

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 9 March 2020 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Bailey, J Grove, L Navarro, D Reeves. In attendance: Dist Cllr Cheung Johnson (part meeting), Cnty Cllr Hudson (part meeting) Clerk: L Lawrence. 3 members of the public.	
20/29	APOLOGIES FOR ABSENCE Cllr R Pinter (personal)	
20/30	DECLARATIONS OF INTEREST None declared	
20/31	PUBLIC OPEN SESSION A resident made several comments about the Northstowe Phase 3 public forum. He particularly objected to the fact that the Southern Access Road East will be located nearer the village than originally planned and he thought it was naïve of Homes England to expect that it wouldn't be heavily used. Jim Bryant reported that TAG had heard lots of positive comments about the new electric buses. Some High Street residents had complained about bus noise now that an hourly evening Citi 5 service comes through the village up to 11pm. TAG had also received complaints about cars being parked right up to the junction in The Broadway. <i>Cllr Grove arrived at 7.40pm.</i>	
20/32	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 10 FEBRUARY 2020 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
20/33	MATTERS ARISING FROM THE PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA <u>Item ref 20/19.1 Free Trees</u> – Cllr Reeves & Grove had visited the garden centre and are awaiting confirmation that the two trees selected are ready for collection. Cllr Reeves will then plant them. Chair and Cllr Starling offered to help. <u>Item ref 20/19.2 Brick bus shelters</u> – following Cllr Starling's report on options it was proposed by Cllr Butlin that the three shelters should be painted inside and out with a stone coloured anti-graffiti paint and bench seating installed in them. Seconded by Cllr Bailey. RESOLVED unanimously. Chair & Cllr Starling will look into costs of a regular pressure washing cleaning contract and the feasibility of angled mirrors to enable bus users to see buses coming when inside the shelter.	Chair & Cllr Starling
20/34	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
34.1	<u>County Councillors report</u> Highways related concerns were discussed under item 39.1	
34.2	<u>District Councillors report</u>	

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<p>34.3</p> <p>34.4</p> <p>34.5</p>	<p>Further to Civic Affairs committee to put forward three options for second CGR consultation, clarification was sought from Cllr Cheung Johnson on the issue of governance of the green separation as opposed to responsibility for its maintenance. She was unable to provide this and urged the Council to engage in discussions with Homes England to fully understand any potential obligations before making a decision, in particular whether there would be precept implications for Oakington residents.</p> <p>In response to a question regarding gully sweeping, Cllr Cheung Johnson confirmed that there is now a specific rota in place. She will forward a copy to the Clerk. The Longstanton Road award drain should be cleared out in the next three weeks.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u> OWN – meeting clashed with the Northstowe public forum TAG – minutes had been circulated. They are considering proposals to put forward for the 21/22 LHI grant scheme application. Pavilion Committee – noted that the caretaker is currently off work. Open Spaces Working group – minutes had been circulated. Main focus is on gathering evidence of local support for the plans for the FCC grant application. 37 flyers were completed at the Northstowe Forum. Cllr Butlin had attended a pre-arranged meeting with a planning officer at the Rec. He had recommended submitting a full detailed application, rather than outline. Noted that the process takes at least 8 weeks.</p> <p><u>Other meetings/training attended</u> Zero Carbon Communities event at SCDC – Cllr Reeves’ notes had been circulated. Several suggestions were put forward, including holding ‘climate conversations’ (where small village groups are formed to talk about how to reduce emissions in the community), a wind turbine or a community heat pump. Cllr Reeves will investigate options further and report back.</p> <p><u>Electric Bikes scheme</u> Cllr Reeves’ notes on a meeting held with Cambridge Electric Transport had been circulated. The range of the bikes is 25 miles and they cost approx. £3,500 each with an unsubsidised hire cost of around £90 per month for the user. Noted that there had been little uptake for a similar scheme in Orchard Park.</p>	<p>Cllr Cheung Johnson</p> <p>Cllr Reeves</p>
<p>20/35</p> <p>35.1</p> <p>35.2</p>	<p>COMMUNITY GOVERNANCE REVIEW/NORTHSTOWE MATTERS</p> <p><u>To report on outcome of Civic Affairs committee meeting</u> Noted that a late submission by Homes England to extend Phase 3 land over the Oakington green separation had been considered by the committee but was unanimously rejected. All three options to go back to residents for consultation will include Oakington & Westwick and Longstanton remaining as separate parishes with a new Northstowe parish being created. However, consultation which starts on 15 March will also include an option for respondents to redraw the suggested boundaries for Northstowe parish. As there had been complaints about the wording of the first consultation causing confusion, the PC had been asked to review the draft consultation 2 wording for clarity. After some discussion, it was decided not to comment on it.</p> <p><u>To report on Northstowe Phase 3 forum held 5 March</u> The forum was very well attended. Residents raised a number of concerns including; the proposals for Tomato Farm land, proximity of Southern Access Road East to the village, drainage issues and the green separation (uses, management and distance) Philip Harker, Homes England confirmed that the Tomato Farm site would partly be used for flood attenuation.</p>	

