

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using
Zoom due to Covid-19 pandemic
Monday 14 September 2020 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, E Warboys, J Grove, D Reeves, R Pinter, J Bailey, L Navarro. In attendance: Cnty Cllr Hudson (part meeting), Dist Cllr A Malyon (part meeting) Clerk: L Lawrence. No members of the public.	
20/86	APOLOGIES FOR ABSENCE Cllr G Butlin (unable to access meeting)	
20/87	DECLARATIONS OF INTEREST None declared.	
20/88	PUBLIC OPEN SESSION There were no members of the public present.	
20/89	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 6 JULY 2020 Approval proposed by Cllr Reeves. Seconded by Cllr Warboys. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
20/90	TO APPROVE MINUTES OF THE EXTRA MEETING HELD 9 JULY 2020 Approval proposed by Cllr Starling. Seconded by Cllr Warboys. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
20/91	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 17 AUGUST 2020 Approval proposed by Cllr Pinter. Seconded by Cllr Starling. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
20/92	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
92.1	<u>County Councillors report</u> Cnty Cllr Hudson reported that Cambridge Road drains were jetted this morning from the Crossroads to the traffic calming. LHO had confirmed they were all completely clear. The remainder of Cambridge Road was completed this afternoon and were also found to be clear. Straw in Dry Drayton Road and Water Lane gullies will be cleared as soon as possible. Cllr Reeves formally requested that the Parish Council be sent a copy of the drains structural survey undertaken approx. 2 years ago as there is a clearly an issue with the drainage system that is not being resolved by jetting. After just moderate rain the drains remain full of water. Noted that there is a similar drainage issue outside the school. It was agreed that Cllr Reeves and the Chair would arrange to meet with Cnty Cllr Hudson to discuss the issues. It was also agreed that Cllr Reeves should contact the LHO to ask for a copy of the survey report. Cllr Hudson reported that an order has been put in for Westwick verges to be dealt with and the LHO will chase the contractor. Highways will also look into resurfacing Westwick footpaths but can't promise this will be done.	Cllr Reeves/ Chair

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<p>92.2</p> <p>92.3</p> <p>92.4</p>	<p><u>District Councillors report</u> Cllr Malyon spoke about Northstowe Phase 1 and 2a construction work disruption to residents. District councillors want to ensure there will be clear and enforceable conditions for Phase 3. There will be another Phase 3 consultation coming out again. Dates to be advised. Chair raised concerns about anti-social behaviour in Northstowe. Cllr Malyon responded that they are trying to address this via a joint task force group organised by the Community Safety Partnership and it may be possible for an Oakington PC rep to attend these meetings. She will look into that. Police patrols have increased because people are reporting issues. A group-buying scheme for solar panels (Solar Together Cambridgeshire) was highlighted. A white paper is due out in October that will look at the dissolution of district councils and the creation of massive unitary councils. SCDC does not think this is right way forward.</p> <p><u>Parish Councillors reports (verbal)</u> Cllr Starling – TAG minutes circulated. He had also attended the Pavilion Committee AGM and general meeting. Cllr Grove had attended two OWN meetings and passed on the PC's thanks for their pandemic volunteering work. Cllr Pinter reported that the CA had met several times via Zoom. They are currently trying to resolve some membership issues including how to deal with fees. There may be a shortfall in journal costs of approx. £200. OWN had asked if the CA could obtain a Zoom licence which could be used by the various groups. A new CA website will be launched shortly.</p> <p><u>Clerk's report (verbal)</u> The Pavilion reopened on 7th September and MUGA on 17th August. Hirers seem to be satisfied with the Covid-19 safe protocols put in place. The Pavilion tap had been vandalised and there is an issue with someone parking in the car park each night until the early hours who appears to be engaged in drug dealing. The car registration has been reported to the Police. It is unlikely that the Connections Bus will be able to return this term due to social distancing issues. Cllr Reeves is kindly renovating the Stocks Green and Westwick notice boards and had stained the bench and notice board near the shop. New 'Oakington & Westwick Parish Council' signs had been installed on the four brick bus shelters.</p>	<p>Dist Cllr Malyon</p>
