

## OAKINGTON & WESTWICK PARISH COUNCIL

<b>Notice of Meeting</b>	<b>Oakington &amp; Westwick Parish Council – Annual Meeting</b>
<b>Date / Time</b>	<b>Monday 9 May 2022 at 7.30pm</b>
<b>Venue</b>	<b>Oakington Sports Pavilion, Queens Way, Oakington</b>

All members of the Council are hereby summoned to attend the Annual meeting 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.



**Laura Lawrence – Clerk**  
3 May 2022

### Agenda

<b>Item</b>			<b>Time</b>
<b>22/47</b>	<b>To elect a Chair</b> <b>Chair to sign Declaration of Acceptance of Office</b>	For decision	1
<b>22/48</b>	<b>To receive Members Declaration of Acceptance of Office</b>		1
<b>22/49</b>	<b>To elect a Vice-Chair</b>	For decision	1
<b>22/50</b>	<b>To receive and approve apologies for absence</b>	For decision	1
<b>22/51</b>	<b>Model Code of Conduct &amp; Declarations of Interests</b>  51.1 To consider adopting new LGA Model Code of Conduct 51.2 To note requirement for all members to complete Register of Interests forms within 28 days of being elected as parish councillor 51.3 To receive declarations of pecuniary interest from Councillors on items on the agenda 51.4 To receive any requests for dispensations and grant any as appropriate,	For decision	5
<b>22/52</b>	<b>Public Open Session</b>  To allow up to 15 minutes for members of the public to address the meeting in relation to any parish related matter		15
<b>22/53</b>	<b>To approve minutes of the meeting held 11 April 2022</b>	For decision	2
<b>22/54</b>	<b>To approve minutes of the Planning meeting held 25 April 2022</b>	For decision	2
<b>22/55</b>	<b>Matters arising from the previous meeting, not otherwise on the agenda (information only)</b>	To note only	5
<b>22/56</b>	<b>General Power of Competence</b>  <i>Motion; ‘The Parish Council resolves from 9 May 2022, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to readopt the General Power of Competence’</i>	For decision	2

<b>Item</b>			<b>Time</b>
22/57	<b>Reports (Written reports circulated and available on website)</b>  57.1 County Councillor's report 57.2 District Councillors' report 57.3 Parish Councillors reports (verbal) 57.4 Clerk's report (verbal)	To note only	20
22/58	<b>Planning matters</b>  58.1 <u>Applications requiring a decision</u> <u>21/04318/HFUL – 3 Saxon Close – two storey side extension</u> (amended) 58.2 <u>Applications to note only</u> <u>Tree works</u> <u>22/0495/TTCA -1 Church View -fell 2 Leylandii</u> 58.3 <u>Applications decisions received</u>	For decision      To note only To note only	5
22/59	<b>Finance matters</b>  59.1 To approve payment of outstanding accounts due 59.2 To report on any income received 59.3 To approve <b>2021-22</b> accounts 59.4 To approve Annual Governance & Accountability Return (AGAR) Section 1- <b>Annual Governance Statement 2021-22</b> 59.5 To approve AGAR Section 2 – <b>Accounting Statements 2021-22</b> 59.6 To agree dates for the period for the period of Public Rights and publication of Unaudited AGAR. 59.7 To appoint an internal auditor for 2022-23 59.8 To review fees charged for 2022-23 59.9 To agree level of Chairman's allowance for 2022-23 59.10 To review and approve Councillors as bank signatories on all bank accounts 59.11 To consider continuing with Zoom Pro subscription	For decision To note only For decision  For decision  For decision  For decision For decision For decision For decision For decision	30
22/60	<b>To elect members of Personnel Committee and to review its Terms of Reference</b>	For decision	5
22/61	<b>To appoint member representatives on other parish groups;</b> <ul style="list-style-type: none"> <li>➤ Environment Action Group (EAG)</li> <li>➤ Flood Mitigation Group (FMG)</li> <li>➤ Transport Action Group (TAG)</li> <li>➤ Oakington &amp; Westwick Neighbours (OWN)</li> <li>➤ Pavilion Management Committee x 2</li> <li>➤ Community Association (CA)</li> <li>➤ Oakington Charities</li> </ul>	For decision	5
22/62	<b>To appoint officers and members with specific areas of responsibility;</b> <ul style="list-style-type: none"> <li>➤ Northstowe</li> <li>➤ Recreation Ground – including Cemetery, play area &amp; orchards</li> <li>➤ Youth Provision</li> <li>➤ Tree Warden</li> <li>➤ Emergency Plan</li> </ul>	For decision	5
22/63	<b>Administration matters</b> 63.1 To review Standing Orders 63.2 To review Financial Regulations 63.3 To review Risk Assessment 63.4 To review Freedom of Information Publication Scheme 63.5 To review Press & Media Policy	For decision	15

<b>Item</b>			<b>Time</b>
	<p><b>63.6</b> To review Financial Reserves policy</p> <p><b>63.7</b> To review parking bays licences for 45 Water Lane &amp; 15 Queens Way</p>		
<b>22/64</b>	<p><b>Community matters</b></p> <p><b>64.1</b> To consider supporting a request for a bus stop to be located outside Oakington Garden Centre</p>	For decision	5
<b>22/65</b>	<p><b>Open Spaces/Recreation Ground Matters</b></p> <p><b>65.1</b> Motion to Exclude: <i>That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following item 65.2 as publicity would be prejudicial to the public interest because of the commercially sensitive nature of the business to be transacted.</i></p> <p><b>65.2</b> To approve preferred contractor the 'Rec for All Age Use' project work, subject to award of grant funding.</p> <p><b>65.3</b> Motion to Re-Admit the Public and Press: <i>To resolve that, the commercially sensitive business having been concluded, the press and public be re-admitted to the meeting.</i></p> <p><b>65.4</b> To consider appointing a volunteer project manager for the 'Rec for All Age Use' project.</p> <p><b>65.5</b> To consider proceeding with Stocks Green Leylandii removal and fence installation this autumn.</p>		15
<b>22/66</b>	<p><b>Date of next meeting: Monday 13 June 2022, 7.30pm</b></p> <p><b>Planning: Monday 23 May 2022 – if required</b></p>		