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20/36	PLANNING MATTERS																																											
36.1	<u>To consider new applications</u> None received.																																											
36.2	<u>Applications to note only:</u> <u>20/1113/TTCA – 25 High Street – Cherry removal.</u> No concerns.																																											
36.3	<u>To note Planning Committee delegations updates from SCDC & Fews Lane Consortium</u> Noted Full Council to make the final decision on change of Planning Committee constitution at its meeting on 2 April.																																											
36.4	<u>To note any Planning application decisions</u> None received.																																											
20/37	FINANCE MATTERS																																											
37.1	<u>Approval of payment of outstanding accounts due</u> <table border="0"> <tr> <td>Starboard Systems Ltd</td> <td>Scribe accounting software</td> <td>339.60</td> </tr> <tr> <td>Geoxphere Ltd</td> <td>Parish Online software</td> <td>108.00</td> </tr> <tr> <td>O&W Community Assoc</td> <td>Journals shortfall 2019</td> <td>150.00</td> </tr> <tr> <td>O&W Sports Pavilion</td> <td>Hall hire, 5 March</td> <td>18.75</td> </tr> <tr> <td>Opus Energy</td> <td>Streetlighting energy</td> <td>68.76</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>747.32</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>197.69</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>124.64</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>FirstAid4Less</td> <td>First Aid kit, orchards volunteers</td> <td>25.26</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>1813.02</td> </tr> </table> <u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Reeves RESOLVED unanimously.	Starboard Systems Ltd	Scribe accounting software	339.60	Geoxphere Ltd	Parish Online software	108.00	O&W Community Assoc	Journals shortfall 2019	150.00	O&W Sports Pavilion	Hall hire, 5 March	18.75	Opus Energy	Streetlighting energy	68.76	Salaries	Salaries	747.32	Expenses	Expenses	30.00	HMRC	PAYE/NI	197.69	Direct Debits			NEST	Pension	124.64	Multipay Charge Card			FirstAid4Less	First Aid kit, orchards volunteers	25.26	Lloyds Bank	Monthly charge card fee	3.00	Total		1813.02	
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37.2	<u>To report on any income received</u> <table border="0"> <tr> <td>M Good</td> <td>Metafit sessions</td> <td>75.00</td> </tr> <tr> <td>Santander</td> <td>Interest Jan & Feb 20</td> <td>.64</td> </tr> <tr> <td>Total</td> <td></td> <td>75.64</td> </tr> </table>	M Good	Metafit sessions	75.00	Santander	Interest Jan & Feb 20	.64	Total		75.64																																		
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37.3	<u>To consider Community Grant application from TAG.</u> Application for a pollution monitor to measure the cleanliness of the air in the parish had been circulated. This would initially be located near the school to measure air quality caused by traffic flow along Water Lane. The cost from supplier, Purple Air (US based) would be approx. £205. Proposed by Cllr Butlin that the application should be approved. Seconded by Cllr Warboys. RESOLVED unanimously.																																											
20/38	OPEN SPACES/RECREATION GROUND MATTERS																																											
38.1	<u>To consider revised play area remedial work quotes</u> Cllr Warboys and the Clerk had met with Fenland Leisure Products to discuss a price match on the Playmaintain quote. It transpired that the original quotes were not like for like. Due to the unevenness of the ground under the roundabout, basket swing and junior swings laying fibrefall directly on top would cause contours that would be liable to puddling. Proposed by Cllr Reeves that Fenland Leisure quote of £6,503.55+ VAT should be accepted. Seconded by Cllr Navarro. RESOLVED unanimously. Noted this would include removal of the grass mats and deturfing where required.																																											