<p>20/93</p> <p>93.1</p> <p>93.2</p> <p>93.3</p> <p>93.4</p>	<p>PLANNING MATTERS</p> <p><u>Applications requiring a decision:</u> None received.</p> <p><u>Applications to note only</u> <u>20/1712/TTCA – Foxelwood, Westwick – various tree works</u></p> <p><u>Applications decisions</u> <u>20/02555/HFUL – 1 Dry Drayton Road – replace conservatory and 2 storey side extension. Approved.</u> <u>20/01581/ADV – Westwick Hall Farm – installation of 7 non-illuminated signposts. Approved</u></p> <p><u>Community Governance Review Submission Form</u> The following responses were proposed by Cllr Reeves and seconded by Cllr Cllr Pinter. RESOLVED unanimously. Question 1: Option A Question 2: Yes (The new civil parish should be called 'Northstowe') Question 3: N/A</p>	

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	<p>Questions 4 to 8: No opinion Question 9: Not applicable. Question 10. No opinion. Comments: Restate resolution of Planning meeting held 17 August 2020 (already submitted.)</p>																																																																																		
20/94	<p>OPEN SPACES/RECREATION GROUND MATTERS</p> <p>94.1 <u>To consider request from hirer for midweek early morning exercise classes on Rec</u> Proposed by Cllr Reeves that the hirer should be permitted to run midweek exercise classes from 7am. Seconded by Cllr Navarro. RESOLVED unanimously.</p> <p>94.2 <u>To consider action to take regarding blocked drain in car park</u> It was agreed that the Clerk and Cllr Starling should arrange contractor site visits and request quotes.</p>	Clerk/ Cllr Starling																																																																																	
20/95	<p>HIGHWAYS MATTERS</p> <p>95.1 <u>To consider 2021-22 LHI application and the contribution amount to be included in 2021-22 budget</u> TAG had submitted a draft application for implementation of a 20mph speed limit on Dry Drayton Road, Cambridge Road , Water Lane, Station Road and Cottenham Road, Westwick where the existing 30mph limit is in operation. Proposed by Cllr Starling that this should be submitted and the PC contribute £3,000 towards the total cost (estimated at £10,000). Seconded by Cllr Reeves. RESOLVED unanimously.</p>																																																																																		
20/96	<p>FINANCE MATTERS</p> <p>96.1 <u>Approval of payment of outstanding accounts due August Payments</u></p> <table border="0"> <tr> <td>Opus Energy Ltd</td> <td>Street lighting energy - July</td> <td>50.42</td> </tr> <tr> <td>Fenland Leisure</td> <td>Play area remedial work</td> <td>7975.86</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly account fee</td> <td>18.00</td> </tr> <tr> <td>B&C Energy Solutions</td> <td>3 bus shelter bench seats</td> <td>2162.40</td> </tr> <tr> <td>D Reeves</td> <td>Refund wood for play area sleepers</td> <td>19.90</td> </tr> <tr> <td>Print-Out</td> <td>Covid-19 leaflets</td> <td>90.00</td> </tr> <tr> <td>Oakington Garden Centre</td> <td>Tubs – spring planting</td> <td>400.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1095.85</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>44.30</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>108.43</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>155.79</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>B&Q</td> <td>Masonry paint, bus shelters</td> <td>25.00</td> </tr> <tr> <td>Zoom</td> <td>Zoom Pro online meetings</td> <td>14.39</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>12145.34</td> </tr> <tr> <td colspan="3"><u>September Payments</u></td> </tr> <tr> <td>Opus Energy</td> <td>Street lights energy - August</td> <td>52.25</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting – July & August</td> <td>1377.66</td> </tr> <tr> <td>Martin Hardy Associates</td> <td>MUGA annual maintenance</td> <td>600.00</td> </tr> <tr> <td>Came & Company</td> <td>Insurance renewal</td> <td>2597.74</td> </tr> <tr> <td>CAPALC</td> <td>Planning webinars</td> <td>60.00</td> </tr> <tr> <td>D Reeves</td> <td>Refund notice boards materials</td> <td>78.92</td> </tr> <tr> <td>SignArt</td> <td>Bus shelters signs</td> <td>264.