

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using  
Zoom due to Covid-19 pandemic  
Monday 11 May 2020 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Bailey, J Grove, L Navarro, D Reeves, R Pinter. In attendance: Dist Cllr Alex Malyon (part meeting) Clerk: L Lawrence. 1 member of the public.	
20/52	<b>APOLOGIES FOR ABSENCE</b>  Cnty Cllr P Hudson	
20/53	<b>DECLARATIONS OF INTEREST</b>  None declared.	
20/54	<b>PUBLIC OPEN SESSION</b>  No comments or questions from member of the public.	
20/55	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 20 APRIL 2020</b>  Approval proposed by Cllr Butlin. Seconded by Cllr Starling. RESOLVED unanimously. Minutes will be signed by the Chair when face to face meeting are able to be held again.	
20/56	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)	
56.1	<u>County Councillors report</u> Cllr Warboys asked if the permanent Traffic Regulation Order application for the airfield road had been submitted. Clerk to follow up. Chair raised issues of flooding near crossroads and outside school. It is clear the whole system needs gullies to be properly cleared and drains jetted. Chair will write to County and District Councillors about this.	Clerk  Chair
56.2	<u>District Councillors report</u> Chair reported that Cllr Cheung Johnson will find out if SCDC can supply 2-metre distancing tape for the garden centre. Clerk had asked SCDC to install a dog waste bin near the airfield road in April 2019. As more and more people are using this road for daily exercise, a rubbish bin is also needed. Dist Cllr Malyon reported that she has followed this up with the refuse team and is awaiting a response. Chair stated that the Community Governance Review consultation gives three options, but it is not clear if Option C includes Oakington maintaining responsibility for the green separation. Cllr Malyon confirmed that it does. Chair had contacted District Councillors about the status of the Northstowe 'haul' road as full lighting had been installed along it and it not shown as permanent on Phase 2 plans. Planner had responded it is not unusual for haul roads to have lighting. Noted that the issue of installing Pegasus crossings will need to be looked into.	
56.3	<u>Parish Councillors reports</u> Cllr Grove - unable to attend remote OWN meetings as wifi signal is too poor for Skype. Noted that OWN are doing a great job supporting the community through the pandemic. Cllr Butlin – EAG had not been able to meet. However, an update report had been circulated.	

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56.4	<p>Cllr Pinter – reported that Oakingtons is now closed. Community Association is looking into the building being used as a hub for scrubs.</p> <p><u>Clerk's report</u>  Second quarter precept will now be received on 14 May.  New website was launched on 4 May. Clerk and all councillors are now using .gov.uk email addresses.  Clerk also updated on: OWN Covid community support work, repair of Mansell Wood footbridge, tree works Cambridge Road, reports of discarded nitrous oxide canisters and temporary toilet to be installed in car park for use of EA workers.</p>																																																																			
20/57	<p><b>PLANNING MATTERS</b></p> <p>57.1 <u>Applications requiring a decision:</u>  <u>20/01664/HFUL – Whitebeams, Cambridge Road</u> – two storey side extension with balcony to the rear.  No objections or comments.</p> <p>57.2 <u>Applications to note only:</u>  Discharge conditions ref <u>2-4 Water Lane</u>  <u>S/1250/18/COND16</u> – Street management &amp; maintenance  <u>S/1250/18/COND14</u> – Existing &amp; proposed access details  <u>S/1250/18/COND5</u> – Hard &amp; soft landscaping plan  <u>S/1250/18/COND25</u> – Scheme for flood resilient/resistant construction</p> <p>57.3 <u>Northstowe Phase 3A application - update</u>  Noted Northstowe Phase 3B application had been received today. Deadline for comments is 23 June. Chair to arrange an online meeting of the Northstowe working group to review the application and will report back at the June meeting, to enable the PC to formulate its response. Noted Phase 3A is expected shortly.</p>	Chair June agenda																																																																		
