



SAWSTON PARISH COUNCIL

**MINUTES of the FULL COUNCIL MEETING HELD ON 9 MARCH 2021
VIRTUAL - Meeting commenced at 7.15 pm**

PRESENT:

Parish Clerk Jo Keeler

Councillors

Kevin Cuffley

David Bard

Ian Reeves

Colin Groves

Neil Reid

Brian Milnes

Jayne Merrick

Kieran Cooper

Paul Smith

Sue Whitney

Anand Pillai

Rajni Padia

Alan Poole – Head Grounds Keeper

Clare Speed – Assistant Clerk

271 APOLOGIES FOR ABSENCE

Beck Laxton (Personal)

Tony Orgee (Work Commitments)

Anand Pillai (Work Commitments) Leaving at 8pm

Michael Mallows (Personal)

272 PUBLIC PARTICIPATION TIME (15 MINUTES ALLOWED)

David Williams asked why there were no planning agendas or minutes on the parish Council website from November, the Clerk confirmed this was because the planning meetings had been cancelled due to lack of business.

273 DECLARATIONS OF INTEREST FOR THIS MEETING

Councillor Jayne Merrick and Councillor Neil Reid – item 289 as both members of Scouts

274 CONFIRM THE MINUTES OF THE FULL PARISH MEETING HELD ON 09 FEBRUARY 2021

Councillor Brian Milnes suggested for the following amends:

Item 259 – Cambridgeshire not Cambridge

Item 263 – Great Shelford not Shelford

Item 265 – Add s to the end of chair

Item 270 – Correct spelling of Selsingen

The minutes of the Full Parish meeting held on 09 February 2021 were read confirmed and signed with the above amends.

It was **proposed** by Councillor Neil Reid and **seconded** by Councillor Kieran Cooper to **accept** the minutes.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

275 REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 16 FEBRUARY 2021

Item 6 – To agree signatories on Unity bank account

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 7 – To open 3 more bank accounts

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 8 – To update our Standing Orders in line with NALC

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 10 – To agree external audit report.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item 13 – To maintain both the FOI policy and the Publication Scheme.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Item – 16 – To adopt the reviewed risk assessment

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

The minutes of the Finance & General Purposes committee meeting held on 16 February 2021 were read confirmed and signed.

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Neil Reid to **accept** the minutes.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

276 REPORT OF THE TASK & FINISH MEETING HELD ON 24 FEBRUARY 2021

Item 4 – Alan Lamb Associates go ahead with building regulations and tenders for the Mill Lane project.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

The notes of the Task & Finish group meeting held on 24 February 2021 were read confirmed and signed.

It was **proposed** by Councillor Paul Smith and **seconded** by Councillor Neil Reid to **accept** the notes.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

277 MATTERS ARISING

None

278 PLANNING APPLICATIONS AND ASSOCIATED MATTERS

21/00206/HFUL	<p>Erection of a front porch at 3 Evans Way</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Jayne Merrick to support this application.</p>	<p>Support/ No Objection</p> <p>Vote: 12 For Unanimous</p> <p>PC Comment: No objection subject to the issues concerning onsite parking raised in the Highways Comments are fully addressed. The submitted plans suggest that they can</p>
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		be, but the dimensions need to be confirmed by an officer site visit.
21/00319/FUL	<p>Construction of a two bedroom bungalow at Land On The North Side Of 121 Old Forge Way</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Neil Reid to object this application.</p>	<p>Objection/Do not Support</p> <p>Vote: 11 For 1 Abs</p> <p>PC Comment: The proposed siting, design and materials of this residential garden development is out of character with the local area (Adopted Local Plan Policy H/16 b i & iii) The layout of the parking spaces on the plans, as submitted (Drawing No. SF20 065.1), does not appear to fulfil the Highways requirement for a 2m visibility splay within the curtilage of the proposed property due to blocking of visibility by the adjacent garage (Adopted Local Plan Policy H/16 iv). The development would result in the loss of two on road parking spaces and thus result in a direct and on-going impact on the residential amenity of nearby properties. (Adopted Local Plan Policy H/16 ii) The Parish Council requests a referral to the Planning Committee should officers be minded to grant permission.</p>
21/00126/HFUL	<p>Single storey rear extension at 16 Chamois Close</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Paul Smith to support this application.</p>	<p>Support/ No Objection</p> <p>Vote: 12 For Unanimous</p>

