## 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	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Grove, D	Action
No:	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.	
20/64	Absent: Cllr L Navarro. Cllr J Bailey.  APOLOGIES FOR ABSENCE	
20/64	APOLOGIES FOR ABSENCE	
	Dist Cllr A Malyon.	
20/65	DECLARATIONS OF INTEREST	
	None declared.	
20/66	PUBLIC OPEN SESSION	
20/67	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.)	
00.4	0	
68.1	County Councillors report Cnty Cllr Hudson to send updated Cambridgeshire Covid-19 data to the Clerk	Cllr Hudson
	for circulation.	Cili Fidusori
68.2	District Councillors report	
33.2	Dist Cllr Cheung Johnson to follow up on the request for a dog waste and litter	Cllr Cheung
	bin near airfield road.	Johnson
	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	Cllr Cheung
	existing homeowners to make their properties more energy efficient.	Johnson
	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	Cllr Cheung
	will check on the agreed timeline for the next stage of the Plan process and	Johnson
	report back.	
	SCDC is seeking the PC's view on options for dealing with the overgrown Vicarage Close property as the owner has not responded to the notice served to	
	undertake remedial work. It was suggested that the family trust should be	
	contacted in the first instance.	
68.3	Parish Councillors reports (verbal)	
	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.	

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	Cllr Butlin – EAG is looking into wildflower cultivation of some of the grass	
	verges. Cllr Pinter – due to the pandemic this year's Village Day had been cancelled. 2021 date will be 26 June. CA may possibly arrange a village picnic around 15 August (VJ Day) depending on restrictions at the time. Chair – had met with Mill Road orchard volunteers. A couple of issues need to	
	be resolved there.  Cllr Warboys arrived at 7.40pm	
68.4	Clerk's report (verbal) Report included: permanent Traffic Regulation Order for airfield road, Station	
	Road ditch blockage, Water Lane footway slurry sealing works, diseased Ash on public footpath No.3, 'missing' Cambridge Road post box, play area remedial works, vandalism to Pavilion external BT box and quad bike use on Rec which	
	had been reported to the Police. Chair & Cllr Starling had looked at Rec security and details of suggested	
	measures had been circulated. PSCO Mani had agreed to meet Clerk to discuss further. Depending on outcome of this meeting, Clerk to obtain costings for July	
22/22	meeting.	July agenda
20/69	PLANNING MATTERS	
69.1	Applications requiring a decision: 20/02142/OUT – Northstowe Phase 3B – 1,000 homes, Station Road.	
	Longstanton	
	Northstowe working group had reviewed this application. Noted the one issue of significance to Oakington is the traffic assessment which states that the Bar Hill	
	roundabout is unable to take much more additional traffic. This is likely to mean that the Southern Access Road East will definitely go ahead. It was agreed to	
	object to the application due to concerns about increased traffic through our	
69.2	parish as a result of this development.  Applications to note only:	
69.3	20/1342/TTCA – Westwick Hall- various tree works.  Northstowe Phase 3A application – working group update	
00.0	Working group update report had been circulated prior to the meeting. This	
	included a summary of key issues identified as of most significance to our parish. Chair thanked the members for their hard work assessing the	
	application. This report will form the draft recommendation to be presented to the PC at its Planning meeting on 22 June. It was agreed the report should be	
	posted on the website.	Clerk
69.4	Northstowe Phase 3 Section 106 proposals  Noted the Tomato Farm site is not part of the 3A application. Homes England	
	had advised it would be used for flood attenuation. If so, it was suggested the area could be developed as a public park. Cllr Butlin suggested speaking to	
	Homes England about this land and plans for the land opposite as all the	
	Tomato Farm site might be needed for attenuation. Chair had circulated notes on his phone meeting with the CCC officers Tam	
	Parry and James Stringer about possible footpath links from Wilson's Drift to the Recreation Ground. The discussion also included a cycleway from the proposed	
	SARE along Dry Drayton Road and additional traffic calming measures	
	throughout the village.  Proposed by Cllr Reeves that the footpath path links should be explored further	
	with the relevant landowners. Seconded by Cllr Pinter. RESOLVED unanimously.	
	Other S106 suggestions included a Pavilion extension and Open Spaces	
	project. A formal proposal will be presented at the 22 June Planning meeting.	June Planning
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69.5	Community Governance R				
	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 2 <sup>nd</sup> 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.				
69.6		Scheme of Delegation update			
	Noted that the decision to t	ake an application to the Planning	Committee for		
	determination now has to b	e made by the Joint Director of Pla	nning or his		
		Itation with the Chair of Planning C			
20/70	FINANCE MATTERS				
20/10	1				
70.1	Approval of payment of out	standing accounts due			
70.1	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	, 0	1886.64		
	Approval proposed by Cllr Starling Seconded by Cllr Butlin. RESOLVED				
	unanimously.	Starming Goodinada by Gill Batilin. Til			
70.2	To report on any income re	ceived			
70.2	South Cambs DC	Quarter Precept (20/21B)	12150.00		
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	C&C Bank	Interest	1361.89		
	Co-op Funeral Services	Interment fee	154.00		
	Total		13665.89		
70.3		erest rate from 8 September 2020			
	Interest rate will reduce from				
70.4	To consider bus shelter sea	ating and painting quotes			
	Proposed by Cllr Reeves that BC Shelters £1,802 quote for three bench seats				
		nded by Cllr Starling. RESOLVED			
		l contractors, it had not been possi			
	quotes for cleaning and pa			Cllrs Reeves &	
		indly agreed to paint the Saxon Clo	nse shelter	Starling	
20/71		FION GROUND MATTERS			
71.1	To consider Tennis Club le	ase agreement			
	Tennis Club members had attended the meeting to discuss the draft revised				
		peen produced by the club. In resp			
		Frank Pinner clarified that they only			
		their tennis coach for using the co			
		er clubs. Revision of the lease agre			
	in principle on this basis. If	was also stipulated that 50% of the	e tennis ciub		

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	membership and at least one committee member must be from Oakington or	July agenda
	Westwick. Final draft lease will be brought to the July meeting for approval.	July agenua
71.2	To consider Tennis Club courts rental fee 2020-21	
	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.	
71.3	To note donation of three benches for Cemetery	
	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	
74.4	want particular commemorative plaques to be added to the benches.	
71.4	To consider having recycling & organic waste bins in Cemetery	
	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	
71.5	having a blue bin in the future.	
/1.5	To consider arranging an additional cut of Rec orchard grass	
	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.	
71.6	To consider quote for cutting back Cemetery Lime tree	
71.0	Proposed by Cllr Reeves that Brookfield Contracting's quote of £450 to crown	
	lift and reduce by 30% should be accepted. Seconded by Cllr Butlin.	
	RESOLVED unanimously.	
20/72	HIGHWAYS MATTERS	
20/12	THOTWATS WATTERS	
72.1	To consider proposals for 2021-22 Local Highways Initiative application	
,	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.	
20/73	ADMINISTRATION MATTERS	
73.1	To consider setting up a Parish Council Facebook page	
	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	Cllr Butlin
	comments on postings can be turned off.	Ciir Butiiri
73.2	To review Electronic Communication policy	
	Draft amended policy to include 'Social Media' had been circulated. Approval	
	proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously.	
73.3	To review Standing Orders	
	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.	
73.4	To review Financial Regulations	
	Draft amended regulations had been circulated. Proposed by Cllr Grove that	
	Financial Regulations as amended should be approved. Seconded by Cllr	
	Warboys. RESOLVED unanimously.	

73.5	To review Complaints Procedure	
	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.	