20/58	<p><b>FINANCE MATTERS</b></p> <p>58.1 <u>Approval of payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>Opus Energy Ltd</td> <td>Street lighting energy</td> <td>62.72</td> </tr> <tr> <td>Vision ICT Ltd</td> <td>Website development</td> <td>1122.00</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting, April</td> <td>368.37</td> </tr> <tr> <td>Brookfield</td> <td>Tree watering, April</td> <td>57.00</td> </tr> <tr> <td>O&amp;W Sports Pavilion</td> <td>Connections MUGA use contribution</td> <td>80.00</td> </tr> <tr> <td>CAPALC</td> <td>Covid-19 HR webinar</td> <td>20.00</td> </tr> <tr> <td>Print-Out</td> <td>OWN Covid-19 leaflets</td> <td>95.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1088.05</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>116.23</td> </tr> <tr> <td colspan="3"><b>Direct Debits</b></td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>155.79</td> </tr> <tr> <td colspan="3"><b>Multipay Charge Card</b></td> </tr> <tr> <td>Zoom</td> <td>Zoom Pro online meetings</td> <td>14.39</td> </tr> <tr> <td>SafeLincs Ltd</td> <td>Defibrillator pads</td> <td>151.78</td> </tr> <tr> <td>Microsoft</td> <td>Microsoft 365</td> <td>59.99</td> </tr> <tr> <td>Malwarebytes</td> <td>Anti-virus protection</td> <td>29.99</td> </tr> <tr> <td>ICO</td> <td>Registration fee</td> <td>40.00</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>3494.31</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Butlin. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p>58.2 <u>To report on any income received</u></p> <table border="0"> <tr> <td>South Cambs DC</td> <td>Quarter Precept</td> <td>12150.00</td> </tr> <tr> <td>Total</td> <td></td> <td>12150.00</td> </tr> </table>	Opus Energy Ltd	Street lighting energy	62.72	Vision ICT Ltd	Website development	1122.00	Brookfield Groundcare	Grass cutting, April	368.37	Brookfield	Tree watering, April	57.00	O&W Sports Pavilion	Connections MUGA use contribution	80.00	CAPALC	Covid-19 HR webinar	20.00	Print-Out	OWN Covid-19 leaflets	95.00	Salaries	Salaries	1088.05	Expenses	Expenses	30.00	HMRC	PAYE/NI	116.23	<b>Direct Debits</b>			NEST	Pension	155.79	<b>Multipay Charge Card</b>			Zoom	Zoom Pro online meetings	14.39	SafeLincs Ltd	Defibrillator pads	151.78	Microsoft	Microsoft 365	59.99	Malwarebytes	Anti-virus protection	29.99	ICO	Registration fee	40.00	Lloyds Bank	Monthly charge card fee	3.00	Total		3494.31	South Cambs DC	Quarter Precept	12150.00	Total		12150.00	
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58.3	<u>To approve 2019-20 accounts</u> Draft Receipts & Payments and Income & Expenditure accounts were circulated prior to the meeting. Summary of Receipts & Payments and Balance Sheet were shown via screen at the meeting. Approval proposed by Cllr Reeves. Seconded by Cllr Butlin. RESOLVED unanimously.	
58.4	<u>To approve Annual Governance &amp; Accountability Return (AGAR) Section 1 – Annual Governance Statement 2019-20</u> Annual Governance Statement had been circulated and was shown via screen at the meeting. Clerk stated that item No.4 must be ticked 'No' as the Notice of Exercise of Public Rights for 2018-19 accounts had been published one day late. All other items were considered and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Grove. Seconded by Cllr Warboys. RESOLVED unanimously	
58.5	<u>To approve AGAR Section 2 – Accounting Statements 2019-20</u> Draft Accounting Statements had been circulated and were shown via screen at the meeting. Clerk stated these are produced on a Receipts & Payments basis. Approval proposed by Cllr Pinter. Seconded by Cllr Bailey. RESOLVED unanimously	
58.6	<u>To agree dates for the period of Public Rights and publication of Unaudited Annual Governance &amp; Accountability Return</u> On recommendation from the Clerk it was proposed by Cllr Warboys that the period should be from 1 June to 10 July 2020. Seconded by Cllr Reeves. RESOLVED unanimously.	
58.7	<u>To appoint an internal auditor for 2020-21</u> Proposed by Cllr Butlin that LGS Services should be appointed as internal auditor for 2020-21. Seconded by Cllr Bailey. RESOLVED unanimously. Noted that the fee will either be £95 or £125, depending on gross expenditure.	