20/04341/FUL	<p>Construction of conservation pond and associated earthworks at Meadow Farm Sawston Road Stapleford</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Sue Whitney to not support or object this application.</p>	<p>Do not Support or object</p> <p>Vote: 12 For Unanimous</p> <p>PC Comment: We do not object or support but have concerns that this application may represent enabling works in anticipation of a future, more substantial, application. We request an independent flood report.</p>
20/05123/FUL	<p>Demolition of existing modern extension, erection of a replacement extension and conservatory to create drinking establishment with expanded food provision. Erection of six bed and breakfast accommodation units to supplement the onsite use at 96 High Street</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support this application.</p>	<p>Support/ No Objection</p> <p>Vote: 12 For Unanimous</p>
20/05124/LBC	<p>Demolition of existing modern extension, erection of a replacement extension and conservatory to create drinking establishment with expanded food provision. Erection of six bed and breakfast accommodation units to supplement the onsite use at 96 High Street</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support this application.</p>	<p>Support/ No Objection</p> <p>Vote: 12 For Unanimous</p>
21/00318/HFUL	<p>Single storey front extension at 22 Dale Way</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Brian Milnes to support this application.</p>	<p>Support/ No Objection</p> <p>Vote: 12 For Unanimous</p> <p>PC Comment: No objection as long as the extension leaves enough room for adequate parking.</p>
21/00545/HFUL	<p>Single storey rear extension and conversion of integral garage to living space at 3 Church Lane</p> <p>Proposed by Councillor David Bard and Seconded by Councillor Kieran Cooper to support this application.</p>	<p>Support/ No Objection</p> <p>Vote: 12 For Unanimous</p>

Alan Poole joined 7.42pm

279 ACCOUNTS FOR FEBRUARY 2021

The accounts for the month of February 2021 were presented.

It was **proposed** by Councillor Colin Groves and **seconded** by Councillor Kieran Cooper to **accept** the accounts for February.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Clare Speed left 7.48pm

280 TO DISCUSS THE POSSIBLE RETURN OF FOOTBALL

The Head Grounds Keeper explained the Cambs FA have null and void this year's season for adults but will be running a Champions League that all teams can enter.

He confirmed that the youth teams will continue to play until the end of June.

Each club can join this league and will play 6 home games each which will run until the end of May. As of 10th April, Spicers is handed over to cricket so some games that would normally be played at Spicers will be moved to Mill Lane. Because of the number of games and the time of year he asked that there are to be no friendly games until at least the 1st August 2021. He has 17 teams in Sawston and this would be too much for the grounds and the staff to maintain.

Councillor Anand Pillai left 8.00pm

It was **proposed** by Councillor Kevin Cuffley and **seconded** by Councillor Ian Reeves to **allow** the adult teams to play this Champion League with 6 home games each and no friendlies. All clubs will need to provide a copy of their Covid risk/risk assessments and it is to be made clear that following current government guidelines, only the toilet facilities will be available for use. The changing rooms and rest of pavilions will be out of bounds. They are also requested to clean the toilet area if used.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

281 TO DISCUSS NEW FOOTBALL CLUB PLAYING AT LYNTON WAY

The clerk explained that a request has been made from a new Men's football club in Sawston asking if they can play on Lynton Way. The new club has been formed to help young players to play football with the help of experienced players too. This was discussed.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Neil Reid to allow the new club to start playing at Lynton Way from September 2021.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

282 TO DISCUSS PURCHASING A NEW STRIMMER FOR GROUNDS KEEPERS

The head grounds keeper explained that one of the two strimmer's they have has broken and he tried to get it repaired but was told it wouldn't be worth repairing. The strimmer head had cracked.

