

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using
Zoom due to Covid-19 pandemic
Monday 6 July 2020 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Grove, D Reeves, R Pinter, J Bailey, L Navarro. In attendance: Cnty Cllr Hudson (part meeting) Clerk: L Lawrence. 2 members of the public.	
20/75	APOLOGIES FOR ABSENCE None received. All present.	
20/76	DECLARATIONS OF INTEREST None declared.	
20/77	PUBLIC OPEN SESSION No comments or questions from members of the public.	
20/78	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 JUNE 2020 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
20/79	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 22 JUNE 2020 Approval proposed by Cllr Starling. Seconded by Cllr Reeves. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
20/80	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
80.1	<u>County Councillors report</u> Cllr Hudson updated on: Crossroads drain jetting had been ordered by LHO who will chase up. Water Lane footway slurry sealing work had been completed. Local Covid-19 data will include Pillar 2 (drive though testing, track & trace, care homes) figures in future. As part of the Government's national strategy to manage and control the pandemic, every area in England needs to develop its own Local Outbreak Control Plan for COVID-19. The Cambridgeshire & Peterborough plan was launched last week. The Cottenham cycleway project has not been cancelled and is still being pursued. However, the funding allocated by GCP may be used for another project in the short-term.	
80.2	<u>District Councillors report</u> There were no district councillors present.	
80.3	<u>Parish Councillors reports (verbal)</u> TAG minutes had been circulated by Cllr Starling. Chair thanked Cllrs Starling & Reeves for their sterling work on painting the brick bus shelters. Cllr Pinter reported that all Community Association events had been postponed for the next few months, including a suggested VJ75 celebration. A decision on the bonfire event will be made in September.	