58.8	<u>To review fees charged for 2020-21</u> Cemetery fees comparison report had been circulated. Proposed by Cllr Warboys that the Cemetery fees should be increased as follows; Adult interment - £200, Ashes interment - £110, Purchase rights (single) - £250, Purchase rights (double) - £300, Memorial installation - £140, Inscription addition - £90. Seconded by Cllr Reeves. RESOLVED unanimously. There were no changes made to other fees charged. However, it was agreed to defer the decision about the Tennis Club rent until the June meeting and invite a member of the club to attend to discuss the lease agreement as they had proposed some amendments for the new lease.	June agenda
58.9	<u>To note Santander Reward Saver new interest rate from 7 July</u> Noted the rate will reduce to 0.01% from 7 July. As the balance currently stands at approx. £200 the Clerk recommended no action be taken at present.	
58.10	<u>To consider expressing an interest in 'hiring' Connections Bus for school summer holidays session this year if feasible</u> Proposed by Cllr Grove that the PC should express an interest in hiring the bus for summer holiday sessions if feasible during the pandemic. Seconded by Cllr Bailey.	
20/59	<b>HIGHWAYS MATTERS</b>	
59.1	<u>To consider proposals for 2021-22 Local Highways Initiative application</u> Draft suggested application had been received from TAG for yellow lines in The Broadway and village weight restriction limits. This had subsequently been withdrawn as TAG had decided to put forward an alternative proposal for a 20mph speed limit throughout the village. This will be brought to the June meeting for consideration.	June agenda
59.2	<u>To consider asking Highways England to install 'Oakington' signs on A14 exit slips</u>	

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	Chair reported that Cnty Cllr Hudson had received the same response from Highways England that the overhead gantry signs show the conurbations nearest a junction with a maximum of three destinations permitted. The County Council doesn't have the power to take this further. After some discussion, it was agreed not to pursue this matter.	
20/60	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>	
60.1	<u>To receive an update on the Open Spaces project</u> Cllr Butlin reported that the project is currently on hold due to the pandemic as unable to progress the work to obtain signature of support for the proposals. He also reported that work is required on some of the new trees to make the stakes secure. Due to current restrictions, this cannot be done by volunteers.	
60.2	<u>To consider paying for grounds contractor to 'bang in' new trees support posts</u> Quote received from Brookfield Contracting for £5 per tree. Proposed by Cllr Butlin that the quote should be approved. Seconded by Cllr Starling. Noted that approximately 10 trees that need this work.	
60.3	<u>To consider applying for planning permission to install fence at Stocks Green and submitting a tree application to remove Leylandii</u> Chair reminded everyone of the volunteer work done so far to clear back the bushes in the far corner. High Street resident had agreed that the Leylandii trees had been planted on PC land. Proposed by Cllr Butlin that a planning application should be submitted to install a 6-foot-high fence from the footway to the rear of the Water Lane property and a tree application submitted to remove the Leylandii. Seconded by Cllr Bailey. RESOLVED unanimously.	
20/61	<b>GREEN PLAN MATTERS</b>	
61.1	<u>To discuss renewable energy options and consider formulating a policy.</u> Cllr Reeves reported he had started looking into renewable options as tasked, but this had proved difficult due to the current restrictions. He had received some information from Gamlingay Turbine Trust about their wind turbine project, but still is awaiting responses from other organisations on large scale projects such as solar panels. However, he questioned if it would be feasible for the Parish Council to take on large projects of this nature and suggested an option would be to set up an independent group such as trust to take an agreed project forward. A lengthy discussion ensued with various options suggested, including ways to manage them such as via a Community Land Trust. It was also suggested that the PC talks to the village climate group who may be interested in initiating a project with PC support. Noted that any project will require a huge amount of work and it will be difficult to progress anything until restrictions are lifted. In the meantime, Cllr Reeves agreed to continue to undertake research over the next couple of months and bring a range of options to a future meeting for discussion.	Cllr Reeves
20/62	<b>COMMUNITY GOVERNANCE REVIEW MATTERS</b>	
62.1	<u>To consider two proposed options for the section consultation deadline due to be put forward to Civic Affairs Committee on 2 June</u> Proposed by Cllr Reeves that Option 1 to allow the consultation to remain open indefinitely for now until there is more certainty as to when lockdown will end should be supported. Seconded by Cllr Warboys. RESOLVED unanimously.	
20/63	<b>DATE OF NEXT MEETING</b>	
	Parish Council – Monday 8 June 2020 via Zoom.	
	<b>The meeting was declared closed at 9.37pm</b>	