Costs to replace the strimmer are:

Stihl FS460

- £599.17 + vat
- £697.00 + vat
- £630.00 + vat

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Brian Milnes to accept the quote for £599.17 + vat from Same Turner and Sons.

VOTE: 12 FOR : 0 AGAINST UNANIMOUS

Councillor Brian Milnes commented on how nice the cemetery was looking.

283 TO DISCUSS PURCHASING A PRESSURE WASHER FOR GROUNDS KEEPERS

The head grounds keeper explained he would like to have a pressure to be able to wash down the machines after use. He explained he could also use it to wash down the play areas and outside pavilions.

This was discussed and agreed that he should get a petrol pressure washer rather than a mains one so it could be used in more places. A couple of councillors had a quick look online to see approximate costs so they could agree an amount to spend so he could make the purchase immediately as it was needed for the machines.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Ian Reeves to purchase a petrol pressure power washer up to a maximum of £500.00.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

284 TO DISCUSS TREES AT LYNTON WAY

The head grounds keeper explained he was concerned about the health of some trees on Lynton Way. We had a tree contractor come and inspect the trees and he said that the tree does have a cavity but he believes it is reasonably sound and recommended that we monitor it every year.

Alan Poole left thanked the parish council for supporting him and left the meeting.

285 TO AGREE FIRE EQUIPMENT RECOMMENDATIONS

The parish council recently had the fire alarm, extinguishers and blankets serviced at the office and all pavilions. Below are the following recommendations due to current regulations.

At the office

Replacement fire alarm: £65.82

Fitting is 4 hours : £292.00 total = £357.82

At Spicers

Emergency Light £97.64 and the fitting an hour £73.00

Fire Blanket £10.50

1 Co2 fire extinguisher £28.00

1 powder fire extinguisher £28.75

Disposal charge £7.00

Delivery £8.30 total = £253.19

At Lynton Way

Fire Blanket £10.50

1 Co2 fire extinguisher £28.00

Disposal charge £3.50

Delivery £8.15 total = £50.15

At Mill Lane

Fire Blanket £10.50

1 foam fire extinguisher £26.00

1 powder fire extinguisher £28.75

Disposal charge £7.00

Delivery £8.30 total = £80.55

Total £741.71

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Neil Reid to replace all as recommended but question the delivery charges as we only want one delivery.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

286 TO DISCUSS CLERKS WORKING FROM HOME

There was a discussion about the clerks continuing to work from home during this pandemic. Councillor Kieran Cooper said they should stay remote for as long as possible. Councillor Brian Milnes said it should be discretionary to the clerks about when they return at least until 21st June 2021.

It was **PROPOSED** by Councillor Brian Milnes and **SECONDED** by Councillor Kieran Cooper to allow the staffs discretion to return to the office and review this regularly.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

287 TO DISCUSS BACS PAYMENTS

The clerk explained that we only agreed to make bacs payments instead of cheques until the end of March.

It was **PROPOSED** by Councillor Kevin Cuffley and **SECONDED** by Councillor Kieran Cooper to extend bacs payments for another 6 months and review.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

288 TO AGREED SIGNATORIES ON ALL BANK ACCOUNTS

The clerk explained that with the help of Councillor Jayne Merrick they are updating current banks accounts and opening new ones. Instead of agreeing signatories on individual banks accounts the clerk has asked if we can agree for all accounts, including new ones.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Kevin Cuffley to agree that all bank/building society accounts have signatories of the Clerk, all Chairs and Vice Chairs of council and committees.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

289 TO DISCUSS GRANT APPLICATION REQUEST FROM SAWSTON SCOUT GROUP

Sawston Scout Group has requested a donation of £1,250.00 to fund the membership fees charged to them by the Scout organisation of 60 members.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Sue Whitney that we donate them £1,250.00 from reserves.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

290 TO DISCUSS GRANT APPLICATION REQUEST FROM CAMBRIDGESHIRE SEARCH & RESCUE

Cambridgeshire Search and Rescue has requested a donation of £236.00 towards the cost of additional card readers. During the pandemic they are asking for donations using card readers as people are reluctant to use cash. This donation will allow them to purchase 4 card readers so they can continue to collect donations.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor David Bard that we donate £236.00 from reserves.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

291 TO AGREE CAPALC AFFILIATION FEE FOR 2021/2022

The fee for 2021/2022 is £1,066.80 which includes the benefits of a Data Protection Officer Scheme.

