

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using
Zoom due to Covid-19 pandemic
Monday 8 June 2020 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Grove, D Reeves, R Pinter. In attendance: Cnty Cllr Hudson (part meeting), Dist Cllr Cheung Johnson (part meeting). Clare Gibbons (SCDC officer) (part meeting.) Clerk: L Lawrence. 4 members of the public. Absent: Cllr L Navarro. Cllr J Bailey.	
20/64	APOLOGIES FOR ABSENCE Dist Cllr A Malyon.	
20/65	DECLARATIONS OF INTEREST None declared.	
20/66	PUBLIC OPEN SESSION No comments or questions from members of the public.	
20/67	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 11 MAY 2020 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes will be signed by the Chair when face to face meetings are able to be held again.	
20/68	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
68.1	<u>County Councillors report</u> Cnty Cllr Hudson to send updated Cambridgeshire Covid-19 data to the Clerk for circulation.	Cllr Hudson
68.2	<u>District Councillors report</u> Dist Cllr Cheung Johnson to follow up on the request for a dog waste and litter bin near airfield road. Government had agreed to temporary extension of construction work hours. Contractors must apply to SCDC first though. There is a link on the SCDC website to report any breaches. SCDC had approved a Zero Carbon Strategy with a pledge to reduce the Council's carbon emissions by at least 75% by 2030. Cllr Cheung Johnson will find out more about the ways SCDC will support existing homeowners to make their properties more energy efficient. Noted that two of the Local Plan issues of possible green belt development and transports links are of particular importance to our parish. Cllr Cheung Johnson will check on the agreed timeline for the next stage of the Plan process and report back.	Cllr Cheung Johnson
68.3	<u>Parish Councillors reports (verbal)</u> Cllr Grove – attended the last OWN online meeting and commented that they are doing a remarkable job supporting the community. Cllr Starling – TAG minutes had been circulated. Pavilion Committee had not met since lockdown.	Cllr Cheung Johnson Cllr Cheung Johnson

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<p>69.5</p> <p>69.6</p>	<p><u>Community Governance Review</u> Clare Gibbons reported that Civic Affairs Committee had agreed to extend the second consultation deadline to 15 September. Paper copies of the submission form had been amended to reflect that. A draft engagement programme had also been produced. She sought suggestions from the Council on delivering the form to residents and asked for views on an effective community engagement programme. It was suggested that it could be include as an insert in the next journal edition. It may also be possible to seek views of residents at the August picnic if it goes ahead. The PC will form a draft response to the 2nd consultation at its July meeting and then consider putting a statement in the next Journal outlining the 3 options and inviting comments on the option being considered by the PC for its formal response in September.</p> <p><u>SCDC Planning Committee Scheme of Delegation update</u> Noted that the decision to take an application to the Planning Committee for determination now has to be made by the Joint Director of Planning or his delegated officers in consultation with the Chair of Planning Committee.</p>	<p>July agenda</p>																																													
<p>20/70</p> <p>70.1</p> <p>70.2</p> <p>70.3</p> <p>70.4</p>	<p>FINANCE MATTERS</p> <p><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>54.11</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting, April</td> <td>717.28</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>903.48</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>39.74</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>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>1886.64</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Starling Seconded by Cllr Butlin. RESOLVED unanimously.</p> <p><u>To report on any income received</u></p> <table border="0"> <tr> <td>South Cambs DC</td> <td>Quarter Precept (20/21B)</td> <td>12150.00</td> </tr> <tr> <td>C&C Bank</td> <td>Interest</td> <td>1361.89</td> </tr> <tr> <td>Co-op Funeral Services</td> <td>Interment fee</td> <td>154.00</td> </tr> <tr> <td>Total</td> <td></td> <td>13665.89</td> </tr> </table> <p><u>To note C&C Bank new interest rate from 8 September 2020</u> Interest rate will reduce from 1.5% to 1.25%.</p> <p><u>To consider bus shelter seating and painting quotes</u> Proposed by Cllr Reeves that BC Shelters £1,802 quote for three bench seats should be approved. Seconded by Cllr Starling. RESOLVED unanimously. Despite speaking to several contractors, it had not been possible to obtain quotes for cleaning and painting the shelters. Cllrs Reeves and Starling kindly agreed to paint the Saxon Close shelter.</p>	Opus Energy Ltd	Street lighting energy	54.11	Brookfield Groundcare	Grass cutting, April	717.28	Salaries	Salaries	903.48	Expenses	Expenses	30.00	HMRC	PAYE/NI	39.74	Direct Debits			NEST	Pension	124.64	Multipay Charge Card			Zoom	Zoom Pro online meetings	14.39	Lloyds Bank	Monthly charge card fee	3.00	Total		1886.64	South Cambs DC	Quarter Precept (20/21B)	12150.00	C&C Bank	Interest	1361.89	Co-op Funeral Services	Interment fee	154.00	Total		13665.89	<p>Cllrs Reeves & Starling</p>
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<p>20/71</p> <p>71.1</p>	<p>OPEN SPACES/RECREATION GROUND MATTERS</p> <p><u>To consider Tennis Club lease agreement</u> Tennis Club members had attended the meeting to discuss the draft revised lease agreement that had been produced by the club. In response to a question about a sub-letting clause, Frank Pinner clarified that they only propose to charge a small hourly fee to their tennis coach for using the courts for lessons. They will not sub-let to other clubs. Revision of the lease agreement was agreed in principle on this basis. It was also stipulated that 50% of the tennis club</p>																																														

