*** by Councillor Keiran Cooper and ***seconded*** by Councillor Kevin Deeming to go ahead with the quote from Southeast Security for a one-off service on all sites for £375.00 + vat.

VOTE: 7 FOR : UNANIMOUS

153 TO AGREE SIGNATORIES FOR ALL BANK/BUILDNG SOCIETY ACCOUNTS

The Assistant Clerk asked if any councillors would be able to become a signatory for the Parish Council bank accounts as we only have three Parish Councillors on the current accounts and need another three if possible. Councillor Samuel Betz and Councillor Kevin Deeming offered to become signatories.

It was ***proposed*** by Councillor Kieran Cooper and ***seconded*** by Councillor Kevin Deeming to go ahead and add Councillor Samuel Betz and Councillor Kevin Deeming to all bank account signatories.

VOTE: 7 FOR : UNANIMOUS

154 CORRESPONDENCE

None

155 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Kevin Deeming asked if there was an update on the village speed cameras, Councillor Kevin Cuffley explained that they have been fixed and have been returned. He explained they will need help from the ground staff to install and will speak to the Clerks. Councillor Samuel Betz also offered to help. It was discussed and agreed to install only one back on Babraham Road and the second one on Cambridge Road as the one there doesn't work.

Councillor Colin Groves explained he is setting up the sum up machines for bonfire night and he will produce a QR code where people can donate the code will be on the website, social media and posters in the village.

Councillor Kevin Deeming asked if Councillor Katie O'Bryan is making progress with this year late night shopping event, Councillor Kevin Cuffley said there isn't enough time to organise for this year and will reassess for next year.

Councillor Kevin Cuffley explained there is a potential new development of 4,000 houses in Trumpington and there are two dates for public consultation: Monday 5 October 3pm to 7pm and Saturday 10 October 10am to 2pm at Shelford Rugby Club.

Councillor Kevin Cuffley asked if everyone would do a short bio for the Sawston Scene, doing two councillors at a time. He asked if Councillor Kieran Cooper and Councillor David Bard could do the next addition.

Meeting Closed 9.10pm