It was **PROPOSED** by Councillor Kieran Cooper and **SECONDED** by Councillor Jayne Merrick to **ACCEPT** the fee of £1,066.80 which includes the DPO.

VOTE: 11 FOR : 0 AGAINST UNANIMOUS

292 TO DISCUSS CLIMATE CHANGE

Councillor Paul Smith is keen to demonstrate Sawston's green credentials regarding carbon footprint, sustainable energy etc.

Councillor David Bard explained that there are already climate change groups within the village and we should involve them on any work we do.

Councillor Brian Milnes explained there is the 2G3S group and Greener Sawston, there is also funding available via the zero carbon communities grants which we have been lucky enough to be awarded recently.

Councillor Kevin Cuffley said this should be discussed further at the Task & Finish group meetings and asked Councillor Paul Smith to champion these issues, gather information and report back to council which he agreed to.

293 UPDATE FROM COUNTY COUNCILLORS

Attached to these minutes.

294 UPDATE FROM DISTRICT COUNCILLORS

Councillor Brian Milnes explained it was food waste week and that a third of all food produced in the world is not used. SCDC are currently doing a food waste trial.

This was discussed and agreed that this starts at home and everyone should be thinking about the amount of food they purchase and also waste.

295 CORRESPONDANCE

Response letter from Cambridge Constabulary regarding PCSO's.

The clerk was asked to invite Superintendent James Sutherland to our full parish meeting in April or May.

296 COUNCILLORS ISSUES AND AGENDA ITEMS FOR NEXT MEETING

Councillor Brian Milnes and Councillor Paul Smith both attended the online Gypsy Romany Traveller (GRT) training which was enlightening on how the police are trying to find an alternative approach to illegal encampments. Councillor Brian Milnes would like the parish council to do some work on this to educate ourselves and see if we can respond by having a more sympathetic approach when it comes to encampments.

Councillor Brian Milnes will ask SCDC for the training material to be sent to the clerk so she can forward it onto all councillors and staff.

It was agreed to make this an agenda item for Junes full parish and invite SCDC along to discuss.

Councillor Kevin Cuffley let Councillor Colin Groves know that the speed camera on Cambridge road is not working. Councillor Colin Groves explained that he was aware of this and needs to change the batteries.

Meeting closed 9.20pm

County Council Report
March 2021
Cllr Kevin Cuffley

Covid-19

As you know the Government announced the roadmap for coming out of easing Lockdown. You can go to the Government website to view the four steps to ease lockdown. [Assets.publishing.services.gov.uk](https://assets.publishing.service.gov.uk). Each step is based against four tests before restrictions ease. Starting with the return of schools on 8th March. The four tests being.

The vaccine deployment programme continues successfully

The evidence shows vaccines are sufficiently effective in reducing hospitalisations and deaths in those vaccinated

Infection rates do not risk a surge in hospitalisations which would put unsustainable pressure on NHS.

Assessment of risks is not fundamentally changed by new variants.

There will be a minimum of five weeks between each step; four weeks for data to reflect changes in restrictions; followed by seven days 'notice of the restrictions eased.

The county council has been very active in making sure that all parents and schools are kept up to date with developments. Parents have been sent information on the rapid test facilities. Schools have been given a toolkit of social media messages and posters.

Covid-19 Epidemiology for week ending 5th March 2021

Average weekly cases per 100,000

South Cambs 28

Rate of change comparing week ending 5th March with week ending 26th February

South Cambs -44%

Gullies

There has been a tremendous effort to get Gullies cleaned and cleared. Week beginning 22nd February 1637 gullies were cleared. Note area of flooding are of priority as well as potential threat to houses being flooded.

Announcement.

Councillor Roger Hickford handed in his letter of resignation to the leader of the County Cllr Steve Count. Roger Hickford has resigned from his duties as deputy leader and as a councillor.