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80.4	<p>Cllr Navarro had attended the Zero Carbon Community online workshop. This year's themes are :cycling, community buildings and tree planting and other 'nature-based solutions'. He will put some suggested proposals together to be considered at the September meeting. Noted the deadline is 15 September. Cllr Grove had attended an OWN online meeting. PC was thanked for funding for the latest Covid-19 leaflet which was delivered to each household. Chair & Clerk had attended the online Northstowe Community Forum. Chair had been invited to attend the next Girton PC meeting to talk about traffic concerns in relation to the proposed SARE.</p> <p><u>Clerk's report (verbal)</u></p> <p>Core Pavilion committee members had met to discuss reopening plans. Due to the amount of work involved to ensure the facilities are Covid-19 secure, it is unlikely the pavilion will open before September. Noted that the caretaker checks the building on a daily basis and completes a log. This satisfies insurers 'occupancy' requirements.</p> <p>Football teams training and exercise classes have resumed on the Rec, following receipt of completed risk assessments.</p> <p>A drug dealing incident in Rec car park had been reported to the Police. Northstowe Community Development Officer had offered to attend PC meetings on a quarterly basis.</p>	Sept agenda																											
20/81	<p>PLANNING MATTERS</p> <p>81.1 <u>Applications requiring a decision:</u> S/1250/18/COND15A – 2-4 Water Lane – Traffic Management plan. Noted that CCC had requested more detail. Comment – approval should be conditional on the crossroads drains being cleared and a programme of maintenance throughout the construction to ensure the drains don't become blocked again when the HCV wheels are washed down.</p> <p>81.2 <u>Applications to note only:</u> 20/1342/TTCA – Westwick Hall- various tree works.</p> <p>81.3 <u>Applications decisions</u> 20/01357/FUL – <u>Oakington Garden Centre</u> – horticultural poly tunnels and service area. <u>Approved.</u></p> <p>81.4 <u>Northstowe Phase 3 Section 106 proposals</u> The following draft proposals were circulated prior to the meeting: flood attenuation on Oakington Brook, sports pavilion extension, Rec path and seating areas and footpaths. Noted that there must be a benefit to Northstowe residents, so it is possible that none of these proposals will be accepted. After some discussion, it was proposed by Cllr Reeves that the proposals should be submitted to South Cambs DC. Seconded by Cllr Warboys. All in favour.</p> <p>81.5 <u>Community Governance Review</u> There was no particular preference expressed for either of the three options. Chair will draft a response to be considered at the September meeting.</p>	Sept agenda																											
20/82	<p>FINANCE MATTERS</p> <p>82.1 <u>Approval of payment of outstanding accounts due</u></p> <table border="0" data-bbox="343 1675 1342 1933"> <tr> <td>Opus Energy Ltd</td> <td>Street lighting energy</td> <td>52.84</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting, June</td> <td>736.75</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly account fee</td> <td>18.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>895.68</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>47.54</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> </table>	Opus Energy Ltd	Street lighting energy	52.84	Brookfield Groundcare	Grass cutting, June	736.75	Unity Trust Bank	Quarterly account fee	18.00	Salaries	Salaries	895.68	Expenses	Expenses	30.00	HMRC	PAYE/NI	47.54	Direct Debits			NEST	Pension	124.64	Multipay Charge Card			
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	Rawlins	Topcoat, bus shelters	112.44	
	Amazon	Glass paint, bus shelters	23.50	
	Amazon	Undercoat & brushes, bus shelters	28.63	
	Amazon	Concrete paint, bus shelters	73.98	
	Amazon	Rollers, bus shelters	12.95	
	Zoom	Zoom Pro online meetings	14.39	
	Lloyds Bank	Monthly charge card fee	3.00	
	Total		2174.34	
	<u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Bailey. RESOLVED unanimously.			
82.1	<u>To report on any income received</u>			
	Santander	Interest May & June	0.12	
	Total		0.12	
82.3	<u>To review Quarter 1 budget and bank reconciliation as at 30 June 2020</u> Circulated prior to the meeting and displayed via screen share. Clerk highlighted an overspend of approx. £1,500 on play area budget and an underspend of at least £3,500 on the youth budget due to the Bus being unable to attend since March.			
20/83	OPEN SPACES/RECREATION GROUND MATTERS			
83.1	<u>To consider Tennis Club lease agreement</u> Draft least had been circulated. Proposed by Cllr Butlin that this should be approved without amendment. Seconded by Cllr Warboys. RESOLVED unanimously.			
83.2	<u>To receive report on Rec site meeting with Police and to consider any action to take</u> Cllr Starling & Clerk had met with PCSOs Mani Bujar and Tony Martin to look at Rec security. They had recommended ANPR/night vision cameras in preference to additional barriers. A quote had been obtained from the company who installed the existing HD cameras. Due to Financial Regulations two more quotes will be sought for the September meeting. Noted there is no budget for Rec security but it may be possible to vire from another budget.			
83.3	<u>To consider application from St Andrews Church to hold 'drive-in' service on Recreation Ground</u> Completed application, risk assessment and details of public liability insurance had been received. Ben Philips, Family Outreach Worker was invited to speak regarding this application. He stated this would be a trial 'all church' outreach service for villagers. It would be held on a Sunday at approx. 2pm, possibly in late July/August. After a lengthy discussion about cars being driven on to the Rec, it was proposed by Cllr Pinter that the application should be approved as initial trial event <u>without cars</u> and current government guidance on gatherings and risk assessment must be adhered to. Seconded by Cllr Reeves. RESOLVED unanimously.			
83.4	<u>To consider Orchards maintenance plan proposal received from OCOP</u> OCOP's comprehensive report outlining various options had been circulated. After some discussion, it was proposed by Cllr Warboys that the recommended <u>Option 5</u> should be approved and Brookfield Contracting instructed to undertake the grass cutting. (Selected mowing – with the grass around the trees uncut, but 'secret' pathways and picnic spots created among the trees). Seconded by Cllr Butlin. RESOLVED unanimously. There was no decision made about the Mill Road orchard. Cllr Grove will discuss with OCOP and bring a recommendation to the September meeting. In the meantime, the gate will be padlocked and a 'no entry' sign installed to deter people from entering the site. Homes England will be asked to consider installing Heras fencing along the far side of the orchard.			

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83.5	<p><u>To consider plans and date for reopening the Rec play area</u> Cllr Warboys and Clerk had reviewed Government and other guidance and met on site to undertake a Covid-19 risk assessment. Noted that remedial work is due to take place during week of 13th July. PC insurers had recommended that a professional safety inspection is undertaken before reopening. SCDC had offered to supply 3 x A3 metal 'safe use' signs free of charge and had provided templates that can be used as temporary signage. It was proposed by Cllr Pinter that the play area should be reopened when repair work and safety checks have been completed. Seconded by Cllr Starling. RESOLVED unanimously. Clerk to order three metal signs from SCDC and arrange for safety check to be done as soon as possible.</p>	Clerk
83.6	<p><u>To consider reviewing grounds maintenance contract specification for 2021</u> Proposed by Chair that the 'Community Orchard' specification should be amended to include the new cutting regime approved at item 83.4 and Brookfield asked to quote for a further three year contract. Seconded by Cllr Butlin. RESOLVED unanimously.</p>	
20/84	ADMINISTRATION MATTERS	
84.1	<p><u>To consider commenting on draft new Model Code of Conduct</u> General consensus that the new code would be supported but no specific comments to be submitted to the LGA consultation.</p>	
20/85	DATE OF NEXT MEETING	
	Parish Council extra ordinary meeting – Thursday 9 July 2020 Parish Council – Monday 14 September 2020 Planning meeting – Monday 20 July and 17 August – if required The meeting was declared closed at 9.45pm	