SAWSTON PARISH COUNCIL

MINUTES of the FULL COUNCIL MEETING HELD ON 09 June 2026
Held at Mill Lane Pavilion, Mill Lane - Meeting commenced at 7.15 pm

PRESENT:

Assistant Clerk: Clare Speed

Councillors

Kevin Cuffley	Paul Allen
Patrick Thouroude	Paul Smith
Ian Reeves	Brian Milnes
David Bard	Katie O'Bryan
Simon Ward	

+ 1 member of public
County Councillor Peter Fane

44 APOLOGIES FOR ABSENCE

Councillor Kevin Deeming (Personal)
Councillor Colin Groves (Personal)
Councillor Kieran Cooper (Work Commitments)
Councillor Deborah Alderwick (Personal)

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

VOTE: 9 FOR : UNANIMOUS

45 PUBLIC PARTICIPATION TIME (15 Minutes allowed) *

None

46 DECLARATIONS OF INTEREST FOR THIS MEETING

None

47 UPDATE FROM COUNTY COUNCILLORS

The County Council report can be found on the Parish Council website.

48 UPDATE FROM DISTRICT COUNCILLORS

The District Council report can be found on the Parish Council website.

Councillor Brian Milnes and County Councillor Peter Fane left the meeting at 7.57pm

49 TO CONFIRM AND SIGN THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 26 MAY 2026

The minutes of the Full Parish Council meeting held on 26 May 2026 were read, confirmed, and signed.

It was ***proposed*** by Councillor David Bard and ***seconded*** by Councillor Katie O'Bryan to accept the minutes.

VOTE: 7 FOR : 1 ABS

50 TO REPORT ON THE TASK & FINISH MEETING ON 02 JUNE 2026
The notes from the meeting were noted

51 TO AGREE CONTRACT FOR NEW PAVILION AT LYNTON WAY
The terms of the contract from Wilby & Burnett were circulated to all members of the Task & Finish committee and to any parish councillors who requested the contracts.

Councillor David Bard said on page 4 the detail design dates in the project programme are February 2026 to April 2026 and they should be February 2027 to April 2027 as they are in the other two contracts.

Councillor Patrick Thouroude asked if these contracts are the amended versions as he suggested amends at the task and finish meeting, it was suggested by the Assistant Clerk for Councillor Patrick Thouroude to email the clerks with his suggestions and they will forward on to Wilby & Burnett and then circulate the amended version and put on the next agenda.

52 MATTERS ARISING – NEW INFORMATION ONLY
None

53 PLANNING APPLICATIONS AND ASSOCIATED MATTERS
26/01941/LBC Replacement of the sashes/casements of windows and rebuild of three dormers at 54 High Street .

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

VOTE: 8 FOR UNANIMOUS

26/01802/HFUL Dropped kerb to front of dwelling at 15 London Road.

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

VOTE: 8 FOR UNANIMOUS

26/02058/HFUL First floor rear extension and window to first floor existing side elevation at 38 Wakelin Avenue.

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

VOTE: 8 FOR UNANIMOUS

Information only plan noted.

54 ACCOUNTS FOR MAY 2026
The accounts for May 2026 were presented, Councillor Patrick Thouroude questioned why there is no vat on the insurance items, the assistant clerk will investigate this.

It was ***proposed*** by Councillor Ian Reeves and ***seconded*** by Councillor Paul Allen to accept the accounts for May 2026 after the clerk has looked at the above.

VOTE: 8 FOR UNANIMOUS

55 TO DISCUSS FIRE RISK ASSESSMENT RECOMMENDATIONS

Following the fire risk assessment carried out across all four sites, several recommendations were identified. These include the supply and installation of an L3 fire alarm system at the ground store at a cost of £1,769.00 plus vat, and the installation of three emergency lights at a cost of £806.00 plus VAT. In addition, one emergency light is required at the office fire assembly point at a cost of £226.00 plus vat.

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Paul Allen to go ahead with these recommendations for the total cost of £2801.00 plus vat.

VOTE: 8 FOR : UNANIMOUS

56 TO DISCUSS CONSIDERATION OF HEDGE LAYING ON BOUNDARY AT BUTLERS GREEN

Councillor Brian Milnes was not present at this point of the meeting.

57 TO DISCUSS ZERO CARBON COMMUNITIES GRANT SCHEME

This item will be deferred to the next meeting when councillor Kevin Deeming is present.

58 UPDATE ON MILL LANE PAVILION

This item will be deferred to give Councillors time to read the report.

59 TO DISCUSS TREE QUOTES FOLLOWING TREE SURVEY

The Assistant Clerk has only got one quote so will bring back to council when she receives more quotes.

60 TO DISCUSS CAMBRIDGE ACRE MEMBERSHIP

The parish council has been asked to become a member of Cambridgeshire ACRE for 2026/2027 the cost is £75 a year. Parish Councils are being asked to take on more and as a member of ACRE the council will benefit from:

- Access to telephone and email advice and support
- Guidance on community projects, rural issues and local challenges
- Support relating to community buildings, governance and local engagement
- Access to funding alerts and funding support
- Discounted consultancy support, including parish plans and community consultation
- Opportunities to network and learn from other councils
- Priority access to events, briefings and training
- A stronger collective rural voice for Cambridgeshire communities

It was ***proposed*** by Councillor Kevin Cuffley and ***seconded*** by Councillor Paul Allen to become a member of Cambridge ACRE for £75 a year.