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1072.25</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> </table>	Opus Energy Ltd	Street lighting energy - July	50.42	Fenland Leisure	Play area remedial work	7975.86	Unity Trust Bank	Quarterly account fee	18.00	B&C Energy Solutions	3 bus shelter bench seats	2162.40	D Reeves	Refund wood for play area sleepers	19.90	Print-Out	Covid-19 leaflets	90.00	Oakington Garden Centre	Tubs – spring planting	400.00	Salaries	Salaries	1095.85	Expenses	Expenses	44.30	HMRC	PAYE/NI	108.43	Direct Debits			NEST	Pension	155.79	Multipay Charge Card			B&Q	Masonry paint, bus shelters	25.00	Zoom	Zoom Pro online meetings	14.39	Lloyds Bank	Monthly charge card fee	3.00	Total		12145.34	<u>September Payments</u>			Opus Energy	Street lights energy - August	52.25	Brookfield Contracting	Grass cutting – July & August	1377.66	Martin Hardy Associates	MUGA annual maintenance	600.00	Came & Company	Insurance renewal	2597.74	CAPALC	Planning webinars	60.00	D Reeves	Refund notice boards materials	78.92	SignArt	Bus shelters signs	264.00	Salaries	Salaries	1072.25	Expenses	Expenses	30.00	
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	HMRC	PAYE/NI	132.03	
	NEST	Pension	155.79	
	Multipay Charge Card			
	Greenbarnes	Rubber pinboard – notice boards	174.49	
	CorkStore24	Cork board – notice boards	33.24	
	Lloyds Bank	Monthly charge card fee	3.00	
	Zoom	Zoom Pro online meetings	14.39	
	Total		6645.76	
	<u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously.			
96.2	<u>To report on any income received</u>			
	Resident	Single grave space	200.00	
	Richard Stebbings	Interment fee	200.00	
	Santander	Reward Saver interest July & Aug	0.05	
	Total		400.05	
96.3	<u>To approve Clerk's National Joint Council pay scale increase for 2021-21</u>			
	Proposed by Cllr Warboys that the <u>2.75%</u> pay scale increase should be approved. Seconded by Cllr Starling. RESOLVED unanimously.			
96.4	<u>To consider paying OWN mobile phone costs in relation to pandemic volunteering work</u>			
	Proposed by Cllr Reeves that <u>£121.74</u> mobile costs incurred should be paid for by the PC. Seconded by Cllr Pinter. RESOLVED unanimously.			
96.5	<u>To consider purchasing an ANPR camera for car park</u>			
	It had not been possible to obtain three quotes due to the pandemic and likely difficulty of adding another company's camera to the existing CCTV system. Therefore, it was agreed to waive Financial Regulation 11.1 (h) in order the progress this.			
	Proposed by Cllr Starling that Business Watch quote of <u>£1,670</u> for an ANPR camera and new recorder should be approved. Seconded by Cllr Grove. RESOLVED unanimously. As no budget had been set for this, it was agreed to vire from the Stocks Green budget to cover the cost.			
96.6	<u>To consider purchasing a blue bin for Cemetery</u>			
	Proposed by Cllr Warboys that the PC should purchase a blue bin and a pack of bin liners at a maximum cost of <u>£80</u> . Seconded by Cllr Grove. RESOLVED unanimously.			
96.7	<u>To consider giving Clerk delegated authority to negotiate street lighting energy contract</u>			
	Utility Aid (broker) had supplied three quotes today. Noted that although the 'SSE Green' (100% renewables) was approx £100 more than the existing supplier, it was important that the PC should show commitment to its 'green' plan.			
	Proposed by Cllr Navarro that the SSE Green CED quote for approx. <u>£818 PA</u> should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously.			
20/97	DATE OF NEXT MEETING			
	Parish Council – Monday 12 October 2020			
	Planning meeting – Monday 28 September – if required			
	The meeting was declared closed at 8.45pm			

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