

OAKINGTON & WESTWICK PARISH COUNCIL

Notice of Meeting	Oakington & Westwick Parish Council – Annual Meeting
Date / Time	Monday 13 May 2024 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
7 May 2024

Agenda

Item			Time
24/48	To elect a Chair Chair to sign Declaration of Acceptance of Office	For decision	1
24/49	To elect a Vice-Chair	For decision	1
24/50	To receive and approve apologies for absence	For decision	1
24/51	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
24/52	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
24/53	To approve minutes of the meeting held 8 April 2024	For decision	2
24/54	To approve minutes of the Planning meeting held 22 April 2024	For decision	2
24/55	Matters arising from the previous meetings, not otherwise on the agenda (information only)	To note only	5
24/56	Reports (Written reports circulated and available on website) 56.1 County Councillor's report 56.2 District Councillors' report 56.3 Parish Councillors reports (verbal) 56.4 Clerk's report (verbal)	To note only	20
24/57	To elect members of the Personnel Committee and review its terms of reference	For decision	5
24/58	To appoint member representatives on other parish groups; ➤ Environment Action Group/ Flood Mitigation Group (EAG) ➤ Transport Action Group (TAG) ➤ Oakington & Westwick Neighbours (OWN)	For decision	5

Item			Time
	<ul style="list-style-type: none"> ➤ Pavilion Management Committee x 2 ➤ Community Association (CA) ➤ Oakington Charities 		
24/59	<p>To appoint members with specific areas of responsibility;</p> <ul style="list-style-type: none"> ➤ Northstowe ➤ Recreation Ground (incl Cemetery, play area & orchards) ➤ Trees ➤ Youth Provision 	For decision	5
24/60	<p>Planning matters</p> <p>60.1 <u>Applications requiring a decision</u> <u>24/01379/HFUL & 24/01380/LBC - 56 High Street</u> Retention and rebuilding of chimney stack to RHS edge of property.</p> <p>60.2 <u>Applications to note only</u></p> <p>60.3 <u>Applications decisions received</u></p>	For decision To note only To note only	10
24/61	<p>Pavilion/MUGA matters</p> <p>61.1 To consider applying for a Zero Carbon Communities or Rural England Prosperity Fund grant.</p> <p>61.2 To consider funding new goals for the 3G</p>	For decision For decision	10
24/62	<p>Highways matters</p> <p>62.1 To consider writing to Highways about the short 60mph stretch on Gatehouse Road</p>	For decision	5
24/63	<p>Finance matters</p> <p>63.1 To approve payment of outstanding accounts due</p> <p>63.2 To report on any income received</p> <p>63.3 To approve 2023-24 accounts</p> <p>63.4 To approve Annual Governance & Accountability Return (AGAR) Section 1- Annual Governance Statement 2023-24</p> <p>63.5 To approve AGAR Section 2 – Accounting Statements 2023-24</p> <p>63.6 To agree dates for the period for the period of Public Rights and publication of Unaudited AGAR.</p> <p>63.7 To approve transfer of funds from 95-day notice account to current account.</p> <p>63.8 To review insurance and assets register to ensure adequate cover in place.</p> <p>63.9 To appoint an internal auditor for 2024-25</p> <p>63.10 To review fees for 2024-25</p> <p>63.11 To agree level of chair’s allowance for 2024-25</p> <p>63.12 To review and approve councillors as bank signatories on all bank accounts</p>	For decision To note only For decision For decision For decision For decision For decision For decision For decision For decision For decision	30
24/64	<p>Administration matters</p> <p>64.1 To review Standing Orders</p> <p>64.2 To review Risk Assessment</p> <p>64.3 To review Freedom of Information Publication Scheme</p> <p>64.4 To review Financial Reserves policy</p> <p>64.5 To agree dates for 2025 meetings</p>	For decision	15
24/65	<p>Date of next meeting: Monday 10 June 2024, 7.30pm</p> <p>Planning: Tuesday 28 May 2024 – if required</p>		