VOTE: 8 FOR : 0 UNANIMOUS

61 CORRESPONDENCE

None

62 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Katie O'Bryan asked if she could get more involved with the Council and Councillor Kevin Cuffley suggested she tries to organise the Sawston late night shopping event by contacting shop owners first to see who would be interested. Councillor Kevin Cuffley said he would be happy to help but not be the lead on this and Councillor Paul Allen said he would be happy to be involved.

Councillor Paul Smith wanted to thank the Clerk for all her hard work on getting the skatepark reopened.

He also mentioned a blood pressure scheme which could be held at the library, Councillor Kevin Cuffley suggested he emails County Council.

Councillor Ian Reeves asked if he could attend the meeting with Katie Critchley regarding funding for Lynton Way Pavilion.

Councillor Kevin Cuffley showed a template suggestion and wording for the certificate for Gerry Holloway and everyone agreed with the template. The Assistant Clerk will order the certificate and frame.

Member of public left at 8.39pm

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 Paul Allen and ***seconded*** by Councillor David Bard to go into camera.

VOTE: 8 FOR : UNANIMOUS

63 TO CONFIRM AND SIGN THE MINUTES OF THE STAFF MANAGEMENT COMMITTEE HELD ON 01 JUNE 2026

Item 4 – Proposed reduction of hours for Facilities Administrator.

It was ***proposed*** by Councillor Ian Reeves and ***seconded*** by Councillor David Bard to agree the reduced hours - two days a week/10 hours a week on a 6 month trial.

VOTE: 8 FOR : UNANIMOUS

The minutes of the Staff Management Committee meeting held on 01 June 2026 were read, confirmed, and signed.

It was ***proposed*** by Councillor Ian Reeves and ***seconded*** by Councillor David Bard to accept the minutes.

VOTE: 8 FOR : UNANIMOUS

64 TO DISCUSS EMAIL FROM RESIDENT REGARDING SKATE PARK

This was discussed and the Parish Council agreed they are satisfied now the skate park has reopened.

Meeting Closed 8.46pm

Sawston Parish Council		
May-26		
	Description	**TO PAY**
CoOp	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
CoOp	F&GP - Office supplies	£15.80
CoOp	F&GP - Office supplies/cleaning materials for office	£17.45
Unity Bank	F&GP - Bank Charges for May	£18.40
Talk Talk	Rec - Mill Lane internet	£31.14
YPG	Cemetery Electricity for month	£34.75
ASL	F&GP - Photocopier service	£64.76
YPG	F&GP - Office gas for month	£70.51
ADT	Rec - Spicers alarm monitoring	£74.17
YPG	F&GP - Office Electricity for month	£82.27
XLN	Rec - Spicers Internet	£82.33
Honest Employment Law	Staff - HR Compliance for month	£114.00
Engie	Rec - Lynton Way electricity for month	£117.72
Tescos	F&GP - Food/drink etc for Annual Parish Meeting	£123.33
ADT	Rec - Groundstore alarm monitoring 23/4/26 - 22/5/26	£127.50
YPG	Rec - Mill Lane gas for month	£131.93
YPG	Rec - Mill Lane Electricity for month	£135.10
SCDC	Cemetery - Cemetery rates	£137.00
The Cambridge Sign Co	Rec - Replacement sign for skate park - O/N 35	£137.80
Pestagon	Rodent treatment for Allotments (O/N 38)	£180.00
NB Plumbing	Rec - Investigate, supply and replace two port valves at Spicers Pavilion	£246.00
YPG	Rec - Spicers Gas for month	£251.79
CAPALC	F&GP - Internal audit	£275.64
ADT	F&GP - Office alarm - maintenance and monitoring	£276.31
SCDC	Rec - Recycling bin at Spicers Pavilion - 13/5 - 13/9/2026	£286.92
Grace Solutions	F&GP - Ad hoc labour and charges	£321.94
Grace Solutions	F&GP - Monthly fees	£331.87
Lanham & Co	F&GP - Accounts for month	£349.20
RDCT	F&GP - Donation agreed FP Jan2026 (New FY payment)	£400.00
SCDC	Rec - Spicers Pavilion rates	£419.00
3C Shared Services	Demolition Fee for Lynton Way Pavilion (valid 3 Years)	£430.00
SCDC	Rec - Mill Lane rates	£464.00
Cambridge Asbestos Removal	Rec - To attend Sawston Skate Park to carry out asbestos survey (O/N 34)	£480.00
Cambridge Asbestos Removal	Rec - To attend Sawston Skate Park to carry out second asbestos survey (O/N 37)	£480.00
Lee's Garden Machinery	Rec - Service power roller 12	£581.00
SCDC	F&GP - Office rates	£740.00
Avocet	F&GP - Cleaning contract for the month	£1,030.40
Shire Trees	Tree work at St Marys Church Closed Churchyard (O/N 36) Agreed FP 12 May	£1,200.00
Earth Anchors	Rec - Two new bins for Lynton Way near skate park (O/N 32) Agreed FP 28 April	£1,536.00
Hardy Landscapes	Planning - Grass verge cutting 11/12 May 2026	£1,680.00
Gallagher	F&GP - Parish Council Vehicle Insurance for year (O/N 40) Agreed FP 26 May	£2,824.02
Plantscape	Hanging Baskets (O/N 20) Agreed FP 24 Feb	£2,908.80
Bryan Lecoche	Eviction Notices for GRT	£3,370.86
Gallagher	F&GP - Parish Council Insurance for year (O/N 41) Agreed FP 26 May	£15,625.61
Staff Costs	Staff Costs for month	£17,327.03