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71.2	<p>membership and at least one committee member must be from Oakington or Westwick. Final draft lease will be brought to the July meeting for approval.</p> <p><u>To consider Tennis Club courts rental fee 2020-21</u></p> <p>After some discussion, it was proposed by Cllr Reeves that the Tennis Club should not be charged a fee for courts rental for a period of 4 years and then a review undertaken. Seconded by Cllr Grove. RESOLVED by majority.</p>	July agenda
71.3	<p><u>To note donation of three benches for Cemetery</u></p> <p>Noted that a very generous Cottenham resident with close links to Oakington had kindly offered to donate three hardwood benches to the Parish Council to be installed in the Cemetery. Suitable locations had been chosen. He does not want particular commemorative plaques to be added to the benches.</p>	
71.4	<p><u>To consider having recycling & organic waste bins in Cemetery</u></p> <p>South Cambs DC will supply one green waste 240L bin free of charge and make no charge for collections. The trade waste team had quoted £4 per collection for a blue recycling bin with a minimum of fortnightly collections. It was proposed by Cllr Warboys that a green bin should be requested. Seconded by Cllr Grove. RESOLVED unanimously. Further consideration will be given to having a blue bin in the future.</p>	
71.5	<p><u>To consider arranging an additional cut of Rec orchard grass</u></p> <p>After some discussion about the options for managing the grass, it was proposed by Cllr Reeves that it should be cut back to 50mm around the trees with a maximum budget of £150 set. Seconded by Cllr Butlin. RESOLVED unanimously.</p>	
71.6	<p><u>To consider quote for cutting back Cemetery Lime tree</u></p> <p>Proposed by Cllr Reeves that Brookfield Contracting's quote of <u>£450</u> to crown lift and reduce by 30% should be accepted. Seconded by Cllr Butlin. RESOLVED unanimously.</p>	
20/72	HIGHWAYS MATTERS	
72.1	<p><u>To consider proposals for 2021-22 Local Highways Initiative application</u></p> <p>TAG had not submitted a draft proposal for consideration. Cllr Starling reported that they are still considering the 20-mph speed limit suggestion. Noted that the application deadline had not yet been set and if a proposal is forthcoming it could be considered at the July meeting.</p>	
20/73	ADMINISTRATION MATTERS	
73.1	<p><u>To consider setting up a Parish Council Facebook page</u></p> <p>After a lengthy discussion on the possible benefits and drawbacks, it was proposed by Cllr Starling that a Facebook page should be set up but only to post factual statements on Council policy and directing people to the website for information. Seconded by Cllr Pinter. RESOLVED unanimously. This will be reviewed after 4 months. Cllr Butlin to check with OakyFolk administrators if comments on postings can be turned off.</p>	Cllr Butlin
73.2	<p><u>To review Electronic Communication policy</u></p> <p>Draft amended policy to include 'Social Media' had been circulated. Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously.</p>	
73.3	<p><u>To review Standing Orders</u></p> <p>Standing Orders were reviewed. On Clerk's recommendation it was proposed by Cllr Grove that no changes should be made. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	
73.4	<p><u>To review Financial Regulations</u></p> <p>Draft amended regulations had been circulated. Proposed by Cllr Grove that Financial Regulations as amended should be approved. Seconded by Cllr Warboys. RESOLVED unanimously.</p>	

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73.5	<u>To review Complaints Procedure</u> Draft amended procedure had been circulated. Proposed by Cllr Grove that the Complaints Procedure as amended should be approved. Seconded by Cllr Starling. RESOLVED unanimously.	
20/74	DATE OF NEXT MEETING Parish Council – Monday 6 July 2020 via Zoom. Planning meeting – Monday 22 June 2020 via Zoom.	
	The meeting was declared closed at 9.50pm.	

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