

OAKINGTON & WESTWICK PARISH COUNCIL

Notice of Meeting	Oakington & Westwick Parish Council – Annual Meeting
Date / Time	Tuesday 4 May 2021 at 7.30pm
Venue	Remotely via Zoom due to Coronavirus pandemic

All members of the Council are hereby summoned to attend the remote Annual meeting Zoom ID: 892 7879 2567 Passcode: 422491
For the purposes of considering and resolving the business to be transacted at the meeting, as set out below.

Members of the public and press are invited to address the Council under the Public Open Session item.

(Please contact the Clerk at clerk@oakingtonandwestwick-pc.gov.uk for details of how to access the Zoom meeting.)



Laura Lawrence – Clerk
27 April 2021

Please note: This meeting will be recorded by the Clerk for the purposes of producing minutes. The recording will be deleted immediately after the minutes have been approved by the Council at the next full Council meeting.

Agenda

Item			Time
21/49	Election of Chair To elect a Chair and to receive Chair's Declaration of Acceptance of Office	For decision	1
21/50	Election of Vice-Chair To elect a Vice-chair.	For decision	1
21/51	To receive and approve apologies for absence	For decision	1
21/52	To receive declarations of interest & dispensations - To receive declarations of pecuniary interest from Councillors on items on the agenda - To receive any requests for dispensations and grant any as appropriate.	For decision	1
21/53	Public Open Session To allow up to 15 minutes for members of the public to address the meeting in relation to any parish related matter <i>Members of the public will be asked to 'mute' their audio at the end of this session and listen only for the remainder of business to be transacted.</i>		15
21/54	To approve minutes of the previous meeting held 12 April 2021	For decision	2
21/55	Matters arising from previous meeting, not otherwise on the agenda	To note only	5
21/56	Open Spaces/Recreation Ground matters 56.1 To consider entering into a 'Grass Pitch Maintenance Agreement' with Oakington Vikings Youth FC 56.2 To consider making a funding application for electric vehicle charge points at Rec. 56.3 To consider application from Oakington Community Association to hold a village event on the Rec on 10 July.	For decision For decision For decision	10

Item			Time
21/57	Planning Matters 57.1 Applications requiring a decision <u>21/01602/PRI03Q – Poplar Farm, Dry Drayton Road</u> – prior approval for change of use of agricultural building to 2 dwelling houses 57.2 To consider response to the East West Rail consultation	For decision For decision	10
21/58	To elect members of Personnel Committee (Five) and to review its Terms of Reference	For decision	2
21/59	To appoint member representatives on other parish groups; <ul style="list-style-type: none"> ➤ Environment Action Group (EAG) ➤ Flood Mitigation Group (FMG) ➤ Transport Action Group (TAG) ➤ Oakington & Westwick Neighbours (OWN) ➤ Pavilion Management Committee x 2 ➤ Community Association (CA) ➤ Oakington Charities 	For decision	10
21/60	To appoint officers and members with specific areas of responsibility; <ul style="list-style-type: none"> ➤ Responsible Financial Officer (Clerk) ➤ Northstowe ➤ Recreation Ground – including Cemetery, play area & orchard ➤ Mill Road Orchard ➤ Youth Provision ➤ Tree Warden ➤ Emergency Plan 	For decision	10
21/61	Finance matters 61.1 To approve payment of outstanding accounts due 61.2 To report on any income received 61.3 To approve 2020-21 accounts 61.4 To approve Annual Governance & Accountability Return (AGAR) Section 1- Annual Governance Statement 2020-21 61.5 To approve AGAR Section 2 – Accounting Statements 2020-21 61.6 To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance & Accountability Return 61.7 To appoint an internal auditor for 2021-22 61.8 To review fees charged for 2021-22 61.9 To agree level of Chairman’s allowance for 2021-22 61.10 To review and approve Councillors as bank signatories on all bank accounts	For decision To note only For decision For decision For decision For decision For decision For decision For decision	30
21/62	Administration matters 62.1 To review and approve Standing Orders 62.2 To review and approve Financial Regulations 62.3 To review and approve Risk Assessment 62.4 To review and approve Freedom of Information Publication Scheme	For decision For decision For decision For decision	10
21/63	Date of next meeting: Monday 14 June (To be confirmed)		