

OAKINGTON & WESTWICK PARISH COUNCIL

| | |
|--------------------------|---|
| Notice of Meeting | Oakington & Westwick Parish Council – Annual Meeting |
| Date / Time | Tuesday 9 May 2023 at 7.30pm |
| Venue | Oakington Sports Pavilion, Queens Way, Oakington |

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
2 May 2023

Agenda

| Item | | | Time |
|--------------|--|--------------|-------------|
| 23/47 | To elect a Chair Chair to sign Declaration of Acceptance of Office | For decision | 1 |
| 23/48 | To elect a Vice-Chair | For decision | 1 |
| 23/49 | To receive and approve apologies for absence | For decision | 1 |
| 23/50 | 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 |
| 23/51 | 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 | | 15 |
| 23/52 | To approve minutes of the meeting held 3 April 2023 | For decision | 2 |
| 23/53 | To approve minutes of the Planning meeting held 24 April 2023 | For decision | 2 |
| 23/54 | Matters arising from the previous meetings, not otherwise on the agenda (information only) | To note only | 5 |
| 23/55 | Reports (Written reports circulated and available on website) 55.1 County Councillor's report 55.2 District Councillors' report 55.3 Parish Councillors reports (verbal) 55.4 Clerk's report (verbal) | To note only | 20 |
| 23/56 | To elect members of the Personnel Committee and review its terms of reference | For decision | 5 |
| 23/57 | To appoint member representatives on other parish groups; ➤ Environment Action Group (EAG) ➤ Flood Mitigation Group (FMG) ➤ Transport Action Group (TAG) | For decision | 5 |

| Item | | | Time |
|-------|--|---|------|
| | <ul style="list-style-type: none"> ➤ Oakington & Westwick Neighbours (OWN) ➤ Pavilion Management Committee x 2 ➤ Community Association (CA) ➤ Oakington Charities | | |
| 23/58 | <p>To appoint members with specific areas of responsibility;</p> <ul style="list-style-type: none"> ➤ Northstowe ➤ Recreation Ground (incl Cemetery, play area & orchards) ➤ Youth Provision ➤ Tree Warden ➤ Emergency Plan | For decision | 5 |
| 23/59 | <p>Planning matters</p> <p><u>59.1 Applications requiring a decision</u> 23/01481/FUL- 9 Longstanton Road Demolition of garage & store and erection of 2 bed dwelling</p> <p><u>59.2 Applications to note only</u></p> <p><u>59.3 Applications decisions received</u></p> | <p>For decision</p> <p>To note only</p> <p>To note only</p> | 10 |
| 23/60 | <p>Finance matters</p> <p>60.1 To approve payment of outstanding accounts due</p> <p>60.2 To report on any income received</p> <p>60.3 To approve 2022-23 accounts</p> <p>60.4 To approve Annual Governance & Accountability Return (AGAR) Section 1- Annual Governance Statement 2022-23</p> <p>60.5 To approve AGAR Section 2 – Accounting Statements 2022-23</p> <p>60.6 To agree dates for the period for the period of Public Rights and publication of Unaudited AGAR.</p> <p>60.7 To approve transfer of funds from current account to 95 day notice account.</p> <p>60.8 To review insurance and assets register to ensure adequate cover in place.</p> <p>60.9 To appoint an internal auditor for 2023-24</p> <p>60.10 To review fees charged for 2023-24</p> <p>60.11 To agree level of Chairman’s allowance for 2023-24</p> <p>60.12 To review and approve Councillors as bank signatories on all bank accounts</p> | <p>For decision</p> <p>To note only</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> | 30 |
| 23/61 | <p>Highways matters</p> <p>61.1 To consider LHI application feasibility report and contribution amount.</p> | For decision | 5 |
| 23/62 | <p>Open Spaces/ Recreation Ground matters</p> <p>62.1 To consider appointing an independent pitch specialist as required by the Football Foundation for 3G application.</p> <p>62.2 To approve final design of 6 information boards</p> | <p>For decision</p> <p>For decision</p> | 10 |
| 23/63 | <p>Administration matters</p> <p>63.1 To review Standing Orders</p> <p>63.2 To review Financial Regulations</p> <p>63.3 To review Risk Assessment</p> <p>63.4 To review Freedom of Information Publication Scheme</p> <p>63.5 To review Financial Reserves policy</p> | For decision | 10 |
| 23/64 | <p>Date of next meeting: Monday 12 June 2023, 7.30pm</p> <p>Planning: Monday 22 May 2023 – if required</p> | | |