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<p>38.2</p> <p>38.3</p> <p>38.4</p> <p>38.5</p> <p>38.6</p> <p>38.7</p> <p>38.8</p>	<p><u>To consider concern raised by raised that some of the new S106 trees have been planted too near the zipwire</u> Cllr Butlin reported that the trees had been planted in that location deliberately to create a barrier to help prevent children from running across the zipwire path. The nearest tree is 3 metres from the line and they have a mature spread of 2 metres radius. The trees will be regularly inspected and will be coppiced every 5 – 10 years. Proposed by Cllr Bailey that the trees should not be moved. Seconded by Cllr Navarro. RESOLVED unanimously.</p> <p><u>To consider action plan for Stocks Green improvements</u> Chair reported that EAG and Chapel members had kindly offered to cut back the overgrown shrubs from the boundary of 45 Water Lane up to the leylandii hedge. Brookfield Contracting had quoted £60 per metre for 12 metres of 1.8-metre-high close board fencing. Proposed by Cllr Starling that the clearance work and fence installation should go ahead. Seconded by Cllr Bailey. RESOLVED unanimously. Chair was authorised to meet with the residents of 6 High Street to discuss removing the leylandii and to obtain costings for a new track.</p> <p><u>To note induction plan for new orchard volunteers and updated orchards risk assessment</u> These had been circulated and were noted.</p> <p><u>To consider offer of bay tree for Rec orchard</u> RESOLVED unanimously to accept.</p> <p><u>To consider request from Flaming June half-marathon organisers to locate a water station on Rec</u> RESOLVED unanimously to grant permission.</p> <p><u>To consider including a note in next Chair's report for the Journal asking if anyone would consider donating a bench for the cemetery</u> RESOLVED unanimously.</p> <p><u>To consider holding a village 'Big Plant' day</u> Chair suggested holding a verge bulb planting day in November. EAG had indicated they would be prepared to lead on this. Agreed in principle subject to CCC Highways consent.</p>	
<p>20/39</p> <p>39.1</p> <p>39.2</p>	<p>HIGHWAYS MATTERS</p> <p><u>To consider submitting a formal complaint to Cambridgeshire County Council about its failure to provide adequate repair of roads</u> Chair stated that there is considerable anger in the village about the poor state of the road, in particular dangerous potholes and flooding due to blocked drains. Cnty Cllr Hudson reported that there is extra in the Highways budget for the next few years but acknowledged this would not pay all the repairs needed everywhere. Noted that when Highways do fill potholes they degrade within a few days in some cases and it would be more cost effective to do proper repairs in the first place. Cllr Hudson committed to following up again on jetting of Water Lane and Cambridge Road and the uneven path in Longstanton Road. He also suggested raising all the issues again at the next Highways meeting on 24 April. Chair and Cllr Starling will attend. It was also agreed that the Chair could liaise with other local parish council chairs regarding submitting a joint letter of complaint.</p> <p><u>To consider submitting a formal complaint to South Cambs District Council about its failure to clear road drains at crossroads</u> Noted that the County Council is responsible for drain jetting/cleaning and this was discussed at item 39.1</p>	<p>Chair & Cllr Starling</p>

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39.3	<u>To note that yellow lines have unlawfully been installed in Days Meadow</u> Highways had confirmed that they had not installed the lines. There is no traffic regulation order for them, so they are not legally binding. Clerk is awaiting a response regarding their removal.	
39.4	<u>To note bus stop in Water Lane has been removed</u> Resident had reported that bus drivers are refusing to stop at the 'Longstanton Road' stop. Clerk had reported this to the County Council and Stagecoach. Initially the Head of Customer Services had confirmed that the stop is still being served. Subsequently, she had advised that it has been withdrawn due to close proximity to the Cambridge Road 'Dry Drayton Road' stop. Clerk to seek clarification from the County Council Public Transport Manager.	
39.5	<u>To note update on Oakington to Girton shared use path improvements</u> Noted that the design work is being finalised and it is hoped that site work will start later this summer. Girton Parish Council had asked if anything could be done to improve lighting along that section of path.	
39.6	<u>To note County Council structural inspection of Cambridge Road bridge</u> County Council bridge inspector had reported that the bridge arch and strengthening ribs are in good condition. However, the project manager had confirmed he would liaise with Highways regarding repairing the road surface over the arch barrel to ensure deterioration cannot occur.	
39.7	<u>To note deadline for 21/22 LHI applications will be 31 May</u> Noted TAG is currently looking at proposals to put forward to the PC for consideration.	
20/40	CORRESPONDENCE	
40.1	Communities Prepared – Bar Hill Community Resilience event, 12 March. Cllr Warboys reported that for personal reasons she will need to hand over responsibility for co-ordinating the Emergency Plan to someone else. Much of the work has been completed and she would be prepared to work alongside whoever takes it on. Chair will circulate an email asking for a volunteer.	Chair
40.2	Parish Planning Forum, 30 March	
40.3	Stagecoach East – two electric buses operating on C6 route from 17 February	
40.4	SCDC – Chairman's Charity Concert, 18 March	
40.5	Connections – half-term update	
40.5	SCDC – Local approaches to tackling Social Isolation	
20/41	DATE OF NEXT MEETING	
	Parish Council – Monday 6 April 2020 Planning meeting – Monday 23 March (if required)	
	The meeting was declared closed at 9.50pm.	

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